

# CAMPUS CONNECTIONS

YOUR WEEKLY EMPLOYEE NEWS UPDATE

JUNE 7, 2023

## WHAT TO KNOW



### SUMMER STREET CLOSURES

[Click here](#) for a list of significant street closures happening now through July for the Nascar Chicago Street Race.


Please note that parts of Peterson, Clark, Ridge, and Devon Avenue will also be closing, due to the construction of the new Metra stop at Peterson.

Please plan your commutes accordingly.



### CAMPUS COVID GUIDELINES (REPOSTED FROM LAST WEEK)

[Click here](#) to revisit the latest Covid guidance, as shared on May, 31 in Campus Connections.



- Main Building Housekeeper (details [here](#))
- McAuley QIDP (details [here](#))
- McAuley PM Supervisor (details [here](#))
- Village QIDP Assistant (details [here](#))
- Village QIDP (details [here](#))
- Shannon Apartments QIDP (details [here](#))
- CILA Supervisor—ON Shift (details [here](#))
- CNAs and DSPs
- Security

Follow our Employee Recruitment Pages on [Facebook](#) and [Instagram](#)! While you're there, be sure to refer someone you know to our openings! You can earn up to \$1,000 for each successful hire who works with us for a year, as a result of your efforts to refer them to us.



# ROGERS PARK FIRST RESPONDERS

## NEIGHBORHOOD FIRST RESPONDERS TO VISIT CAMPUS

On Thursday, June 15, a group of First Responders, including local police units and firefighters will be on campus from 10 PM - 12 PM to introduce themselves to residents and staff. We hope this will be a fun, informative activity that deepens our relationship with the first responder community who often work with us in emergencies and general areas of campus safety.

More information will come through the supervisors in each area as we work on communicating additional details about this event.

## WHAT TO DO



# PERFORMANCE REVIEW SEASON

## Self-rater evaluations must be complete by June 10th!

[Click here](#) to read a self-rater question and answer guide for performance evaluations.

**Only employees hired before January 1, 2023 will be completing the performance review process.**

See below to see the Performance Review guidance, timelines, and dates to follow.

- **PERFORMANCE REVIEW TIMELINE**
  - **June 1 - June 10:** self-rating to take place.
  - **June 10 - June 24:** evaluators begin.
  - **June 25 - July 15:** delivery of evaluations.
  - The deadline for acknowledging evaluations is **July 20**. Performance reviews will be closed on this day.
- **TRAINING**
  - [Click here](#) for instructions on how to access and acknowledge the latest organization policies in ADP.
  - [Click here](#) for instructions on how to complete the self-rater portion of the Performance Review.
- **HR SUPPORT HOURS**
  - Human Resources will be offering open hours for employees to drop in and receive assistance with the "Self-Review" portion of the Performance Reviews. Again, this portion of your Performance Review is to be completed between **June 1, 2023**, and **June 10, 2023**.
    - **June 1** 6 am-8 am & 2 pm-4 pm
    - **June 2** 6 am-8 am & 2 pm-4 pm
    - **June 5** 6 am-8 am & 2 pm-4 pm
    - **June 6** 6 am-8 am & 2 pm-4 pm
    - **June 7** 6 am-8 am & 2 pm-4 pm
    - **June 8** 6 am-8 am & 2 pm-4 pm
    - **June 9** 6 am-8 am & 2 pm-4 pm
  - Recursos humanos está ofreciendo horarios abiertos para que el personal se presente para recibir ayuda con la finalización de la parte de "autoevaluación" de su revisión de desempeño en ADP. El cronograma para que los empleados completen esto es del 1 de junio al 10 de junio. Si necesita apoyo o ayuda con la traducción para empleados que hablan español, puede programar su cita con Víctor Ramos por correo electrónico. [vramos@misericordia.com](mailto:vramos@misericordia.com).

For inquiries regarding Performance Review support in HR during the hours listed above, please call x3038.

## THE ORGANIZATION FOCUSED GOAL

Question number 7 is our organization focused goal. Some of the content was left off when this question was published so it may be a bit confusing. However, if you are an

employee who is considered an evaluator (meaning you are responsible for evaluating an employee's performance) you will be rated on your completion of IDPs for your employees. If you are a self-rater only, this question is related to your attendance (follow our attendance policy). As an organization, this should not be new to anyone as our expectations have been shared throughout the year both verbally and through written communications. The attendance is based on January 1 to the present time.

How to score yourself and your employees:

**Organization Focused Goal: Attendance/Self Raters/Non-Management (Full time)**

- 4 - employee had no unexcused absences
- 3 - employee had 2 or less unexcused absences
- 2 - employee had 3 unexcused absences
- 1 - employee had 4 or more unexcused absences

**Criteria for attendance for PT**

- 4 - no unexcused absences
- 3 - 1 or less unexcused absence
- 2 - 2 unexcused absences
- 1 - 3 or more unexcused absences

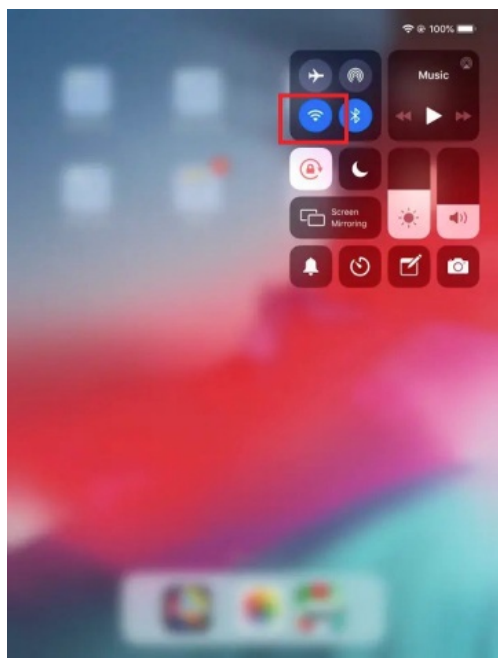
**Criteria for attendance for Relief**

- 4 - no unexcused absences
- 3 - 1 unexcused absence
- 2 - 2 unexcused absences
- 1 - 3 or more unexcused absences

**Organization Focused Goal: Individual Development Plans/Evaluators/Management**

- 4 - Evaluator met with employee and documented 2 or more IDPS per employee for all employees
- 3 - Evaluator completed at least 1 IDP per employee for all employees
- 2 - Evaluator completed 1 IDP for at least 50% of his/her employees
- 1 - Evaluator completed 1 IDP for 25% of his/her employees

**ARE YOU EXPERIENCING SLOW WI-FI ISSUES WHILE COMPLETING YOUR SELF-EVALUATIONS AND OTHER TASKS?**



At times, the iPads try to maintain hold on a Wi-Fi hub that is further away from where you are, rather than letting go of that hub as you move through the home/apartment and latching on to a closer one.

If you are not sure whether or not you are having issues, you can try turning the Wi-Fi off, then back on, using the Control Center, and it will always connect to the closest Wi-Fi hub.

- 1) Slide down from the top right corner of the screen to access the Control Center.
- 2) Press on the blue Wi-Fi symbol to turn it off, it will change to a gray color.
- 3) Press it again to turn on Wi-Fi, it will change to a blue color.
- 4) Return to AWARDS and see if this improved performance!



**JUNE LEADERSHIP SERIES**

Don't forget to sign up for a session for June's Leadership Series which is mandatory for all people leaders at Misericordia.

An advertisement for Correll Co. The left side features the Correll Co. logo, which consists of a stylized 'C' made of horizontal lines, followed by the text "Correll Co" and "Correll Co is a 401 (k) Administrator" below it. The right side has a dark blue background with white text that reads "IMPORTANT 401K AUTOMATIC INCREASE INFORMATION".

**CURRENT PARTICIPANTS**

## ALSO FOR YOUR CONSIDERATION



### MISERICORDIA JUNETEENTH SHIRTS FOR SALE

Designed by the Marian Center, [click here](#) to order Juneteenth shirts in sizes ranging from small to 6XL while supplies last. The sale will run through Friday, June 9th and orders will be available by Friday, June 16th. Purchase a shirt today!

Additionally, stay tuned to Campus Connections for a Juneteenth resource guide with helpful links to educational sites and local events to honor the holiday.



## TO OUR WONDERFUL STAFF: HAPPY MOTHER'S DAY/FATHER'S DAY!

WE ARE SO GRATEFUL FOR YOUR CONTINUED DEDICATION  
AND SUPPORT TO OUR BELOVED RESIDENTS.  
A MISERICORDIA POLO SHIRT WILL BE DELIVERED  
TO YOUR AREA BY FATHER'S DAY

FROM YOUR MISERICORDIA FAMILY

• THANK YOU FOR KEEPING MISERICORDIA STRONG! •



### WANT TO ORDER LUNCH FROM THE GREENHOUSE INN?

Call 773-273-4182

Tuesday - Friday

Orders must be in by 11:00 AM

(Does not apply to in-restaurant dining)

[Click here](#) to download the staff take-out menu.

## A MESSAGE FROM THE HEART

"There is only one thing to do with failure: learn from it, turn your failure into a beginning of success. Back up and start over. Often, the fastest way ahead is to go back."—Peter Kreeft

Stay tuned for weekly Campus Connections updates sent via email.

To find previous Campus Connections issues and updates, [click here](#).

If you have any questions or feedback for us, email [campusconnections@misericordia.com](mailto:campusconnections@misericordia.com). Be sure to include your name, work area, and an extension we can use to contact you!

[Unsubscribe campusconnections@misericordia.com](#)

[Update Profile](#) | [Constant Contact Data Notice](#)

Sent by campusconnections@misericordia.com in collaboration  
with



Try email marketing for free today!