

**Subject:** Instant HR & Payroll: Performance Evals, Job Advertisements, and Mason 101 & Needleworks are back!

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### **2017 Performance Evaluations**

Friendly reminder that the 2017 Performance Evaluations are **due on Tuesday, October 24<sup>th</sup>**. Although we just completed evaluations for some newly hired faculty and staff to be eligible for the recent VA State Increase, those were for the 2016 evaluation cycle. For more information, please review the [2017 Performance Evaluation Memo](#) on our website. Any additional questions can be sent to [workplan@gmu.edu](mailto:workplan@gmu.edu).

### **The Psychology of Spending**

Join Dawn Davis of Apple Federal Credit Union on **October 24<sup>th</sup>** from **12-1pm** as she discusses what psychologists have found to be several forces that govern our consumer behavior and cause us to make decisions that are not necessarily rational or in our best interest. Dawn will address factors that commonly affect the psychology of spending: the role of advertising, spending habits, keeping up with the Jones', bargain hunting, impulse buying and more. For location and to register, please visit <http://hr.gmu.edu/learning/hr.php>

### **Fall HR Liaisons Meeting**

Please join us for the fall HR Liaisons meeting on Friday, November 3 from 2:00 – 4:00 pm in Merten Hall, 1201. The meeting will also be videoconferenced to Arlington: Founders Hall B119 and SciTech: Bull Run Hall, 254. To register visit <http://hr.gmu.edu/learning>. If you would like to be conferenced in from Loudoun or Front Royal, please e-mail Bridget Peabody at [bpeabody@gmu.edu](mailto:bpeabody@gmu.edu).

### **New Job Posting Advertising**

Starting Nov 1, 2017, ads will be placed through our partner, Graystone Advertising. To get this process running as smoothly as possible, you will see a number of changes to the posting form in PeopleAdmin (eWork), particularly a new “Advertisements” tab that will house all advertising-related fields. Using this tab, you can select the types of paid ads you would like to purchase through Graystone and even choose cost-saving “combo” advertising packages. Once your position is posted, Graystone will contact initiators with quotes for selected advertising options. Departments may then use P-Cards or be directly billed for ad purchases. Please e-mail Talent Acquisition with any questions at [jobs@gmu.edu](mailto:jobs@gmu.edu).

### **Mason 101 is Back!**

Whether you are new to the Mason community, looking to update your Mason knowledge, or looking for more resources available at Mason, sign up for Mason 101! Mason 101 is a free, in-classroom session that shares the history, organizational structure, and resources of George Mason University, as well as a virtual tour of all Mason campuses and sites. [Sign up today!](#)

All sessions are in held in Merten Hall, Room 2001. Though blocked for two hours, the class typically ends earlier. For questions, or to set up a group session for your unit, email Philip Stamper, University Information, at [pstamper@gmu.edu](mailto:pstamper@gmu.edu).

### **Mason Needleworks: New days, times & location**

Would you like to meet up with other needle workers for some stitching and conversation? Join us every other Thursday in the MIX on the Fairfax Campus from 12:00 – 1:00 p.m. All types of needle working are welcome – crocheting, knitting, cross-stitch, embroidery and more. [The Mason Needleworks](#) schedule for the remainder of 2017 is 12:00 – 1:00 p.m. on October 26, November 9, November 30 and December 14.

Questions? Please contact Hope Miller at 3-9374 or [hmille@gmu.edu](mailto:hmille@gmu.edu).

**SAVE THE DATE: Faculty/Staff Enrichment Day**

Faculty/Staff Enrichment Day has moved! This year we will be gathering on Wednesday, March 7<sup>th</sup>. Stay tuned for details!

**Kate Astor**

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