



Lincoln
Human
Resource
Management
Association



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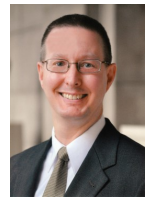
**No Regular Program and Workshop in September.
Join us Tuesday, October 11th at Wilderness Ridge.**

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President's Message

Joel Scherling, LHRMA President



One day I received a call from a fellow HR practitioner asking if I would be interested in helping with a sexual harassment investigation. While I didn't end up conducting the investigation for them, the request spurred me to take a critical look at my readiness to respond to such a complaint at my own place of work.

Using the lens of providing the service to someone else, I was much more critical of the procedures and information I had ready. So, I took the time then to develop investigation interview forms so I could pull them up at a moment's notice, without having to think about it. Although it was hard to spend time on a topic that wasn't a "10" on my internal HR Richter Scale, I'm glad I did. You don't want to be fumbling around for a list of questions when you have an employee in your office lodging a sexual harassment complaint.



In a similar vein, I recently had the need to create a list of questions for a supervisor to use to investigate a more general complaint. I didn't have a good list of questions from which to draw, so I had to stop to do some research. Lesson learned.

So, I challenge you to spend some time brainstorming, either individually or with your team, to identify HR issues that you don't feel you are fully ready to handle should the problem come up tomorrow (e.g., bomb scare, theft, impaired employee at work). Prioritize your list and commit to addressing the first item. You, and your company, will benefit from the effort.



COMMUNITY OUTREACH: *Recruiting the Best Talent*

By Maggie McPherson



It's Career Fair Season!

It's the time of year when students are headed back to school. In the Human Resources field, that also means it is career fair season. We are filling up our schedules with career fairs with hopes of recruiting the best talent for our organizations.

As we head out to career fairs, there is an opportunity to ensure you represent your organization in a positive manner. Here are a few tips to help recruit the best talent around.

- Be prepared and arrive on time
- Know your target audience and whom you want to recruit
- Have enough materials to pass out and make sure your table is presentable
- Ensure your recruiters are knowledgeable about your organization, vacant positions and internship possibilities
- Dress professionally
- If possible, take your hiring managers with you
- Stand at your table
- Be attentive (stay off your cell phone)
- Stay the entire time; you never know when the next great candidate will arrive
- Follow up with great candidates and thank them for stopping by

For students, it's important to make a great first impression to your potential next employer. Here are a few tips to make sure you are representing yourself in a memorable way.

- Dress professionally
- Don't be shy – walk up and introduce yourself; they want to talk to you!
- Smile
- Do research on the organizations that you want to speak to and be ready to ask questions
- Have a copy of your current resume
- At the end of your conversation, shake their hand and thank the employer for taking the time to speak with you.
- Request a business card
- Follow up with a thank you (e.g., email or note)

Community Outreach Committee:

Shannon Rowen (chair), Maggie McPherson, Lynn Friesen, Dana Buss, and Angela Caldwell

Workforce Readiness Celebrates Fourth Year of 1st Job-Lincoln



Pictured L-R:

Ty Biggerstaff (UNL-CBA),
Sabrina Nelsen (UNL intern),
Adam Zastrow (UNL intern),
Davis Podany (UNL-CBA)

The Workforce Readiness Committee culminated the fourth year of our 1st Job-Lincoln program with a Celebration Event on July 28. Each year, we select a participating Champion Employer to host the event. This year, we had UNL's College of Business Administration (CBA) to thank for graciously providing the venue and refreshments. [Click here](#) to see UNL-CBA's post-press release about 1st Job-Lincoln.

Many thanks go out to all of our Champion Employers who participated in our program this year:

- ~ Ameritas
- ~ Assurity Life Insurance
- ~ Cabela's
- ~ Nebraska Dept. of Correctional Services
- ~ Nebraska Department of Labor
- ~ Republic Parking System (Park and Go)
- ~ Tabitha Health Care
- ~ UNL-College of Business Administration
- ~ UNL-Information Technology Services

Here is just some of the feedback we receive on a regular basis that tells us our Champion Employers are truly making a difference in our community!

"This has been a wonderful experience! Noah [intern] is absolutely amazing and we are very happy with his progress." (1st Job-Lincoln 2016 Champion Employer)

"Sam [intern] LOVES his job. He is learning so much and fully committed to this IT career path. The 1st Job-Lincoln program is making a tremendous difference in Sam's future. Thank you so much for this opportunity!" (parent of intern in 1st Job-Lincoln 2016)

Many ripple effects have come about since 1st Job-Lincoln launched in 2013. I am pleased to report that our program has caught the eye of Seward County, who recently received grant funds to model a program after 1st Job-Lincoln in its own community! We wish them much success in their future endeavors and are pleased that our program is seen as valuable to emulate.

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Lastly, I would like to recognize the Workforce Readiness Committee members who work tirelessly all year to support the program, as expressed by one of our 1st Job-Lincoln intern's parent: "Just wanted to say thanks again for all of your hard work putting together this program and the award ceremony. It is truly a great program and gift you are offering to these kids."

~ Rod Armstrong

~ John Coffey

~ Judy Fischer

~ Cindy Kaliff

~ Jan Norlander-Jensen (community stakeholder)

~ Christina Oldfather (community stakeholder)

~ Midge Pace

~ Jill Watkins

Stay tuned for 2017!

Kim Michael, PHR, SHRM-CP
Workforce Readiness Director

Employers
Increase Your Workplace Productivity

Breastfeeding =
Healthier Moms & Babies
Less Absenteeism
Lower Insurance Costs



Support the New Moms in Your Workplace
Learn more at **HealthyLincoln.org**

Made possible with funding from the Centers for Disease Control and Prevention

EAP Corner

Collaboration and Inclusion: Getting the Most from Your Team's Input

Gail Sutter, Executive Director

Continuum EAP

Collaborative managers ask their team members what they think, and they use their team's input. They give credit where credit is due. They are not only willing to listen to other people's points of view; they value the concept that diverse thoughts, ideas and suggestions further their team's strategic goals.

How to include your team in the collaborative process:

1. Announce Your Intent to Ask for Ideas

Simple yet important. Announcing your intentions begins to reduce the gap between you and your team — the gap being the misnomer that you are the boss and therefore more skilled or more knowledgeable than anyone else on your team. The announcement is an opportunity to set the record straight. "I want to hear from you. You are out there on the floor every day, on the phone dealing with these issues and I want to hear what you think about the new software as it is being put into place."

Avoid making your announcement via an email blast. An email blast takes the steam out of your message and may likely not be taken seriously. Make your announcement out loud at a staff meeting so everyone can see and hear how serious and how genuine you are.

2. Pre-Announce Brainstorming Sessions — This step can be done in an email blast because it involves giving instructions.

Clarify what you mean by brainstorming. Some think that brainstorming means big picture, outof-the-box, wild ideas. These are often not practical. Or, they could be about situations that you can't change or implement at your level. For example, a team member has a great idea about how to improve the Information Technology department, but you work in shipping. It is likely you can't use his idea and the result is disappointment. Direct your team to brainstorm about specific, direct items your team works with — projects, deliverables, deadlines, team-related operational matters, etc. Not everyone can think "off the cuff." Some need time to think. Or, historically, some may not have contributed because they are afraid of being wrong or snickered at. Counter these fears with your instructions. "Next week, we are going to brainstorm about _____. Before then, think about solutions that will work—real-world solutions. Craft your thoughts and talk to each other about your ideas. Write them down and bring them to the meeting. More ideas are better, and ones that you think through and discuss ahead of time will help keep the meeting moving quickly. If we have conflicting ideas on the table, I will consider that interesting. That tells me you are thinking about different angles. I'll welcome all ideas you have thoroughly examined about _____."

3. Encourage Each Individual to Give Input Only He or She Can Give

During your one-on-one meetings, encourage collaboration tailored to each individual. For example, you can challenge a top performer to contribute when others are stuck or if there is a lull of silence during a meeting. Or, consider a team member who works with type X customer. You can ask him or her to be on the lookout for how the new system will work when type X customer comes into play.

Collaboration and Inclusion 1-2-3

1. To start, announce and then communicate often how you value thoughts, ideas and suggestions from everyone.
2. Give team members lead time when faced with the challenge of brainstorming.
3. Take the time to discuss and find the unique perspective, skill, knowledge or ability each of your team

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members possess and encourage all of them to contribute. If you'd like more information about this topic, or would like to consult with one of our workplace consultants please contact us at eespecialist@4continuum.com

Continuum EAP has over 40 years of providing EAP and Work/Life services to our member companies. For more information, contact Gail Sutter at 402-476-0186 or 800-755-7636 or gsutter@4continuum.com.



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Wellness News

Too Busy to Exercise—Take a Few Minutes to Live Longer & Healthier & Happier

Dr. Randy McCracken

McCracken Chiropractic Clinic

It seems like we always have something to do and not enough time in the day to do it! Now a new exercise routine has shown promise to ease up some of our time constraints. It is called the “10-minute Workout. This appeared in **MEN’S FITNESS**, Home / Training / Workout Routines/April 27, 2016

THE 10-MINUTE CYCLING WORKOUT THAT’S JUST AS EFFECTIVE AS A 50-MINUTE ROUTINE

We know, you're skeptical about the headline, but the science speaks for itself.

The next time you're plodding through a run (that's more like a sad jog) in your neighborhood thinking, 'I really want this to stop,' do it. Stop. Don't feel bad about it either.

New research from McMaster University, published online in the journal *PLOS ONE*, suggests a single minute of very intense exercise produces the same health benefits as longer endurance training (recommended by public health guidelines). Seriously? One minute of my-lungs-and-legs-are-burning-so-bad-I-might-vomit effort can substitute 45 minutes of something like that sad jog. To prove it, the researchers put 27 sedentary men to the test. For 12 weeks, nine of the men were asked to perform three weekly sessions of intense sprint interval training on stationary bikes, 10 were assigned to moderate-intensity continuous training (also on bikes), and six served as the control group, completing no exercise. During the sprint intervals, the men did 3x20 second ‘all-out’ cycle sprints at approximately 500Watts (that's the measure of your power output) with 2 minutes of cycling at 50W for recovery between sprints. During the moderate workout, the men underwent 45 minutes of continuous cycling at about 70 percent of their maximal heart rate (approximately 110W). Both groups completed a 2-minute warm-up and 3-minute cool down.

Researchers examined participants' cardiorespiratory fitness, essentially their VO2 max, and insulin sensitivity, to measure how their bodies regulated blood sugar. After three months, all the athletes exhibited similar results and health benefits—even though the moderate-intensity continuous training involved five times as much exercise and a five-fold greater time commitment. Peak oxygen uptake increased after training by 19 percent in both groups; and their insulin sensitivity increased similarly as well.

"Most people cite 'lack of time' as the main reason for not being active", lead study author Martin Gibala said in a press release. "Our study shows that an interval-based approach can be more efficient—you can get health and fitness benefits comparable to the traditional approach, in less time." And if you've been doing the math, yes, technically the workout isn't just one minute long. It's 10 minutes.

And if you want to give it a go, here's the breakdown:

- 2-minute warmup
- 20-second all-out sprint
- * 2-minute recovery cycle*
- 20-second all-out sprint
- * 2-minute recovery cycle*
- 20-second all-out sprint
- 3-minute cool down

Don't have a stationary bike? No problem: "The basic principles apply to many forms of exercise," Gibala says. "Climbing a few flights of stairs on your lunch hour can provide a quick and effective workout. The health benefits are significant."

Therefore you do not have an excuse not to exercise. Move it or lose it as the saying goes. Your health is dependent upon regular exercise. Sitting in a chair at work all day is causing health problems. Improved health, decreased health costs and increased productivity have been noted with on-site chiropractic treatment. For more information you may reach Dr. McCracken @drmcchiro@gmail.com

LHRMA Board Member Profile Certification: Amy Spellman



Where did you grow up?

In Lexington, NE on a farm and my parents still live there.

When you reminisce about your childhood, what is one of your favorite memories?

My favorite memories are working on our farm with my Dad and sister. We often were Dad's only helpers and so we had to make some things work. Like I would steer the grain truck while my sister drove the tractor and I could barely reach the pedals in order to hit the brakes. We also spent many a day in the pastures spraying thistles and digging them up, which wasn't a fun summer chore, but it was necessary. We often laugh about these memories with my Dad.

Tell us about your family.

I have been married to my husband Kelly for eleven years and have one son Holdin who is seven.

Outside of work, what do you enjoy doing?

Relaxing on my front porch with my son, husband and friends. We live in Malcolm so we have great neighbors to visit with and Holdin has plenty of friends to play with as they run from yard to yard. I also like to golf even though I don't get to do it as much as I would like and I enjoy going to the lake.

Tell us about your first car.

I had a grey Ford Tempo which I was happy to have. It lasted me from 14 years old (school permit) until I graduated from college. I was grateful to have it because it was better than what my older sister got to drive, which was a red Mercury Monarch that quit when she turned the corner all of the time.

What are your favorites?

Meal – My favorites are Mexican food and Italian. However, fresh sweet corn in the summer with a grilled burger can't be beat.

Candy – Snickers and ice cream

Cookies – Peanut Butter

Band/music – I am a huge fan of Garth Brooks. When he came to Lincoln in the late 90's I got to shake his hand and serve him a pizza at Valentino's. It was awesome...

TV shows – Chicago Fire, Chicago PD, Chicago Med, Grey's Anatomy...

Movie – Pitch Perfect and Pitch Perfect 2

Thing to do on a day off – I mostly clean my house and get caught up on things I can't get to during the week or weekend. Sometimes I just relax and do nothing.

What's your educational background?

I received my Bachelor's degree from UNL.

What kind of work did you do to get through college?

I worked on campus at the UNL Career Center and recorded the job openings on the job line. Many of my friends would recognize my voice. I also waited tables at Austin's Steakhouse, which kept me busy.

What certifications to you hold?

I am PHR and SHRM-CP certified.

How did you come to a position the field of HR?

When I moved to Dallas, I started working for a temporary staffing agency as a recruiter.

What is your biggest HR challenge right now?

Understanding Class and Comp.

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How long have you worked in HR?

Sixteen years.

Tell us about your current position.

I work for the Nebraska Department of Education, which has over 500 employees. I am the Assistant Director of Human Resources and I work primarily with recruitment, employee relations, performance management, and facilitation of FMLA.

Tell us something about yourself that we would never guess.

Most people would never guess that I grew up on a farm and know how to drive a tractor and do other farm related work.



If you could retire tomorrow, and money was no issue, what would you do?

I would travel to Hawaii with my entire family and stay for a few weeks.

What advice would you give to those new to the HR field?

Continue to learn new things as this field is always changing.

The thing I enjoy most about being on the board is...

Working with the board members and developing valuable relationships.

I joined LHRMA because...

I wanted to meet other HR professionals and learn about topics that I didn't know as much about.

What I learned by being on the LHRMA board that I didn't know as a member is...

I had no idea how much work the Board does to make the Chapter successful and contribute to the community.

Certification

(Contact: certification@lincolnhhr.org)

Q. What does the Certification director do?

A. Manage the chapter's SHRM certification program. Increase the number of chapter members who are certified and encourage members to recertify.

Q. How could I contribute in this area?

A. You further the goal of increasing the numbers of certified HR professionals by:
Volunteering to teach a certification prep class. Instructor materials, including PowerPoint slides, are provided.

[Certification Information](#)



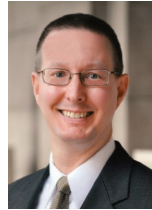
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