Important NOVA announcements and flyers are enclosed.

To read this week’s Intercom issue see: http://www.nvcc.edu/pip/082109.pdf
Faculty Resource Fair

NOVA faculty are welcome to attend a Faculty Resource Fair, Friday, August 21st, from 9-10:30 a.m. in the CE Forum at the Annandale Campus. The resource fair is free and open to all full-time and part-time NOVA faculty. Reservations are not required. Come for great information, networking, and prizes. The following NOVA resources will be on hand and available for you to visit:

- Academic Services
- Achieving the Dream
- Affirmative Action/Minority and Legal Affairs
- CARE Teams and Mental Health
- College Student Activities
- Extended Learning Institute
- Financial Aid Services
- Grants and Special Projects
- Human Resources
- IT Customer Help Desk
- Learning Resource Services
- MERLOT
- NVCC Education Foundation
- NVCC-TV Center
- Office of International Student Services
- Office of Institutional Research, Planning and Assessment
- Pathway to the Baccalaureate
- Print Services
- SACS Re-Accreditation
- Student Services
- VCCS Professional Development
- Technology Applications Center
- Web Services and Digital Media

The Faculty Resource Fair is sponsored by the Center for Excellence in Teaching and Learning. For more information, contact
Use Your NOVACARD And Get a REFUND!!!

Every time you use your NOVACard at the bookstore you will be entering for a chance to have all your bookstore purchases* refunded back to you at the end of the semester. The more times you use your NOVACard at the bookstore the better your odds of WINNING

Brought to you by the NOVACard office and your campus bookstore.

*Valid purchases made between Aug 24th – Nov 30th up to $500 One Winner Per Campus

www.nvcc.edu/novacard
Tackle the Yearly Performance Evaluation Process for Classified Staff with Confidence and Smarts

Facilitator: Marleen McCabe, Ph.D.  AD Employee Relations

In this interactive workshop we will discuss the how-to’s of an effective yearly performance evaluation process that focuses on discussing your staff’s, and your unit/division’s, strengths and progress/completion of identified yearly goals. The yearly evaluation also needs to accurately reflect essential SKA’s that need improvement in the context of the EWP, and identifies, with the input from staff, training/retraining needs for the upcoming year. This two-hour workshop will also explain what managers need to know and do to comply with DHRM policy.

Audience: If you supervise classified staff, this workshop is for you.

Workshop Objectives:
- Using the EWP to evaluate and measure performance outcomes.
- Identifying various levels of performance proficiency within the Contributor Rating.
- Below Contributor rating—what is the difference between an overall Below Contributor rating vs. individual areas of job responsibility that are rated Below Contributor?
- What information needs to be attached to comply with DHRM policy in regards to an Overall below Contributor Rating?
- Acknowledgement of Extraordinary Contribution Form: Why and when do I need to attach it to the Yearly Evaluation Form?
- Needs Improvement Action Plans—when does it become an attachment to the yearly evaluation?
- Setting SMART Professional Development/learning goals.
- Help: My employee is appealing the evaluation. DHRM policy explained.
- The performance feedback meeting: Strategies for offering encouragement, praise, and having the “tough conversation”...

Pre-register for this valuable workshop by e-mail:

TO: HRDtraining@nvcc.edu
CC: (your supervisor, if required by that individual)
SUBJECT: Performance Appraisal Workshop
BODY: Please list your job title, campus, division, and session you plan to attend

<table>
<thead>
<tr>
<th>NOVA Campus</th>
<th>Remaining Dates and Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexandria</td>
<td>Wednesday, September 23 from 10:00 a.m. – 12:00 p.m.</td>
</tr>
<tr>
<td>Loudoun</td>
<td>Thursday, September 24 from 2:00 p.m. – 4:00 p.m.</td>
</tr>
</tbody>
</table>

All registrations will be acknowledged by return E-mail. Room location will be provided once the campus confirms availability.