

March 24, 2010



Human Resource Bi-Weekly Newsletter

“Taulogologo” Newsletter

Performance Evaluation Training II (3/12/10)



HR continued the second half of the Performance and Evaluation Training on 3/12/10. A few of the participants who attended the first part returned and inquired about not only the Performance Evaluation but also the Grievance Process.

Topics covered were Disciplinary Action, Progressive Discipline and the Grievance Process. These trainings and workshops have been ideal for Human Resources Office to ascertain needs of our employees and what information and services they require most on a daily basis and promote employee awareness. We welcome any suggestions to further improve our trainings.

Edition's Feature:

Adult Education Literacy & Extended Learning



L-R: Iosefa Faiai, Eseta Taotua, Puni Faiva, Donna Achica-Teleiai, Tauvela Fale

“Ua se-togi le seu na laga tila, ua e fa'apulou I le tualima, ua fa'amalo fai o le faiva.”

This week we recognize AELEL and extend our congratulations and fa'amalo to the AELEL Director and Faculty for their endless support and service for our students and to the College. In keeping with their vision of providing basic skills to their students, Director of AELEL Tauvela Fale expressed that they strive to improve the transition of students to post-secondary level, and entry into the workforce with sufficient knowledge to pursue continuous education and retention of the job skills. They are also working to establish partnerships with governmental agencies such as ASG HR WIA Title I and DOE so their students can develop and matriculate. It's a stepping stone that would allow more opportunities for their students. One of the issues that the Director wishes to put forth to the Human Resource Division is to assist in advocating for permanency status of their staff to counter the high turnover constantly faced within their Division.

4th Constitutional Convention Student Forum

The 4th CC Student Forum held on March 18, 2010, was highlighted by the presence of Governor Togiola T.A Tulafono and the high school



students. Discussion between the students and the officials concerned subjects such as Citizenship, Matais and the Senate, Kinds of Government, Political Status, the Constitution, and the Organic Act. It was an opportunity for students to voice their opinions and hear the Governor's standpoint on various issues. The next Forum is tomorrow at 12:00pm in Lecture Hall.

Employee Benefits & Services

An Employee Benefits & Services Workshop will be held on April 7, 2010. Topics to be covered will include Leave Entitlement, Creditable Service Years, Holidays, Bereavement, and Retirement Benefits. The workshop venue will be announced in our next edition.

HR Webpage on College Website

The launch date of the HR Webpage will be April 19, 2010. “Taulogologo” will provide a special feature that week to cover the webpage content.

Job Opportunities

Career Service Announcements

Community Natural Resources (Land Grant)

Associate Dean of CNR (Due: Mar 31st, 2010)

Plant Pathologist (Until Filled)

Forestry Program Manager (Until Filled)

Complete job descriptions and application forms are available from the HR Office.

Administrative Announcement

We offer our sincere condolences to the family for the loss of a fellow employee and friend, Mr. Tafale “Spiki” Ainuu. May He Rest In Peace. Spiki was a Welding, Plumbing and Fabricating Instructor with ITT from 9/24/09 – 3/13/10 and Welding Instructor: 2000 – 2002. Funeral service to be announced.



“The soul would have no rainbow had the eyes no tears” John D. Cheney