

# Nameless Newsletter

Volume 1, Issue 1

March 2008

## Calendar of Events

- 03/27 — MS Publisher Training
- 03/28 — EPMS Deadline
- 04/03 — MS Outlook Training
- 04/10 — Pre-Retirement Education Seminar
- 04/14 — New Employee Orientation
- 04/17 — Prevention Partners Worksite Screening
- 04/28 — Faculty and Staff Campus Tour



## Newsletter Naming Contest

Human Resources is launching a monthly newsletter to help keep you informed of important news and events. So what should we call it?

We need you to help name your newsletter. Submit suggestions to Jody Forrest via email

at [forrestj@cofc.edu](mailto:forrestj@cofc.edu) by March 31st. We will choose one of your entries and unveil the winning name in the April edition. The winner of our contest will receive two FREE lunches at Liberty Street Fresh Foods!



Not quite the feat of the new Cooper River Bridge, still the HR Newsletter hopes to span the information divide.

## Employee Performance Management System (EPMS) Cycle Drawing to a Close

The deadline for submitting employee evaluations is quickly approaching. Supervisors should submit both signed and electronic copies of evaluations for per-

manent non-faculty employees who have worked at the College for at least one year by March 28th. For more details contact EPMS Coordinator Susan Atwood via email at

[atwoods@cofc.edu](mailto:atwoods@cofc.edu) or Training Specialist Linda McClenaghan.

Helpful EPMS Links:

[Click for Tutorial](#)

[Click for Supervisor Help](#)

[Click for Overview](#)



## Did you Know?

As a College of Charleston employee, you can create your last will and testament for free! Visit [www.EstateGuidance.com/wills](http://www.EstateGuidance.com/wills) and enter promotional code HFD1877

## From the Desk of Tom Casey, Human Resources Director



Hello and welcome to the first of many editions of the HR Newsletter!

After conducting our own departmental S.W.O.T. analysis, we

recognized the opportunity to increase internal communications and provide even better customer service to the campus.

It brings me great pleas-

ure to present you with a medium that is fresh, current and relevant. Your feedback will help us tailor the newsletter to meet your needs.