



# Can Do Crew News

## Coffee and Doughnut Break

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Come and see a sample of our new **Can Do Crew** shirt!  
We will be taking your size order.  
We will also have **Can Do Crew** note pads, post-it notes and pins for you to pick up.

Register to win door prizes by filling out our annual survey!



### MTSU'S EMPLOYEE GIVING CAMPAIGN

### B AND F INCENTIVE PRIZE WINNERS

- *Keith Moore*
- *Sherri Justice*

**DATE:** Tuesday January 31st.

**TIMES:** 6:00 to 7:00 or  
8:00 to 9:30

**REFRESHMENTS:** Doughnuts, Mini-muffins, Coffee,  
Cider and Juice

**LOCATION:** Hazelwood Dining Room  
JamesUnion Building

## Message from the VP John W. Cothorn

I hope that each of you had a safe time off during the holidays and enjoyed being home with family. Let's hope that the mild weather that we have been having continues to not only save on the MTSU utility bill but also our own.

With the spring semester beginning next week, I look forward, as I know you do, to students returning to campus. When you have opportunities, please be sure to thank them for making MTSU their university of choice.

Several Business and Finance Division activities are being planned for this spring, including a dinner theatre night. Also, don't forget the Doughnut Break on January 31st. These activities are for you and hopefully you will be able to participate.

Your support of the Image Committee and the Business and Finance Council by providing input will be greatly appreciated. We need to hear about any concerns or recommendations that you have.

Take care; and as always, thank you for being a Business and Finance employee.

## Little Raider Christmas Party



Santa (Officer Brett Huskey) with a Little Raider and Elf (Student Patrol Worker Ashley Tabolinski)



Left to right:

Elf (Officer Angela Todd)  
Little Raiders  
Santa (Officer Brett Huskey)  
Elf (Student Patrol Worker Ashley Tabolinski)  
Public Safety Executive Aide Margie Hardin  
Elf (Officer Laura Moulthrop)

# Can Do Crew at Work

## APPLICANT EMPLOYMENT PROCESS GOES PAPERLESS

On October 1, 2005, the Office of Human Resource Services officially moved the MTSU employment process to a new paperless, online employment system. The system is designed to make the staff and faculty employment process more efficient and accessible for applicants, hiring managers and search committees.

With TBR support and encouragement, MTSU Employment served as the prototype group to develop, in partnership with PeopleAdmin®, a system that streamlines recruitment, applicant tracking and hiring for both staff and faculty positions. MTSU's prior process was mostly manual and paper intensive. In the academic year 2004, the office processed 5000+ original staff applications and resumes. That means in addition to the originals, we were generating copies to forward on to the hiring departments. Also, at the point an applicant was identified for hire, it might take several days to route the paperwork for all the needed approval signatures.

PeopleAdmin® is an online system and does not require installation of any hardware or software. The system creates job requisitions from job descriptions or from scratch for vacancies and new positions. It then collects all of an applicant's employment materials online, screens the applicants for basic qualifications and distributes application materials electronically to anyone involved in the search. The system allows applicants to view the status of their application at any time 24/7.

The PeopleAdmin® system was designed for the higher education community and over 200 universities nationwide are using this new approach. The advantages are:

Up to date information – from requisitions to the actual job postings, the system will quickly obtain approvals and list information on all new Staff and Faculty job openings as they become available.

Accessibility- Postings will be accessible to both job seekers and hiring managers from any computer with access to the internet.

Flexibility- Job seekers can submit additional documentation and answer questions electronically at the time they apply to qualify or disqualify them as applicants. They can view the status of their application at any time 24/7.

Quicker Job Placements- Hiring Managers and search committees can review application materials and take immediate action. The approval process is entirely on-line.

When the system went active this past October, we had to maintain some open positions under the paper-based manual system. As those are filled, the new online employment process will completely replace the paper-based system. We hope you will take a few moments to check out the site! (<http://mtsujobs.mtsu.edu>)

Submitted by: Linda Pellegrini, Manager HRS

**Join us for the  
Murder Mystery  
March 31st.**

**Make reservations by  
Feb. 3rd. Call ext. 5038**

## Business and Finance Council

The Business and Finance Council is the staff council for Business and Finance at Middle Tennessee State University. It was formed to advise the Vice President and to serve as a liaison between staff and administrative officers. The Council for Business and Finance provides an appropriate forum:

- a. to discuss matters involving employees in Business and Finance.
- b. to review policies and procedures pertaining to employees in Business and Finance.
- c. to develop and make formal recommendations for new policies or changes in existing policies pertaining to employees for Business and Finance.

<b>Name</b>	<b>Phone</b>	<b>Area of Representation</b>	<b>Term Expiration</b>
Wanda Kay Anthony	898-2303	Custodial Services	Dec. 2006
Debbie Cantrell	898-5968	Grounds	Dec. 2006
Gerald Caudill	898-2754	Building Maintenance	Dec. 2006
Nina Endsley	898-2174	Business Office	Dec. 2005
Misty Hellstrom	898-2424	Public Safety	Dec. 2005
Judy Hugh	898-5858	Payroll	Dec. 2006
Donald Smith	898-2414	Custodial Services	Dec. 2005
Brenda Wunder	904-8240	Event Coordination	Dec. 2005
<b>Alternates</b>			
Jim Fanguy	898-5506	Public Safety	Dec. 2005
Melisa Warner	898-2702	Bookstore	Dec. 2005
Jamie Wilson	898-2928	Employment	Dec. 2005

Watch for ballots coming soon!!

## Crew Members in the News

**Larry Sizemore**, Ground Services, was presented the President's Silver Column Award. This award is "presented to the unsung heroes who do not look for praise, whom most people don't see but enjoy the excellence of their work" (President McPhee in the Jan. 16, 2006 Record).

## New Crew Members

**James C. Anderson**, Post Office

**Jeff McConnell**, Building Maintenance Services

**Michael D. Melton**, Parking and Transportation Services

**Jason W. Young**, Grounds Services