



# NEW FACULTY WELCOME

Bryan Garey

Vice President for Human Resources

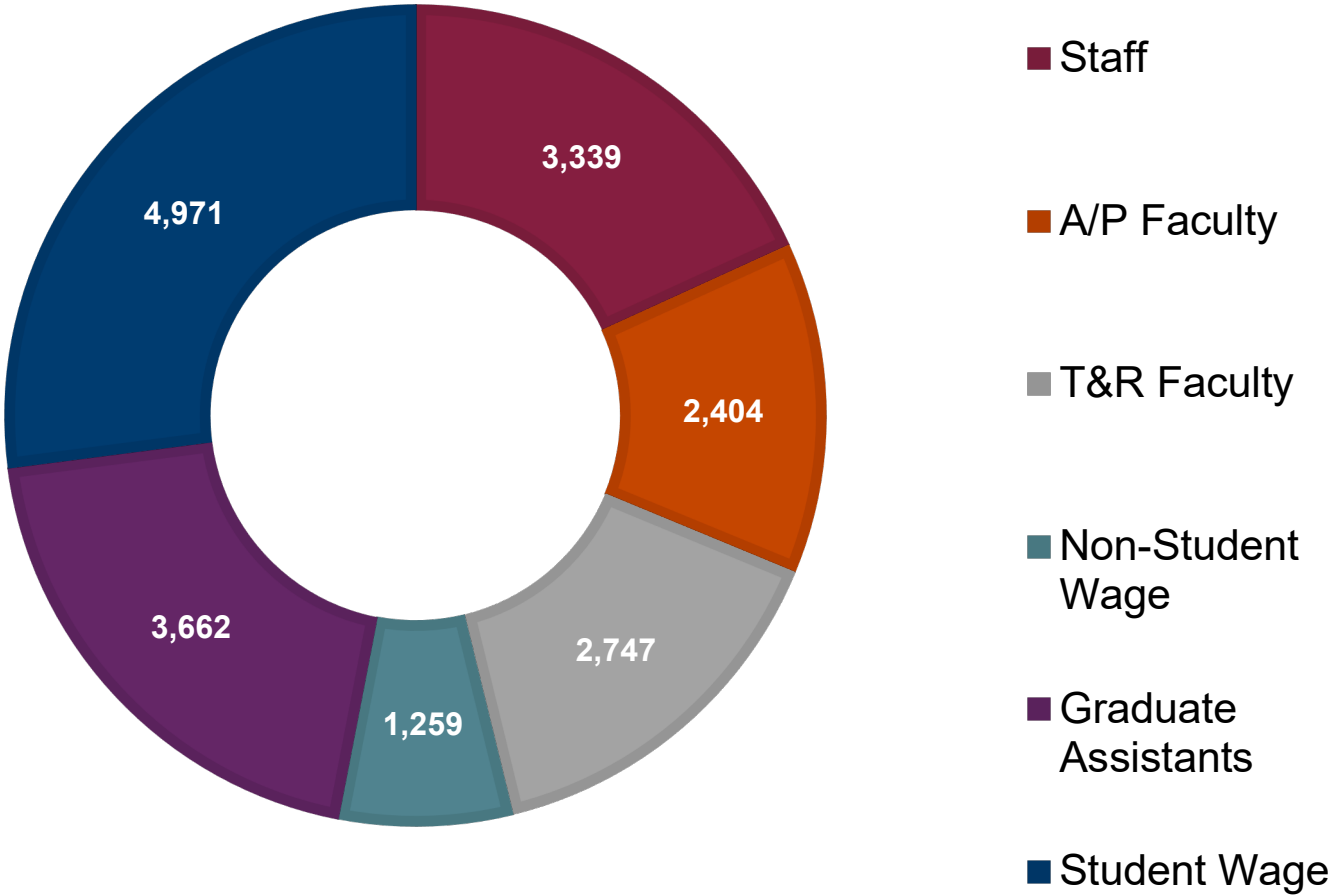
# OUR VISION

We will innovate to serve Virginia Tech as a best-in-class partner by providing:

- Strategic services that enhance the university's ability to attract, retain, and develop talent.
- Consultative services that create workplace solutions through strengthened collaboration.
- Administrative services that deliver simple, timely, and accurate HR services and information.



# EMPLOYEES BY CLASSIFICATION



# SUPPORTING EMPLOYEES EVERY STEP



DEVELOP

PROGRESS



RECRUIT/  
HIRE



RETAIN/  
EXIT



# TALENT

Led by Sandee Cheynet, Associate Vice President, Human Resources

- Communications
- Compensation
- Dual Career Recruitment and Retention
- Employee Relations
- Hokie Wellness for Employees
- Onboarding
- Policy and Compliance
- Talent Acquisition
- Talent Development
- Technology and Analytics





# BENEFITS and ADMINISTRATION

Led by Leisa Shelor, Senior Director, Benefits and Administration (interim)

- Benefits (Health/Medical, Insurance, Leave, Retirement)
- Employee Administration
- HR Applications
- I-9 Employment Eligibility Verification
- New Employee Orientation
- Records Management
- Workers' Compensation



# CONSULTING and STRATEGIC SERVICES

Led by Curtis Mabry, Assistant Vice President,  
Consulting and Strategic Initiatives

- Division Directors
- HR Generalists
- Service Center
- Strategic Partnerships





# Division Directors

embedded  
partnerships



**Stephanie Brown**  
CALs



**Lynn Byrd**  
Research and Innovation



**Sarah Castle**  
CLAHS



**Micah Fairchild**  
Student Affairs



**Steve Filipiak**  
EVP/COO



**Maura Gardner**  
Innovation Campus/DC Metro



**Roslyn Garrison**  
College of Science



**Sara Leftwich**  
EVP/Provost



**Minh-An Pence**  
Information Technology



**Julie Weaver**  
Architecture, Art and Design



**Patricia Wooten**  
Advancement





# PARTNERSHIP WITH PROVOST OFFICE

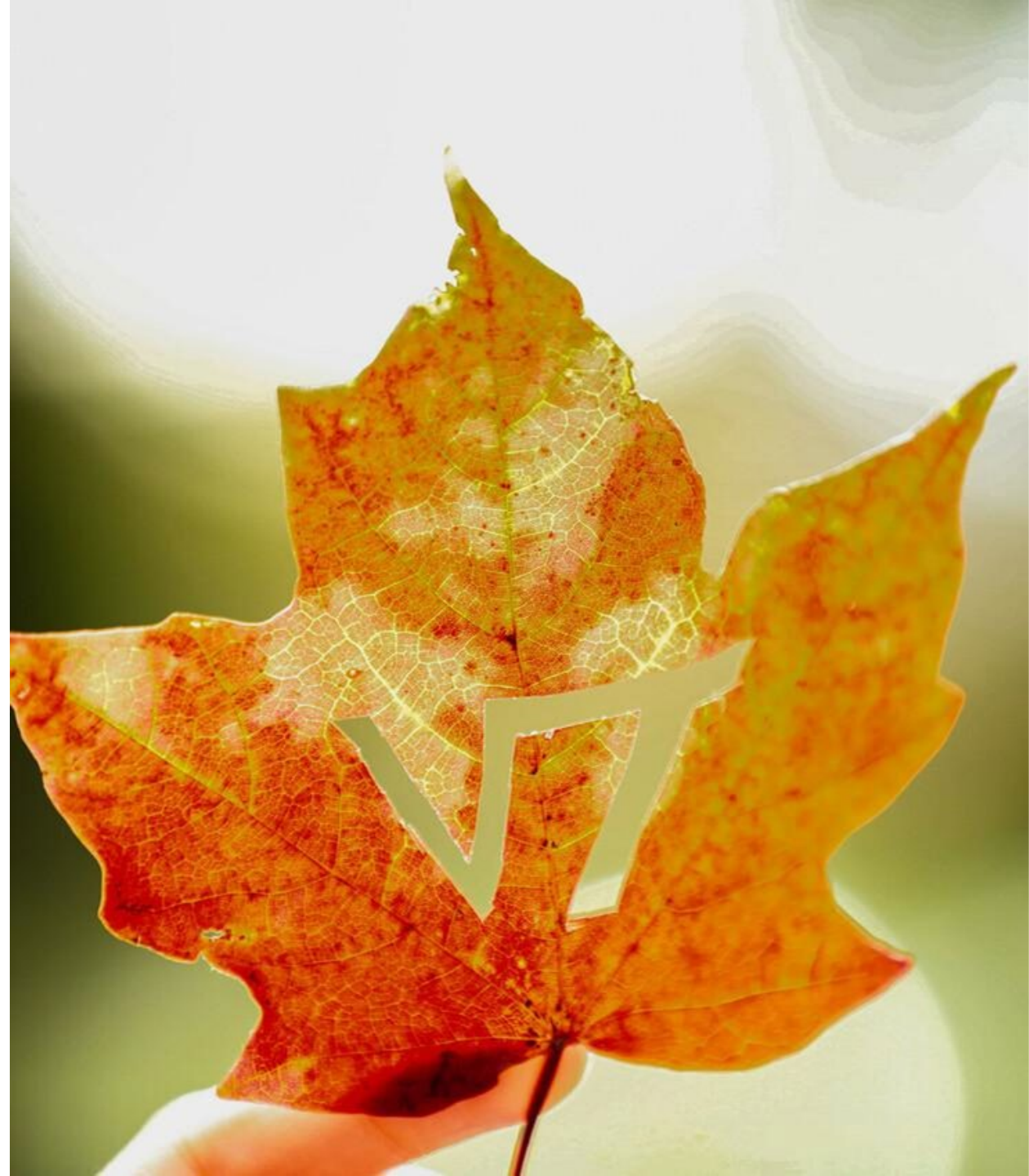
A critical partnership:

- Policies
- Benefits
- Recruitment practices
- Compensation philosophy
- Flexible work options



# 2023 PRIORITIES

1. Continue to grow the Division Director cohort.
2. Enhance recruiting and retention strategies.
3. Focus on employee health and wellness.
4. Continue work to bring transparency to compensation practices.
5. Ongoing HR technology and process improvements.





A scenic view of a lake surrounded by lush green trees, with a white rectangular box in the center containing the text "Hokie Wellness". The background shows a calm body of water reflecting the sky, framed by dense green foliage and tree branches. The text is centered within a white box that has a slight drop shadow, making it stand out against the natural background.

# Hokie Wellness





## OUR MISSION:

To foster a healthier Virginia Tech community for employees and students.

## FOR INDIVIDUALS AND DEPARTMENTS/TEAMS:

- Workshops
- Trainings
- Outreach
- Consultations

# WORK + LIFE RESOURCES

- Interest Groups
- Caregiving
- New Parent and Lactation Support
- Discounts and Services
- Healthy Meetings and Communication
- Mental Health
- Self-Care (Mindfulness, Sleep, etc.)
- Substance Use
- Financial Wellness
- Nutrition, Movement, and Exercise
- Community Assistance





# CAREGIVING – NRV PARTNERSHIPS

## Children's Nest

1155 Draper Road SW, Blacksburg  
540-953-3945

## Giles Health ad Family Center

701 Wenonah Avenue, Pearisburg  
540-921-3024

## Rainbow Riders

307 N. Knollwood Drive, Blacksburg  
540-951-3636

## Valley Interfaith Child Care Center

950 Heather Drive, Blacksburg  
540-951-8101





# EMPLOYEE ASSISTANCE PROGRAM (EAP)



## Access

All benefited employees, their dependents, and household members are eligible.



## In-person or Online

Receive four free counseling sessions per issue annually.

## Additional Services

Additional services include, financial resources, MyStrength, identity monitoring, professional development, and more!



# EMPLOYEE ASSISTANCE PROGRAM (EAP)

PLAN	CONTACT
COVA Care and COVA HDHP	Employee Assistance Program (EAP) Anthem: 1-855-223-9277 or <a href="#">Anthem EAP Website</a> (password: Commonwealth of Virginia).
COVA HealthAware	Employee Assistance Program (EAP) Aetna: 1-888-238-6232 or <a href="#">COVA HealthAware Website</a> (username: COVA and password: COVA).
Kaiser Permanente HMO	Behavioral Health and Employee Assistance Program (EAP) Beacon: 1-866-517-7042
Optima Health Vantage HMO	Employee Assistance Program (EAP) Optima Health: 1-800-899-8174 or <a href="#">Optima Health Vantage HMO Website</a> (username: COVA)

Visit [hr.vt.edu/eap](http://hr.vt.edu/eap) or call Hokie Wellness at **540-231-8878** and **press 2** to be connected to your EAP provider.

24-hour care is always available through EAP.

# Assisting Employees in Distress

Always approach each interaction with authenticity and non-judgement. See resources on reverse side for employee referrals. Call 911 if the individual poses an immediate danger to themselves or others.



May Look Like



May Sound Like



What you can do



What you can say



Where to refer

Manageable Stress	Mild Distress	Moderate Distress	Acute Distress
Individual has a reasonable amount of stress and reports engaging in effective self-care strategies.	Individual shows early signs of struggling to complete tasks, inconsistent attendance to responsibilities, and some difficulty managing workload.	Individual shows signs such as continuous inability to complete tasks, inappropriate emotional responses, or poor communication.	Individual shows signs of complete withdrawal or hopelessness. Individual expresses direct threat to themselves.
"I've been pretty stressed, but finding time to exercise has made things feel more manageable."	"I'm just feeling a bit overwhelmed right now," or "I'm juggling a lot on my plate."	"I just can't do this. I need more time," or "I'm just struggling to get it together."	"I don't want to be here anymore, it's not worth it," or "Everyone would be better off without me."

## Potential Action Steps

Foster a supportive relationship with them. Ask about their work-life balance and self-care practices. Share resources.	Normalize challenges and collaboratively identify helpful self-care practices. Document interaction.	Ask clarifying questions. Use active listening skills to identify stressors and barriers. Affirm individual's strengths. Identify a realistic step together. Follow up.	Calmly voice your care and concern. Know your limits. Do not guarantee confidentiality. Remain with them until they're connected to help.
"How have you been feeling lately?" or "How are you carving out time to care for yourself?"	"That sounds difficult. What are some things you can do in the coming days to feel a sense of balance?"	"I can see how hard you've been trying to manage it all," or "You said you've been struggling lately, tell me more about what's been going on. I want to help."	"I hear that you're hurting trying to manage it all," or "You said you've been struggling lately, tell me more about what's been going on. I want to help."
Provide general information about wellness resources such as Hokie Wellness or health coaching through TimelyCare.	Connect individual to resources that can help build stress management skills through Hokie Wellness, TimelyCare, or EAP services if available.	Refer individual to EAP, TimelyCare, or NRVCs support services. Hokie Wellness can also help the individual navigate services to find the right fit.	Call a crisis support such as 988, EAP, or NRVCs with the individual and communicate acute concerns. If individual refuses, you can call 988 for support and guidance.

Adapted in part from Active Minds and the JED Foundation. This guide only provides examples, not comprehensive advice. Always consult with a professional when you are unsure what to do. Brought to you by Hokie Wellness and Human Resources.



# Assisting Students in Distress

Always approach each interaction with authenticity and non-judgement. See resources on reverse side for student referrals. Call 911 if a student poses an immediate danger to themselves or others.



May Look Like



May Sound Like



What you can do



What you can say



Where to refer

Manageable Stress	Mild Distress	Moderate Distress	Acute Distress
Student has a reasonable amount of stress and reports engaging in effective self-care strategies.	Student shows early signs of poor performance, inconsistent attendance to class/meetings, some difficulty managing tasks.	Student shows signs such as continuous inability to complete tasks, inappropriate emotional responses, or poor communication.	Student shows signs of complete withdrawal or hopelessness. Student expresses direct threat to themselves.
"I've been pretty stressed, but finding time to exercise has made things feel more manageable."	"I'm just feeling a bit overwhelmed right now," or "I'm juggling a lot on my plate."	"I just can't do this. Could I have another extension?" or "I'm just struggling to get it together."	"I don't want to be here anymore, it's not worth it," or "Everyone would be better off without me."

## Potential Action Steps

Foster a supportive relationship with student. Ask about their school-life balance & self-care practices. Put resources in your syllabi.	Normalize challenges & validate. Ask about stressors and collaboratively identify helpful self-care practices. Document interaction.	Ask clarifying questions. Use active listening skills to identify stressors and barriers. Affirm student's strengths. Identify a realistic step together. Follow up.	Calmly voice your care and concern. Know your limits. Do not guarantee confidentiality. Remain with them until they're connected to help.
"How have you been feeling lately?" or "How are you carving out time to care for yourself?"	"That sounds difficult. What are some things you can do in the coming days to feel a sense of balance?"	"I can see how hard you've been trying to manage it all," or "You said you've been struggling lately, tell me more about what's been going on. I want to help."	"I hear that you're hurting right now & I care about you. Getting help can feel scary, could we call Cook together to talk to someone?"
Provide general information about wellness resources such as Hokie Wellness workshops, support groups, or health coaching through TimelyCare.	Connect student to support groups & workshops that help build stress management skills through Hokie Wellness, Cook Counseling, or TimelyCare.	Refer student to Cook Counseling, Dean of Students, or TimelyCare for 1:1 support. Additionally, a campus support group may be appropriate.	Call Cook with student & communicate acute concerns. If student refuses and/or you are unsure of next steps, you can call Dean of Students to consult.

Adapted in part from Active Minds and the JED Foundation. This guide only provides examples, not comprehensive advice. Always consult with a professional when you are unsure what to do. Brought to you by Hokie Wellness, Undergraduate Academic Affairs, and the Dean of Students.



# Resources for Employees in Distress

Distress and well-being are multidimensional, so the resources considered should be as well. Stress is influenced not only by work responsibilities, but experiences with mental illness, financial difficulties, relationships, violence, substance use, identity, and more.

Emergency	Virginia Tech Police	Provides campus security and conducts wellness checks on those in need. Call if an individual poses an immediate danger to themselves or others.	Emergency: 911 Non-Emergency: 540-382-4343	<a href="http://police.vt.edu">police.vt.edu</a>
Available Crisis Support	<b>Suicide and Crisis Lifeline</b>	This national lifeline provides 24/7, free and confidential support for people in distress, prevention, and crisis resources.	988 (call or text)	<a href="http://988lifeline.org">988lifeline.org</a>
<b>Employee Assistance Program (EAP)</b>	Available to employees with VT health plans. Support for mental health, substance use, legal, health, housing, caregiving support, workplace issues, etc. 24/7 crisis support available.	540-231-8878 (Press 2 for EAP)	<a href="http://hr.vt.edu/eap">hr.vt.edu/eap</a>	
<b>TimelyCare</b>	24/7 online access to mental health support, coaching, and self-care tools. Brief 1st time registration required. Available to all full-time faculty/staff and non-student wage employees.	833-484-6359 (Press 1 for support)	<a href="http://app.timelycare.com">app.timelycare.com</a>	
<b>New River Valley Community Services (NRVCs)</b>	Provides community support for mental health, substance use, and more. 24/7 mental health crisis support available.	540-961-8400 Non-urgent: 540-961-2300	<a href="http://nrvc.org">nrvc.org</a>	
<b>VT Women's Center</b>	Support for anyone impacted by gender-based harassment or violence. For after hours crisis support contact the Women's Resource Center of the New River Valley.	540-231-7806 WRC of the NRV: 540-639-1123	<a href="http://womenscenter.vt.edu/wrcnr.vt.edu">womenscenter.vt.edu</a> <a href="http://wrcnr.vt.edu">wrcnr.vt.edu</a>	
Additional Resources	<b>Hokie Wellness (For employees)</b>	Offers trainings, programs, and consultations around health and wellness for individuals and groups. Helps connect employees to campus and community resources and services.	540-231-8878	<a href="http://hokiewellness.vt.edu/employees">hokiewellness.vt.edu/employees</a>
<b>Employee Relations</b>	Provides assistance with employment policies, grievances, performance management, separation consultations, workplace expectations / conflict, personal issues affecting your job, etc.	540-231-5303	<a href="http://hr.vt.edu/employee-relations">hr.vt.edu/employee-relations</a>	
<b>Ombudsperson</b>	Provides individuals with a confidential space to speak freely and be listened to respectfully when dealing with conflict.	540-231-3125	<a href="http://ombuds.vt.edu">ombuds.vt.edu</a>	
<b>Office of Equity and Accessibility</b>	Coordinates and supports civil rights compliance, receives complaints and offers resources to address workplace conflicts.	540-231-2010	<a href="http://oea.vt.edu">oea.vt.edu</a>	

Updated 7/26/2023. To access the most current version visit: [hokiewellness.vt.edu/distressguide](http://hokiewellness.vt.edu/distressguide)

# Resources for Students in Distress

Distress & well-being are multidimensional, so the resources considered should be as well. Stress is influenced not only by academics, but experiences with mental illness, financial difficulties, relationships, sexual violence, substance use, identity, & more.

Emergency	Virginia Tech Police	Provides campus security and conducts wellness checks on students in need. Call if a student poses an immediate danger to themselves or others.	Emergency: 911 Non-Emergency: 540-382-4343	<a href="http://police.vt.edu">police.vt.edu</a>
Available Crisis Support	<b>Suicide and Crisis Lifeline</b>	This national lifeline provides 24/7, free and confidential support for people in distress, prevention, and crisis resources. Can also connect to local services such as NRV Community Resources.	988 call or text	<a href="http://988lifeline.org">988lifeline.org</a>
<b>Cook Counseling Center</b>	Offers 24/7 crisis counseling and consultations, individual/group counseling, psychiatry, identity-based support groups.	540-231-6557 for all calls	<a href="http://ucc.vt.edu">ucc.vt.edu</a>	
<b>TimelyCare</b> Cook Counseling Affiliated	24/7 online access to mental health support, coaching, and self-care tools. Brief 1st time registration required.	833-484-6359 press 1 for support	<a href="http://app.timelycare.com">app.timelycare.com</a>	
<b>Dean of Students Office</b>	Provides support, consultations, follow-ups, and determines appropriate interventions. Manages student emergency fund.	540-231-3787 after hours: 540-231-6411, press 1	<a href="http://dos.vt.edu">dos.vt.edu</a>	
<b>VT Women's Center</b>	Support for anyone impacted by gender-based harassment or violence. For after hours crisis support contact the Women's Resource Center of the New River Valley (WRC NRV).	540-231-7806 WRC of the NRV: 540-639-1123	<a href="http://womenscenter.vt.edu/wrcnr.vt.edu">womenscenter.vt.edu</a> <a href="http://wrcnr.vt.edu">wrcnr.vt.edu</a>	
Additional Resources	<b>VT Well-Being Website</b>	A hub of mental health and other wellness related resources.		<a href="http://well-being.vt.edu">well-being.vt.edu</a>
<b>Hokie Wellness (For students)</b>	Offers workshops, consultations, & group support for mental, physical, and financial well-being (includes substance use).	540-231-2233	<a href="http://hokiewellness.vt.edu">hokiewellness.vt.edu</a>	
<b>Title IX Coordinator</b>	Receives and conducts follow-ups on complaints of sexual misconduct and violence.	540-231-2010	<a href="http://safe.vt.edu">safe.vt.edu</a>	
<b>Services for Students with Disabilities</b>	Provides accommodations, support, and services to students on a case-by-case basis.	540-231-3788	<a href="http://ssd.vt.edu">ssd.vt.edu</a>	
<b>Advising: Navigate Referral Guide</b>	This guide offers a more extensive listing of campus offices and their services. Those with Navigate access can also make non-urgent referrals to campus offices through the system.	540-231-9337	<a href="http://advising.vt.edu/navigate-referral-guide">advising.vt.edu/navigate-referral-guide</a>	

Updated 7/26/2023. To access the most current version visit: [hokiewellness.vt.edu/distressguide](http://hokiewellness.vt.edu/distressguide)



# FREE 24/7 VIRTUAL HEALTHCARE!

(Seriously, we really mean free.)

No insurance needed. No catch.



## TalkNow

24/7, on-demand emotional support to talk about anything.



## Health Coaching

Use this to help develop healthy lifestyle behaviors.



## Scheduled Counseling

Choose your preferred day, time, and mental health provider.



## Self-Care Content

Visit the "Explore" page for guided self-care content.

[timelycare.com/virginiatech](https://timelycare.com/virginiatech)



SCAN TO DOWNLOAD





## Happy August, Hokies!

Check out our programs for the month below. You can find more information, program descriptions and register for most Hokie Wellness programs on the [VT PageUp LMS](#), or by clicking the links below:

### Wednesday Walk n' Talks (no registration is needed):

- **August 2, 12-1 p.m.:** Join [Bryan Garey](#), vice president for human resources, for a campus walk that begins at the front entrance of the North End Center. The group will begin walking at noon.
- To be notified about upcoming walks or schedule changes, [click here](#).
- If your department would like to host a Wednesday Walk, [click here to sign up](#).

### [Grocery Store Tour, South Main Kroger](#) (in-person)

- August 3, 11 a.m.-12 p.m.

### [Brain Break](#) (in-person)

- August 8, 12:15-1 p.m.

### [Healthy Nutrition for Busy Schedules](#) (virtual)

- August 9, 12:15-1 p.m.

### [REVIVE! Opioid Overdose Response Lay Rescuer Training](#) (in-person)

- August 9, 1-3 p.m.

# Stay in touch and contact us!

We are here to help you navigate the many campus and community resources!

North End Center, Suite 2300 (0318)

300 Turner Street NW

Hours: 7 a.m. - 5 p.m.

Phone: 540-231-8878

Fax: 540-231-3830

Email: [hokiewellness@vt.edu](mailto:hokiewellness@vt.edu)

Website: [hokiewellness.vt.edu/employees](http://hokiewellness.vt.edu/employees)



A scenic view of a lake surrounded by lush green trees, with a white rectangular box in the center containing the text "Talent Development". The background shows a calm body of water reflecting the sky, framed by dense green foliage and tree branches. The text is centered within a white rectangular box.

# Talent Development



# Raise your hand if you almost always...

- talk to people in elevators, airplanes, grocery stores, and wherever you go
- have a color-coded or otherwise organized closet
- write down a list of things to do, and stick to it
- make a list of things to do on weekends
- need to pick someone to “race” while driving
- ask too many questions
- push the elevator button to “remind” the elevator that you are there

# STRENGTHS-BASED DEVELOPMENT

## TALENT

a natural way of thinking,  
feeling, or behaving that can be  
productively applied

**X**

## INVESTMENT

time spent practicing,  
developing skills and building  
a knowledge base

**=**

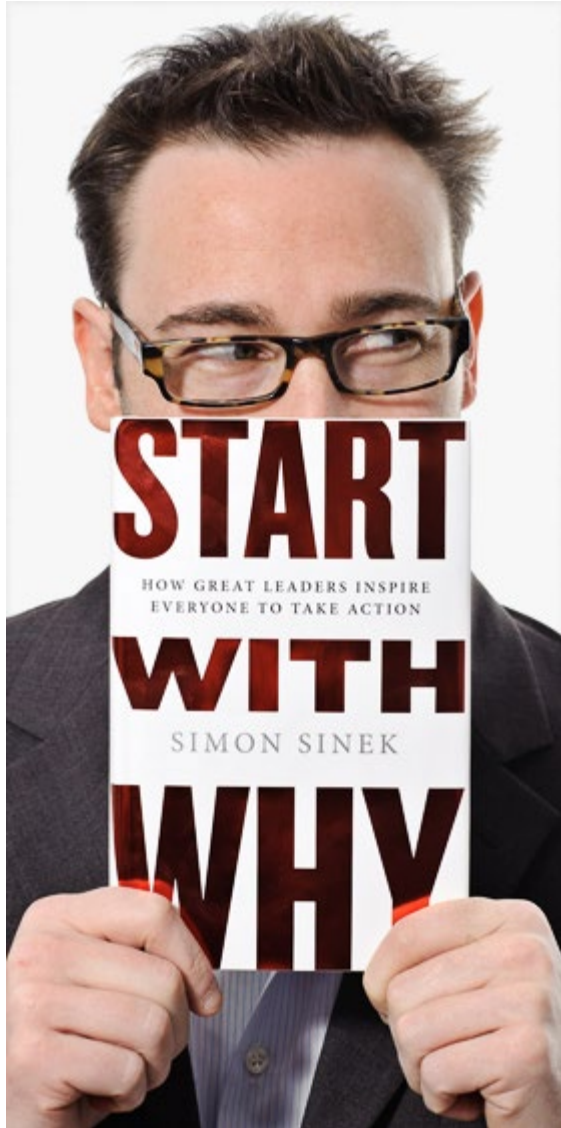
## STRENGTH

the ability to deliver consistent,  
near-perfect performance in a  
specific task



# START WITH WHY

- Simon Sinek (The Optimism Company, 2009)



## **WHY** do you do what you do?

- Influenced by your contributions, performance, attitude, etc. exudes your why and value

## **HOW** do you behave?

- Your values, talent, personality influence your performance

## **WHAT** is your vision for your life?

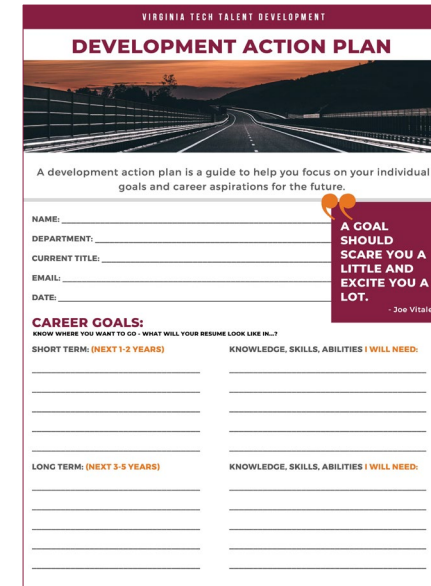
- Your work is and will be an intersection of your **WHY** and your **HOW**



**YOUR STORY...**  
**YOUR PATHWAY**

# HOW TALENT DEVELOPMENT CAN HELP

- Leadership Development Programs
  - Leadership Essentials (5 modules, self-paced)
  - Leadership Excellence (cohort-based, academic year)
- Professional Development Circles (cohort-based, academic year)
- Individual, Team, and Organizational development
- Professional Development Community of Practice



# MORE PROFESSIONAL DEVELOPMENT OPPORTUNITIES

- PageUp LMS
- TLOS: Technology-enhanced Learning and Online Strategies
- LinkedIn Learning
- InclusiveVT Insights
- Ombuds Blog



Search PageUp LMS Courses



Search TLOS Catalog Courses



Search Virtual Learning Center Courses



Search LinkedIn Learning Courses

<https://www.training.vt.edu>



# CONTINUOUS EDUCATION VIRGINIA TECH RESOURCES

- **Tuition Waiver**

- Credit hours per year:
  - Full-time employees: 12
  - Part-time employees: 6
- Upon enrollment

- **Tuition Reimbursement**

- Uses departmental budget
- After passing classes



Must meet all requirements

# The 70-20-10 Model DEVELOPMENT

70

## EXPERIENCE

- On-the-job
- Stretch assignments
- Job rotations
- Practice

10

## EDUCATION

- Formal/Classroom
- Instructor-led training (ILT)
- e-Learning

20

## EXPOSURE

- Coaching/Mentoring
- Learning from others
- Feedback
- Self-directed



# PERSONAL SOAR ANALYSIS



## STRENGTHS

What makes you unique?  
 From this, what can you build on? Will your strengths prepare you for future success?



## OPPORTUNITIES

How can you distinctively differentiate yourself from others? What are your greatest opportunities for growth?



## ASPIRATIONS

What is your most compelling aspiration (i.e. personal vision, dream, goals)? How do your values drive your aspiration?



## RESULTS

What do you want to be known for? How can you translate Strengths, Opportunities, and Aspirations into measurable results?



HUMAN RESOURCES  
VIRGINIA TECH.

**And this is just the beginning...**



**THANK YOU**