

# Mission and Outcomes/Objectives Development Worksheet #1

Human Resources Office  
**Unit/Office/Program (1-1)**  
Director, HRO  
**Submitted by (1-3)**

October 1, 2013 –September 30, 2014  
**Assessment Period Covered (1-2)**  
**Date Submitted (1-4)**

## Institutional Mission (1-5):

**Institutional Mission:** Historically diverse, uniquely Micronesian and globally connected, the College of Micronesia-FSM is a continuously improving and student centered institute of higher education. The college is committed to assisting in the development of the Federated States of Micronesia by providing academic, career and technical educational opportunities for student learning.

## Institutional Strategic Goal Supported (5):

SG 5 Invest in sufficient, qualified, and effective human resources;  
SG 8 Promote the uniqueness of our community, cultivate respect for individual differences and champion diversity;  
and  
SG 9 Provide for continuous improvement of programs, services and college environment.

**Unit/Program Mission Statement (1-7):** Work with offices, departments and campuses to recruit and retain qualified personnel through facilitation of processes, benefits programs, services and consultation to ensure quality services, involvement, alignment, diversity, and high performance.

## Unit/Program Outcomes/Objectives (1-9):

- Provide direction for policy development, maintenance, and compliance of rules and regulations;
- Coordinate employment activities;
- Administer benefits program;
- Develop and oversee new hire orientation program system wide including exit process;
- Work with supervisors to resolve grievances;
- Direct development of job analysis, descriptions, evaluation, grading and pricing;
- Analyzes compensation polices to retain, attract and motivate employees;
- Plan, coordinate, and direct personnel training and development programs;
- Record, compile, and analyze employment statistical data, identify problems and make recommendations;
- Prepare and process employment documents for employees;
- Record and maintain records of all aspects of employment;
- Chair Personnel and Staff Development committees;
- Support the college's mission, goals and objectives and day to day operation.

## Outcome/Objective 1:

Strategies/Action Steps

1. **HRO will coordinate and lead the development personnel policies and procedures to ensure thorough research, broad discussion and wider communication and input by college community to support the governance structure.**
  - a. **Review and recommend at least 2 policies to the Board of Regents per meeting.**

## Outcome/Objective 2:

Strategies/Action Steps

1. **HRO will plan and lead the coordination of the professional development program college wide to bring all campuses to 100% compliance with timelines of processing and implementation and to assure equity of services to personnel on each campus and relevant of activities to employment needs.**

2.
<b>Outcome/Objective 3:</b> Strategies/Action Steps 1. <b>HRO will launch a work ethics education program requiring all managers to take an online exam that is linked to current policy on ethics and is to ensure proficient of personnel in this area of this major responsibility.</b>
<b>Outcome/Objective 4:</b> Strategies/Action Steps 1. <b>HRO will develop and implement a cohesive plan and procedures for a systematic job analysis, development and evaluation of existing positions to ensure market competitiveness of critical positions that are meant to attract/retain the best candidates and improve retention and quality services.</b>
<b>Outcome (Instructional) Program Review Improvement Outcome (1-10):</b> Strategies/Action steps

**1-10 Endorsed by:**

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Supervisor (name)	Title	Date
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Assessment committee	Date
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Committee with oversight responsibility	Date
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**Approved by:**

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President	Date
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Assessment Plan Worksheet #2

Human Resources Office

October 1, 2013- September  
30,2014

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**Unit/Office/Program (2-1)**

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**Assessment Period Covered (2-2)**

( ) **Formative Assessment (2-3)**

( ) **Summative Assessment (2-4)**

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**Submitted by & Date Submitted (2-5)**

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**Endorsed by (2-5a)**

**Institutional Mission/Strategic Goal (2-6):**

**Mission:** Historically diverse, uniquely Micronesian and globally connected, the College of Micronesia-FSM is a continuously improving and student centered institute of higher education. The college is committed to assisting in the development of the Federated States of Micronesia by providing academic, career and technical educational opportunities for student learning.

**Strategic Goal (which strategic goal(s) most support the services being provided) (2-7):**

SG 5 Invest in sufficient, qualified, and effective human resources;  
SG 8 Promote the uniqueness of our community, cultivate respect for individual differences and champion diversity; and  
SG 9 Provide for continuous improvement of programs, services and college environment.

**Unit/Program Mission Statement (2-8):**

Work with offices, departments, campuses, and committees/teams to recruit and retain qualified personnel through facilitation of processes, benefits programs, services and consultation to ensure quality services, involvement, alignment, diversity, and high performance.

**Unit/Program Goals (2-9):**

**Unit/Program Outcomes/Objectives (2-10):**

**Objective/Outcome**

- 1) HRO will coordinate and lead the development personnel policies and procedures to ensure thorough research, broad discussion and wider communication and input by college community to support the governance structure.
  - a. Review and recommend at least 2 policies to the Board of Regents per meeting.
- 2) HRO will plan and lead the coordination of the professional development program college wide to bring all campuses to 100% compliance with timelines of processing and implementation and to assure equity of services to personnel on each campus and relevant of activities to employment needs.
- 3) HRO will launch a work ethics education program requiring all managers to take an online exam that is linked to current policy on ethics and is to ensure proficient of personnel in this area of this major responsibility.
- 4) HRO will develop and implement a cohesive plan and procedures for a systematic job analysis, development and evaluation of existing positions to ensure market competitiveness of critical positions that are meant to attract/retain the best candidates and improve retention and quality services.

Evaluation questions (2-11)	Data sources (2-12)	Sampling (2-13)	Analysis (2-14)
How and did the development of such policies follow the governance structure? Are employees provided sufficient opportunity for input?	Policy Development Plan Policy Implementation Memorandum Board Minutes and Directives, Committee minutes, communications, discussions	Copies of policies, Board Directives Policy Implementation memorandum Committee minutes, communications, discussions	
Did all the campuses meet timelines of processing and implementation? Were the equity issues resolved with these activities and how? How were employment needs met?	Copies of development plans, implementing plans, activity reports, funding report, certificates of attendance and/or completion	Copies of development plans, implementing plans, activity reports, funding report, certificates of attendance and/or completion	
How proficient are the managers in the ethics policy?	Ethics test online, summary of results, certificates of completion and scores, number of managers completed vs. total number of managers.	Ethics test online, summary of results, certificates of completion and scores, number of managers completed vs. total number of managers.	
How is this objective improved retention and quality of services?	Copy of approved plan, implementation plan, summary activity report, number and positions impacted	Copy of approved plan, implementation plan, summary activity report, number and positions impacted	

**Timeline (2-15)**

<b>Activity (2-16)</b>	<b>Who is Responsible? (2-17)</b>	<b>Date (2-18)</b>
Policy Development Plan	HRO Director/HRM Specialist	August 2012
Implementation Plan and Memo	HRO Director/HRM Specialist	August 2013
Summary/activity reports	HRO Director/HRM Specialist	Per activity
Funding Report	Admin. Specialist	September 2014
Ethics Test/certificates	HRO/HRM Specialist	September 2014
Committee minutes/ communications	HRM Specialist	Per activity
All others	HRM Specialist/Admin. Spec.	Quarterly

**Comments (2-19):**