

# UCR

# Building Your Career at UC Riverside



**Mission** | *We provide HR leadership and expertise to create and support a high-performing, inclusive workplace which advances UCR's mission and strategic objectives.*

**Vision** | *UCR HR is the benchmark in higher education for visionary and innovative HR strategies and exemplary service delivery.*

# You're a Highlander – Now What?

- ▶ PoC – a culture of respect where everyone can achieve their potential
- ▶ How to build a career at UCR:
  - ▶ Competencies – align your skills with the needs of UC
  - ▶ Employee & Organizational Development—develop your skills
    - ▶ EOD Catalog
    - ▶ LinkedIn Learning
    - ▶ UNEX & Tuition Reimbursement
  - ▶ My UC Career – tools for your career advancement
  - ▶ Career Tracks - map your path

## Tartan Soul

UCR has the highest-elevation campus of the UCs. A write-in campaign in the 1950s, led by the men's basketball team, was begun for the name "Hylanders," suggested by freshman Donna Lewis in part because the Box Springs Mountains were known as the Highlands. Scottish street names – Aberdeen and Inverness – began sprouting all over campus. Plus, it's fun to be a Highlander – who else has a bear with a kilt to cheer teams to victory? And what other school has a 33-member bagpipe and drum corps, and an official tartan, registered with the Scottish Register of Tartans?



# Principles of Community - A Culture of Respect



## Where to Go for Support

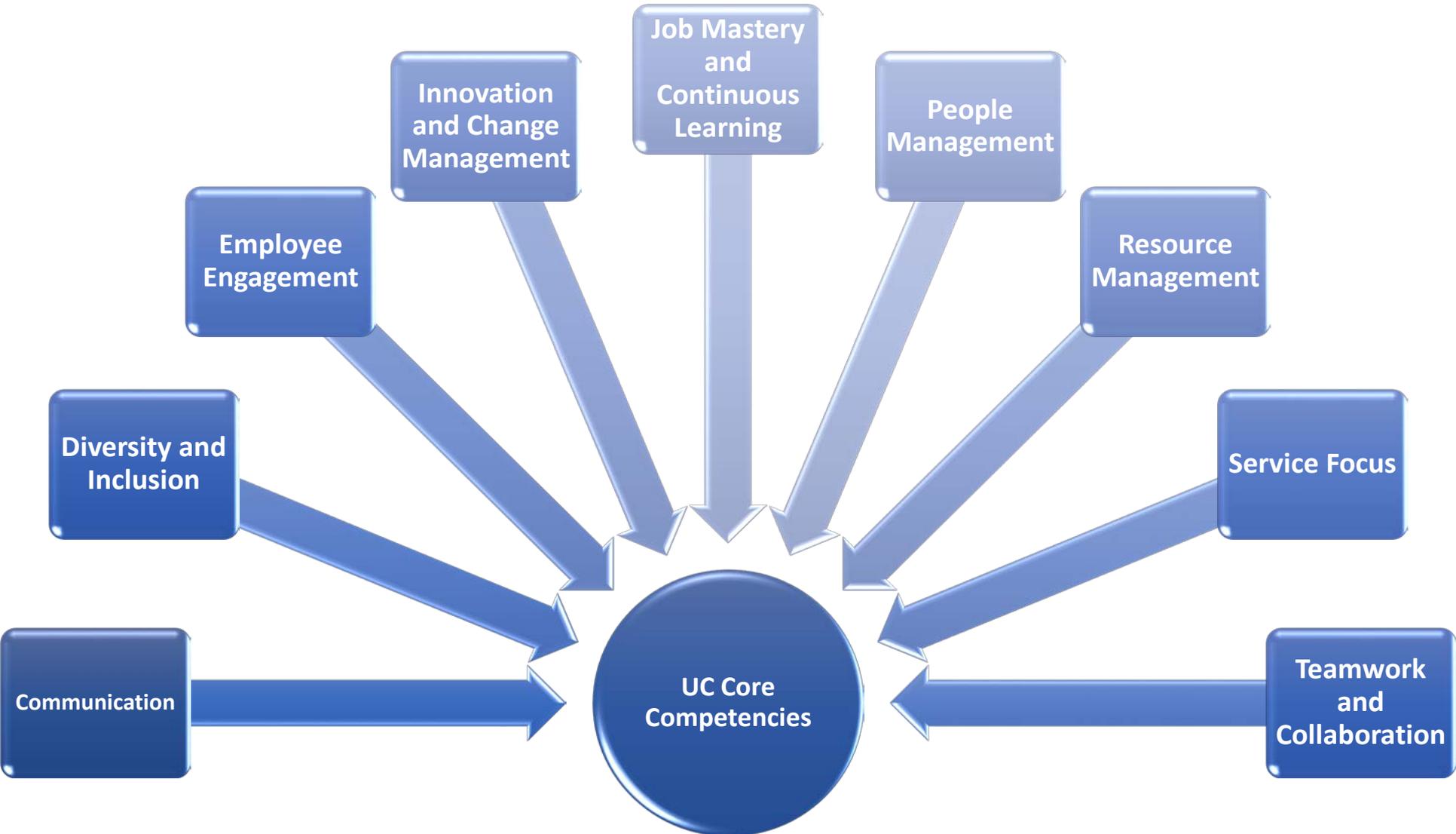
- › Supervisor or Manager
- › Ombuds Office
- › Employee & Labor Relations
- › Equal Employment & Affirmative Action
- › Title IX Office
- › Faculty & Staff Assistance Program
- › Initiate a PPSM-70 Complaint
- › Initiate a grievance
- › Whistleblower hotline

# Careers at UCR



- › <https://medium.com/ucr-magazine/odd-jobs-335da609ce70>

# UC Core Competencies – Align Your Skills



# Employee and Organizational Development

## Develop Your Skills



### Know the Institution

Subjects unique to UCR. Helping to ease the transition into higher education.



### Individual Effectiveness

Professional development tools designed to maximize your value as an individual contributor.



### Leadership

Comprehensive leadership development for all levels of the organization.



### Organizational Effectiveness

Working collaboratively to create a workplace that engages employees and allows them to thrive.

# EOD Catalog



Human Resources  
Employee and Organizational Development

## Course Catalog 2018 – 2019

*We offer tools and resources to help you succeed and excel in your professional role at UCR through engaged learning and focused customer service.*



# LinkedIn Learning – On-Demand Development



Search for skills, subjects or software



Business: Leadership and Management

## Become a Manager

As a manager, success is predicated on your ability to achieve goals working with your team. The good news is that management is a skill that can be learned. This path is designed to provide you with the key considerations, skills and competencies to help you become and succeed as a manager.

**Learn** the critical skills and competencies for new managers.

**Discover** essential interview techniques and questions.

**Create** cultures of motivation and accountability.



### Learning path details

9 hours of content

9 items of learning content

[Start learning](#)

## Section One

9 ITEMS · 9h 26m

1



COURSE · 1h 0m

### New Manager Foundations

Learn how to establish your identity as a leader, connect with your team, and become a successful first-time manager.



Todd Dewett

# Office 365

Use the subscription-based Microsoft Office 365 to create an online office with Office Web Apps and cloud-based versions of Word, Excel, PowerPoint, and OneNote. Learn how to create and use shared calendars and documents. Tutorials cover basic and advanced functions, including power shortcuts.



Filter Results

3,640 Results for "Office 365"

Sort by: **Best Match** ▾

## Content by

- LinkedIn Learning (3,640)
- Your Company (0)

## Type

- Courses (125)
- Videos (3,514)
- Learning Paths (1)
- Links (0)
- Documents (0)

## Level

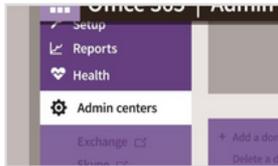
## Software

## Custom Tags



COURSE  
**Learning Office 365**  
 By: David Rivers

1h 41m • Skills: Office 365, Word Processing



COURSE  
**Microsoft Office 365: Administration**  
 By: David Elfassy

2h 41m • Skills: System Administration, Technical Support



COURSE  
**Outlook Essential Training (Office 365)**  
 By: Jess Stratton

2h 17m • Skills: Office 365, Microsoft Outlook



# University Extension



Browse Programs

Search Courses

Student Resources

About Us

International Students

UNIVERSITY OF CALIFORNIA RIVERSIDE EXTENSION

Areas of Study »

Online Programs

Business

Computer Science and Technology

Education and Credentials

Landscape and Natural Resources

Healthcare and Wellness

Law and Criminal Justice

Language and Culture

Creative Arts and Design

Build knowledge.  
Achieve goals.  
Transform your life.

begin here



[Programs A to Z](#)

CERTIFICATION COURSE

SHRM CERTIFICATION TRAINING  
GET CERTIFIED IN HR MANAGEMENT

Begins April 11

ENROLL TODAY »



# Tuition Discounts



UCnet

COMPENSATION & BENEFITS
<a href="#">UC Fair Wage/Fair Work Plan</a>
<a href="#">Compensation</a>
<a href="#">Health Plans</a>
<a href="#">Retirement Benefits</a>
<a href="#">Disability, Life &amp; Accident Insurance</a>
<b>Other Benefits</b>
<a href="#">Family Care Resources</a>
<a href="#">Flexible Spending Accounts</a>
<a href="#">Legal Insurance</a>
<a href="#">Tax Savings on Insurance Premiums (TIP) Plan</a>

## Tuition Discounts

UC supports employees who want to advance their education and offers tuition and fee discounts to those who are eligible.

### Reduced fees for university classes

Regular status employees who meet the admission requirements of the university are eligible for two-thirds reduction of both the University Registration Fee and the Educational Fee when enrolled in regular session courses of up to nine units or three courses per quarter or semester, whichever provides the greater benefit. If you are eligible to receive reduced fees under this policy, you are not eligible to receive an additional reduction in fees under the Policy and Procedures Concerning Part-Time Study.

The reduced fee enrollment provision applies to non-represented and most represented employees. Represented employees should [consult their bargaining unit's contract](#) for specific information.

The provision does not include access to student services and facilities provided through the University Registration Fee, which includes but is not limited to counseling centers, gymnasiums or student health services, unless you are otherwise entitled to them.

### MORE INFORMATION

- [PPSM-51: Reduced Fee Enrollment](#)
- [Regents Policy 7502: Policy on Reduced Fee Enrollment for University Employees](#)



# My UC Career – Tools for Advancement

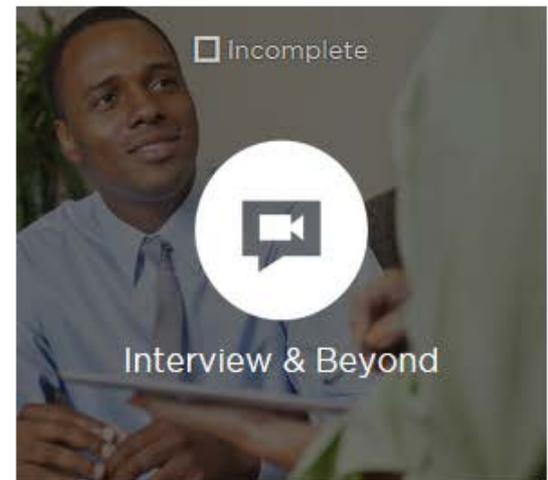
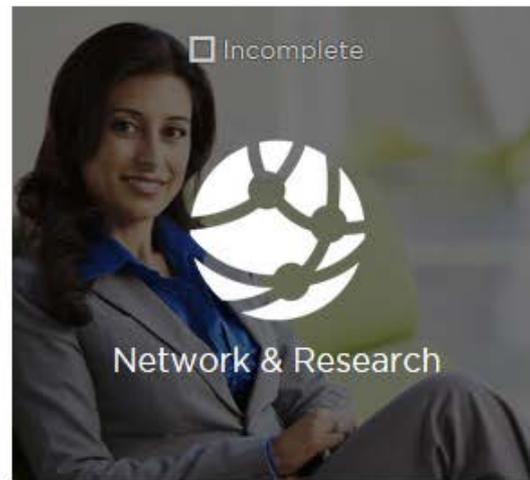
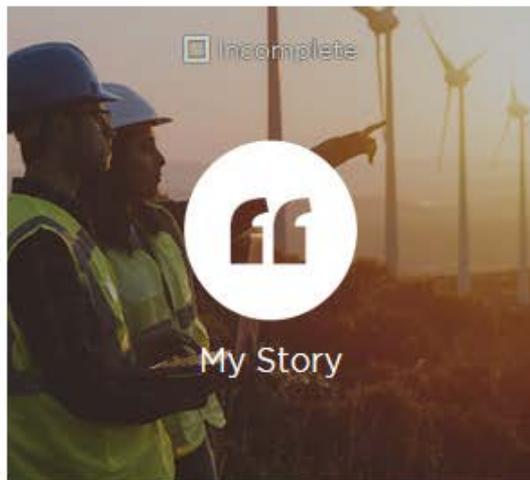
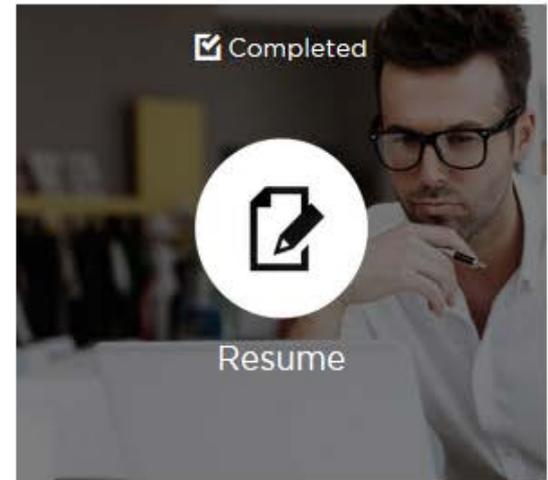
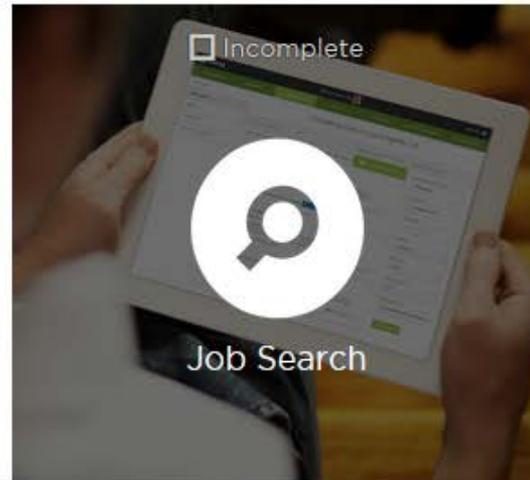
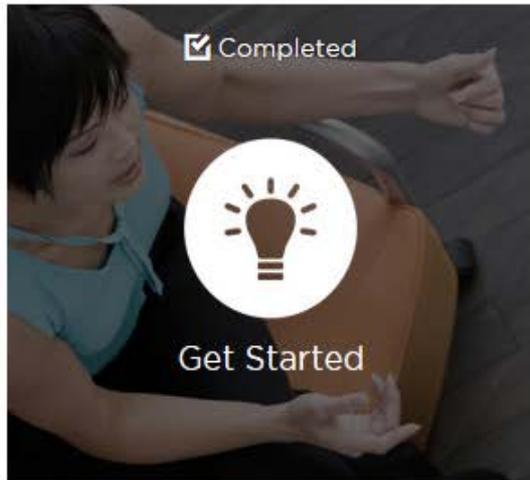


Manage My Registrations    Required Training    My Learner Dashboard    Transcript & Certificates

Find A Course    FAQ    Support    FOM | UCPath Library    **My UC Career**

## DISCOVER YOUR CAREER PATH

Providing you with tools to learn more about your strengths, skills, and opportunities.



Overview

Quick Start

Assessment Center

## Assessment Center

Need help exploring your career path? Use our personal assessments to help you identify your values, personality, skills, and talents.



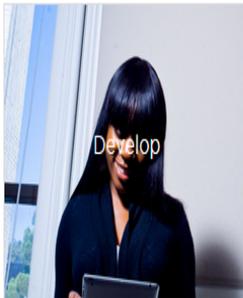
Personal Preferences

Recommended

### Identify Your Personal Preferences

This interactive assessment will analyze your values, interests and personality to identify positions that may be a good fit for your personal preferences.

Start Personal Preferences

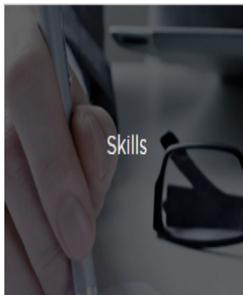


Develop

### Develop Your Skills

The UC Learning Center, the University of California's systemwide Learning Management System (LMS), offers a multitude of courses that will help you enhance your professional skill set and prepare to take the next step along your career path.

Log into the UC Learning Center



Skills

### Identify Your Strongest Skills

As you develop your resume or craft stories to share during your interview, be sure to highlight your strongest professional skills. Take this assessment to identify the skills you possess, the skills you enjoy the most, and the skills you do very well.

Start Skills



My Dashboard



Get Started



Recommended

Job Search



Resume



My Story



Network & Research



Interview & Beyond

Overview

Job Search

Alerts

## Job Search

Search for opportunities and set up instant alerts to find your next job!

Training & Development

City, State or ZIP Code

SEARCH NOW

[Advanced search](#)

or

CREATE A JOB ALERT

[Terms](#) [Privacy](#) [Help](#)

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My Dashboard



Get Started

Recommended



Job Search



Resume



My Story



Network & Research



Interview & Beyond

Overview

Network

Research

## Network & Research

Optimize your social media presence and leverage our research tools to help uncover exciting career opportunities.

START NETWORKING

Review social media resources

START RESEARCHING

Dive into our research tools

Need more help?

Take our [Networking Workshop](#) to learn about networking approaches.

[Terms](#) [Privacy](#) [Help](#)

My Dashboard

Get Started

Job Search

Resume

My Story

Network & Research

Interview & Beyond

Overview

Network

**Research**

## Research

Ready to hone your approach? Leverage these research tools to achieve your networking goals.

### Manage Your Contacts

Add contacts from within your network.

Go

### Business Information Resources

Explore our Business Information Resources tool. You can search Trade Events, Associations, Magazines, Newsletters, Databases, and Websites.

Go

[Terms](#) [Privacy](#) [Help](#)

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Overview

Network

Research

[Back to Research Overview](#)

## Business Information Resources

Need new sources of information? Search our expansive database of resources aimed at helping you learn more about your career.

Associations



Magazines / Journals



Newsletters



Trade Shows



Directories & Databases



Websites



Hover over a category for more information.



Resource Category

Associations

Industry

-- Any --

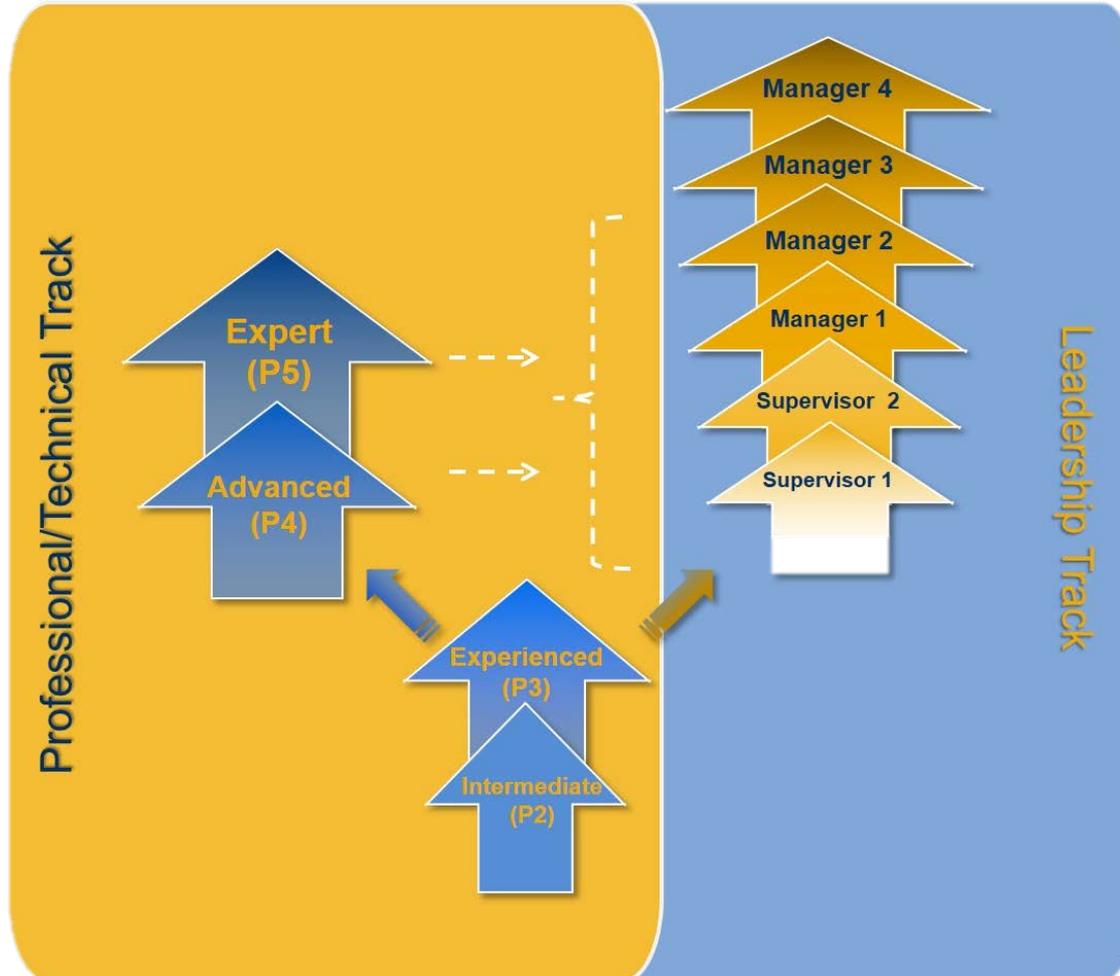
Keywords

*Enter Keywords*

Search

<b>Job Family</b>	<b>A group of jobs in the same general occupation</b>		
<b>Job Function</b>	<b>A more specific area within a family</b>		
<b>Job Category</b>	<b>Individual Contributor Series</b>		<b>Leadership Series</b>
	<b>Operational &amp; Technical</b>	<b>Professional</b>	<b>Supervisors &amp; Managers (2+ FTE)</b>
<b>Career Level</b>	<b>Level 1</b>	<b>Entry</b> (Level 1)	<b>Supervisor 1</b>
	<b>Level 2</b>	<b>Intermediate</b> (Level 2)	<b>Supervisor 2</b>
	<b>Level 3</b>	<b>Experienced</b> (Level 3)	<b>Manager 1</b>
		<b>Advanced</b> (Level 4)	<b>Manager 2</b>
		<b>Expert</b> (Level 5)	<b>Manager 3</b>
		<b>Manager 4</b>	

# Career Tracks – Map Your Path



# Questions

- <https://hr.ucr.edu/>