

Human Resources Update

March/April 2018

Recruiting/Hiring:

The following staff was hired and attended New Employee Orientation:

Donna Bardine	CSS	Greenwood
Heather Morder	Teacher	Greenwood
Virginia Colyer	CSS	Roaring Spring
Duane Steele	Bus Driver	Hollidaysburg
Cassandra Riggelman	Behavior Resource Specialist	Health/Disabilities

Recruited staff via the following methods:

St. Francis Career Fair
Career Link Career Fair
Advertisements: Altoona Mirror, Tyrone Daily Herald
Facebook, Twitter
Chamber of Commerce
Indeed.com

Training:

- Coordinated and attended "Manager's Guide to the EAP Referral Process".
- Attended SHRM monthly meetings on the following topics:
 - "5 Components of Extraordinary Teams". Brenda Garlick also attended.
 - "HR's Role in Recruitment & Retention."

Other:

- Participated in Bedford's Head Start Annual Self-Assessment.