



May 2009

Volume 2, Issue 5

## Background Screening 101

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1. Why do background checks?
2. What laws do I need to follow if I do background checks?
3. What is the most important search to run?
4. Am I in compliance with the 7-year KS statute regarding screening employees?

Come hear the answers to these questions and learn useful tips for screening employees at the upcoming SHRMA meeting.

Todd Sutcliffe has been in the Credit/Background screening Industry for over 10 years and founded National Screening Bureau (NATSB) 5 years ago. NATSB pairs cutting edge technology with exceptional customer service to deliver the best background checks available to their clients.



**NATIONAL SCREENING BUREAU**

Background Checks

Photo ID Systems

Video Security



Please notify  
 Kristi Hays  
 of corrections to this  
 newsletter.  
 I welcome your  
 comments, ideas and  
 suggestions!

**SHRMinar**

**Thursday, June 18, 2009**

**8:30 a.m. – 4:30 p.m.**



## Better Vacation Returns

Back-To-Work Therapy ([http://www.imakenews.com/wseb/e\\_article000861093.cfm?x=b9Vp8BH\\_b5W2mhPt](http://www.imakenews.com/wseb/e_article000861093.cfm?x=b9Vp8BH_b5W2mhPt))

Employees need vacations, and not just the three-day-weekend kind. They need long, restful breaks to recover from the stress of working all year. For the employer, paid vacations are worth the investment because they help employees be more productive – and healthier – in the long run.

Too often, however, the benefits of vacation dissipate quickly because employees return to longer to-do lists than they had when they left. Or they tried to pack too much into their vacations and are exhausted from the effort. Here are some steps you can take to help workers avoid the post-vacation blues. Put these into action before employees leave:

**Encourage** longer vacations. Shorter vacations run the risk of being busy, leaving employees just as worn out as before they left.

**Coach** employees to finish up projects during the two weeks prior to departure. You'll prevent stressful, last-minute efforts.

**Give** employees an extra half-day off on their last day before their vacations for last-minute preparations.

**Take** some time to inquire about employees' vacations — before they go and after they come back.

**Lower** or eliminate any expectations that employees should check in with the workplace by phone or e-mail while away.

**Assign** employees' job duties to others while they're away so they don't come back to overwhelming workloads.

**Leave** handwritten notes at employees' workstations welcoming them back.

**Don't** plan a heavy day for employees their first day back. Help them ease back into their workday routine.

A little planning can go a long way toward creating vacations that pay for themselves over time. These steps can help ensure many healthy returns.

## SOUTHWEST CENTRAL REGIONAL UPDATE FOR MAY

### SHRM Foundation

#### Scholarships

Application Deadline: July 15, 2009

The SHRM Foundation has committed a total of \$100,000 annually for scholarships to be awarded to national SHRM members pursuing a degree in human resources or SPHR, GPHR, PHR or California certification. Chapters and state councils are eligible to compete for the scholarship monies to find programs that promote certification. For information on award criteria and application procedures go to:

<http://shrm.org/about/foundation/scholarships/Pages/default.aspx>

### May Membership Promotion

Offer valid through May 31, 2009

During May first-time, new professional member of SHRM (using our online application) will receive a discount on their first-year membership dues (remember to use the promotional code **CHSWD**). In addition to receiving a reduced membership rate, they will receive a free SHRM tote bag! [https://](https://ecom.shrm.org/TimssSolutionSite2004_TPRO/EBusinessDefault.aspx?PRODUCT_DISCOUNT_ID=0388T)

[ecom.shrm.org/](https://ecom.shrm.org/)

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## **Salina Human Resource Management Assn. Receives Distinguished Award**

*The Society for Human Resource Management (SHRM) in Alexandria, VA has awarded the Superior Merit Chapter designation to the Salina Human Resource Management Association for its scope of work in perpetuating and supporting the mission of the organization in 2008.*

The Society for Human Resource Management (SHRM) is the world's largest association devoted to human resource management. The Society serves the needs of HR professionals and advances the interests of the HR profession. Founded in 1948, SHRM has more than 250,000 members in over 130 countries, and more than 575 affiliated chapters.

The Salina Human Resource Management Association (SHRMA) is one of 64 chapters receiving the distinction in SHRM's Southwest Central Region comprised of 10 states and 117 affiliated chapters.

"This recognition is a distinct indication of the chapter's successful partnership with SHRM to serve the networking and professional development needs of human resource professionals and to the advancement of the human resources profession" noted Pamela J. Green, SPHR, Chief Membership Officer for SHRM.

Salina Human Resource Management Association receives a Certificate of Recognition, a specialized banner to display at its meetings and events, and is being recognized in SHRM's publications and at its conferences.

In addition to hosting a monthly meeting with an informational speaker/program on an employment-related topic, some of Salina Human Resource Management Association's current initiatives include partnering with the Salina Area Chamber of Commerce to gather employment data and address workforce issues, and sponsorship of an upcoming seminar, "Positive Psychology and Social Emotional Intelligence in the Workplace" on June 18. For information on membership, contact Brandon Ebert, 785-827-3606 or go to the chapter's website - [www.shrmaofsalina.com](http://www.shrmaofsalina.com).

## **SALINA AREA UNITED WAY INITIATES LIVE UNITED DAY**

**APRIL 30, 2009** – It's called 'LIVE UNITED Day' and its purpose is to help individuals and community service agencies accomplish projects that they could not otherwise complete due to physical or financial limitations. On Saturday, June 6, 2009 the Salina Area United Way will lead a group of volunteers into the community, intent on making a difference.

Several projects have already been listed for the day, including painting the dining room at the Senior Center, painting structures, washing windows, planting petunias and installing free smoke alarms at a number of locations. The smoke alarms are donated by the Salina Fire Department. If you have a project to propose for the LIVE UNITED crew, please contact The Volunteer Connection at 785-823-1328.

"LIVE UNITED Day is a perfect opportunity for community members to put their talents and skills to use for just a few hours to better the lives of their fellow Salinians. This event is a great example of how the Salina Area United Way is working in unison with other partners and community members to improve the lives of those in need and an example of how the SAUW is working with others to Live United and strengthen our community," said Julie Goetz, Physician Recruiter for Salina Regional Health Center and member of the Salina Area United Way Board of Directors.

"We are looking for businesses to form teams, scout troops, church youth groups and caring individuals to volunteer. This could be a great day for Salina." said Bill Weaver, Marketing Director for The Salina Area United Way.

A breakfast is planned at 9:00 a.m. to start the day. The site for the breakfast will be at the Chamber of Commerce Developmental Center, 120 W. Ash Street.

Interested volunteers are asked to contact The Volunteer Connection at 785-823-1328 by May 29th.

***“RIGHT PLACE. RIGHT REASON. RIGHT NOW.  
OPPORTUNITY AT YOUR DOOR”***

*Salina Chamber of Commerce and Workforce Development Task Force are hosting a half-day event “Right place. Right Reason. Right Now. Opportunity at Your Door” on Friday, June 26, 2009 8:45 a.m.-2:00 p.m. @ Salina Area Chamber of Commerce Development Center. The event is sponsored by an alliance of community entities and providers.*

Our goal is to offer assistance and resources to those who are seeking employment. We have many workers navigating through the transition from unemployment to re-employment as well as our new college graduates unsure of their next step in seeking employment opportunities. The committee would like to invite SHRMA members to volunteer their expertise in the following session:

**From The Employer’s View  
9:00-10:15 a.m.  
Resume Show & Tell  
Interview Winners & Clangors  
Testimonials**

It is our opportunity as HR Professionals to provide people with helpful information on the tools to revamp their resumes and interview skills. If you are interested in volunteering please contact Natalie Fischer, PHR @ 785-309-5710 or by email: [natalie.fischer@salina.org](mailto:natalie.fischer@salina.org)



*On behalf of SHRMA,*

*"THANK YOU" for advertising in our monthly SHRMA Newsletter in our continuing effort to advance the HR Profession and serve the HR Professional.*



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*On behalf of SHRMA,*

*"THANK YOU" for advertising in our monthly SHRMA Newsletter in our continuing effort to advance the HR Profession and serve the HR Professional.*

**Julie Weems, CRPS**

**Aaron Peck, CRPS**

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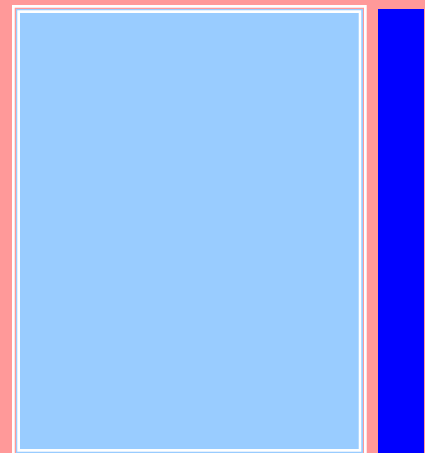
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# Positive Psychology & Social Emotional Intelligence in the Workplace

For Managers, Business Owners, Supervisors, and HR Professionals

*You are invited to attend the informative seminar sponsored by:*  
**Salina Human Resource Management Association**

In this dynamic and entertaining workshop, Jeff King will demonstrate how to integrate positive psychology into workplace relationships. From dealing with negative drama, to increasing efficiency in employee communication, Jeff will take the proactive and positive route towards more effective employee interactions. This workshop will include numerous tips, tools, and real-life examples of putting ideas into action. Bring examples from your organization, and Jeff will facilitate conversations about solutions that take a positive perspective and build social-emotional skills along the way.

Jeff King, LSCSW, co-owner of Next Element Consulting in Newton, KS, has a background in social work, organizational development and experiential learning. He has expertise in the areas of process communications, team accountability and conflict resolution. Jeff also worked a number of years as a consultant, clinician and facilitator at Prairie View Inc. in Newton.

**Thursday, June 18, 2009**

**8:30 a.m. – 4:30 p.m.**

**Location: Sunflower Bank**

**3025 Cortland Circle**

**Salina, KS 67401**

**Seminar Schedule:**

Registration and Continental Breakfast: 8:30 a.m. - 9:00 a.m.

Seminar Begins: 9:00 a.m.

Catered Lunch Provided: 12:00 p.m. - 1:00 p.m.

Seminar Ends: 4:30 p.m.

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**Seminar Registration Form**

\$25.00 SHRMA Members      \$30.00 Non-Members

Complete and Return Registration form along with payment by **June 12, 2009.**

**Mail to: SHRMA**

P.O. Box 3514

Salina, KS 67402-3514

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Email Address: \_\_\_\_\_

Member of SHRMA:  YES  NO

Amount Enclosed: \$ \_\_\_\_\_

Please make check payable to: **SHRMA**

Any questions can be directed to Lexy Schwarz @ 785.825.2151 or [lschwarz@salinaymca.com](mailto:lschwarz@salinaymca.com)