

Division of Personnel

Solutions



"The problems we face cannot be solved at the same level of thinking we were at when we created them."

Albert Einstein

Performance Strategies for Managers and Supervisors

FEATURE

Spring 2003

Performance Issues:

Asking the Right Questions Can Help You Analyze and Resolve Employee Performance Problems

Analyzing an employee performance problem isn't always easy, but managers and supervisors can get to the root cause of the problem and on the road to problem solving by asking and answering a few straightforward questions. [Click here](#) to read how.

SIDE BAR: Performance Discussion Plan

[Click here](#) to access a simple plan you can use to discuss performance problems with your employees if or when they occur.

Doing More With Less:

Finding the Upside to Downsizing

These days, everyone is being asked to cut back, spend less and save more. Many times, pitching in to find and implement these cost saving measures can even help to strengthen the team. [Click here](#) to learn how.

Staffing:

Questions That You May Want to Ask an Applicant – But Shouldn't

Even innocent "small talk" can lead to problems depending on the question. To find out information you need to know before you conduct your next interview, [click here](#).

SIDE BAR: Four Hiring Pitfalls to Avoid

In addition to knowing the right way to ask a job candidate a question, it's also important to be aware of some common pitfalls that can impede your efforts to hire the right person for the job. [Click here](#) to learn what they are and how to avoid them.

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New Guidelines for Employees Using Military Leave

By: Carleen Dickneite,
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Recently, the provisions for military leave for state of Missouri employees were updated to more closely reflect the federal regulations that were changed in 2000. The main change was from 15 calendar days with pay to 120 work hours with pay within a federal fiscal year. This change means that military leave applies to work hours, and that non-duty hours (typically regularly scheduled days off and holidays) should not be charged against military leave. Other changes clarify the requirements for advance notice of military orders and the employee's return to work following military duty.

Who is included / Length of military leave with pay

Employees who are members of the national guard or any of the reserve components of the armed forces of the United States are entitled to leaves of absence with pay for all periods of military service while they are engaged in the performance of duty under competent military orders for a period not exceeding one hundred twenty (120) work hours in any federal fiscal year (October 1 through September 30).

[Click here](#) to read more...

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What information can Solutions provide to you?

If you have a suggestion for a story or topic you would like to see in a future edition, [click here](#) to send an e-mail telling us how we can help you.