

Assessment: Assessment Plan



Operational (Business Affairs) - Human Resources

GBC Mission: Great Basin College enriches people's lives by providing student-centered, post-secondary education to rural Nevada. Educational, cultural, and related economic needs of the multicounty service area are met through programs of university transfer, applied science and technology, business and industry partnerships, developmental education, community service, and student support services in conjunction with certificates and associate and select baccalaureate degrees.

Unit Mission: As a strategic partner with Great Basin College Administrators, it is the mission of the Human Resources Office to advance the overall mission of the College by providing and developing a full range of innovative and comprehensive human resource management services to assist the College in attracting and retaining qualified employees, thereby promoting the philosophy that our employees are our most valuable resource. The Human Resources Office will provide exceptional customer service to all prospective, current and former employees to develop and maintain excellent employee relations within the College community. The Human Resources staff will continue to develop and implement efficient, cost-effective policies and procedures to ensure compliance with all Federal, State and local laws pertaining to personnel and affirmative action.

Outcome: Efficiency and Effectiveness

The Human Resources Department provides efficient and effective services by accurately processing a large volume of requests in a short amount of time.

Outcome Status: Active

Assessment Year: 2012-2013, 2015-2016, 2016-2017, 2017-2018, 2018-2019, 2019-2020, 2020-2021

Start Date: 04/01/2013

Assessment Measures

Internal Tracking - Average number of days LOA and OVL contracts are processed and ready for signature after receipt of completed paperwork. (Active)

Criterion: LOAs and OVLs are processed within 2 days upon receipt of pay request.

Notes: Exception - due to the high volume of LOAs at the beginning of the semester, it may take up to 5 days, on average, for processing.

Internal Tracking - Average number of day's new professional employee's information and contract are processed in HRMS for signature. (Active)

Criterion: A new professional employee has 10 days to sign Offer of Employment letter, complete W-4, I-9, Personal Data form and return all forms to Human Resources. Upon receipt of completed forms, contracts are processed within 2 days.

Notes: Mail delivery may result in processing delays, however FAX and scanned copies are acceptable.

Related Items

NWCCU - Core Themes

3.2 Serve Rural Nevada - Provide resources to meet needs of service area