



AROUND NDE

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Open Enrollment

Have you completed open enrollment? If not, you have until Friday, May 14, 2010 at 5:00 p.m. CT to do so.

Based on the questions that we have received to date, here are a few issues we'd like to highlight:

- ◇ All employees must complete open enrollment, even if no benefits are desired.
- ◇ Print your confirmation statement after you have completed open enrollment. Proof it carefully to ensure that you have made the selections that you intended. Changes cannot be made after open enrollment ends. If you make an error (e.g., select a single health plan rather than the two-party plan you mean to choose), you're stuck with it.
- ◇ If you are trying to print your confirmation statement but only a small portion of the document prints:
 - Make sure that the browser window showing the document is fully open by clicking on the window icon; and
 - Click on the document itself and use your arrow keys to move down to the bottom of the document.³
- ◇ Remember, if you have completed open enrollment you may make changes up until the end of the open enrollment period. Just be sure to print a new confirmation statement, which will include a new transaction number.
- ◇ The confirmation statement reads, in part, "Benefits as of 6/1/10". Disregard this. Your benefits will be effective as of 7/1/10.

- ◇ As indicated in the online open enrollment directions, LTD and life insurance elections will not show on your confirmation sheet. However, the premium cost may be reflect in the total cost amounts.
- ◇ If you want to make changes to life and/or, long term disability (LTD) insurances, click on the following links for the [Life Insurance Form](#) and the [LTD form](#).
- ◇ Click on the following links to access [life insurance rates](#) and [LTD rates](#), which are not included in the online Options Enrollment Guide.

State Hiring Process to Undergo Some Major Changes

In the coming months, the State will launch a new "applicant tracking system" that will allow creation of online job requisitions, improve our responsiveness to applicants, assist hiring supervisors in prescreening and evaluating applicant qualifications, and much more. Read on to learn more about the new system.

ONLINE REQUISITIONS

Requisition forms will be automatically and electronically routed to all persons involved (LCMs, fiscal, HR, Commissioner's Office), helping to avoid unnecessary delays.

We will be able to submit, receive, process, and approve job requisitions from within a password-protected Online Hiring Center (OHC). It will allow for checking requisition status and/or history at any given time.

Hiring supervisors will be able to manage the requisition process online, which should

ONLINE REQUISITIONS (Continued from p. 1)

increase speed and efficiency and improve the overall hiring process.

Key Features

- Create, route, and approve requisitions online
- Notify appropriate staff when new requisitions require approval
- Customize workflow for routing, approvals, and notifications

Key Benefits

- Improve quality and timeliness of requisition processing
- Agency-wide view into our requisition process
- Standardize and streamline requisition process
- Analyze and optimize our requisition process

RECRUITMENT

The new system will increase our ability to maintain recruitment plan information online, creating a central repository of recruitment information that is accessible anywhere, anytime. Efficiencies in creating and managing job postings are expected.

Key Features

- Recruitment and examination planning
- Create and post job announcements quickly
- Post job descriptions to our website
- Automatic online job interest cards
- Accept job applications online

Key Benefits

- Improve agency image and applicant satisfaction
- Manage recruitment plans in a centralized, online repository
- Build and maintain a powerful applicant database
- Reduce effort and costs of paper application processes
- Eliminate data entry of applicant data

SELECTION

The system will assist the hiring supervisor in quickly and accurately screening and identifying the most qualified applicants based on the predetermined criteria.

Key Features

- Create and manage pre-screening questions
- Pre-screen applicants automatically, as they apply
- Define and store scoring plans
- Training and experience evaluation
- Subject Matter Expert Review
- Score, rank and refer applicants

Key Benefits

- Reduce administrative time and effort
- Quickly identify most qualified applicants
- Easy-to-use query & reporting tools
- Maintain a supplemental question item bank
- Ability to generate powerful reports

APPLICANT TRACKING

The applicant tracking feature will provide a user-friendly, intuitive interface that will allow hiring supervisors to easily monitor applicants and their progress through the selection process.

Key Features

- Track applicants by step/hurdle
- Generate e-mail and hard copy notifications
- Maintain detailed applicant history
- Establish and manage eligible and certified lists

Key Benefits

- Access applicant information online anytime, anywhere
- Automatically generate applicant notifications
- Ensures timely follow up with applicants
- Reduce administration time and effort
- Reduce costs associated with manual processes

Welcome to the Following New Employees



Sharon Davis
Program Specialist III
Nutrition Services
May 2, 2010



Matthew Dicke
IT Applications Developer Sr.
Data Services & Fed
Programs



Rebecca Hamm
Education Specialist II
Federal Programs
March 1, 2010



Abbey Hipple
Program Associate II
DDS
March 1, 2010



Nicole Houdek
Adjudicator Trainee
DDS
April 1, 2010



Dale Johannes
VR Service Specialist
Lincoln
April 1, 2010



Sarah Johnston
Adjudicator Trainee
DDS
April 1, 2010



Nancy Lorenz
Program Specialist I
Office of Special Education
March 1, 2010



Anita Schwartz
VR Service Specialist
Lincoln
February 16, 2010



Cindy Staggs
VR Service Specialist
North Platte
December 1, 2009



Darcy Shriner
Adjudicator Trainee
DDS
April 1, 2010

New Employees (Continued)



Allen Unterseher
Adjudicator Trainee
DDS



Brett Welding
VR Service Specialist
Fremont



Janae Wulff
VR Associate
Omaha West
March 1, 2010



2010 Graduates

Congratulations to the following employees who will be receiving degrees, or have family members graduating, this spring/summer



Employee: **Lisa Alexa**
Graduate: Lisa Alexa
School: Drake University
Degree: Master's in Rehabilitation Administration with an emphasis in Counseling
Plans: Continue to work for VR and share my new knowledge!

Employee: **Mary Duffy**
Graduate: Briana Duffy
School: Emporia State University
Degree: M.S. in Special Education with an emphasis in Gifted Education
Plan: Continue teaching in Overland Park, KS and eventually get a doctorate

Employee: **Bob Beecham**
Graduate: John Beecham
School: University of Nebraska-Lincoln
Degree: Master's in Journalism
Plans: Move to L.A. and be a movie producer

Employee: **Brigid Griffin**
Graduate: Hannah Mitiku
School: Wayne High School
Degree: High school diploma
Plans: Attend UNK; Communications Disorders

Employee: **Laurie Colburn**
Graduate: Ashley L. Coleman
School: Southeast High School
Degree: High school diploma
Plans: Enroll in Nebraska Air Guard & attend SCC Surgical Tech program

Employee: **Susan Hagen**
Graduate: Kelly Hagen
School: Westside High School
Degree: High school diploma
Plans: Attend University of Southern California Theatre School

Employee: **Dan Dulaney**
Graduate: Bryan Dulaney
School: Lincoln Southeast High School
Degree: High school diploma
Plans: Attend UNL; journalism, history, English

Employee: **Peg Hansen**
Graduate: Amanda Navrkal
School: University of New Haven
Degree: Masters in Forensic Science
Plans: Enter the workforce

2010 Graduates (Continued)

Employee: **Peg Hansen**
Graduate: Thomas Navrkal
School: University of Nebraska-Lincoln
Degree: Master's Degree in Chemical and Biomolecular Engineering
Plans: Enter the workforce

Employee: **Peg Hansen**
Graduate: William Navrkal
School: University of Massachusetts
Degree: Master's Degree in Hospitality and Tourism Management
Plans: Enter the workforce

Employee: **Kim Heitmann**
Graduate: Krysta Regelean
School: BryanLGH College of Health Sciences
Degree: Cardiac Sonography (Ultrasound)
Plans: Working at BryanLGH East Medical Center where she is performing cardiac sonograms, EKGs, and stress testing

Employee: **Lori Henkenius**
Graduate: Amber (Henkenius) Wicherski
School: University of Phoenix
Degree: Education Administration
Plans: Early Childhood Special Education Lead Teacher for Omaha Public Schools

Employee: **Faylin Henricksen**
Graduate: Tray Henricksen
School: University of Nebraska-Kearney
Degree: B.S. in Criminal Justice
Plans: Pursue Master's in Community Counseling

Employee: **Jan Husen-Stortenbecker**
Graduate: Emily Husen Stortenbecker
School: Pius X High School
Degree: High school diploma
Plans: Attend Northwest Missouri State University; Psychology

Employee: **Dena Johnson**
Graduate: Taylor Boroff
School: Elkhorn High School
Degree: High school diploma
Plans: Attend Metro Tech/UNO; Early Childhood Administration

Employee: **Pat Lemmer**
Graduate: Christa Lemmer
School: Lincoln Northeast High School
Degree: High school diploma
Plans: Attend UNL

Employee: **Julianne Kaiser**
Graduate: Mariah Kaiser
School: LPS Arts & Humanities Focus Program
Degree: High school diploma

Employee: **Sharon Koepp**
Graduate: Nicholas Koepp
School: Southwestern Community College
Degree: Associate's of Applied Science Degree in Carpentry and Building Trades
Plans: Work for Chad Theisen Construction

Employee: **Susan Koch**
Graduate: Amy Koch
School: Bryan/LGH College of Health Sciences
Degree: B.S. in Nursing, Minor in Social Sciences
Plans: Accepted a position as an R.N. in the Acute Rehabilitation Unit at Madonna

Employee: **Mary Beth Pistillo**
Graduate: Brittany Shelton
School: Columbia College in Chicago
Degree: B.S. in Fashion Design
Plan: Intern under a designer for the summer

Employee: **Victoria Rasmussen Hughes**
Graduate: Kelsea Hughes
School: Lincoln Southwest High School
Degree: High school diploma
Plans: Attend UNL; Family and Child Psychology/ Art Therapy

Employee: **Roger Reikofski**
Graduate: Jared Benne
School: North Star High School
Degree: High school diploma
Plans: Enlist in the Marine Corps

Employee: **Donlynn Rice**
Graduate: Eric Rice
School: Lincoln East High School
Degree: High school diploma
Plans: Attend UNL; major in architecture

2010 Graduates (Continued)

Employee: **Carol Ringenberg**
Graduate: Cara Ward
School: Nebraska Wesleyan University
Degree: B.A. in Communication and Public Relations
Plans: Pursue Master's in Educational Psychology at UNL

Employee: **Cathy Roberts**
Graduate: Emily Sanchez
School: College View Academy
Degree: High school diploma
Plans: Attend UNL or SIU; Graphic Arts/English

Employee: **Nancy Rowch**
Graduate: Collin Baker
School: Lincoln Southeast
Degree: High school diploma
Plans: Attend UNL; major in Film

Employee: **Kim Schamp**
Graduate: Alex Schamp
School: Millard South High School
Degree: High school diploma
Plans: Attend Metro Community College

Employee: **Sally Shepherd**
Graduate: Ron Shepherd, Jr.
School: Doane College
Degree: B.A. in Graphic Design
Plans: Start a career in Graphic Design

Employee: **Marsha Silvey**
Graduate: Alex Silvey
School: Lincoln Southeast High School
Degree: High school diploma
Plans: Attend UNL; major in civil engineering

Employee: **Scott Swisher**
Graduate: Morgan Swisher
School: University of Nebraska-Lincoln
Degree: B.S. in Nutrition & Dietetics
Plans: Pursue Master's degree

Employee: **Pam Tagart**
Graduate: Jacob Tagart
School: Malcolm High School
Degree: High school diploma
Plans: Undecided

Employee: **Barb Test**
Graduate: Tim Test, Jr.
School: ITT Tech, Harrisburg, PA
Degree: Associate's in IT Computer Network Systems
Plans: Complete bachelor's degree

Employee: **Lindsay Walker**
Graduate: Lindsay Walker
School: Drake University
Degree: M.S. in Rehabilitation Counseling
Plans: Continue working at NDE!

Employee: **Rhonda Wisdom**
Graduate: Courtney Slightom
School: Beatrice High School
Degree: High school diploma
Plans: Attend Wayne State College; Elem. Educ.



Congratulations!

Employee and Supervisor/Manager of the Year

Nominations are due June 4, 2010.

Stay tuned for more details!