



SFA Human Resources SFA HR Modernization Communications August 18, 2000

SFA HR Modernization Communications:

Article Introducing Calvin Thomas to SFA for InStep Magazine

The working draft article to be published in SFA's InStep newsletter, was created to introduce Calvin Thomas, the new Human Resources Director, to SFA. The article describes Calvin's background and vision for SFA Human Resources.

Employee Development Lifecycle

The Employee Development Lifecycle document was created as a communication tool for the Management Council and SFA University. The document communicates the guiding principles for balancing management and employee development goals. The presentation displays the Employee Development Lifecycle model with the various timeframes, tools and high-level processes associated with each development quarter. Finally, the presentation includes the definition of employee development terms, such as competency and personal development plan (PDP).

SFA HR Activity Account – Proposed Transition Plan

SFA HR Activity Account – Proposed Transition Plan is a communication tool displaying SFA Human Resources proposed activities for interpretation/discussion with impacted parties (i.e. HRG). The Activity Account lists human resource activities from the proposed SFA HR Organization. These human resource activities are mapped to the current activity owner, either SFA or HRG. The Activity Account also documents the proposed transition of activities from HRG to SFA HR within the short and long-term. Finally, a comments column provides clarification on human resource activities, transition details or outstanding questions/issues to consider.

Competency Catalog Education Document

The Competency Catalog Education document serves to provide basic competency definition information to Channel/Unit General Managers/Directors and Leadership Team stakeholders. The Education document contains the definition of a competency, the benefits of defining desired competencies, the SFA Competency Model and competency catalog example.



SFA's Performance Appraisal Selection

The SFA Performance Appraisal Selection document was created to document the results of an analysis conducted on three performance appraisal vendors. The Selection document was sent to the Performance Appraisal Team for their consideration in deciding which vendor will meet SFA's needs for implementing a performance appraisal solution. SFA's Performance Appraisal Selection document captures general company information, functionality and technology of the performance appraisal packages, development costs and timeframe, and benefits and costs of each vendor.