

Office of Human Resources Personnel Newsletter

June 2001

NASA STARS IS COMING!

NASA is introducing a new resume management process and system called **NASA STARS** -- NASA's automated **Staffing And Recruitment System**. This new process will enable NASA to enhance HR capabilities to attract and retain a world-class workforce in an increasingly difficult job market. NASA STARS uses a commercial off-the-shelf applicant rating and referral software system called Resumix. Using state-of-the-art technology and artificial intelligence, Resumix "reads" and extracts skills information from resumes. It reads words and phrases "in context" to automatically match skills in applicants' resumes to the skills requirements of specific jobs. In a very short time period, Resumix identifies resumes submitted for a vacancy announcement, and searches those resumes for skills to match the position requirements. NASA Stars will enhance NASA's ability to attract and retain a world-class workforce.

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We're Moving...

The Office of Human Resources will be temporarily relocating to the 1400 wing of DEB (Bldg. 500) from July 2 through mid-September. Please see page 5 for a diagram of the new room assignments.

2001 Satellite Videoconference Schedule

Stephen Covey: The 7 Habits Of Highly Effective People

Produced By: Wyncom, Inc.
OAI Auditorium
Wednesday, August 8, 2001
10:45 a.m. – 5 p.m. – Program Time

Tom Peters: Change and Leadership

Produced By: Linkage, Inc.
Administration Building Auditorium
Wednesday, September 12, 2001
11 a.m. – 1 p.m. – Program Time

The Sixth Annual Worldwide Lessons In Leadership Series

Featuring: Dr. Ken Blanchard, Dr. Tom Peters, Dr. Stephen Covey, and a Top Panel of Business Leaders

Produced By: Wyncom, Inc.
OAI Auditorium
Wednesday, November 7, 2001
10:45 a.m. – 5:30 p.m. – Program Time

Course announcements describing upcoming satellite videoconferences are distributed via Today@Glenn. For more information, contact the Learning Center, Organization Development and Training Office at extension 3-2996/2997.

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How will NASA STARS benefit employees? The entire process is faster and easier for employees. Employees will be able to access NASA job opportunities through the NASAJobs Web site at www.nasajobs.nasa.gov. Vacancy announcements will link employees to an online Resume Builder, a Resume Guide, and a "Quick Apply" form for completion and submission of resumes. The electronic resume will replace the cumbersome application forms. Employees will no longer need to address Knowledges, Skills and Abilities (KSA's), as employees' total skills will be captured on one resume. Because the process is automated, employees will be able to apply faster, will receive automatic notification of the receipt of their resume, and will receive faster objective consideration for jobs they want to apply for. With just one resume, applicants will be able to apply for multiple positions at different locations. In addition, they will be able to complete and submit their resumes online through the NASAJobs Web page at www.nasajobs.nasa.gov.

How will NASA STARS benefit hiring managers? Technology will speed up the application process for NASA jobs to meet job market competition. Online access to job opportunities and the Resume Builder will facilitate recruiting on campus and at job fairs. Since the process is automated, it will expedite the referral of potentially highly qualified individuals. It will allow selecting officials to quickly access certificates and

resumes electronically and make an informed and speedy selection.

Because this is a new process, we plan to provide employee briefings, demonstrations and periodic updates on the new process. We are aware that the prospect of preparing a resume may be a new idea to employees, so we will provide aids to help with resume preparation such as training and brochures, a standard automated Resume Builder and Resume Guide on the NASAJobs Web page at www.nasajobs.nasa.gov, as well as other counseling and assistance.

As the new system is rolled out at each Center, applicants will be asked on vacancy announcements to submit a resume to receive consideration for job openings. Once their resume is in the database, applicants will simply submit a "Quick Apply" form to apply for a job at NASA according to the instructions on the announcement.

NASA STARS is coming soon to every NASA Center. The Goddard Space Flight Center will pilot NASA STARS beginning in June 2001, followed by rollouts in July at the Marshall Space Flight Center and the Stennis Space Center. The remaining Centers will roll out this system by November 2001. The targeted rollout date for Glenn Research Center is late October 2001. For more information on NASA STARS, visit NASAJobs and NASA STARS at the following Web sites:

www.nasajobs.nasa.gov

www.nasastars.nasa.gov.

If you have any questions, please contact Judy Drabik at extension 3-2487.

Online Learning Now Available

Through the *Learning Center*

The *Learning Center* announces the opening of the "**e-Learning Center**", an Internet portal to providers of more than 80 Web-based training courses.

The advantages of e-learning include the ability to accommodate different learning styles and pace, convenience and access, and reduced travel time and costs. In addition, it offers opportunities for you to create a path of learning based on a selection of materials that meets your own level of knowledge, interests, and needs.

Once you are assigned a user ID by the Learning Center staff, you can access the courses via your Web browser. The training can be taken in the Learning Center, in your office, or at home if you have a RAS account.

Visit the Learning Center Web site at:

<http://www.grc.nasa.gov/WWW/LC>

Click on the **e-Learning Center** link to find information about the training providers, (SkillSoft, NetG, and Element K) and view descriptions of the courses available. For additional information, contact Annette Rostetter at 3-2495.



WHAT KIND OF RIGHTS?

Weingarten rights are mandated by law and came to be through an actual case decided by the U.S. Supreme Court in 1975. In that case, management had suspected an employee, named Weingarten, of theft and called the employee in to ask questions. The employee insisted on having a union representative present to help her respond to the questions. The manager refused to allow such assistance. When the employee refused to answer the questions without a representative present, the company fired the employee.

An unfair labor practice complaint was filed and eventually was heard by the Supreme Court. In the decision, the Court determined that if the meeting included both management and a bargaining unit employee, was investigative in nature, and the unit member feared discipline as a result of the discussion, upon request, Ms. Weingarten was entitled to union representation at the meeting. Agencies are required to post annual notices of these rights. The following "Annual Notice of Right to Request Union Representation" satisfies this requirement.

ANNUAL NOTICE OF RIGHT TO REQUEST UNION REPRESENTATION (WEINGARTEN RIGHTS)

The Civil Service Reform Act gives employees in units represented by an exclusive labor organization the right to request union representation at an examination by a representative of the agency in connection with an investigation if the employee believes the examination may result in disciplinary action.

Section 7114(a) of the Civil Service Reform Act of 1978 (CSRA) states that:

- (2) An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at
 - (B) any examination of an employee in the unit by a representative of the agency in connection with an investigation if
 - (i) the employee reasonably believes that the examination may result in disciplinary action against the employee; and
 - (ii) the employee requests representation.

Section 7114(a)(3) of the CSRA requires that employees receive annual notice of the rights set forth above. If you have any questions relative to this notice, please contact Lori O. Pietravoia, Human Resources Specialist, at extension 3-2506.

NASA External Awards

Every quarter, the Center receives requests for nominations for a wide variety of non-NASA awards. A call letter with nomination criteria summaries is sent to the directorate offices for distribution. Please call the Awards Office at extension 3-2848, for specific information.

The following is a list of non-NASA External Awards solicitation due this quarter, July to September 2001:

American Astronautical Society Awards
American Institute of Aeronautics and Astronautics
Black Engineer of the Year Award
Elder Statesmen of Aviation Award
GEICO Public Service Awards
Heroism Award
Lemelson-Mit Prize
National Space Trophy
OPM Director's Award for Outstanding Work and Family Programs
President's Quality Award Program
Women in Aerospace (WIA) Awards
Wright Brothers Memorial Trophy

The Glenn Employee Assistance Program (EAP) reminds employees that family problems, emotional concerns, and mental health issues don't go on vacation just because Summer has arrived. As a matter of fact, problems usually intensify during periods of transition; e.g., from school to vacation, from work to vacation. GRC employees are entitled to three free visits to the EAP. Don't wait until September. Contact Dr. Joe Wasdovich at extension 3-2989 for assistance or a referral to one of our several, conveniently located providers. As always, the EAP is private, confidential, and effective.

GRC FELLOWSHIPS EXPO!

Date: June 25, 2001

Time: 9 a.m. – 2:30 p.m.

Location: Ohio Aerospace Institute

Managers—Bring Your Employees

Employees—Bring Your Manager

For more information, contact Jeannette Owens,
extension 3-2990.

Sponsored by the GRC Human Resources Panel
and the Organization Development and Training
Office

Professional Development

NASA recognizes the importance of life-long learning through the many degree and non-degree programs that meet the continuing education and professional development needs of the workforce.

Today, NASA and GRC extend their educational mission through a number of continuing education and executive education programs.

This is your opportunity to meet, greet, and learn more about these exceptional programs.

Come and meet the Fellowship Program Managers, past participants, and the GRC Human Resources Panel.

For more information or to apply for a fellowship, visit the OD&TO Development Programs Web site at:

www.grc.nasa.gov/www/ODT/devprog.htm

Agency and Center Sponsored Fellowships

Carnegie Mellon - Senior Executive Seminar

CASE Western Reserve University, Weatherhead School of Management - Executive MBA Program

Cleveland Federal Community Leadership Institute

Federal Executive Institute - Leadership for a Democratic Society Program

Graduate School, USDA - 3 Programs--Executive Potential Program (EPP), Executive Leadership Program (formerly WEL), and New Leader Program

Harvard - 5 Programs--Program for Management Development, National and International Security, Mid-Career Master in Public Administration, Senior Executive Fellows, and Senior Managers in Government

MIT Institute of Technology - 3 Programs--Advanced Study Program, MOT Program and Sloan Fellows Program

NASA Administrators Fellowship Program

NASA Professional Development Program (PDP)

PENN State University - 2 Programs--Leading with Impact and Developing Managerial Effectiveness Programs

UCLA - Creativity & Innovation in the Organization

University of NC - Program for Manager Development

University of Michigan - Management Development Program

University of Tennessee - Engineer/Scientist as Manager

University of Texas at Austin - Institute for Managerial Leadership for Engineers, Scientist and Computer Professionals

Simmons Graduate School of Management - Strategic Leadership for Women

Stanford Sloan Program - Master of Science in Management

Syracuse - Certificate in Public Administration

Office of Human Resources Temporary Office Relocation
Scheduled Move Date July 2, 2001

Rick J. Bailer Deputy Chief Room 1420	Shaun Ellman-Stafford Claudette J. Wlasuk Room 1418	Gwendolyn D. Davis Acting Chief Room 1419
Merry C. Sherrod Xynique R. Sims Room 1416		Lori O. Pietravoia Room 1417
A. Judith Drabik Timothy A. Kennedy Room 1414		Anita L. Arnold Richard L. Reames Room 1415
William C. MacDonald Nazetta W. Robinson Room 1412		H. Fran Pierce, Jr. Tracy L. McClough Room 1413
Charlene L. Anderson Lynda D. Glover Traci L. Savage Room 1410		Jennifer Cyrill Janine DeCarlo Room 1411
Nola L. Bland Diane L. Duly Room 1408		Leroy McCreary Chief, Operations Center B Room 1409
		Karen L. Arcuri Chief, Operations Center A Room 1407
Toni Cosari Darlene S. Walker Room 1404		Darlene Y. Jackson Mary Jo Waeltz Room 1405
<u>InDyne Support Office</u> Rhonda S. Billick Danielle M. Branch Krissie M. Ciehanoski Room 1402	← Application Drop-Off	Ethel L. McLaughlin Suzanne L. Terbrack Room 1403 ← SF-52 Drop-Off