



Snake River Chapter of SHRM

Serving HR Professionals across the Magic Valley

The Snake Byte

Save the Dates

October Bimonthly Mtg.

CSI- Taylor Rm 277
October 12 -- 12-1:30

[Add to your calendar](#)

Local Networking Opportunity

Burley, Twin, Jerome
November 9 -- 12-1:30

[Add to your calendar](#)

College & Career Awareness Fair

Kimberly High School
October 11 -- 1:00-3:00

[See the Flyer Here](#)

Idaho State Council of SHRM 2018 Conference

Volunteers Needed!

[See the Flyer Here](#)

October 2017

Thank you, everyone!

Thank you to our speakers, sponsors, volunteers, organizers, and attendees for another great conference! The theme this year was SHRM School of Magic: What Every HR Needs to Know to Transform. Needless to say, everyone had a blast carrying out the theme in their networking, table talks, and decorations. Even the speakers based their discussions around the theme which made it all the more enjoyable.

If you missed the conference this year don't worry! Some speakers will make their slideshows available to the chapter. Once we have those, we will be sure to inform everyone.

Affiliate News

- **PAY YOUR DUES!** All paid members will be receiving a backpack as a free gift for paying. If you have not paid your membership dues you need to get ahold of Katrina Oksten at kaoksten@csi.edu
- **Welcome, Kansas Guthrie!** Kansas has accepted the board position of Foundation Director. Send her a warm welcome when you see her next! If you have any questions regarding SHRM Foundation and activities within the chapter be sure to get in touch with her at kguthrie@co.jerome.id.us
- **Welcome, Shannon Kitchen!** Shannon has accepted the board position of Hospitality. She will be taking care of everything food and drink for our meetings. Shannon will do a great job with Hospitality and be sure to welcome her next time you see her! If you have any requests or questions feel free to reach out to her at shannon_kitchen@napaautoparts.biz

SHRM School of Magic Conference

Did you miss the conference this year? It was a great conference and everyone had fun while gaining professional development skills. Rebekah Yancey did a phenomenal job of putting on a educational and exciting conference. You will want to be sure to attend the next one!

Not only does Rebekah do a great job putting on the conference, but we wouldn't be able to have our conference if it weren't for our sponsors. Thank you again to: AmeriBen, David Horning, PacificSource, AmeriPride, Ideal-Idaho College Saving Program, Preventative Health Screenings and Vaccinations, BBSI, Willamette Dental Group, Cable One, United Way, College of Southern Idaho, Idaho Central Credit Union, Mountain America Credit Union, and Wright Physical Therapy.

The conference was well rounded with discussions ranging from succession planning, creating a safety culture, incentives, mental health in the workplace, preparing for SHRM certification, LGBT issues in the workplace, and other HR related topics. Multiple people left the conference feeling energized with innovations to bring to their businesses.

Among the many speakers was Sheena Boyd and Brian Marshall of AmeriBen. AmeriBen is an HR Consulting Firm out of Meridian, ID with more than 700 employees. Sheena Boyd discussed succession planning and the importance of actually having a plan in place. 48% of supervisors were eligible for retirement in 2015. That means you must develop your leaders internally by making your plan urgent, exciting and attainable. Sheena's colleague, Brian Marshall, discussed incentives and motivation. Brian's main point he drove home was to incentivize internally rather than externally. One statement he said was, "pay enough to get money off the table." In HR, we often are trying to find ways to incentivize our employees or new recruits. It may be time to take a step back and look at how your incentives are actually working. Not only do you want to appeal to your employees wallets, but you want to appeal to their hearts as well.

David Horning literally gave us lunch and a show by giving a comical approach to perspective. David expertly combines comedy with serious topics and puts on an amazing show. He had alternate ego's to go along with each topic that had the entire crowd rolling. David involves every person in his acts and gets his audience engulfed in his speech. His energy is magnetic and was made evident by the crowd surrounding him after his talk to give him praise and thank him for the performance.

There is so much more information we would love to share on the conference and many speakers will be making their slideshows accessible on our website so stay tuned for that!

Snake River Chapter of SHRM

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Carol Anderson
City of Burley

carol.anderson@pmt.org

Past President

Rebekah Yancey
Commercial Creamery Company
rebekah@cheesepowder.com

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Rachel Richins
Agri-Service

rachelrichins@agri-service.com

Treasurer

Katrina Oksten
CSI

KAOksten@csi.edu

Secretary

Sonya Haines
United Way of South Central Idaho
sonya@unitedwayscid.org

Membership

Jan Duff
Easter Seals
jand@esgw.org

Diversity

Nanette Fisher
Easter Seals
nanettef@esgw.org

College Relations

Judy Heatwole
CSI

jheatwole@csi.edu

Workforce Readiness

Kelly Fisher
Glanbia
kfisher@glanbiausa.com

Foundation

Kansas Guthrie
Jerome County
kguthrie@co.jerome.id.us

Hospitality/Arrangements

Shannon Kitchen
Napa Auto Parts
shannon_kitchen@napaautoparts.biz

Newsletter

McKenzie Gonzales
American Staffing
burleymgr@asitemp.com

Legislative

D'Andre Mathews

Professional Chair/Certification

Cammon Wutzke
New York Life
cwutzke@ft.newyorklife.com

How to Address Employee's Mistakes

Mistakes happen. We are all human. But how do you handle a mistake that costs your company money, creates additional work, or even requires discipline? Dana Wilkie, an editor for SHRM, wrote an article discussing this topic.

Your employee missed an important deadline which resulted in the company losing a major account. The frustration and tension in the office is so thick you could cut it with a knife. What is the best way to address the situation without causing a major upset throughout the office? Here is a list of Do's and Don't's:

- Don't assume. Begin the conversation without placing blame on any particular employee. Make the conversation a "we" effort, not a "you" effort. For example, ask "What could we have done differently to achieve our goal?" rather than "What could you have done differently?"
- Do your homework. Rather than coming into the conversation feeling as you know exactly what happened, ask the team what factors contributed to the downfall of the project. IT could have been unresponsive, team members could have not followed through, or there could have been miscommunication within the group.
- Don't allow problems to fester. If you notice behaviors that need addressed, do so immediately. It is always better to address issues as they occur rather than give your employees a bulleted list of everything they are doing wrong. Allow regular recognition for their good behaviors and accomplishments as well.
- Do check their track record. Is this their first failure or are we seeing a pattern? Maybe this was their first big mistake and you just need to discuss what they may have needed to have completed the project.
- Don't be biased. Do not assume based on their age, race, sex, or otherwise that that is the reason for the failure.
- Do watch your language. Start the conversations with praise and ask plenty of questions. Allow the conversation to be two-way and positive. Be positive but clear on any consequences should the instance occur again.

Read the full article [here](#).



Source:

[www.https://www.shrm.org](https://www.shrm.org)

Are you using the updated I-9 form?

You read that right. They have updated the I-9 form, once again. There is no functionality changes between this I-9 and the previously released I-9. Notable changes are on the Instructions and Lists of Acceptable Documents sections to reduce completion errors. You will know you are using the correct I-9 form if you see the revision date of "7/17/2017 N" and expiration of "8/31/2019". If you'd like to see the changes, [click here](#).



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