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UMMS
Core Competencies,
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New Course Offering for All Employees: Initiative in the Workplace



We are pleased to announce the launch of our latest professional development course: **Initiative in the Workplace.**

Initiative in the Workplace is the second course in the UMMS Core Competency training series. This professional development session will cover why taking initiative is so important in the workplace, and how, by demonstrating this competency, you will build skills which can help you advance your career at UMMS.

As one of our Core Competencies, initiative is **directly tied to your annual performance review.** Taking initiative will not only help you reach your department goals, but also the overall goals of UMMS.

Class Name: Initiative in the Workplace

Audience: All employees

Instructor: Chrissy Havland, Sr. HR Marketing Communications Specialist

Prerequisite: None

Class Description: This training will review the Initiative competency and teach you how to demonstrate it in your role at UMMS. The following topics will be covered in this professional development session:

- What it Means to Take Initiative
- What Can be Gained by Taking Initiative
- How to Take Initiative at Work
- Things to Consider before Taking Initiative
- How to Help Others Take Initiative
- Common Mistakes with Initiative
- Learn How Mastering the Initiative Competency will Support Your Professional Ambitions
- How Taking the Initiative May Affect Your Performance at Work, including your Performance Review

Includes interactive exercises to enhance learning (bring your cellphones!)

Venue: Classroom

Timeline: Offered weekly; 1 hour each class; classes run August through September

Registration: For more details and to register* [click here.](#)

*Please note, when you register, you will need to access our UMMS intranet site.

Stay tuned as we roll out more professional development training courses, resources and other training services.

UMMS Employee Referral Program



The UMMS Employee Referral Program is offered to full and part-time UMMS benefited employees* who would like to refer highly qualified, external candidates for positions at UMass Medical School, Commonwealth Medicine or MassBiologics.

If your referred candidate is hired according to the program's rules and regulations, you will receive a \$100 reward card (employee subject to required deductions and tax withholding).

If you have someone you would like to refer for a position, please follow these steps:

1. Review the UMMS Employee Referral Program [Overview with FAQ](#) so that you are familiar with the rules and regulations of the program.
2. If you and your candidate are both eligible, please complete the [Employee Referral Program Submission Form](#) and email it to EmployeeReferral@umassmed.edu.
3. Instruct your candidate to formally apply through the UMMS Tracking System via <https://www.umassmed.edu/jobs/>. (Note: The Talent Specialist will not reach out to the candidate unless they have formally applied).

If you have any questions on the program, please refer to the [Employee Referral Program Policy](#) or email Human.Resources@umassmed.edu.

*Please note, some exclusions do apply. Please review the [UMMS Employee Referral Program Overview with FAQ](#) or the [Policy](#) in detail for eligibility.

Reminder: Employee Verification Services through The Work Number

Keep Life Moving Forward...

- buying a home?
- financing an apartment?
- refinancing or leasing a car?
- verifying past employment?

You will need proof of your employment or income!

The UMMS System is now part of The Work Number

ACCESS - www.theworknumber.com or call 1-800-367-2884

For proof of employment or income, provide YOUR CREDITOR (i.e. bank)

To verify an Employer's Request Letter, YOU need to:

- Click on part of The Work Number Access Options for Creditors
- www.theworknumber.com
- 1-800-367-2884
- UMass Employer Code: 18128
- Your Social Security Number

To verify an Employer's Request Letter, YOU need to:

- Access www.theworknumber.com or call 1-800-367-2884
- Select Employee Option and then Login
- UMass Employer Code: 18128
- Your UMass ID (Use ID in your SSN-9 digits, no dashes, no space)
- Your PIN*
- Select Investigation Request Option from Employee Menu
- Click on Get Employer Status, Print and Log

*If you are using an PIN, verify for your employer's SSN followed by your 4-digit PIN. You will need to change your PIN at that time.

The UMMS System has selected The Work Number, the nation's leading employment verification service, to securely and instantly provide the verifications you need to keep life moving forward. To learn more, visit www.theworknumber.com/employees.

Buying a home? Purchasing or leasing a car? Verifying past employment? These life changes will require proof of your employment or income, and UMass Medical School provides a service that can assist you in getting the information that you need.

UMMS selected **The Work Number**, the nation's leading employment verification service, to securely and instantly provide the verifications you need to **Keep Life Moving Forward**.

For proof of employment or income, provide YOUR CREDITOR (i.e. bank):

- UMass Medical school is part of The Work Number.

Access options for Creditors:
- www.theworknumber.com
- 1-800-367-2884

- UMass Employer Code: 18128
- Your Social Security Number

To retrieve an Immigration Support Letter, YOU need to:

- Access www.theworknumber.com or call 1-800-367-2884
- Select **Employee** Option and then **Login**
- UMass Employer Code: 18128

- Your User ID (User ID is your SSN-9 digits, no dashes, no spaces)
- Your PIN*
- Select **Immigration Verification** Option from **Employee** Menu
- Click on **Get Verification** button, **Print** and **Logout**

*If this is your first time setting up a PIN, use the last four digits of your SSN, followed by your birth year. You will need to change your PIN at that time.

Click [here](#) for more information on The Work Number.

2019 UMass Cancer Walk



The 21st Annual UMass Cancer Walk will take place on Sunday, Sept. 22, 2019 at the UMass Medical School Worcester campus.

The UMass Cancer Walk has collectively raised more than \$12 million to support the UMass Cancer Center. The walk has been going on since 1999 and is an essential event in the UMMS community. Your generosity allows to provide highly specialized care, develop individual patient care programs and focus on groundbreaking research that changes the lives of our cancer patients. [Click here](#) to learn more or to register.

Join the UMMS Talent Community

Don't forget to sign up and or share the [UMMS Talent Community link](#) with friends and family. Create a job profile and Submit to the UMMS Talent Community! Members will receive automatic email alerts with new job opportunities that match those job interests. Also, members will receive UMMS news updates. [Click here to join!](#)



Human Resources Job Spotlight



Employee **referrals** are one of the most effective ways of finding **the best candidates for the job**. Therefore, we encourage you to please share these hot job opportunities with friends who may be a good fit for the job opening or who will forward the job description to their network of contacts. Thank you in advance for your support!

You may also be eligible to participate in our Employee Referral Program. [Click here](#) for details on the program.

To apply for these jobs and/or to email the jobs to a friend, click on links below and then click on the "Refer a Friend" or the "Apply Now" button on

the page.

[Administrative Assistant II](#)
[Associate Director, Healthcare](#)

Human Resources - Helping  Make a Difference in Everything We Do

UMass Medical School
Department of Human Resources
HR Phone: 508-856-5260
HR Website: umassmed.edu/hr
HR Communications Email: hr.communications@umassmed.edu

