



Chill and Grill Next Week at the Employee BBQ

EMPLOYEE BBQ
Campus Green
11:30a.m.-1:30p.m.
June 29, 2022

Join us on Wednesday for lunch on the green. Enjoy the chill and grill atmosphere, while you ketchup with colleagues.

Bring an item for the Clark Food Pantry to enter a drawing to win Patriots tickets and more!

Free raffle ticket for each donation (up to 5 items)

Help To Restock The Clark Food Pantry

Food Pantry
MOST NEEDED ITEMS
fruit, veggies, frozen foods, milk, cereal, pasta and sauce, peanut butter and jam, hygiene items such as shampoo & conditioner, menstrual products, dish soap, detergent, etc.....

The Clark employee barbecue is next **Wednesday, June 29**, from 11:30 a.m. to 1:30 p.m. on the Campus Green. Come enjoy the relaxed atmosphere while you “ketchup” with your colleagues!

Bring a donation for the Clark Food Pantry and be entered into a drawing to win Patriots tickets (and more!). You'll receive a free raffle ticket for each donation, up to five tickets.

Performance Evaluation Reminders

If you haven't yet submitted your [FY2022 Self-Assessment and Goal Setting Form](#), please do so as soon as possible, as they are now overdue. [View detailed instructions on filling out the form »](#)

Please note that when you submit the form, your self-assessment is sent to secure file storage but is not sent to your supervisor. A few things to keep in mind:

- When you complete the form, please be sure to check the box labeled "Send me an emailed receipt of my responses."
- Once you click "submit," a popup box will indicate that the form has been submitted, and **you must then click** "Print or get PDF of answers."
- Under "Printer," choose "Microsoft Print to PDF."
- Scroll down to "More settings" and **add a scale % of 87%**.
- Click "Print"; a popup box will open and you will be able to save the PDF.

Once you have successfully saved the PDF, you should send or give it to your supervisor. If you have already submitted your form, you can go to the confirmation email you received to save/print it for our supervisor.

The deadline to deliver completed [performance review forms](#) to Human Resources is July 8.

Mark Your Calendars: Annual Shredding Day

On Thursday, July 21, a secure shredding service will be on campus to assist us with the bulk shredding of confidential and restricted materials (paper documents as well as CDs and other electronic media). This service is intended to support any office with large quantities of confidential and restricted materials that cannot be accommodated by the secure bin service already available on campus — think of this as an annual "spring" cleaning of confidential or restricted information.

Review Clark's [Document Retention and Destruction Policy](#) and [Document Retention and Destruction Schedule](#) to ensure adherence to record retention and destruction practices.

If you have material that needs to be securely disposed of, please [email Wanda Rouillard](#) to coordinate the pickup of materials on either July 19, 2 to 4 p.m., or July 20, 9 to 11 a.m. Materials should be boxed, preferably in used paper boxes, to assist with transport and storage.

Discounts Available Through Your Free Care.com Account

All Clark employees are eligible for a free premium membership to Care.com, which includes access to Care@Work and LifeMart benefits. LifeMart is a members-only

discount platform that provides offers and savings on major brands and everyday essentials to help you make the most of your paycheck.

LifeMart offers discounts on child, senior, and pet care; groceries and restaurants; gyms, fitness, and wellness; computers and cellphones; legal and financial services; home goods and services; travel, hotels, and rental cars; tickets and entertainment; car buying and auto services; apparel; and more.

[Sign up for your free account](#) and start saving, and visit the HR website for more [Work/Life Resources](#).

Introducing ClarkNow

We hope you are enjoying reading ClarkNow — the University's new email compilation of stories, videos, photos, podcasts, and more, capturing everything that is so special about Clark — which launched at the beginning of June. Watch your inbox for the next edition!

ClarkNow also includes the new [Clark University events calendar](#), which highlights major events, lectures, performances, exhibits, and other happenings on and around campus.

[Learn about the new calendar »](#)

[Share your feedback and ideas about ClarkNow »](#)

Retirement Learning Opportunities

TIAA and Fidelity offer live webinars each month to help you with your financial goals. You do not need to be enrolled with either company to access the webinars, which also are available for viewing on demand.

TIAA

[Register on the TIAA website](#) for access to the webinars and other resources. If you are not enrolled in a TIAA retirement account, you may register for guest access. July webinar topics include diversifying your investment portfolio before retirement, investment strategies for women at the start of their careers, beneficiary considerations, and transitioning from career to retirement.

Fidelity

[Visit the Fidelity Learning Center](#) to find live and on-demand webinars and other resources. July webinars will cover topics including how to prepare for a downward trend, the importance of fixed income in portfolios, and a special webinar with experts including Ben Bernanke, former chair of the Fed.

Resources and Opportunities

- Find previous [employee newsletters](#) »
- Visit the [ClarkNow](#) news hub for the latest from campus, and check out where Clark faculty and staff experts appear [in the media](#).

- LinkedIn Learning offers a vast catalog of courses covering technical and professional skills, as well as personal development. [Learn more »](#)
- The University's ombudsperson, Israela Brill-Cass, is an informal, confidential, neutral, and independent resource for staff and faculty who want to discuss any topic without fear of retaliation or judgment. [Learn more and make an appointment »](#)
- Clark's Employee Assistance Program provides confidential, free assessments and referral services for legal and financial consultations, child care, crisis support, mental health treatment, lifestyle coaching, substance abuse treatment, and more. Visit [New Directions Behavioral Health](#); our company code is "Clark University."

Learn about employment opportunities at Clark by visiting the [Job Opportunities](#) page on the [Office of Human Resources](#) website.



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