FIDELITY RETIREMENT PLANNING SESSIONS

February 20th
Admin Building Rm 234

May 8th
Admin Building Rm 234

Caroline Mason will be here to meet with employees by appointment.

Please contact Fidelity directly at 800-642-7131 or go online at www.fidelity.com/atwork/reservations to secure an appointment time.

TIAA-CREF RETIREMENT PLANNING SESSIONS

February 20th
Admin Building Rm 243C

March 20th
Admin Building Rm 234

June 19th
Admin Bldg Rm 234

Ben Apraez will be here to meet with employees by appointment.

RSVP as soon as you can. Call Erin Robertson at 877-267-4507, ext. 25-6209 to schedule an appointment or register at: www.tiaa-cref.org/letstalk1

Want to learn more about your retirement benefits? Follow this link http://hr.iu.edu/benefits/ and on the left side of the page click on Retirement and Investment.

Space is limited to 100 attendees.

TRIVIA

Below is the opening line from a famous novel along with the name of the author. Can you name the novel?

1. “All children, except one, grow up.” – J.M. Barrie
2. “Call me Ishmael.” – Herman Melville
3. “It was a pleasure to burn.” – Ray Bradbury
4. “Not so long ago, a monster came to the small town of Castle Rock, Maine.” – Stephen King
5. “Through the fence, between the curling flower spaces, I could see them hitting.” – William Faulkner

Answers on page 3
POST HOLIDAY GAIN? 4 WAYS TO RECOVER
How to get back to your healthy eating habits after the holidays. Painlessly.

Article By: Erinn Bucklan

“By adding just 500 calories per day, or three homemade sugar cookies and a glass of low-fat milk, you could gain two pounds in two weeks over the holidays,” says Jenna Bell-Wilson, Ph.D., R.D., L.D., a board certified specialist in sports dietetics.

Don’t get discouraged by weight gain

Even if you overdid it, it won’t destroy your health goals. In fact, you may unconsciously reduce your intake as the holiday season winds down. “When you don’t realize you’re eating all those cookies, that’s automatic eating,” says Wendy Wood, Ph.D., professor of psychology at Duke University. But when those cocktail party invitations stop coming, so do the temptations.

Up your fruit and vegetable intake

Ideally, you should consume at least five fruit and vegetable servings per day now. These vitamin-rich foods boost your fiber and antioxidant intake and help you feel full. A tip: Replace that mid-afternoon 16 ounce cola (200 calories) with an orange (65 calories) as a nutritious snack.

Pre-arrange exercise time

You’ll stick to a regimen if you schedule exercise ahead, says Brad cardinal, Ph.D., associate professor of sport and exercise psychology at Oregon State University. Try to get in 39 minutes almost every day. Wear a low-cost pedometer (it counts footsteps) or sign up for a charity walk/run to stick to a plan.

Resist depriving yourself

Focus on what you’re going to eat rather than what you’re not. “It sounds indulgent,” says Colleen Thompson, R.D., a nutritionist at the University of Connecticut. “But concentrate on ways to feed yourself now. It helps you to stick to healthy eating habits.” For example, don’t skip a nutritious, fiber-rich breakfast, like oatmeal or a half a whole-wheat bagel with peanut butter. It can help prevent overeating later.

For more information and helpful articles please visit: [http://www.weightwatchers.com/health/hwb/index.aspx](http://www.weightwatchers.com/health/hwb/index.aspx)

WASH, WASH, WASH YOUR HANDS

One of the most important things you can do to keep from getting sick is to wash your hands. Common illnesses that can be prevented through hand washing includes: colds, influenza, food poisoning, Hepatitis A and many other things. There is a right and a wrong way to wash your hands. Follow these steps from the CDC for the most effective germ removal:

1. Wet your hands (very warm water works best).
2. Apply soap to your hands.
3. Rub your hands together to work up a lather. Sing the Happy Birthday song all the way through two times in your head. Make sure to get under your fingernails, the palms and the back of the hands.
4. Rinse the soap off under running water.
5. Dry your hands with a clean towel, paper towel or an air dryer. If none of them are present let your hands air dry. If possible use a paper towel to turn off the faucet and open the door.

Get more information at: [http://www.cdc.gov/handwashing/](http://www.cdc.gov/handwashing/)
15 MINUTE CHILI

INGREDIENTS
1 lb. ground turkey
½ c. chopped onion
1 16 oz. can of pinto beans, drained and rinsed
1 16 oz. can of kidney beans, drained and rinsed
1 28 oz. can of chopped, stewed tomatoes
1 T. chili powder
1 T. cumin
½ c. salsa

DIRECTIONS
In a large pot brown the turkey and the onion. Add beans, tomatoes, chili powder, cumin and salsa. Mix thoroughly and cook until hot.

This is even better when you simmer it longer than the 15 minutes.

Nutritional Info Per Serving:
Makes 8 servings
Calories: 185.4
Total Fat: 6.65 g
Cholesterol: 41.8 mg
Sodium: 374.5 mg
Total Carbs: 16.1 g
Dietary Fiber: 5.0 g
Protein: 15.65 g

For more recipes visit:
www.sparkpeople.com

On Line Application Process (OLA) Tips

For Search and Screen Committee Members and Hiring Officials

Instead of waiting until a position closes in OLA, it is suggested that the Committee start reviewing and ranking candidates (*see note) as they are referred by Human Resources. This will afford the Committee the opportunity to begin the interview process shortly after the position closes. When too much time passes between the time a position is posted and the time it is filled, we often lose good candidates.

*Please note: Only the Committee Chair or Lead can enter the ranking (1, 2, or 3) in the tier section.

TRIVIA ANSWERS
1. The Adventures of Peter Pan
2. Moby Dick
3. Fahrenheit 451
4. Cujo
5. The Sound and the Fury

eDoc Tip of the Month

When sending eDocs to HR please use the white HRMS eDocs supporting documentation envelopes.

These are available in the HR Department. Please contact us if you need a supply and we will send via intercampus mail.
EMPLOYEE ANNUAL PERFORMANCE EVALUATION

Our annual employee evaluation period is upon us! Our review period runs from December 1, 2012 – November 30, 2013. If you haven’t already developed your goals for each employee for this review period, now is the time to sit down with each full time staff member and develop them.

Evaluation Form at: https://www.iusb.edu/human-resources/employee-performance-evaluation/index.php

Don’t forget this form is a template and can be customized by adding/eliminating/changing headings to best fit your specific employee/goal needs.