

# CAHR Chronicle

Creighton Association for Human Resources

[www.creighton.edu/cahr](http://www.creighton.edu/cahr)

Volume 5, Edition 1

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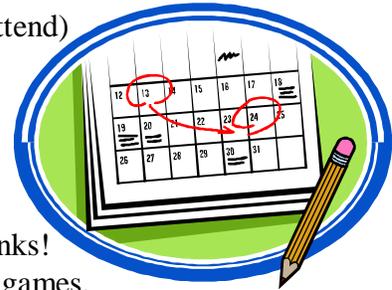
## Upcoming Events...

**What:** Open meeting (You do not have to be a member to attend)

**When:** Wednesday, December 7, 5:00pm

**Where:** Skutt Student Center Room 105

**Why:** Take a study break and enjoy some free food and drinks!  
Instead of a speaker, we'll play some fun HR-related games.



## Welcome!

By Julie Pentis

We would like to welcome our newest member **Megan Foral**. Megan is from Omaha, NE. She is a Human Resource Management major in the college of business. She said, "I joined CAHR because I feel like the program will give me a good opportunity to meet people and become more familiar in the area of HR, which in return will in some way benefit my future." It definitely will, Megan. We are very excited to have you as a member.

*\*If you would like to become a member of CAHR, please contact Dr. Nancy Stone, our faculty advisor: [nstone@creighton.edu](mailto:nstone@creighton.edu).*

# Welcome!

## From the President

By Jared Dennison

This month we had the opportunity to hear from Laurie Pieper, HR Director at the Greater Omaha Chamber of Commerce, who will soon be President of the Human Resources Association of the Midlands (HRAM - the regional chapter of SHRM). Our topic was how to begin a career in HR, and Laurie definitely hit the nail on the head. She gave us basic tips for interviewing, being a successful employee, and building a successful career.

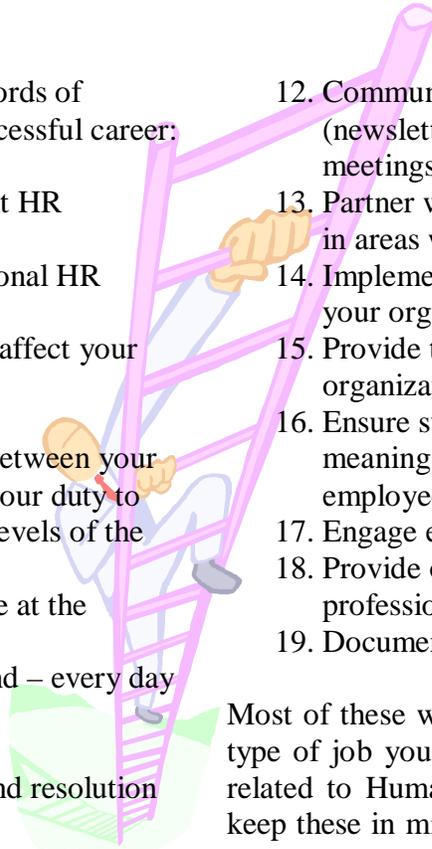
Laurie's mentioned that in the workplace we should make reasonable individual goals, and make performance management a process not an event. Laurie gave each one of us her business card and told us if we have any questions don't hesitate to call. You could tell that she really enjoys what she does and wants to help others be successful in the HR field.

# Starting Your HR Career

By Julie Pentis

Here are some of Ms. Pieper's words of wisdom about how to build a successful career:

1. Stay active in your student HR association (CAHR)
2. Get involved in local/national HR organizations
3. Know the law and how it affect your company
4. Dress the part
5. Understand the fine line between your role in management and your duty to support employees at all levels of the organization
6. Find (and hold) your place at the decision-making table
7. Manage by walking around – every day
8. Be accessible
9. Be honest
10. Immediate attention to (and resolution of) personal matters
11. Never compromise confidentiality
12. Communicate consistently (newsletters, intranet, all-staff meetings, etc.)
13. Partner with others that have strengths in areas which you lack expertise
14. Implement policies that make sense in your organization
15. Provide thorough orientation to your organization for all employees
16. Ensure sufficient training and a meaningful goal setting process for all employees
17. Engage employees at all levels
18. Provide opportunities for personal and professional growth
19. Document, document, document!



Most of these will help you no matter which type of job you have; it does not have to be related to Human Resources. Make sure to keep these in mind when you're starting your career.



## Top 12 Tips for Being a Successful Employee

By Katie Barr

Last meeting, our speaker Laurie Pieper gave some very useful pointers on how to be the very best in the workplace. The top twelve are below:

1. **Be on time** for work, every day.
2. **Limit time off**, especially for the first few months.
3. Learn your job and do it **better** than anyone else does.
4. Strive for excellence in **everything** you do.
5. Keep your private life **out** of the work place.
6. Be a **team player**.
7. **Participate** in work sponsored activities as appropriate.
8. Follow the established **chain of command**.
9. Learn all you can about your company and talk about it in a **positive** light to others.
10. Mind your **own business**. Let co-workers fight their worn battles.
11. Be **resourceful**. Try to find the answers to your questions before you ask your supervisor for help.
12. **Continue your education**. Always strive for higher learning.