

The Division of Human Capital is working to create a series of tools and products that will help you as a manager do your job better.

One of the first tools we have developed is the manager's survival guide to Human Capital.

This guide was recently sent out to all managers in the Service.

It was developed to be a handy reference guide for you to look up different HR related issues.

When you open the guide, you will see a list of HR topics and tabs to quickly reference those areas.

Subjects include awards, performance management, recruitment, classification and equal opportunity and diversity.

At the end of the guide there is a list of internet resources where employees can go to find additional information.

The information in this guide is not comprehensive and if you have specific questions we recommend you contact your servicing HR office.

Another tool that we're excited about in the Division of Human Capital is the services new inside FWS website.

On this website we have a specific page for employee resources.

If you click on that link, it will come up to the main Division of Human Capital website.

The first section that I would like to look at is the fact sheets.

If you click on that, you'll see a list of factsheets that are available to managers on specific topics such as awards, student career programs, and the transportation subsidy.

If you click on one of them, like student programs, you'll see this is a fact sheet devised to print out and hand out at job fairs or use for yourself as a reference tool.

Going back to the main site, if you click on practitioners, you'll see an alphabetically list from A to Z of HR related topics.

These pages were meant to help you look up different HR issues.

For example, if you click on performance management, you will see a summary of the Service's Performance Management System, a few examples for situations you might encounter as a manager, and as you scroll down, additional resources, forms and direct links to the Service manual on this subject.

Going back to the main page, there is also an employee section and other information that might be useful to you as a manager.

We hope these tools are helpful to you while you do your job. If you have any specific HR related questions, you are always encouraged to contact your servicing Human Resources office.