



# Center for Nonprofit Management

## February BreakFACTS: Nonprofit Human Resources

Facilitated by Maryann Perry, Lisa O'Donnell and Pat Anzelmo, Stonehill College

Join us for an inside look at nonprofit human resources with experts in the field!

This workshop will address:

- Background Checks — CORI Basics will be reviewed to ensure all participants have a clear understanding of the CORI laws as well as the importance of the information that is discovered within the results.
- Interviewing Do's and Don'ts — Guidelines to ensure you and your staff are asking appropriate questions during an interview. We will discuss Interviewing pitfalls and how to avoid them.
- FMLA— Review of important Family Medical Leave Guidelines. We will discuss specific case studies and offer suggestions on ways to resolve them.

Sponsored by:



**Date: February 26, 2013**

**Time:** 8:30am Coffee & Registration  
9am—12pm Workshop

**Cost:** \$25/person, includes continental breakfast

**Location:** Brocktonian Room  
16 Belmont Street  
N. Easton, MA 02357

**REGISTER HERE!**

### About the Facilitators:



**Maryann Perry, PHR** - *Director of Human Resources*

Maryann directs all functions within the area of human resources including policy & procedure development and interpretation, wage & salary administration, employee and labor relations, recruitment, selection, on-boarding, Training and Professional development. Maryann also serves as the College Discrimination Officer and Title IX Coordinator. Maryann holds a Bachelor of Arts degree in English, a Master of Science degree in Management and has studied with HERS (Higher Education Resource Services) and is certified by the Society for Human Resources Management.



**Lisa O'Donnell** - *Associate Director of Human Resources*

Lisa is responsible for oversight of the College's employment process including, recruitment, selection, HR on-boarding, immigration and exit interviews. Lisa serves as the HR Liaison to our faculty members. Lisa is also responsible for the administration and oversight of the College's training and professional development programs including the College's rewards and recognition program. Prior to joining Stonehill College, Lisa was a Job Marketing Consultant for Lee Hecht Harrison. She holds a Bachelor of Arts degree in Special Education from East Central University.



**Pat Anzelmo** - *Human Resources Generalist/ Employment & Leaves of Absence*

Pat joined Stonehill College in 1981 and the HR department in 1987. She holds a BA in Sociology from Stonehill College. She is responsible for managing the recruitment and employment process for most non-exempt positions, some exempt positions and all bargaining unit recruitment on campus. She also is responsible for the administration of all leaves of absences, FMLA and time off benefits.

For more information, call 508-565-1856 or email [infononprofit@stonehill.edu](mailto:infononprofit@stonehill.edu).

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