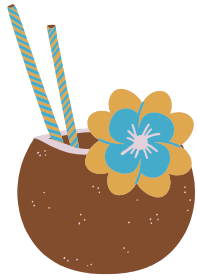


# HR Monthly Newsletter



June 2026



## Upcoming Holidays!

Friday, June 19th–Juneteenth  
Sunday, June 21st–Father’s Day



## Wellness Bingo Challenge



Try completing healthy activities throughout the month with a wellness bingo challenge. Activities can include:

- Drinking more water
- Taking a walk
- Stretching
- Spending time outdoors
- Getting extra sleep
- Preparing a healthy meal



Small daily habits can make a big difference over time.



## Give Yourself an Honest Performance Review



4.7 ★★★★★ (1,134)

In this LinkedIn Learning, you'll learn that strong leadership starts with self-awareness. Taking time to understand your strengths, motivations, and how you respond in different situations can help you grow both personally and professionally. You will learn to reflect on the progress you've made over time can also help uncover natural talents and guide future growth opportunities.

# Making the Most of Your Self-Evaluation

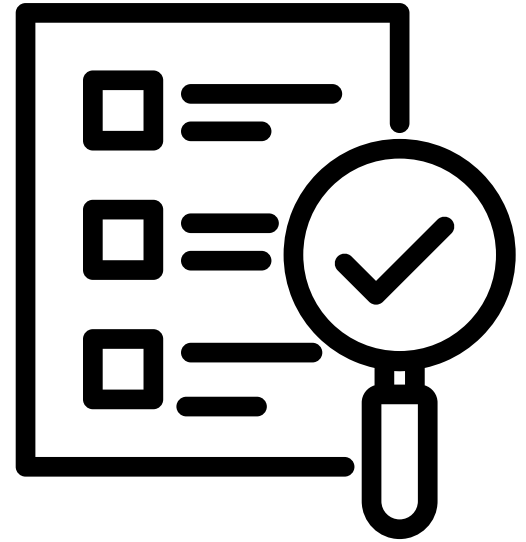
Performance reviews are more than a yearly process. They're an opportunity to reflect on your growth, highlight your contributions, and plan for the future. A thoughtful self-evaluation helps create a balanced conversation between employees and managers while ensuring accomplishments and goals are clearly recognized.

## Why Self-Evaluations Matter

Self-evaluations encourage employees to take ownership of their development. They provide a chance to:

- Reflect on successes and challenges
- Showcase contributions that may not always be visible day to day
- Identify areas for growth and learning
- Align personal goals with team and company priorities

A strong self-evaluation can also help managers better understand the impact of your work and support your career development.



## How to Articulate Accomplishments

When describing achievements, focus on outcomes and impact. Instead of listing tasks, explain what was accomplished and why it mattered.

For example:

- "Improved response times for customer requests by streamlining our tracking process."
- "Collaborated across teams to successfully deliver the project ahead of schedule."
- "Introduced a new reporting method that reduced manual work and improved accuracy."

Whenever possible, include measurable results such as percentages, timelines, customer feedback, or efficiencies gained.

## Reviewing Goals

Performance reviews are also a good time to revisit goals. Consider:

- Which goals were achieved and what contributed to success.
- Any obstacles encountered and lessons learned.
- Skills or experiences you would like to develop next.
- New goals that support both career growth and organizational objective.

**Your self-evaluations are due back to your supervisor by June 30th . If you have any questions, reach out to your supervisor or a member of the HR Team.**

Approaching self-evaluations with honesty, clarity, and a focus on growth helps turn the review process into a valuable professional development conversation.

# Stretch Breaks at Your Desk: A Quick Guide

Let's face it, many of us spend hours sitting at our desks typing, clicking, and barely moving. But did you know that taking just a few minutes throughout the day to stretch can help reduce stress, improve posture, and boost focus?

You don't need fancy equipment or a yoga mat just a willingness to move and a few minutes here and there. Here's a quick guide to incorporating stretch breaks into your day, no matter how busy your schedule is.



## Why Stretch Breaks Matter

Staying in the same position for long periods can cause stiffness, fatigue, and discomfort. Over time, it may even lead to repetitive strain injuries or postural imbalances. Short stretch breaks:

- Relieve muscle tension
- Boost circulation
- Prevent fatigue
- Improve mental clarity and focus
- Support long-term musculoskeletal health

## How Often Should You Stretch?

Experts recommend taking a short break every 30–60 minutes. Even 1–2 minutes of movement can make a difference. Set a reminder, use an app, or pair it with natural transitions like after a call or before you check your email.

## 6 Simple Desk Stretches to Try

1. Neck Rolls
2. Shoulder Shrugs
3. Seated Spinal Twist
4. Wrist and Finger Stretch
5. Chest Opener
6. Hamstring Stretch (Chair Version)

## Bonus Tips for a Stretch-Friendly Day

Stretching at your desk may seem small, but it can lead to big improvements in how you feel and perform throughout the day. Think of it as a reset button for your body and mind quick, easy, and completely worth it.

# MID YEAR REFRESH

June marks the halfway point of the year. A great opportunity to reflect on goals, routines, and accomplishments.

Consider taking a few moments to:

- Celebrate something you've accomplished this year.
- Revisit a goal you set in January.
- Start a new healthy habit.
- Declutter a workspace or living space.
- Make plans for something you want to experience this summer.

Sometimes small changes can create positive momentum for the months ahead

We want your feedback!

<https://forms.gle/J9qieF1938KJA9YS9>

Be featured in the Employee Spotlight!

<https://forms.gle/d5MGAcrc72GwHtxg9>

## How Can We Help?

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