



TSHHRAE

TEXAS SOCIETY FOR HEALTHCARE HUMAN RESOURCES
ADMINISTRATION AND EDUCATION

General Guidelines concerning use of the Listserv

Purpose and Audience

The TSHHRAE listserv is an electronic discussion list for those involved in healthcare human resources and education. It provides for the rapid exchange of information, assistance and discussion among HR professionals.

Guidelines for Messages

The listserv is for professional interest to healthcare HR and Education professionals. It is unethical to post questions concerning salaries of specific positions in the healthcare field. If you need this type of information, please contact Werling Associates. They conduct a wage and benefit survey annually. Keep in mind that your message will be sent to 200+ busy people!

Individual vs. Public Messages

If you wish to respond to one individual, please put their email address in the "to" line. If you just hit reply, your message will go to everyone on the list!

Include your Signature

Write your full name and e-mail address at the bottom of your posting and include your affiliation, mailing address, phone, and fax if you're asking readers to send something to you individually. Some subscribers receive e-mail messages with the header information stripped away by their local e-mail system and therefore cannot know the author of a particular posting unless the sender's name is included in the message text. Make it easy for people to contact you.

"Thank you" and "me too" messages

Send individual "thank you's" privately; if you've received the information needed, it's courteous to send a "halt" message to the list to stop others from continuing to respond to a request (the person who provides the answer may also indicate that to the list). Other examples of messages that should be sent privately are: requests for copies of offered materials, and "me too" messages (as in, "send me a copy of that, too"), survey responses, and very specific replies to questions that are not likely to be of general interest.

Censorship

The TSHHRAE listserv is generally unmoderated; that means that what members post goes directly to all the other members. In order to keep the list useful, it is important that only pertinent messages are posted to the list. If a member consistently posts inappropriate messages, his or her subscription to the list may be terminated.

Quality of Communication

Debate about professional matters is welcome. If you disagree with something posted on the list, you have every right to voice your objections - but politely. You may also express your complaints directly to the person responsible.

Advertisement/Announcements

TSHHRAE does not accept advertisements and/or product announcements from outside publishers, producers of software, or other vendors or commercial entities, etc. However, many members of TSHHRAE work in organizations that publish materials; occasional announcements of new resources from a member's organization, either print or web-based, are appropriate when they are related to the interests of the membership. Announcements of resources or conferences are acceptable as long as they are relevant to the interests of the TSHHRAE membership. Try to keep these brief. Questions and discussion initiated by TSHHRAE members about products or services are appropriate. This provides a forum for help and recommendations among colleagues on the list. Announcements or advertisement of available jobs are not welcome. Please visit the TSHHRAE Career Center if you are interested in posting or looking for a job.

Mistakes

Everyone makes them. Perfect people are not allowed to subscribe to TSHHRAE listserv. If you send a message to the list by mistake, you do not need to send an apology to the whole list **unless** the message might be truly offensive or personal. Assume that your colleagues will delete the unintended message and overlook your error!

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