




















IOWA STATE UNIVERSITY

The goal of Human Resource Delivery (HRD) is to enhance Iowa State University's Human Resources operations by building upon our culture of service, fostering increased collaboration, and ultimately advancing ISU's mission.

Expert supervisors will manage these teams and ensure access to regular, consistent training and updated technology and systems (e.g. Workday), and cultivate a collaborative team-based approach to providing critical Human Resources services.

| Strategic HR Responsibilities | Department Staff | Ask HR! |
|--|---|---|
| Determine business need for and responsibility of a position |  | |
| Monitor area HR trends to advise decision makers | |  |
| Make hiring and employment change decisions for employees |  | |
| Partner with department leadership to manage staff workforce, assess staffing needs, support recruitment negotiations | |  |
| Manage employee performance issues and maintain ongoing conversations on employee growth and goals |  | |
| Review and approve compensation changes upon request | |  |
| Collaborate on appropriate compensation and pay for employment actions including new hires and promotions |  |  |
| Work with area leadership to develop immersion plans, on-boarding strategies, and ongoing staff development | |  |
| Develop career development with staff, collaborate on performance review process and performance improvement plans |  |  |
| Collaborate with department to track faculty actions including preliminary (third year) review and post-tenure reviews | |  |

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| Human Resource Coordinator | Department Staff | Ask HR! |
|---|---|---|
| Work with departments to maintain understanding of, and compliance with, HR policies and procedures | |  |
| Track time and leave requests for department staff |  | |
| Work alongside managers on employee actions including investigations and mediations as appropriate | |  |
| Process employee job changes (hire, transfer, promotion, renewals, etc.) | |  |
| Coordinate international employment | |  |
| Manage changes to staff positions and academic appointments in Workday | |  |
| Support faculty performance reviews and preparation of tenure review material folios |  | |