

HOW TO WORK WITH ISD - HR

The delivery of Human Resources will be transformed by ISD. Here's how you can best experience that transformation.



Working with your HR Partner



They are here to partner with and help ISU's leaders succeed.

- **HR strategy:** Invite them to your leadership meetings to add a talent perspective to forming and implementing your strategic direction. Every initiative, plan, goal or mission has a people component, so ask your Partner for ideas on the best ways to motivate and engage people in the right ways and point them in the right direction.
- **Workforce planning:** Collaborate with them on annual budget and workforce planning, and partner with them on the business need, responsibilities, and creation of positions. Partner with them on managing the workforce, assessing staffing needs, succession planning, and supporting hiring decisions.
- **Employee relations:** Experiencing an issue with an employee, or not sure how to approach someone? Connect with your HR Partner for guidance.
- **Employee engagement and retention:** Concerned about levels of engagement, or the potential for turnover, especially in key positions? Work with your HR Partner on effective strategies to improve employee engagement and retention.
- **Training and development:** Are employees up-to-speed? Do they have the skills needed for your initiatives? Collaborate with your HR Partner on identifying and implementing organizational training and development programs.
- **Employee performance:** Work together on performance management strategies and find ways to help improve an individual's performance or effective ways to motivate an entire group.
- **Leadership:** Want to be a better leader? Want to grow your career at ISU? Obtain individualized advice on how to be a better leader and manage your own career.
- **Consultant:** Use your HR Partner as a consultant who's dedicated to your organization's mission and objectives. They can advise, guide and provide a people perspective on everything you need to do.

Working with your HR Coordinator



They are your first point of contact and local HR representative as a supervisor or employee in the organization.

- **HR Questions?** Ask your HR Coordinator all your HR and personnel questions. They are your first point of contact and will get you to the right answers.
- **Personnel decisions:** Thinking about making personnel changes? Connect with your HR Coordinator before you make personnel decisions; they are a guide to make sure you're doing the right things in the right ways.
- **Positions:** Whether you need a new position or want to change an existing one, consult your HR Coordinator for guidance on the type of position, level, and compensation.
- **Employment changes:** While supervisors can initiate many employment changes, work with your HR Coordinator on staff and faculty employment actions. They'll advise you on proper procedures and initiate the changes in Workday on your behalf, or approve what you've initiated. Work with them to process employee job changes such as hiring, transfers, promotions, renewals and more.
- **HR Issues:** Reach out to your HR Coordinator when you have a concern; they will work with you and guide you through sensitive and complex situations.
- **Reports:** Ask them for reports, data and people-related information to help make better decisions
- **Faculty recruiting:** While recruiting these employees is primarily a local responsibility, your HR Coordinator will assist you with posting the positions on Workday and can provide other guidance as needed.

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Working with your Staff Recruiting Specialist



They are here to streamline the staff hiring process and get you the right talent for staff and post doc positions.

- **Advertise a position:** After connecting with your HR Coordinator on the need to post a vacancy, you'll work with the Staff Recruiting Specialist (SRS) to get your staff and post doc roles posted on Workday and in other advertising outlets.
- **Find and evaluate talent:** Collaborate with them on recruiting strategies and identifying the competencies of a successful candidate. Ask them about existing talent pipelines and high-potential candidates who could be a good fit. Trust them as talent acquisition professionals to use the strategy and competencies to find you the top candidates for final interviews. Collaborate on the review of candidates; they may check in on high potentials or the need to extend postings to make sure you get the right people.
- **Make the hire:** Consult with them on final interview questions and final hire negotiations; they will have a great relationship with these candidates. Once you finalize your decision they will help the candidate through the background checks and transition them to the onboarding process.

Working with your Senior HR Partner



They work directly with senior leadership on their talent strategy and provide oversight of HR delivery.

- **Senior Leadership:** As a senior leader at ISU they can work with you on your HR strategy, helping you engage your people in your initiatives and assist you with transformational changes. They are your conduit for organizational feedback on the overall HR strategy and will work with other UHR and ISD functional experts on your behalf.
- **ISD Oversight:** Reach out to provide feedback on the implementation and design of the new HR Service Delivery model. The Senior Partners are responsible for the management and oversight of HR teams, focused on the delivery of customer service and dedicated to continuous improvement. They will monitor trends and analyze the workforce to identify new strategies and provide feedback on overall policies and practices.
- **Organizational change:** They are your trusted partners in larger organizational changes, helping to guide the process and people through those changes.