

### **Role of Human Resources**

The Human Resources office is available to provide guidance throughout the search process. The role of the Human Resources includes:

- Review and approve the Job Description Questionnaire, classify the position, and provide input into the appropriate salary.
- Monitor the Online Employment System (OES) and making changes and updates as appropriate.
- Assist with the creation of and approval of user accounts in the OES.
- Collaborates with the hiring manager, Affirmative Action Officer, and Search Committee Chair to determine effective recruiting sources for external advertising.
- Work with the search committee chair in regards to the search by providing recruitment process assistance, answering questions, developing tools to assist with the search, and other responsibilities as requested and/or appropriate.
- Attend search committee meetings as requested or as determined needed.
- Provide guidance and support throughout the recruitment, interview & offer process.