

## **Role of Human Resources:**

The Human Resources office is available to provide guidance throughout the search process.

### **The role of the Human Resources includes:**

- Monitor the ATF for the position in 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 for Search Committee Chairs.
- Create a guest user account for search committee members and communicate this information to the search committee chair to share with committee members.
- 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 to the hiring manager and search committee chair throughout the recruitment, interview & offer process.