
























Client and UHR Partnership














University Human Resources (UHR) leads as a strategic partner and trusted resource in advancing Iowa State University as a world-class institution. Our teams are positioned to support units by utilizing best practice human resources support and professional human resources acumen that cultivate a collaborative team-based approach to providing critical talent management needs.







This is delivered through an integrated talent management framework¹ where UHR Delivery and Central UHR staff engage with college/unit leaders to support unit strategy definition, partner to develop workforce plans, execute initiatives to enact these plans, recruit talent, measure performance, share strategies to engage, reward and retain employees, and analyze organizational performance to goals, adjusting structures and plans where needed.

The following checklist represents key human resources activities where college or unit leaders and employees should [contact UHR Delivery](#) for assistance.

Assess Talent Needs	College/Unit Responsibility	UHR
Develop college/unit strategy and goals		
Provide planning methodologies and tools for talent needs to meet college/unit strategy and goals		
Develop effective workforce plans		
Acquire Talent	College/Unit Responsibility	UHR
Define work that needs to be done through positions to meet goals		
Provide policy, position planning methodology, procedures and guidance		
Classify and post positions to fill		
Partner with department leadership to manage staff workforce and assess staffing needs		
Coordinate international employment		
Collaborate with hiring managers to identify needs and provide expertise on faculty recruiting strategies		
Lead recruiting logistics for searches, including scheduling committee/interview panel meetings and interviews		
Process hiring and appointments for students and graduate students		

Acquire Talent	College/Unit Responsibility	UHR
Secure budget, management approvals and make hiring decisions for employees		
Engage Talent Acquisition on college/unit P&S and Merit staff recruitment needs		
Facilitate the post-doc hiring process		
Check candidate references and ensure background check completed		
Collaborate on salary negotiation and prepare offer letter		
Communicate with and disposition candidates; hiring manager advised to communicate with candidates from within department		
Work collaboratively to develop local onboarding strategies for new employees		

Develop and Manage Talent	College/Unit Responsibility	UHR
Set employee goals and evaluate job performance		
Support faculty performance reviews and preparation of tenure review materials		
Guidance on university policy and procedures on talent management, including tools and systems to record and track employee performance		
Determine employee career aspirations and goals, coaching employee development and performance to drive retention		
Guidance and tools for managers to engage, develop and retain employees		
Identify high potential talent in college/unit and development needs to plan and assist employees into these roles		
Guidance and support for leader development and planning		
Collaborate on appropriate compensation and pay for workers, market adjustments and promotions		
Track time and leave requests for department staff		
Initiate and approve worker transactions to record performance, adjust pay, promotions, etc.		

Align Talent	College/Unit Responsibility	UHR
Identify optimal work and organizational structures to meet college/unit strategic goals		
Provide tools and guidance on organizational design, talent movement and goals management for workers		
Manage changes to staff positions and academic appointments in Workday		
Process employee job changes (transfer, renewals, etc.)		
Calibrate on organizational performance to goals, identifying adjustments or realignment of organizational design to achieve goals		

Responsibility Key	
Department/Unit Leadership	
UHR	

¹ Integrated Talent Management Framework

An integrated talent management framework helps to visually represent how talent management activities can translate organizational strategy into organizational performance. The wheel represents the employee life cycle and how workers – through planning, acquisition, development/retention, and alignment with organizational strategy – can achieve optimal performance.

