



UNIVERSITY HUMAN RESOURCES

Your Partner in Education.

FAST | FRIENDLY | FLEXIBLE

We will:

- ❖ Provide one point of contact for your HR needs: HR Business Partner and/or assigned Generalist
- ❖ Be the conduit between your unit and HR arenas: Recruitment, Classification, Compensation, Employee & Labor Relations, Payroll, Benefits, Professional Development & Training
- ❖ Provide advice and assistance in navigating your HR needs
- ❖ Provide strategic HR support to senior level administration and management
- ❖ Provide HR guidance and assistance to your unit's supervisors and admins
- ❖ Provide clarity on University policies and practices, state and federal laws
- ❖ Provide consultation, oversight and approvals for HR transactions



Your Business Partner:

Stephanie Pressly

stephanie.pressly@montana.edu

Ext. 4310 | Mobile: 406.580.2775

Business Partner: The assigned liaison between central HR and the client group/department.

- Partners with senior management on complex projects requiring HR principles and practices.
- Participates in strategic planning, providing innovative solutions to complex issues.
- Consults with, advises and develops solutions with department management on HR issues.
- Contributes to departmental reorganizations and related human resource allocation.
- Facilitates difficult change management and recommends operational solutions.



Generalist: Provides consultation and leadership to the campus in all HR-related matters.

- Supports the assigned Business Partner to carry out necessary processes.
- Assists the department in vacancy announcement language, developing recruitment strategies, developing the position description; approves hiring proposals.
- Determines type of contract and/or method of payment.
- Processes temporary appointments including fixed-term and short-term.
- Consults and provides guidance to search committees on complex issues.
- Reviews background check concerns.



HR Associate: Administrative and customer support in the HR Service Center.

- Supports the assigned Generalist to carry out necessary processes.
- Handles the full recruitment lifecycle from posting to hiring to ensure a fair, equitable and competitive search.
- Advises search committees on Affirmative Action and EEO and other rules and regulations.
- Maintains advertising for classified positions in Bozeman Chronicle.
- Approves interview questions, verifies candidates, ensures references are checked.
- Primary contact for background checks, initiates.
- Handles new employee onboarding: Prepares letters, processes new hires, schedules orientations.
- Assists departments with their transactional and ATS needs; monitors ATS activity.



Who Does What? Let's talk...

GENERAL DUTIES		
DEPARTMENT	LET'S TALK	HUMAN RESOURCES
Administrative support for HR-related transactional work		Direction, oversight, approvals of HR-related work
Use Select Suite (ATS) for HR		Advise on best practices
Collaborate with Business Partner and service center		Collaborate with Centers of Expertise
Gather personnel information		Analysis and recommendations
Coordinate and schedule HR-related activities		Provide coaching and counseling

SPECIFIC DUTIES			
ACTION	DEPARTMENT	LET'S TALK	HUMAN RESOURCES
New/Refill	Draft job description		Classify, code, PN, post
	Establish search committee		Search cmte orientation
	Est. interview questions		Approve interview questions
	Create selection rationale		Approves rationale
	Schedule interviews		Approves candidates
	Check references		Guidance on questions
	Draft hiring proposal	Temp exceptions	Approve proposal
	Make verbal conditional offer		Send new hire form, classified offer letters, etc.
	Initiate background check		Conduct background check
			Initiate new employee EPAF
Reappointments	Prepare LOAs		Review & approve LOAs
	Gather signatures, to HR	Initiate EPAF	
Personnel changes	Prepare forms (flex pays, etc.); route for signatures	Initiate EPAF	Process "paperwork"
	Leave mgt tracking		
	Conduct dept. offboarding (term checklist, etc.)	Initiate EPAF	Process "paperwork"
Onboarding	Conduct dept. onboarding (keys, computers, desk)	New hire forms (I-9, W-4, etc.)	HR onboarding (Jumpstart, NEO, NEBO)
New employee		Confirm MSU trainings	
		Confirm benefits enrollment	
Employee Relations	Track probationary periods		Manage and resolve issues
	Provide performance feedback		Coordinates annual evaluation process, training

U H R S H A R E D S E R V I C E S

