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For benefits-related information, please call Benefits at 268-2049.

## HUMAN RESOURCES REPRESENTATIVE SERVICES

Carnegie Mellon  
**HUMAN RESOURCES**

Whether you are a new staff member, a hiring supervisor or department head, or a long-term staff member seeking promotional opportunities on campus, your HR representative is prepared to deliver a variety of HR-related services to you.

### Employment Recruitment

- Prescreen applicant credentials and/or interview candidates, as requested by hiring supervisor.
- Administer job-related tests on a variety of commonly used software packages on campus.
- Offer assistance in identifying sources of qualified applicants.
- Provide guidance to hiring supervisors regarding their legal obligations during the recruitment process.

### Employee Relations

- Help both supervisors and staff members work through employment performance issues.
- Provide clarifying information on university human resources policies.
- Help staff members who are exploring job opportunities on campus develop an effective resume or job search strategies.
- Offer options to supervisors and employees to resolve a variety of situations.

### Training and Development

- Tailor training programs on a variety of human resources topics to meet a department's special training needs.
- Identify external training resources if human resources does not provide the needed training.
- Help supervisors plan for organizational changes in their departments.

### Classification and Compensation

- Provide information to supervisors and staff members about job classifications and salaries.
- Lead the department through the job reclassification process, if a staff position in their area has changed.