

CampusWorks has provided HR-related services to the following clients:

- Bunker Hill Community College, MA
- Chemeketa Community College, OR
- Clark State Community College, OH
- Coconino Community College, AZ
- Columbus State Community College, OH
- Eastern Iowa Community Colleges, IA
- Gulf Coast State College, FL
- San Jose Evergreen Community College District, CA
- San Juan College, NM
- Shasta College, CA
- St. Louis Community College, MO
- Touro College and University System, NY
- University System of New Hampshire, NH
- Washington College, MD

# Human Resources Transformation

## Developing Talent for Organizational Transformation

### CampusWorks Transforms Human Resources

- Assessment/audit: comprehensive independent review of the college's HR operations to determine the effectiveness of current processes and organizational structure in meeting the college's strategic needs
- Organizational development and realignment services
- Human Resources Information System (HRIS) optimization and data cleanup
- HR compliance
- Business analyst
- Interim HR leadership
- Business process review and optimization

### CampusWorks Knows Human Resources

- In-depth knowledge of the HR function in a higher education setting, including executive director and vice president level expertise
- Strong understanding of the technologies necessary to support HR, including expertise with the various ERP/HRIS systems
- A software agnostic company that does not sell products so the college can be assured all recommendations are made with the institution's best interest at heart
- An established company with a proven track record of human resources projects and multiple HR experts on staff
- An understanding and appreciation of the nuances of the college environment and a firm grasp on the complexities of new regulations

### CampusWorks Has the Credentials

Our subject matter experts have the following HR certifications:

- Senior Professional HR Certification (SPHR), HR Certification Institute (HRCI)
- Senior Certified Professional (SCP), Society for HR Management (SHRM)
- Member of the American Payroll Association (APA)
- Member of College and University Professional Association for HR (CUPAHR)

### HR Business Process Review & Optimization

Through a comprehensive process reimagine and redesign, we will evaluate your current business practices, technology infrastructure, and staffing to help you identify areas for improvement. We will work closely with your team to ensure that your HR department is fully optimized to comply with regulations and better serve your employees.

Sample Processes

Recruiting	Onboarding
Payroll administration	Benefits administration
Performance management	Succession planning
Compliance	Transition

## Benefits of an HR Assessment

The CampusWorks team will work with your leadership and staff to evaluate the Human Resources Department's operational efficiency, ability to interact with other functional areas, and quality of employee service. By examining business processes and technology usage, we can uncover deficiencies and identify improvements. When the project is complete, you will have a roadmap for strengthening HR services.

HR & Payroll				
Staffing	Processes & Procedures	Technology	Customer Service	Compliance

## How Does the Human Resources Assessment Work?

### Project Organization

CampusWorks assigns a senior HR executive to serve as the assessment team lead and coordinate scheduling, background-data collection, and logistics with the institution's contact.

### Data Collection and Review

The on-site work kicks off with a meeting to introduce CampusWorks' team to the institution's senior management team; present the methodology, data collection, and approach; describe the analysis; and verify the project deliverables.

### Project Kickoff

CampusWorks' assessment team conducts focus groups with faculty and staff, holds one-on-one interviews with key decision makers, and supports open forums to hear from employees. Typically, this visit consists of three higher education experts on site for 3.5 days.

### Focus Groups, Interviews, and Open Forums

After the data collection visit, CampusWorks presents a "First Look" to the president and/or leadership team to share preliminary findings, provide a framework for addressing those findings, and invite additional input from the institution.

### "First Look" at Assessment Findings

CampusWorks analyzes the data collected during the focus groups and technical investigations. Our HR experts compare the college's human resources processes to best practices for higher education institutions throughout the United States and then develop strategies for addressing identified gaps.

### Presentation of Findings

After fully analyzing the collected data and feedback, CampusWorks' assessment team returns to present their findings, which will include recommendations on how to improve the overall efficiency and effectiveness of HR's administrative and operational model. The final presentation covers Human Resources' vulnerabilities and challenges/deficiencies and provides a plan for remediation.

## Outcomes & Deliverables

- Streamlined processes
- Technology alignment
- Enhanced efficiencies
- Improved service
- Increased compliance
- Cost savings