

Contact UHR:

Benefits732/932-3020, ext. 4077
 Compensation732/932-3020, ext. 4080
 Consulting Services732/932-3020, ext. 4040
 Employment Equity732/932-3020, ext. 4030
 Faculty and Staff Assistance
 Program732/932-3020, ext. 4010
 Labor Relations732/932-3020, ext. 4040
 Organizational Development
 and Leadership732/932-3020, ext. 4020
 Professional Development
 Program732/932-3020, ext. 4070
 732/445-8077
 Sexual Assault Services and Crime
 Victim Assistance732/932-1181
 Staffing732/932-3020, ext. 4093

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We're on the Web:

UHR maintains a comprehensive web site that offers a virtual library of toolkits, resources, policy and procedural information, and forms, organized for rapid access and retrieval. There are special portals for:

- Job Seeker
- Staff
- New Employee
- Deans and Managers
- Hiring Manager
- Retiree
- Faculty
- Student

Go to <http://uhr.rutgers.edu>.



THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS

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 Rutgers, The State University of New Jersey
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 New Brunswick, NJ 08901
 732/932-3020
<http://uhr.rutgers.edu>

Rutgers, The State University of New Jersey, is dedicated by law and by purpose to serving all people on an equal and nondiscriminatory basis.

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Overview of UHR

*We're Here
to Help!*

Rutgers

The State University
of New Jersey



University Human Resources (UHR) provides services to meet the needs of all prospective, new, current, and retiring employees at Rutgers, The State University of New Jersey. Whether responding to the needs of individual faculty and staff, or supporting departments and divisions in filling their human resource requirements, UHR is here to help foster a positive and rewarding work environment at Rutgers.

Our dedicated staff of HR professionals provides services and assistance to all Rutgers employees in areas such as benefits, compensation, labor relations, staffing, training and development, employee counseling, victim services, and employment equity.

In addition, HR consultants provide support to departments in the hiring process and advise departments on a broad range of employment practices, helping to develop innovative strategies for resolving problems and enhancing organizational effectiveness.

Our information technology and operations teams develop and implement systems for effective data management and timely communication. For example, our Applicant Tracking System allows job applicants to search and apply for positions online, while at the same time allowing hiring managers to manage their job searches electronically.

Services for Faculty and Staff Include:

- Advice and information about human resource policies and procedures
- New employee welcome and benefits orientation
- Advice and assistance with benefit plans
- Professional development programs and workshops
- Compassionate leave, flextime, and other innovative programs to enhance work/life balance
- Health and wellness programs
- Employee discounts
- Searchable database of job vacancies
- Assistance with harassment, discrimination, and staff disability accommodation
- Employee and family counseling and referrals for personal and professional problems
- Crisis intervention, counseling, and advocacy for victims of violence and other crimes
- Identity theft assistance
- Seminars on retirement preparation and financial planning

Services for Departments Include:

- Strategic consulting services to address organizational structure, performance management, and employee relations
- Organizational assessment, planning, leadership development, and measurement
- Classification and reclassification of staff positions
- Compensation policy administration (performance management, in-grade adjustments)
- Assistance with recruiting, selection, and orientation of new employees
- Advice and information about human resource policies and procedures
- Electronic communication of policies and procedures
- Custom training programs to meet specific departmental goals
- Advice on staff discipline issues and handling of employee grievances
- Assistance with and interpretation of staff labor contracts
- Online applicant tracking system
- Temporary employment services

