

## HWCOT Human Resources Guide

The Herbert Wertheim College of Medicine (HWCOT) Human Resources team is here to support HWCOT employees and supervisors with all their HR needs, working in collaboration with the University's Division of Human Resources. We strive to create a welcoming and engaging environment to ensure that all our employees succeed in their career.

We provide assistance in the areas described below:

### Recruitment

- Manage full-cycle recruitment process for Faculty, Administrative & Staff, and Temporary positions.
  - Administrative, Staff & Temporary:  
Collaborate with the supervisors in the development of job descriptions, postings, advertisements, interview questions, participate in the interview process (if needed), and provide compensation analysis for offers.
  - Faculty:  
Manage the development of job advertisements, postings, administration of search & screen process in accordance with university guidelines, creation of evaluation rubrics and questions, scheduling of campus visits, and compensation analysis.

### Onboarding

- Manage pre-employment requirements for new employees.
- Provide new hires with overview of benefits and onboarding process.
- Provide guidance and collaborate with departments and supervisors in departmental onboarding tasks and planning process.
- Provide notification and tracking of mandatory new hire training.
- Liaise with FIU Immigration and immigration firm in the processing of new hire visas.

### Graduate Medical Education

- Process contracts of residents and fellows.
- Oversee pre-employment and onboarding of medical residents and fellows in collaboration with the Office of Graduate Medical Education.
- Oversee resident and fellow annual renewals, extend contracts and process salary adjustments in collaboration with the Division of Human Resources.

### Faculty Operations

- Manage faculty HR Operations, such as initial appointments; renewals, community-based faculty; secondary appointments; Appointment, Promotions, and Tenure (APT) process; LCME and ad hoc reports; and salary surveys.

## **Employee and Labor Relations**

- Offer support to employees on workplace concerns, including available resources and procedures, to help navigate challenges effectively and confidently, with the goal of fostering a respectful and productive work environment.
- Provide supervisors with tailored guidance and tools to address employee concerns and ensure compliance with university policies.
- Collaborate with the Division of Human Resources to ensure consistent handling of employee and labor relations issues.

## **Training and Development**

- Manage training and professional development, including follow-up on university compliance training and professional development opportunities (internal and external).

## **Recognition and Engagement**

- Manage HWCOR recognition program.
- Manage engagement events for faculty and staff employees.
- Provide ongoing engagement via monthly newsletter, assemblies, and special communications.

## **Person of Interest Appointments**

- Processing of Person of Interest appointments for HWCOR.
- Provide support in the completion of required documents and background checks.

## **HR Operational Functions**

- Support various HR operations, including time & labor, leaves, annual performance process, and separations, in collaboration with the Division of Human Resources.

## **Contact Information**

Please feel free to reach out to us at any time.

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<https://medicine.fiu.edu/about/administrative-offices/finance-and-administration/office-of-human-resources/index.html>