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HR Tools Summary – Empowering Managers and Employees Across the Employee Lifecycle [1]

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At System Administration, a wide range of HR tools and resources are available to support both managers and employees, many of which work behind the scenes to make processes smoother, more inclusive, and more effective. These tools empower leaders to guide their teams with confidence and give employees access to consistent, equitable, and data-informed experiences. Below are a few examples that should help you understand how the HR team partners with you to work more efficiently and effectively.

Launched in 2025, the CU Manager Essentials Toolkit [3]is a cornerstone of this support. Designed as an all-in-one resource hub, the site equips managers with practical tools, templates, and guidance for every stage of the employee lifecycle—from recruiting and hiring to performance management, development, and retention. Have more specific questions on positions, pay, and career growth? Check out the CU System Compensation site [4] for details in those areas from both the employee and manager's perspective.

To inform strategic decisions and drive team success, the HR team also provides regular data reports to department leaders and is available to run ad hoc reports [5]on demand. These insights can help managers understand trends in hiring, turnover, compensation, engagement, and more.

When it comes to inclusive hiring practices, HR uses Textio, [6] a cutting-edge writing platform that analyzes job descriptions for tone, bias, and clarity. Whether you're updating a job for backfill, creating a new position, or reworking a promotional opportunity, Textio is used to help ensure language is inclusive and attracts a broad pool of candidates.

Beyond these more visible tools, the HR systems like our Human Resource Information System (often called HCM) and Applicant Tracking System (currently Taleo) play a vital role in the background. These platforms support everything from employee recordkeeping and benefits to candidate evaluation and onboarding, helping ensure consistency, efficiency, and compliance at every step.

Together, these and other tools create a foundation for great management and empowered teams. Managers and employees alike benefit from the integration of smart systems, data-driven decision-making, and resources that support a healthy, inclusive workplace.

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