November 2017

**HR vision statement:**

Email signature format

Interested in adding the HR vision statement to your email signature? See below for a recommended format.

Methods for creating email signatures vary by email software or webmail provider. Review instructions for your software/provider before starting.

In some cases, you may be able to copy and paste directly from the sample below, then edit it to include your information:

**Your Name**

Your Title, Your Unit

University of Iowa

319-Your-Phone

Your Email@uiowa.edu



Human Resources provides leadership in shaping an inclusive culture that drives excellence and innovation by supporting **talent**, **engagement**, and the employee work **experience**.

**Notes:**

The sample above uses the Calibri font, the default font for most Microsoft applications. You can use a different font if you prefer.

The sample includes the official HR logo “lockup” developed for use in University Human Resources materials. If you have trouble copying the version above for use in your signature, you can download it [here](https://hr.uiowa.edu/administrative-services/hr-vision-statement).

If you need to recreate the recommended signature format, follow these instructions:

1. Use the font and type size you prefer for emails.
2. Insert the official HR logo “lockup” (download a copy [here](https://hr.uiowa.edu/administrative-services/hr-vision-statement)).
3. Insert the HR vision statement below the lockup. We recommend making it a couple of point sizes smaller than your usual message text.