

Administrative Policy

Title: Hiring Process for Officers and University Staff

Source: Human Resources Department

Prepared by: Assistant Vice Chancellor, Human Resources

Approved by: Vice Chancellor for Administration and Finance

Effective Date: April 1, 2014

Replaces: December 1, 2006; October 1, 2005; August 15, 2007

Reference: **Regents Laws and Policies**
3-E: [Searches for Administrators and Guidelines for the Appointment of Chief Officers of the University](#)

University of Colorado Denver Policies
[Exempting Positions from the State Personnel System](#)
[Compensation for Officers and Exempt Professionals](#)
[Background Investigations](#)

Applies to: All campuses

A. Introduction

Under Board of Regents Law and University Policy, Human Resources is required to monitor and review all University Staff job descriptions and searches for compliance with the institution's Affirmative Action Program and state law. This guideline applies to all Officer and University Staff job titles in the university staff job code series. Additional Board of Regent policies apply to filling officer positions (see [Regent Policy 3-E](#)). It is expected that outreach and recruitment efforts to achieve a diverse applicant pool are followed as outlined in the school, college or administrative unit's diversity plan.

B. Table of Contents

- A. Introduction
- B. Table of Contents
- C. Search, Selection and Hiring Steps
- D. Appointment Type Reasons
- E. Other Resources

C. Search, Selection, and Hiring Steps

Unless specifically noted, all steps are required. 'Unit' refers to the department, school, college or unit in which the position is located. HRMS refers to the university human resources system. Jobs at CU refers to the web based job description, job posting and applicant system. Items underlined in blue are direct links to documents, websites or email addresses.

Pre-Search Steps

1. The supervisor and/or hiring authority creates a new position or updates a current position description and the HR liaison submits in the position management module of Jobs at CU. *A position number must be identified prior to submission to Human Resources and is required for subsequent steps to begin.*
2. Unit updates job description in Jobs at CU and includes organizational chart, whether a search or an appointment type will be requested, and proposed salary. A University Staff [job description reference guide](#) is available for the unit's reference.
3. Approval of final job description and exemption status is sent via-email to the department. If a search will be conducted, Human resources will assign a consultant to assist with the process.

Unit obtains signature on job description by appropriate Dean, Vice Chancellor, Associate Vice Chancellor or Assistant Vice Chancellor. Once signed, the hard copy of the job description is routed to Human Resources. The signed job description is attached in Jobs at CU.

4. Hiring Authority appoints search committee chair and members. Search committee reviews job posting and establishes a search plan, timeline, and selection process, including the selection criteria.

NOTE: Search Committee members must be trained. Training is available online via SkillPort through MY CU Portal at <https://my.cu.edu>. The course title is *Search Committee Training, Recruiting Diverse Talent to the University*: Course code - U00066.

Note: It is a best practice for the hiring authority/supervisor to not serve as a search committee member. S/he should meet with the search committee at the beginning of the process to describe the position in detail and outline expectations for the search strategy and process (see [Supervising/Appointing Authority Charge to the Search Committee](#)).

5. Unit creates job posting from approved description in Jobs at CU and notifies HR Consultant that it is ready for review. The unit may also develop specific applicant questions and establish *Guest User* access so the search committee can review the application materials on-line. Human Resources either approves the posting and search process and posts the announcement or requests additional information from the unit once the search charge is complete. Automatic feeds to HigherEdJobs.com and InsideHigherEd.com are available via Jobs at CU. Direct Employers also posts all positions on external sites to target minorities, veterans and persons with disabilities by scraping Jobs at CU nightly. Departments are responsible for placing other external postings.

If an **Appointment Type** is requested — Unit documents the reason for the appointment type in Jobs at CU (see Section D below for appointment type reasons). HR either approves the appointment type or requests additional information. Upon receipt of appointment type approval the unit e-mails the *Quicklink* to the applicant so they can submit the required documentation.

Search and Selection Steps

6. Unit places job posting in other media (e.g., other publications, academic journals) and documents the posting locations in *Jobs at CU* under 'other posting mediums'.

7. Applicants complete application process in *Jobs at CU*. *Jobs at CU* will not accept applicants who fail to submit required materials. The system will automatically notify applicants of receipt of application and/or materials.

Note: All applicants must be treated consistently throughout the selection process.

8. Search committee members use *Guest User login* to review applicant materials online or may print out materials.

Note: The search Committee must establish written evaluation criteria based on the job description and/or job posting *before* reviewing application materials.

9. Search Committee evaluates the applications using the selection criteria. Finalists are forwarded to the hiring authority. The hiring authority should conduct thorough reference checks prior to making an offer of employment. Candidates must be notified before the reference check process will begin for on-list and off-list references.

As applicants status changes (e.g., not selected, selected for interview, finalist), the unit must document the change in status for all applicants in *Jobs at CU*. The unit must also provide documentation of the search process to the HR Consultant ([search summary](#)). This information is included in the history section of the posting. Final status for each applicant must be completed before unit recommends a candidate for hire.

Note: Discussions among committee members are confidential and applicants' materials and status are confidential until they reach the finalist level. Search committee members are responsible for maintaining confidentiality of written and electronic materials.

Hiring Steps

10. Salary offers above the established range must be submitted for approval to Compensation Specialist. Upon approval, unit negotiates with finalist(s).
11. If finalist selected is accepted, unit prepares [Letter of Offer](#) and sends to HR Consultant for review and approval.
12. Once offer is made, finalist must complete and submit the electronic employment [Background Disclosure and Authorization Form](#). HR Liaisons should provide information to the applicant (department HR liaison name, supervisor name, job posting number, job title ...etc.) to ensure that the background check authorization form is complete.
13. A Personnel Matters Report must be submitted prior to the effective date of the appointment. If the Vice Chancellor has not signed the offer letter, the unit completes the personnel matters report and sends to personnel.matters@ucdenver.edu with supporting documentation (e.g., approved offer letter). If the Vice Chancellor has signed the offer letter, unit forwards signed letter to personnel.matters@ucdenver.edu.
14. After approval of the personnel matters report, Human Resources forwards approved report to schools, colleges, or administrative units for HRMS entry and approval process.
15. Unit navigates in HRMS to Workforce Administration and completes *New Hire*.
16. Unit schedules new employee for [New Employee Orientation](#).

17. Unit collects required employment eligibility paperwork including:

- [Form I-9](#) (send original to Human Resources Office)*
- [Employee Self ID Form](#)
- Copy of social security card (only required if used for Form I-9 documentation.)

*Form I-9 can be completed at New Employee Orientation if employee attends within 3 days of hire. Otherwise, unit is responsible for the completion of the I-9 Form. If no one in the unit is trained in Form I-9 completion, employee must go to Human Resources Office within three (3) days of hire.

Search materials are those records that document the overall search process (e.g., applicant materials, job posting, job posting media, search committee members, search summary statement, writing samples, teaching evaluations, etc.). Any records not maintained in Jobs at CU should be kept by the unit for two years.

Note: If the search process is unsuccessful, the search may be reopened or job posting may be extended by contacting Human Resources.

D. Appointment Type Reasons

One of the following reasons must be selected and communicated to HR as part of the request for an appointment type. Please select the appointment type reason from the drop down menu in the description in Jobs at CU.

Reason #	Appointment Type Reasons
1	Qualified candidate is available from a previous search. Job descriptions must be similar. Must include the previous search's Job Posting/Requisition Number, proposed salary, and a copy of the candidate's resume in your submission.
2	Promotional, transfer, or rehire of a current or former University of Colorado employee, affiliate employee or state employee. Provide employee name, EEID# (if CU employee), proposed salary, and a copy of the employee's resume in your submission.

E. Other Resources

- School, Department, and/or Division Diversity Plan
- UC Denver Affirmative Action Plan (available in Human Resources)
- For additional assistance please email Human.Resources@UCDenver.edu or call 303-315-2700.
- Questions from units or applicants regarding disability are handled by Human Resources at 303-315-2700.