



Human Resources

UNIVERSITY STAFF SEARCH - TALENT ACQUISITION SERVICE OPTIONS

	HR RECRUITMENT SERVICES	HR FULL SERVICE	HR CONSULTING SERVICES
HR Consultant Role:	HR Consultant responsible for entire search process, from posting through referral of finalists	HR Consultant serves as member of the search committee	HR Consultant advises the search committee throughout the process, but does not participate as a committee member
Charge process:	^ Consultant meets with hiring authority or designee to understand needs and number of finalists desired	^ Consultant participates in charge meeting to finalize job announcement	^ Consultant ensures charge is given prior to posting and records basic details of the charge in the search file
Department Resources Needed:	^ None	^ Heavy involvement ^ Participate in charge meeting ^ Screen applications against minimum and preferred qualifications ^ Conducts interviews	^ Heavy involvement ^ Participate in charge meeting ^ Screen applications against minimum and preferred qualifications ^ Conducts interviews
HR Consultant Responsibility:	^ Creates announcement ^ Posts position ^ Responsible for sourcing candidates ^ Reviews applicants against minimum and preferred qualifications ^ Formulates interview questions ^ Conducts interviews ^ Forwards ranked or unranked candidates as finalists ^ Updates applicant status information ^ Handles reference checks ^ Drafts offer letter with hiring authority ^ Assists business partner in initiating background check ^ Removes posting from the web and ensures all candidates have been notified of their status ^ Closes out search in CU Careers	^ Serves as a member of the search committee ^ Participates in charge meeting ^ Posts the position ^ Along with other search committee members, networks to attract a diverse pool of qualified candidates ^ Creates screening matrix/works with committee to formulate interview questions ^ Participates in search committee interviews and helps determine which candidates to refer to hiring authority ^ Initiates on-line reference check process ^ Reviews draft offer letter ^ Removes posting from the web ^ Works with Business Partner to close out search in CU Careers	^ Ensures charge is given ^ Reviews announcement ^ Posts position ^ Creates screening matrix and sends to search committee ^ Available to answer questions regarding search processes ^ Initiates on-line reference check process ^ Reviews offer letter/ensures applicant meets minimum quals ^ Removes posting from the web ^ Closes out posting once search summary is completed by Business Partner
Average Turnaround Time: (posting to referral)	4 weeks	45 - 60 days	45 - 60 days