

Talent Acquisition Service Levels – University Staff

CORE

Description: Base level service offered for all University Staff roles. The Talent Acquisition Consultant is minimally involved; the hiring department is responsible for ensuring the search process is conducted according to CU policies and processes.

Central HR Talent Acquisition will:

- Serve as a subject matter expert on the federal, State of Colorado and CU hiring processes and policies
- Provide support for search process questions
- Review and advise on best practices for the job posting
- Review and create recommendations for minimum and preferred qualifications
- Maintain the job posting in CU Careers and adds search committee users as needed
- Place the job posting advertisements on our CU Anschutz standard sites or internal site
- Ensure pre-screening questions are added to requisition
- Review the finalist selected to ensure that they meet the minimum qualifications prior to Compensation's Step1 Pre-Offer review
- Review search matrix to ensure completion
- Review and approves offer letter(s)
- Close out the requisition upon completion of search

SCREENING

Description: Includes all items under the CORE option in addition to the items shown below.

Central HR Talent Acquisition will:

- Collaborate with the department on the search process
- Advise on recommended minimum and preferred qualifications
- Screen all applications on the minimum and preferred qualifications
- Complete the search matrix for the search committee or hiring manager's review

**If this option is selected, the hiring department must select the Screening service option when submitting the Smartsheet Transaction Center request for a new search. Then, the Talent Acquisition Consultant will contact the hiring department to set up an intake meeting. Once the intake meeting has been conducted, the search process will begin.*

FULL ASSESSMENT

Description: Includes all items under the CORE and SCREENING options in addition to the items shown below.

Central HR Talent Acquisition will:

- Schedule and conduct initial video conferencing (Zoom, Teams) or phone interviews
- Develop interview questions for the screening interview to determine if the candidate meets minimum and preferred qualifications - will share questions with hiring department for feedback
- Source qualified applicants for the role
- Screen and disposition applicants who do not meet minimum qualifications - this includes notifying unsuccessful applicants via email that they are no longer being considered
- Participate in the search committee kickoff meeting to discuss search best practices and confidentiality
- Communicate with applicants/candidates during the search process
- Complete the search matrix for the search committee or hiring manager's review
- Conduct a warm handoff to the hiring department or search committee with the candidates who will move forward to subsequent interviews

**If this option is selected, the hiring department must select the Screening service option when submitting the Smartsheet Transaction Center request for a new search. Then, the Talent Acquisition Consultant will contact the hiring department to set up an intake meeting. Once the intake meeting has been conducted, the search process will begin.*

ADDITIONAL SUPPORT – all searches

The Talent Acquisition Consultants may also assist with sourcing qualified applicants if the department needs additional support. To support this effort, we can place the job in one of our LinkedIn job slots to help promote the job opportunity. We can also actively source on LinkedIn and Indeed. If the department would like to explore this option, they need to contact their Talent Acquisition Consultant for more information.