



University of Colorado Denver

Administrative Policy

Title:	Applicants for Faculty and Exempt Professional Employment
Source:	Human Resources Department
Prepared by:	Vice Chancellor for Administration and Information Systems
Approved by:	Kevin Jacobs Interim Assistant Vice Chancellor, Human Resources
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Replaces:	September 1, 2005
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Applies:	All campuses

A. Introduction

In compliance with federal guidelines and state laws concerning employment processes, this applicant guideline is established to ensure fair and equitable treatment of applicants at the University of Colorado Denver (UCD). In addition, the guideline is necessary to ensure adequate data collection and reporting.

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C. Purpose

Applicants as defined below are to be treated in a fair and equitable manner during all employment processes. The Human Resources Department and the EO/AA Compliance Officer will periodically audit and report applicant data as required by federal regulations.

This guideline pertains to individuals applying for exempt professional, officer, and faculty positions. Applicants to state classified positions are covered under state personnel rules and procedures.

For purposes of this guideline, the hiring unit is defined as the school, college, division, department or unit seeking applicants for employment.

D. Applicant Definition

Open positions at University of Colorado Denver are posted on a centralized website called JobsatCU. An applicant is an individual who submits *all* required documents for a University of Colorado Denver position posted on JobsatCU.

All applicants are expected to apply through JobsatCU. Individuals who fail to submit all required documents as listed in the job posting will not be accepted into the applicant pool and are not considered applicants. Applicants will have the opportunity to self-identify when they complete an application. In rare circumstances, hiring units may accept application material outside of JobsatCU, however the unit must contact the applicant, and provide information on how they can self-identify.

Unsolicited employment application documents (e.g., CVs, resumes) do not require a response by the hiring unit. However, unsolicited employment documents may be forwarded to the Human Resources Department for response.

E. Internal Applicants

An internal applicant is defined as a current University of Colorado Denver employee. Internal applicants must be treated the same as external applicants in terms of application and interview processes.

F. Affiliate Employees

Employees and trainees of University of Colorado Denver affiliates (e.g., TCH, UPI, VA, UCH, DHH) may be considered internal applicants for purposes of search waiver requests (promotion, transfer, reinstatement), but this should be discussed with the Human Resources Department before applying for the search waiver.

G. Applicant Confidentiality

Applicants are considered confidential, and thus, known only to the search committee members and staff until such time as the finalist names are presented to the hiring authority. Requests for information and/or breaches in confidentiality should be reported to the search committee chair, the Human Resources Office, or the Legal Office. For high level officer searches there are additional regent rules concerning applicant confidentiality.

H. Treatment of Applicants

All applicants must be treated fairly and consistently in all phases of the search process. Applicants who come to campus must consider all meetings (whether formal or informal) as evaluation sessions, and should be treated accordingly. Questions regarding appropriate treatment of applicants should be directed to the [Human Resources](#) Department.