



# University of Colorado Denver

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## Administrative Policy

**Title:** Hiring Process for Officers and Exempt Professionals

**Source:** Human Resources Department

**Prepared by:** Assistant Vice Chancellor, Human Resources

**Approved by:** Teresa Berryman, Vice Chancellor for Administration and Finance

**Effective Date:** August 15, 2007

**Replaces:** December 1, 2006; October 1, 2005

**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

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### A. Introduction

Under Board of Regents Law and University Policy, Human Resources is required to monitor and review all Exempt Professional job descriptions and searches for compliance with the institution's Affirmative Action Program and state law. This guideline applies to all Officer and Exempt Professional job titles in the 2100 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.

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### 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 posting and applicant system. Items underlined in blue are direct links to documents, websites or email addresses.

## Pre-Search Steps

1. Unit creates a new position in *Manage Positions* in HRMS or changes current position. *A position number must be identified prior to submission to Human Resources and is required before any subsequent steps begin..*
2. Unit sends [job description](#) including position number, organizational chart, , whether a search or a search waiver will be requested, and proposed salary range to Human Resources, via email to [HR.Exempt-Request@UCDenver.edu](mailto:HR.Exempt-Request@UCDenver.edu) for approval. An [exempt professional job description reference guide](#) is also available for the unit's reference.
3. Approval of final job description, exemption status and salary range is sent via-email to the department. If a search will be conducted, Human resources will assign a consultant to assist with the process.
4. Unit inserts a row in *Manage Positions*, using recruit (REC) as the action reason. The REC row is approved by Human Resources and the position information automatically feeds overnight into *Jobs at CU*.
5. Unit obtains approval of job description by Chancellor, or appropriate Dean, Vice Chancellor or Assistant Vice Chancellor. Once approved, the job description is routed to Human Resources for the Assistant Vice Chancellor of Human Resources signature. *A copy of the job description is sent back to the department for filing.*
6. Hiring Authority appoints search committee chair and members, as described in step 1. 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 the CU Portal at: <https://my.cu.edu/render.userLayoutRootNode.uP> The course title is "Recruiting Diverse Faculty – Search Committee Training."

**Note:** It is a best practice for the appointing authority/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 greater detail and expectations for the search strategy and process. (See [Supervising/Appointing Authority Charge to the Search Committee](#))

7. Unit edits job posting and search committee information in *Jobs at CU*. The unit may also develop specific applicant questions and establish *Guest User* access so the search committee can review the application materials on-line. Upon submission, the information will be sent electronically to HR for approval. Human Resources either approves the posting and search process and posts the announcement or requests additional information from the unit. Once approved, the posting will be listed under 'Active Postings'. Human Resources will also place job postings in required media (i.e., *Jobs at CU*, *HigherEdJobs.com*, *InsideHigherEd.com*, *Colorado Workforce Center*, and *Silver & Gold*).

If a **Search Waiver** is requested— Unit documents the reason for waiver in the *Notes/History* section of *Jobs at CU* (see Section D below). HR either approves the waiver or requests additional information. Upon receipt of waiver approval the unit e-mails the *Quicklink* to the applicant so they can submit the required documentation. Skip

to step 9. Search Waiver Process bullets can be found at:  
[http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/SEARCHWAIVERPROCESS-bullets\\_000.doc](http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/SEARCHWAIVERPROCESS-bullets_000.doc)

### Search and Selection Steps

8. Unit places job posting in other media (e.g., Denver newspapers, academic journals) and documents the posting locations in *Jobs at CU* 'other posting media'.
9. Applicants complete application process in *Jobs at CU*. *Jobs at CU* will not accept applicants who fail to submit 'required' material. The system will automatically notify applicants of receipt of application and/or materials.

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

10. Search committee members use *Guest User* password 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.

11. Search Committee evaluates the applications using the selection criteria. As applicants status changes (e.g., not qualified, invited to interview, finalist), the unit must document critical status stages in *Jobs at CU*. Examples of critical stages documented are those applicants who were not considered, those interviewed, those considered as a finalist, and the individual recommended for hire. The unit must also document the search process in the *Notes/History* section as applicable. 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

12. Salary offers above the established range must be submitted for approval to Human Resources via [HR.Exempt-Request@UCDenver.edu](mailto:HR.Exempt-Request@UCDenver.edu). Upon Human Resources approval, unit negotiates with finalist(s). (See [Compensation for Officers and Exempt Professionals](#).)
13. Finalist(s) must complete employment [Background Disclosure and Authorization Form](#) and submit to HR by the unit.
14. If finalist selected/accepted, unit prepares a [Letter of Offer](#). The Letter of Offer should include an invitation to [Employee Self ID Form](#) or include the link to submit this form online.
15. The Chancellor MUST approve the appointment prior to the effective date. The unit must complete the [Chancellor's Personnel Matters Report](#) and send to [Chancellors.Actions@UCDenver.edu](mailto:Chancellors.Actions@UCDenver.edu) with supporting documentation (e.g., offer letter).

16. After Chancellor's approval, Human Resources forwards approved report to schools, colleges, or administrative units for HRMS approval process.
17. Unit navigates in HRMS to *Administer Workforce* and completes *New Hire*.
18. Unit schedules new employee for [New Employee Orientation](#).
19. 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 and affirmation 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.
20. 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.). All records must be maintained in Jobs at CU.

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

#### D. Search Waiver Reasons

One of the following reasons must be selected and communicated to HR as part of the request for search waiver. You can select the reason and write comments in the *Jobs at CU notes/history* panel.

Reason #	Search Waiver Reasons
1	Position is a limited or interim appointment up to 12 months (must terminate or appoint by a search within 12 months).
2	Qualified candidate is available from previous search. Job descriptions must be similar. Previous searches Job Posting number _____.
3	Promotion, transfer, or reinstatement of a current or former University of Colorado employee, affiliate employee or state employee. Explain in <i>Notes/History</i> section.
4	Spousal Hire. Qualified candidate is spouse of newly hired faculty member or officer. Include letter of offer for newly hired faculty member or officer.

#### E. Other Resources

- School, Department, and/or Division Diversity Plan

- UC Denver Affirmative Action Plan (Human Resources, School of Medicine, Room 1665)
- For additional assistance please email [Human.Resources@UCDenver.edu](mailto:Human.Resources@UCDenver.edu) or call 303-315-2700.
- Questions from units or applicants regarding disability are handled by Human Resources.