



University of Colorado Denver

Administrative Policy

Title: Hiring Process for Classified Staff

Source: Human Resources Department

Prepared by: Assistant Vice Chancellor, Human Resources

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

Effective Date: December 1, 2006

Replaces: May 1, 2006
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Reference: [State Rules](#)
State Personnel Board Rules and Personnel Director's Administrative Procedures (Rules)

University of Colorado Denver Policies
[Compensation for Classified Staff](#)
[Background Investigations](#)

Applies: All campuses

A. Introduction

The Hiring Process for Classified Staff applies to all positions within the state personnel system. Human Resources (HR) has been delegated by the State Personnel Director the responsibility to monitor, review and approve all job descriptions and to ensure that appointments are based on job-related factors assessed through a competitive, fair, and open process. While the classified search process has considerable flexibility and allows for alternative assessment techniques, there are some state rules that must be followed and are incorporated in the guidance below.

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C. Search, Selection and Hiring Steps

Unless specifically noted, all steps are required. 'Unit' refers to the departments, school, college, or work unit that 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. The supervisor and appointing authority create, modify, or update the [Classified Job Description \(PDQ\)](#) and forward it via email to Human.Resources@ucdenver.edu. HR will approve the job description and correct job title/class. Descriptions of the criteria for classified job titles are available for your reference at [Class Descriptions/Minimum Qualifications](#).
2. Unit creates or changes position in *Manage Positions* in HRMS and then inserts a row in *Manage Positions*, using recruit (REC) as the action reason. Once the position data are approved in HRMS by HR, the position information automatically feeds overnight into *Jobs at CU*.
3. A search committee model is utilized to assess the candidates. A HR Consultant acts as the search committee chair and discusses the position and search criteria with the appointing authority, supervisor, and subject matter experts selected by the appointing authority to serve on the search committee. This discussion covers the selection process and recruitment plan, advertising, salary range, minimum and preferred qualifications, additional evaluation options, and timetables. The search committee members must complete a subject matter expert form outlining their qualifications to evaluate candidates for this position.

Note: The appointing authority/supervisor/hiring authority cannot be a member of the search committee.

Search and Selection Steps

4. HR creates the job announcement for the committee's approval. Once approved, HR will place the posting under 'Active Postings' in *Jobs at CU* and in required media, i.e., HigherEdJobs.com, Colorado Workforce Center, and *Silver & Gold Record*, and in some cases, the State of Colorado website. Other postings/publications are optional and are the unit's responsibility to submit and purchase.
5. The HR Consultant will work in conjunction with the supervisor and the search committee to develop a screening matrix or method, based on the minimum and preferred qualifications. This information will be used by the committee to identify the candidates who will be invited to a structured interview with the search committee.
6. Candidates create and submit their applications in *Jobs at CU*. *Jobs at CU* will not accept candidates who fail to submit the required materials. The system will automatically notify candidates of receipt of applications and/or materials.

Note: Only qualified candidates will be considered by the search committee. All candidates must be treated consistently throughout the selection process.

7. After the application closing date, the HR Consultant will screen applications against the minimum qualifications. The search committee will use the *Guest User* password to review qualified applications and evaluate them using the preferred qualifications. The top group

will participate in a structured interview with the search committee and other assessment techniques may also be included in the evaluation process. Candidates in the top group will be notified of their status at all subsequent steps in the search process. Those not meeting the minimum qualifications or not in the top group will also be notified.

RULE: All discussions among the search committee members are confidential.

8. All acceptable candidates (those who 'pass' the assessment) will be ranked and, if appropriate, veteran's preference points will be awarded to establish a list of candidates eligible to hire.
9. The supervisor and appointing authority will receive notification of the top three candidates through *Jobs at CU*. Those referred must be interviewed. The appointing authority and supervisor should conduct thorough reference checks prior to making an offer of employment.

Hiring Steps

10. Salary offers must also be submitted for approval to HR prior to making a commitment to the candidate. (See [Compensation for Classified Staff](#).)
11. Candidate(s) selected for hire must complete employment [Background Disclosure and Authorization Form](#) and submit to HR. HR will NOT approve the 'hire' status in HRMS unless this form has been received.
12. Unit prepares a [Letter of Offer](#) and forwards an electronic version to the HR Consultant.
13. Unit navigates in HRMS to *Administer Workforce* and completes *New Hire*. Unit contacts other candidates that were interviewed to advise them of outcome.
14. Unit schedules new employee for [New Employee Orientation](#).
15. Unit collects required employment eligibility paperwork including:
 - [Form I-9](#) (send original to HR Office)*
 - [Employee Self ID Form](#) (for Veterans status)
 - 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 HR Office within three (3) days of hire.

D. Other Resources

- School, Department, and/or Division Diversity Plan
- University of Colorado Denver Affirmative Action Plan ([Office of Diversity](#), School of Medicine, Room 1665)
- State Personnel System [Employee Handbook](#)
- For additional assistance please email [Human Resources](#) or call 303-315-2700.
- Questions from units or applicants regarding disability are handled by Human Resources at 303-315-2700.