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 description, job posting and
Pre-search Steps

1. The supervisor and/or appointing authority create, modify, or update the job description and the HR liaison submits via Jobs at CU. HR will approve the job description and correct job title/class if necessary. Descriptions of the criteria for classified job titles are available for your reference at Class Descriptions/Minimum Qualifications.

2. A search committee model is utilized to assess the candidates. An 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, proposed 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:** It is a best practice for the appointing authority/supervisor/ to not be a member of the search committee.

Search and Selection Steps

3. HR creates the job announcement for the appointing authority/supervisor and committee’s approval. Once approved, HR will post the position in Jobs at CU. Automatic feeds to HigherEdJobs.com and InsideHigherEd.com are available via Jobs at CU. Direct Employers also posts all positions on external sites to target minorities, veterans and persons with disabilities by scraping Jobs at CU nightly. Departments are responsible for placing other external postings.

4. 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.

5. 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.

6. After the application closing date, the HR Consultant will screen applications against the minimum qualifications. The search committee will use the Guest User login to review qualified applications and evaluate them using the preferred qualifications. The top group will participate in a structured interview with the search committee. 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.

7. All acceptable candidates (those who ‘pass’ the comparative analysis) will be ranked and veteran’s preference will be considered to establish a list of candidates eligible to hire.

8. The supervisor and appointing authority will receive notification of the top six candidates. Those referred must be interviewed. The appointing authority and supervisor should conduct thorough reference checks prior to making an offer of employment. Candidates must be notified before the reference check process will begin for on-list and off-list references.

Hiring Steps
9. Salary offers must also be submitted for approval to HR prior to making a commitment to the candidate. (See Compensation for Classified Staff.)

10. Once offer is made, finalist must complete and submit the electronic Background Disclosure and Authorization Form. HR Liaisons should provide information to the applicant (department HR liaison name, supervisor name, job posting number, job title …etc.) to ensure that the background check is complete.

11. Unit prepares Letter of Offer and forwards an electronic version to the HR Consultant for review and approval.

12. Unit navigates in HRMS to Workforce Administration and completes New Hire. Unit provides confirmation to HR that other candidates that were interviewed were advised in writing of outcome.

13. Unit schedules new employee for New Employee Orientation.

14. 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 (available in Human Resources office)
   - For additional assistance please email Human.Resources@ucdenver.edu or call 303-315-2700.
   - Questions from units or applicants regarding disability are handled by Human Resources at 303-315-2700.