Hiring Process for PRAs

1) Prepare job description and email it to Julie Palmer at Julie.Palmer@ucdenver.edu. Please include the position number in email subject line. You will receive an email as confirmation of the approval.

2) The HR Consultant contacts Director of Finance & Administration (DFA) to discuss composition of search committee (hiring managers cannot serve on the search committee,) discusses ‘charge’ (meeting or through e-mail) and provides resources (Search Charge Guide, Job Ad Template, Search Frequently Asked Questions, etc).
   a. Provide Guide for Appointing Authority Charge to the appointing authority as part of the pre-search requirements, located at:
      http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/ChargetoSearchCommittee.doc
      and search committee members complete search committee training through SkillPort – Search Committee Training - Recruiting Diverse Talent to the University.

3) DFA creates or updates position data in HRMS (see below). Adds ‘REC’ row and gets action(s) approved. Once approved, this will feed to Jobs@CU the following day and you can work on the job advertisement.

   Navigation in HRMS for adding recruitment row:
   - Organizational Development
   - Maintain Positions/Budgets
   - Add/update position info
   - Add position #
   - Insert REC (recruitment) row
   (If the position is occupied when you initiate the recruitment, go to the specific information panel and uncheck the Update Incumbent box to ensure the current employee’s job data is not affected.)

4) Add a ‘REC’ row in the position data of the HRMS system. Once approved, this will feed to Jobs@CU the following day and you can work on the job advertisement.

5) Complete job advertisement in Jobs@CU and attach the job description in the ‘Documents’ tab. This will be reviewed against the hiring criteria as defined in the Duties and Responsibilities for faculty positions and then the advertisement will be posted.

6) Begin “Hiring Steps” as defined in Campus Guideline: Hiring Process for Full Time Faculty. After approval of the Search Summary or Search Waiver, prepare the following documents and submit to Faculty Affairs Office for approval
   a. Completed FRF with Department Chair’s signature (use electronic form located at: FRF Templates).
   b. Resume
   c. Job description
iv. Copy of email sent to you from Jobs@CU which states that the position was filled. For a Waiver, either attach the email which states position is filled or attach a copy of the ‘Notes/History’ section.

7) Once necessary signatures have been obtained in the Dean’s Office, contact person on FRF will be notified for pick-up of paperwork so that the candidate’s signature can be obtained.

8) Once the candidate’s signature has been obtained, you will retain the original letter of offer and forward to Faculty Affairs all copies of the FRF and a copy of the letter of offer.

9) Once the Provost/Dean has approved this hire, you will receive your copy of the FRF as confirmation.

10) After Lynn Cooper has been notified that the hire has been approved by the Provost/Dean, she will approve the hire in PeopleSoft.

**IMPORTANT REMINDERS:**

- Completed paperwork must be received in Faculty Affairs by the deadlines located at Deadlines. If you know that you cannot make these deadlines, you must contact Cheryl Welch ahead of time to discuss the situation.

- All faculty hired at the Associate Professor or Professor level must be designated as “visiting” faculty (i.e., Visiting Associate Professor, Visiting Professor) until they have completed the Faculty Promotions Process. Faculty should stay at this designation no longer than six months.