A. INTRODUCTION

Under Board of Regents Law and University Policy, Human Resources (HR) is required to monitor and review all University Staff Exempt Professional job descriptions and searches for compliance with the institution’s Affirmative Action Program and state law. This policy applies to all Officer and University Staff Exempt Professional job titles in the 2100 job code series. Additional Board of Regent policies apply to filling officer
positions (see [Regent Policy 3-DE](#)). 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.

### B. TABLE OF CONTENTS

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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-HCM refers to the university
human resources system. **CU Careers 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 Step

1. Unit creates a new position in **Position Manage Positions** in **HCMHRMS** or updates
   vacant changes current position information. Position is routed to Human Resources for
   approval. A position number must be identified prior to submission to Human Resources
   and is required before any subsequent steps begin.

2. Once **Position** entry is approved by Human Resources, Unit updates NPP (non-person
   profile/job description) in HCM. Unit includes information to document sends job description,
   including position number, organizational chart, whether the position has fiscal responsibility,
   whether a search or appointment type, a search waiver will be requested, and proposed salary
   range, type of HR service requested, and funding approval to HR, via email at 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, HR will assign a consultant to assist with
   the process.

   1. Unit obtains approval of job description by appropriate dean, vice chancellor or
      assistant vice chancellor. Once approved, the hard copy of the job description is
      routed to HR for approval by the Assistant Vice Chancellor of HR. **Upon final
      approval, a copy of the job description is sent back to the department for filing.**
2. — Unit then inserts a row in Manage Positions, using recruit (REC) as the action reason. The REC row is approved by HR and the position information automatically feeds overnight into Jobs at CU.

4. Hiring authority appoints search committee chair and members as described in step 4. 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://passport.ucdenver.edu/login.php https://my.cu.edu/render.userLayoutRootNode.up. The course title is “CU: Search Committee Training - Recruiting Diverse Talent to the University.”

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 set expectations for the search strategy and process. (See Supervising/Appointing Authority Charge to the Search Committee)

5. Unit edits job posting and search committee information in CU Careers Jobs at CU. The unit may also develop specific applicant questions and grant access 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. HR 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 — HR will also place job postings in required media (i.e., CU Careers, Jobs at CU, HigherEdJobs.com, and InsideHigherEd.com), Colorado Workforce Center, and Silver & Gold.

If an Appointment Type Search Waiver is requested — Unit documents the reason for appointment type waiver in NPP (non-person profile/job description) in HCM (see Section D below), the Notes/History section of Jobs at CU (see Section D below). HR either approves the appointment type waiver or requests additional information.

Upon receipt of waiver approval the unit emails 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.ucdhs.edu/admin/hr/documents/SEARCHWAIVERPROCESS

Search and Selection Steps

6. — Unit places job posting in other posting outlets.

6. — media (e.g., Denver newspapers, academic journals) and documents the posting locations in Jobs at CU other posting media.”
7. Applicants complete application process in CU Careers./Jobs at CU. The system will automatically notify applicants of receipt of application and/or materials. 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.

8. Search committee members review applicant materials online or may print materials. 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.

Search Committee evaluates the applications using the selection criteria. As applicants status changes (e.g., does not meet minimum qualifications, not qualified, invited to interview(s), finalist), the unit must document the change in status in CU Careers./Jobs at CU. The unit must also document the search process by completing the search summary and forwarding to Human Resources who will attach to the requisition in CU Careers, in the Notes/History section as applicable. Status in CU Careers must be up to date prior to approval of offer letter.

3. 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’ stage. Search committee members are responsible for maintaining confidentiality of written and electronic materials.

**Hiring Steps**

9. Salary offers above the established range must be submitted for approval to HR via HR.Compensation@ucdenver.edu/Exempt.Request@UCDenver.edu. Upon HR approval, unit negotiates with finalist(s).

(See Compensation for Officers and Exempt Professionals.)

9. Finalist(s) must complete employment and submit to HR by the unit. HR will not approve the ‘Hire’ status unless this form has been received.

10. If finalist selected/accepts verbal offer, unit prepares a Letter of Offer. Letter must include a contingency statement about passing the background check.

10. The Letter of Offer should include an invitation to Employee Self ID Form or include the link to submit this form online.
11. Department initiates the on-line Background Check Request Form. Appointment date should be effective after candidate passes background check.

12. Unit submits a personnel matters report along with supporting documentation.

The Chancellor must approve the appointment prior to the effective date. The unit must complete the Chancellor’s Personnel Matters Report and send to with supporting documentation (e.g., offer letter).

11. After Chancellor’s approval, HR forwards approved report to schools, colleges, or administrative units for HRMS approval process.

12. Unit navigates in HCM and completes hire action. HRMS to Administer Workforce and completes New Hire.

14. Unit schedules new employee for New Employee Orientation.

Unit submits required employment eligibility paperwork including: Form I-9 (Completed on-line). Unit is responsible for the completion of the I-9 Form. The I-9 form must be completed within 3 days of hire date.

13. Unit collects required employment eligibility paperwork including:
   a. — (send original to HR Office)*
   b. Employee Self ID Form
   c. 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.

14. 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.). Any records not maintained in CU CareersJobs at CU should be kept by the unit for three years.

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

D. APPOINTMENT TYPE REASONS SEARCH WAIVER REASONS
One of the following reasons must be selected and communicated to HR as part of the request for appointment type when submitting NPP (non-person profile/job description) in HCM search waiver. You will document the appointment type reason and provide necessary information in the comments field in HCM. You can select the reason and write comments in the Jobs at CU search waiver panel.

<table>
<thead>
<tr>
<th>Reason #</th>
<th>Appointment Type Search Waiver Reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Qualified candidate is available from previous search within the past 12 months. Job descriptions must be similar. Candidate must have interviewed as part of initial search.</td>
</tr>
<tr>
<td>2</td>
<td>Promotion, transfer, or rehire (within one year of separation) of a current or former University of Colorado employee or affiliate employee. Qualified candidate is available from previous search. Job descriptions must be similar. Previous searches Job Posting number________________.</td>
</tr>
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E. OTHER RESOURCES

- School, Department, and/or Division Diversity Plan
- UC Denver Affirmative Action Plans (Human Resources, School of Medicine, Room 1665)
- 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.

Notes

1. Dates of official enactment and amendments:
   October 1, 2005: Adopted by Vice Chancellor for Administration and Finance
2. History:

January 16, 2019: Amended and Modified to reflect a Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university.

July 1, 2019: Reviewed and updated as part of the spring 2019 semi-annual review process. Modified to reflect interaction with HCM, appointment type reasons updated, university branding and links verified, terminology from “exempt professionals” to “university staff” incorporated, “Jobs at CU” updated to “CU Careers,” general hiring process updates made.

3. Initial Policy Effective Date: October 1, 2005

4. Cross References/Appendix:

- Regents Policy 3D, Searches for Officers of the Administration
- Exempting Positions from the State Personnel System
- Campus Policy 4017, Compensation for Officers and Exempt Professionals
- Campus Policy 4012, Background Investigations
- Campus Policy 4012, Background Investigations
- Campus Policy 4012, Background Investigations
- Administrative Policy Statement 5056: University Staff Recruitment