



**ADMINISTRATIVE POLICY STATEMENT**

**Policy Title:** University Staff Recruitment

**APS Number:** 5056

**APS Functional Area:** **HUMAN RESOURCES**

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<b>Brief Description:</b>	Provides guidance for staff recruitment
<b>Effective:</b>	January 1, 2018
<b>Approved by:</b>	President Bruce D. Benson
<b>Responsible University Officer:</b>	Vice President, Employee and Information Services
<b>Responsible Office:</b>	Vice President, Employee and Information Services
<b>Policy Contact:</b>	Vice President, Employee and Information Services
<b>Supersedes:</b>	N/A
<b>Last Reviewed/Updated:</b>	January 1, 2018
<b>Applies to:</b>	Universitywide

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**Reason for Policy:** To provide guidelines not addressed in Regent Policy 6.B.

**I. INTRODUCTION**

This Administrative Policy Statement provides the parameters for the recruitment processes for University Staff. Recruitment falls into three categories: direct appointment, competitive recruitment and search waivers. In consultation with HR, the hiring manger and department will work together to decide the best approach.

**II. POLICY STATEMENT**

- A. Direct appointments are appointments that are made without conducting a search. To use direct appointments, the new appointee must meet one of the following criteria:
  - 1. Qualified candidate is available from a previous search within the past twelve months. Job descriptions must be similar.
  - 2. Promotion, reclassification, or transfer, of an eligible current University of Colorado or affiliate institution (see interpretation) employee in good standing.
  - 3. Rehire (within one year of separation) of a former University of Colorado or affiliate institution (see interpretation) employee in good standing to a position that is the same, similar, or lower level than the prior position.
- B. Competitive recruitments or searches must follow campus procedures by:
  - 1. Conducting the search in accordance with procedures defined in relevant campus or system administration affirmative action plans.

2. Posting for internal and/or external candidates through campus or system Human Resources.
  3. Reviewing resumes.
  4. Interviewing and selection.
- C. Search waivers should be used in unique circumstances to hire external candidates pursuant to the criteria in campus policy or procedure.

### III. **INTERPRETATION**

For APS 5056, affiliate institutions include UC Hospital, Children's Hospital Colorado, National Jewish, Department of Veteran's Affairs, Denver Health and Colorado Medicine (formerly UPI).

Subject to the President's authority to interpret university policies, the Office of the Vice President of Employee and Information Services shall provide interpretive guidance for this policy.

### IV. **HISTORY**

- Policy adopted January 1, 2018
- Review and non-substantial changes made effective February 12, 2018