



Human Resources

UNIVERSITY STAFF SEARCH - TALENT ACQUISITION SERVICE OPTIONS

| | HR RECRUITMENT SERVICES | HR FULL SERVICE | HR CONSULTING SERVICES |
|--|---|---|---|
| HR Consultant Role: | HR Consultant responsible for entire search process, from posting through referral of finalists | HR Consultant serves as member of the search committee | HR Consultant advises the search committee throughout the process, but does not participate as a committee member |
| Charge process: | <ul style="list-style-type: none">✓ Consultant meets with hiring authority or designee to understand needs and number of finalists desired | <ul style="list-style-type: none">✓ Consultant participates in charge meeting to finalize job announcement | <ul style="list-style-type: none">✓ Consultant ensures charge is given prior to posting and records basic details of the charge in the search file |
| Department Resources Needed: | <ul style="list-style-type: none">✓ None | <ul style="list-style-type: none">✓ Heavy involvement✓ Participate in charge meeting✓ Screen applications against minimum and preferred qualifications✓ Conducts interviews | <ul style="list-style-type: none">✓ Heavy involvement✓ Participate in charge meeting✓ Screen applications against minimum and preferred qualifications✓ Conducts interviews |
| HR Consultant Responsibility: | <ul style="list-style-type: none">✓ Creates announcement✓ Posts position✓ Responsible for sourcing candidates✓ Reviews applicants against minimum and preferred qualifications✓ Formulates interview questions✓ Conducts interviews✓ Forwards ranked or unranked candidates as finalists✓ Updates applicant status information✓ Handles reference checks✓ Drafts offer letter with hiring authority✓ Assists business partner in initiating background check✓ Removes posting from the web and ensures all candidates have been notified of their status✓ Closes out search in CU Careers | <ul style="list-style-type: none">✓ Serves as a member of the search committee✓ Participates in charge meeting✓ Posts the position✓ Along with other search committee members, networks to attract a diverse pool of qualified candidates✓ Creates screening matrix/works with committee to formulate interview questions✓ Participates in search committee interviews and helps determine which candidates to refer to hiring authority✓ Initiates on-line reference check process✓ Reviews draft offer letter✓ Removes posting from the web✓ Works with Business Partner to close out search in CU Careers | <ul style="list-style-type: none">✓ Ensures charge is given✓ Reviews announcement✓ Posts position✓ Creates screening matrix and sends to search committee✓ Available to answer questions regarding search processes✓ Initiates on-line reference check process✓ Reviews offer letter/ensures applicant meets minimum quals✓ Removes posting from the web✓ Closes out posting once search summary is completed by Business Partner |
| Average Turnaround Time: (posting to referral) | 4 weeks | 45 - 60 days | 45 - 60 days |