University of Colorado Denver | Anschutz Medical Campus

Campus Administrative Policy

Policy Title: **Hiring Process for Officers and Exempt Professionals**

Policy Number: 4013   Functional Area: Human Resources

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Effective:	August 15, 2007
Date Last Amended/Reviewed:	August 15, 2007
Date Scheduled for Review:	June 30, 2014
Supersedes:	Hiring Process for Officers and Exempt Professionals December 1, 2006; October 1, 2005
Approved by:	Vice Chancellor for Administration and Finance
Prepared by:	Assistant Vice Chancellor, Human Resources
Reviewing Office:	Provost and Executive Vice Chancellor for Academic and Student Affairs Executive Vice Chancellor for Administration and Finance
Responsible Officer:	Executive Vice Chancellor for Administration and Finance
Applies to:	CU Anschutz Medical Campus CU Denver Campus

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A.   INTRODUCTION

Under Board of Regents Law and University Policy, Human Resources (HR) is required to monitor and review all 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 Exempt Professional job titles in the 2100 job code series. Additional Board of Regent policies apply to filling officer positions (see regent policy 3-E). 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.

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D. Search Waiver Reasons
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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 refers to the university human resources system. 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.

<u>Pre-Search Steps</u>

1.   Unit creates a new position in Manage Positions in HRMS or changes current position. A position number must be identified prior to submission to Human Resources and is required before any subsequent steps begin.

2.   Unit sends job description including position number, organizational chart, whether the position has fiscal responsibility, whether a search or a search waiver will be requested, and proposed salary range 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.

4.   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.

5.   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.

6.   Hiring authority appoints search committee chair and members, as described in step 1. 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://my.cu.edu/render.userLayoutRootNode.uP The course title is "CU: Search Committee Training - Recruiting Diverse Talent."

Note: It is a best practice for the appointing authority/hiring authority/supervisor to not serve as a search committee member. They should meet with the search committee at the beginning of the process to describe the position in greater detail and expectations

for the search strategy and process. (See [Supervising/Appointing Authority Charge to the Search Committee](#))

7.   Unit edits job posting and search committee information in Jobs at CU. The unit may also develop specific applicant questions and 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., Jobs at CU, HigherEdJobs.com, InsideHigherEd.com, Colorado Workforce Center, and Silver & Gold).

If a Search Waiver is requested— Unit documents the reason for waiver in the Notes/History section of Jobs at CU (see Section D below). HR either approves the 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.ucdhsc.edu/admin/hr/documents/SEARCHWAIVERPROCESS-bullets_000.doc

Search and Selection Steps

8.   Unit places job posting in other media (e.g., Denver newspapers, academic journals) and documents the posting locations in Jobs at CU 'other posting media'.

9.   Applicants complete application process in Jobs at CU. 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.

10.   Search committee members 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.

11.   Search Committee evaluates the applications using the selection criteria. As applicant's status changes (e.g., not qualified, invited to interview, finalist), the unit must document the change in status in Jobs at CU. The unit must also document the search process 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' level. Search committee members are responsible for maintaining confidentiality of written and electronic materials.

<u>Hiring Steps</u>

12. Salary offers above the established range must be submitted for approval to HR via HR.Exempt-Request@UCDenver.edu. Upon HR approval, unit negotiates with finalist(s). (See Compensation for Officers and Exempt Professionals.)

13. Finalist(s) must complete employment Background Disclosure and Authorization Form and submit to HR by the unit. HR will not approve the 'Hire' status unless this form has been received.

14. If finalist selected/accepted, unit prepares a Letter of Offer. The Letter of Offer should include an invitation to Employee Self ID Form or include the link to submit this form online.

15. The Chancellor must approve the appointment prior to the effective date. The unit must complete the Chancellor's Personnel Matters Report and send to Chancellors.Actions@UCDenver.edu with supporting documentation (e.g., offer letter).

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

17. Unit navigates in HRMS to Administer Workforce and completes New Hire.

18. Unit schedules new employee for New Employee Orientation.

19. Unit collects required employment eligibility paperwork including:
    • Form I-9 (send original to HR Office)*
    • Employee Self ID Form
    • 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.

20. 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 Jobs at CU should be kept by the unit for two years.

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

D.   SEARCH WAIVER REASONS

One of the following reasons must be selected and communicated to HR as part of the request for search waiver. You can select the reason and write comments in the Jobs at CU notes/history panel.

Reason #	Search Waiver Reasons
1	Position is a limited or interim appointment up to 12 months (must terminate or appoint by a search within 12 months).
2	Qualified candidate is available from previous search. Job descriptions must be similar. Previous searches Job Posting number_____.
3	Promotion, transfer, or reinstatement of a current or former University of Colorado employee, affiliate employee or state employee. Explain in Notes/History section.
4	Spousal Hire. Qualified candidate is spouse of newly hired faculty member or officer. Include letter of offer for newly hired faculty member or officer.

E.   OTHER RESOURCES

- School, Department, and/or Division Diversity Plan
- UC Denver Affirmative Action Plan (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
December 1, 2006: Updated
August 15, 2007: Updated

2.   History:

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

3.   Initial Policy Effective Date: October 1, 2005

4.   Cross References/Appendix:

- Regents Policy 3E, Searches for Administrators and Guidelines for the Appointment of Chief Officers of the University
- Exempting Positions from the State Personnel System
- Campus Policy 4017, Compensation for Officers and Exempt Professionals
- Campus Policy 4012, Background Investigations