Processing a new hire prior to CU careers involved a variety of disassociated processes and steps and systems. The offer was drafted to the department and emailed to hr-offer@colorado.edu, offers were routed in DocuSign, the department emailed a background check request, and the department asked for the candidate’s personal information and entered them into HRMS for approval.

CU Careers create a single source for all the above activities and allows for efficiencies from integrations with our background check vendor, templated offers and electronic routing, and personal information collection. CU Careers gathers all this information into a single source feed to HCM eliminating the need for data entry. The following business process was designed to take advantage of these efficiencies and ensure a quick hiring process and final approval for a smooth transition onboarding.

HCM PeopleSoft Steps:

1. Finalist is chosen:
   a. Contact your recruiter to prepare verbal offer negotiations, discuss salary, start date and other guidance as needed.
2. Verbal offer is made:
   a. Department or Recruiter extends verbal offer and package.
   b. Verbally communicates with candidate about next steps for background checks, e-offer and DOB/SSN collection.
   c. Department shares verbal acceptance with Recruiter/HR and agreed upon starting details necessary for offer letter creation.
      i. Need: Salary, % of time, start date, other agreed upon relocation or starting incentives, offer approvers contact info.
3. Background Check:
   a. Recruiter moves candidate to step and status of “Offer Checks” – “To be checked”
   b. Background check team initiates the background integration with HireRight.
   c. Candidate receives email from HireRight and authorizes check.
   d. Background check transitions candidate to step and status of “Offer” - “Offer to be Made.”
4. E-Offer:
   a. Recruiter/HR fills out the offer matrix in CU Careers with details from department about verbally accepted offer.
   b. Recruiter/HR drafts E-Offer from template in CU Careers.
   c. Recruiter/HR routes E-Offer for approvals according to necessary departmental authorizations.
   d. Hiring Manager and Hiring Manager Supervisor and/or Appointing Authority receive an email to review and approve offer letter. Click approve to proceed.
   e. After departmental approvals Candidate receives email with E-Offer for review and approval.
5. **Final Data Collection & Approval:**
   a. After Candidate offer approval Recruiter/HR will transition candidate to step and status of “To be Hired” – “Send DOB/SSN Collection” which will trigger an email to the candidate.
   b. Candidate receives email and completes DOB/SSN
   c. Recruiter/HR reviews final information – checks for confirmation of completed and passed background check.
   d. Recruiter/HR feeds new hire data to HCM for final approval.
   e. HR reviews and approves new hire in HCM. This will begin the provisioning process, reference “set-up a new employee” on the HR/HCM website.