



University of Colorado at Boulder
Department of Human Resources, Office of Employment Services

Classified Search Committee Process

Revised: 12/10/07

Introduction

The Classified Search Committee Process has been developed as an additional option to the traditional selection process for hiring authorities to consider when seeking to fill classified staff positions. Human Resources, in its delegated role to monitor, review, and approve all job descriptions and position searches to ensure appointments are based on quality of performance and by assessing candidates against job-related competencies, will offer both the traditional selection processes which includes a modified search committee process as options to campus hiring authorities.

Procedures Steps one through four are the standard for any recruitment process:

1. Hiring Authority reviews, creates and/or updates the classified [Position Description Questionnaire \(PDQ\)](#), if needed, and submits to Employment Services for review.
2. Hiring Authority considers budget, recruiting options, and timeframe desired to fill position.
3. Department/unit enters a recruit row in HRMS and follows up with the posting submission in JobsatCU (<https://www.jobsatcu.com>).
4. Hiring Authority and HR Consultant meet to discuss the recruitment and selection process, e.g.:
 - Timeline
 - Recruiting options
 - Advertising
 - Salary provisions
 - Minimum and preferred qualifications
 - Assessment options
 - Identification of Subject Matter Experts (SME's) to serve as committee members (three to four members is the recommended size of the committee). (**Note:** The appointing authority/supervisor/hiring authority should not be a member of the committee).
 - Hiring Authority will provide KSA (knowledge, skills and abilities) ratings to identify the critical competencies for the job and completes the SME form.
 - The Selection Consultant will draft the announcement for review by the Hiring Authority. Upon approval, the HR Consultant submits an announcement for posting and prepares any additional job ads, electronic distributions, etc. Announcements are posted on [JobsatCU.com](#), listed on the bulletin board in the Department of Human Resources, and on the [Workforce Boulder County website](#). Other postings/publications are optional, including the Silver & Gold Record, the [State of Colorado Jobs website](#), the Denver post, and other electronic job posting sites.
5. If a search model is utilized, the HR Consultant will include language in the announcement informing candidates that a resume and cover letter are required and that the application will be used as part of the assessment process. In addition, a question should be added asking them to go to <http://www.colorado.edu/humres/downloads/AppealRights.pdf> to access the

appeal rights information. By checking yes, the candidate certifies receipt of the appeal information.

6. **First Search Committee Meeting:** The initial search committee meeting will be conducted. The committee members will complete SME forms and receive an overview of the process, including the use of the T & E if used, from the HR Consultant, who will provide oversight and coordination of the search committee. The hiring authority will share expectations for the position with committee members. The HR Consultant will review the minimum and preferred qualifications with the hiring authority and committee in order to develop the screening criteria. An evaluation form for assessing preferred qualifications will be developed at this meeting which will be used to narrow the applicant pool to the highest qualified group.
7. The HR Consultant will receive application documents (application, letter of interest, resume, appeal form, and any other required documentation) by the posted deadline. Communication acknowledging receipt of application will be sent to all applicants electronically.
8. **First Screening:** HR Consultant conducts initial review of applications for minimum requirements, sends a notice to those not meeting the minimum requirements, and responds to inquiries. The T & E, if used, can be emailed as soon as posting has closed and the consultant has finished screening the applications.
9. **Second Screening:** The HR Consultant will provide committee members copies of the applications and/or the T & E to screen for preferred qualifications using the previously developed assessment/evaluation form. A “top” or “most qualified” group will be identified from the results of the committee’s application review. The HR Consultant will send notice to those applicants who do not make the top group. The committee should be provided with factor sheets describing the areas determined to be important by the Committee to allow the ratings to be consistent across all candidates.
10. The committee will begin drafting questions for the structured interview process, if necessary, in coordination with the HR Consultant. The Committee should also draft answer parameters and discuss rating guidelines. Of course, not all possible answers will be identified and the committee members will need to use their best judgment as SMEs to evaluate the answers given. An interview schedule will be developed, and the HR Consultant will notify candidates of their interview.
11. **Structured Interview Process:** Committee members rate each candidate against the guidelines developed. The HR Consultant will prepare a factor rating sheet defining the areas that have been designated as important for success on the job. The Committee will submit interview factor sheets to HR Consultant for review and ranking.
12. HR Consultant will score and rank the candidates according to the scores given by the Committee members and refer the top three ranking candidates to the hiring authority and notifies all candidates of the outcome of the interview process.
13. Hiring authority will conduct interviews, conduct reference checks, etc. HR is available to provide guidance on interviewing and conducting reference checks.
14. Hiring authority negotiates an employment offer and develops the [offer letter](#). Hiring authority may consult with HR on compensation, offer letter protocol, etc. as needed.
15. In accordance with the UCB Policy and Procedure on Background Checks the final applicant will be required to pass a background check upon receipt of a conditional offer of employment.

16. Upon acceptance of offer, the hiring authority must notify all interviewed candidates of the outcome. Hiring authority also completes the referral documentation, including the offer letter, and forwards it to the HR Consultant.

17. Department/unit ensures appointment information is entered into HRMS for HR approval.

Resources

- [State Personnel Board Rules and Personnel Director's Administrative Procedures \(Rules\)](#)
- [UCB Procedure Background Checks for Applicants for Employment](#)
- [Affirmative Action/Equal Employment Opportunity Policy](#)
- For additional assistance, please contact Employment Services at 303/492-6475.