Recruiting and Hiring Staff Positions

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University of Colorado Boulder
Position Management Recap

- Unit submits position description questionnaire (PDQ) for review
- PDQ is routed for approval
- Position is sent to Central HR’s Talent Acquisition Team for recruitment
Position Management Recap

1. Manager or dept liaison drafts or updates job description in Position Management Portal and submits to PMC.

2. PMC reviews and provides feedback, asks questions about job structure and organization.

3. PMC conducts market salary analysis based on job level and responsibilities.

Position/Salary Review
Up to 7-14 business days*

*Priority preference is given to new and vacant positions needing recruitment. Timelines may be longer if additional review is needed within the department.


5. If occupied, a job code change offer letter is routed for approval in CU Boulder Jobs. HCM changes are made by HR.

Position Approval
Up to 5-7 business days

6. If position is vacant and moving to recruitment...

Recruitment

Once approved in Position Management Portal, an HR recruiter will contact the department hiring manager or liaison to begin the search process.

7. After recruitment...

For additional resources go to https://www.colorado.edu/hr Position Mgmt Portal: https://colorado.avature.net/positions

The offer letter, background check, and HCM entry processes will be initiated by HR in the CU Boulder Jobs system.
Action Authorization Form and Memorandum of Understanding (AAFMOU)

• After the position description has been approved the unit is required to submit an AAF/MOU

• This form initiates Classified and University Staff actions and also determines the financial and budgetary framework for the position
Action Authorization Form and Memorandum of Understanding (AAFMOU)
Action Authorization Form and Memorandum of Understanding (AAFMOU)
AAFMOU Complete

• After the AAFMOU has been approved a copy is also sent to your recruiter. This is their queue to schedule an intake meeting with unit

• This form provides your recruiter with additional background information and the approved salary for posting
Process
Learning Objectives

Understand how Central HR Recruiters, and A&S HR partner with departments to fill positions

Identify the steps, roles, and responsibilities in the recruiting process
CU-Boulder Hiring Philosophy

Quality – Service – Efficiency – Compliance

Our ultimate goal is to strategically partner with campus hiring authorities to hire the best candidate for every position as efficiently and effectively as possible.
The Search Process

Types of searches:

• New positions
• Replacements/vacancies
• Temporary to Perm placement
• Filling retirements
Your Central HR Team

A&S Personnel Coordinator

Position Management Consultant

Recruiter

Recruiting Coordinator

HR Service Center
Reminder – Submit an AAF/MOU

A&S Action Authorization Form (AAF) & Memorandum of Understanding (MOU) (updated 07/16/2018)

The College of Arts and Sciences AAF & MOU is used to initiate university and classified staff position actions. This form also determines the financial and budgetary framework for the position. Please make sure to include an updated position description with all AAF & MOU forms. The only exception is when a request is submitted to fill a temporary position, a position description is not required.

Please Complete the Following Information:

Request Type *
- Create New Staff Position
- Fill Permanent Staff Position
- Fill Temporary Staff Position
- Promote/Deplane Permanent Staff Position or Classified to University Conversion

Position Type *
- Classified
- University

Unit Program Coordinator:
First Name *

Last Name *

Campus Email *

Unit Chair/Director:
First Name *

Last Name *

Campus Email *

I'm not a robot

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Beginning the Search

Recruiter/Hiring Manager Kick-off Meeting

• Background information
• Position requirements/qualifications
• Sketch out the timeline for steps
• Discuss posting and advertising options
• Answer any questions/strategize
Search Process

• Who should be involved?

• Screening committee vs interview committee

• Evaluation steps
Classified Search Process

• Colorado residency requirement
• Veteran preference
• Rule of 6 for interviews
• Benefits (classified v university staff)
Posting

Affirmative Action

Equal Opportunity

Speed

Inclusive Excellence

Diversity

Most Qualified
Posting

Position Description

• Marketing Opportunity
  • Foundation for Job
• Department Description
  • Duty Statements
  • % of Time
• Opportunity for Growth
  • Decision Making
• Minimum Qualifications
• Desired Skills/Experience
• Other Duties as Assigned

OR

Position Posting
Posting

CU Careers

HigherEdJobs

INSIDE HIGHER ED

LinkedIn

Indeed

SimplyHired

DirectEmployers
Posting and A&S Announcement

Recruiter to send confirmation to unit that posting is live. A&S Personnel Coordinator to share announcement with A&S departments.
Reviewing Applications

Recruiting initial review: Minimum qualifications

• Degree
• Training
• Years of experience

Your recruiter may send all qualified qualified candidates.
Reviewing Applications

Hiring manager review:
• Preferred qualifications
• Technical skills
• Relevant experience

Meeting with recruiter to discuss who moves forward.
Evaluating Candidates

Different Methods:
  Writing samples
  Portfolio/work samples
  Written assessment
  Phone Screen
  HireVue video interview
  Zoom interview
  In-person interviews
Evaluating Candidates

Your recruiter can assist with:

- Providing interview questions
- Setting up HireVue interviews
- Leading debrief discussions post resume review and interviews
- Requesting references
- Best practices/overall guidance
Evaluating Candidates

How did you enjoy this interview? If you did not enjoy it, keep that to yourself and make up a nice answer telling us how much you enjoyed it. If you feel this question was in error, please press pound.

HireVue video interviewing
Final Interviews

Your recruiter can provide guidance on:

- Campus interview format/logistics
- Suggesting interview questions
- Evaluating references
- Conducting compensation screens
- Verbal offer presentation
- Negotiating the offer
Evaluating Candidates

COMPETENCY CLUSTER SUMMARY

The Candidate’s References rated him/her on job-specific behaviors which are grouped into one of the Competency Clusters. Below is a summary of the average ratings for each Competency Cluster. The job-specific behaviors that make up each Competency Cluster can be found in a later section of this report. If at least two of the Candidate’s managers provided feedback, a “Managers Only” bar (in orange) is displayed. (*) The colors and thresholds in the top bar shown below represent ranges chosen by your company to help guide your evaluation of this Candidate.

Skill Survey reference report
Evaluating Candidates

NOTE: Individual comments separated by horizontal lines

Strengths:
- 1. Michelle completes all of her work with the utmost integrity - ensuring all success is the result of quality work.
- 2. Michelle is dedicated to creating a strong team environment building rapport and trust with those she works with.
- 3. Michelle is very detail oriented so you can be sure that if it's on her radar, nothing will fall through the cracks.
- Michelle has exceptional people skills. She is a strong communicator and skilled multi-tasker. She balanced numerous projects in a fast-paced environment and achieved excellent results.
- Michelle is a consummate professional; a great relationship builder and very bright.
- Organized Creative Interpersonal skills
- Smart Focused Creative

Could Improve:
- 1. Because of Michelle's dedication to success, sometimes she'll take on work outside of her role to ensure it is completed rather than saying no.
- 2. Michelle strives to keep an understanding of how her work impacts others and what communication is needed to maintain those overlaps in an efficient way.
- Michelle did not have the opportunity to manage direct reports when I worked with her; however, I am confident that she would rise to the challenge. I have no reservations recommending her for a position. She was a Top Performer in our organization.
- N/A
- Public speaking skills Delegating tasks to admin staff
- Patience when things are moving slowly Find additional ways of communication if some don't get it or are resisting

Skill Survey reference report
Final Interviews

As a manager you will:

- Finalizer campus interview format/logistics
- Contact candidates to schedule
- Collaborate on interview questions
- Review references
- Make the verbal offer
- Negotiate the offer with the candidate
A&S Request to Hire

Search committee to submit a Request to Hire form to receive A&S approval to extend verbal offer to candidate.

Required Content

• Resume of finalist
• SkillSurvey Report
• Brief justification for your finalist selection
• Finalist overview of credentials and qualifications
• Be sure to address areas of concern (i.e. average SkillSurvey scores which might impact performance)
• Speedtype/Funding Distribution
• Requested salary for what the department would like to offer
A&S Request to Hire

[Image of A&S Request to Hire form]

Unit Name: Arts and Sciences Administration, ASA, (10153)
Position Title: ____________________________
Name of Finalist: ____________________________

PROPOSED BUDGET REQUEST
SpeedType(s): ____________________________________________
SpeedType Name(s): ____________________________________________
Funding Type: □ General Funds □ Grant □ Student Fee □ Auxiliary □ Other: ____________________________
Funding Distribution: ____________________________________________
Requested Monthly Salary $ ____________ Requested Annual Salary $ ____________

Notes

Provide a brief justification of your finalist selection (include a brief overview of the candidate’s credentials and qualifications in relation to the position you are seeking to fill): ____________________________
A&S Request to Hire

Resume & SkillSurvey Reference Report (Please upload a copy of the candidate's resume and SkillSurvey report in the appropriate fields below. If you do not have a copy of these documents, please reach out to your Campus Recruiter to obtain a copy.)

Areas of Weakness (Address areas where the candidate may require more growth in the role. This may include average SkillSurvey scores which may impact performance, short job stints, or weak answers to interview questions.)

If verbal reference calls were made in order to mitigate concerns, please include the information learned here:

Submitted By (Unit Name): Arts and Sciences Administration, ASA, (10153)

Program Coordinator Name: Tamara Perez Zeledon

Email: tamara.perez@colorado.edu
A&S Request to Hire

Personnel Coordinator
College of Arts and Sciences
__ I agree to the above

Signature: ___________________________ Date: ______________________

Notes:

__________________________________________

Director of Personnel / Appointing Authority
College of Arts and Sciences
__ I agree to the above

Signature: ___________________________ Date: ______________________

Final Decision:
Presenting the Offer

Prepare to discuss

- Benefit overview
- Non-monetary benefits
- Salary/Incentives
- Start date (allow 2 weeks after verbal offer)

After Verbal Offer, HR will

- Conduct background check / degree verification
- Draft written offer letter
Offer Letter

A&S Personnel Coordinator to send offer letter details to Central HR for routing
Avature- Hiring Manager Portal

The Hiring Portal is a site designed to centralize and help you perform all the actions required from you during the recruiting process:

• Accessing the Talent Acquisition Plan (TAP)
• Reviewing job advertisements
• Reviewing candidate application materials and giving feedback
• Performing interviews and giving feedback
• Approving job offers
• Checking the status and information of your active jobs and candidates
Avature- The Home Page

Welcome, Avature Manager

Review Job Ads

Administrative Assistant - Position #11111111
Cash Accountant - Position #00708515

Screen New Candidates

Material Handler | Classified 2/14 - Position #00741498, Req #422

Interview Support and Feedback

Jonah Moomt - Req #422, Material Handler | Classified 2/14

Approve Offers

Sander Clegane - Req #422, Material Handler | Classified 2/14
The Recruiting Process

Hiring Managers CAN be involved in the Search Process
Searches are SOMETIMES conducted by Search Committees
If a hire isn’t made, the search is CONTINUED.
Diversity in recruiting means ATTRACTING underrepresented candidates.
Check references BEFORE CAMPUS INTERVIEWS.
Candidates can’t start work until a background check has been CLEARED.
A classified search is A LITTLE DIFFERENT than a staff search.
Questions?