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Recruiting and Hiring Staff Positions

Tamara Perez Zeledon
Personnel Coordinator, College of Arts & Sciences

Monica Carroll
Principle Recruiter, Central HR

Claire Paffenhofer
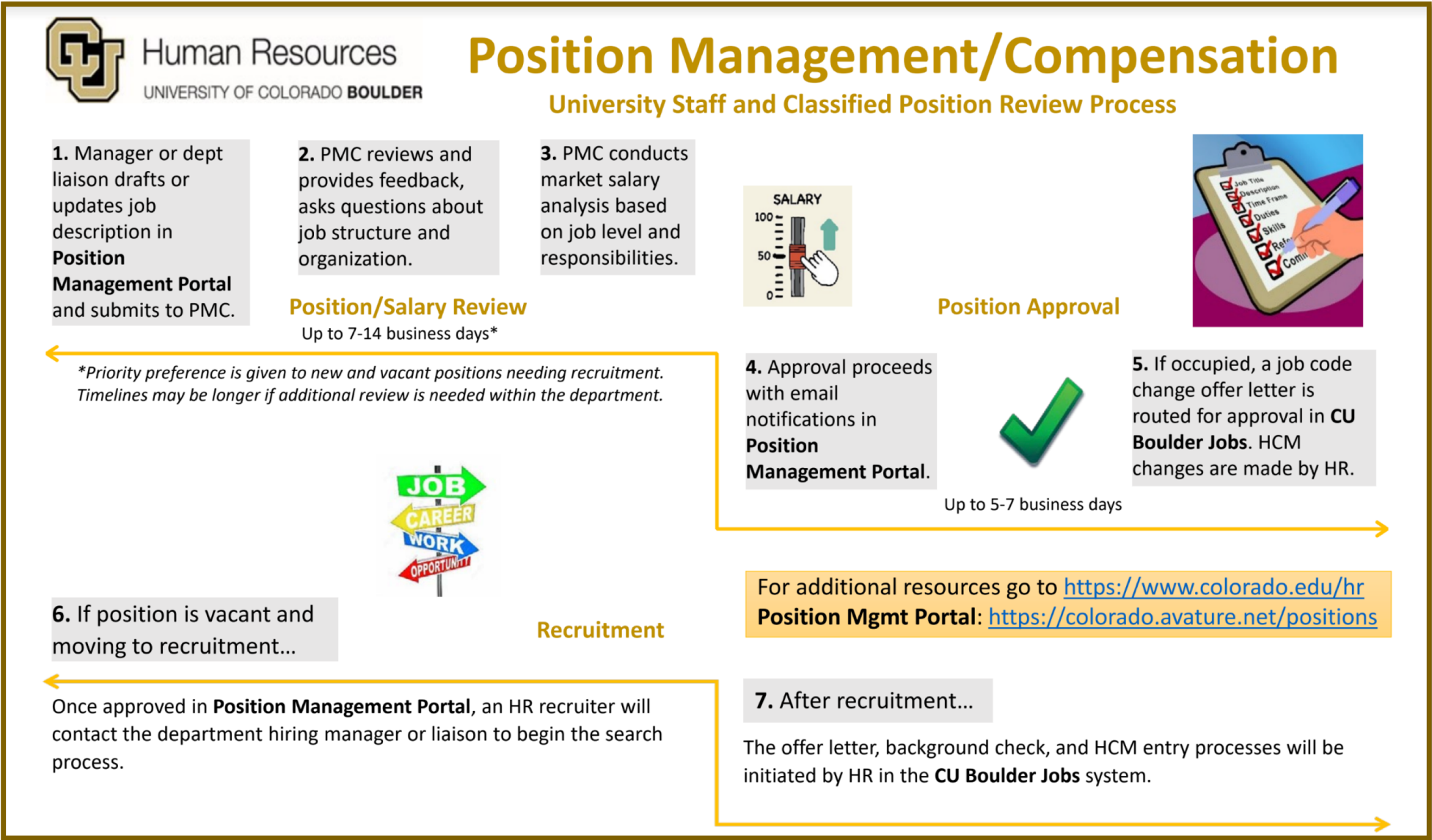**Recruiter, Central HR**

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

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Position Management Recap

Position Management/Compensation
University Staff and Classified Position Review Process

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*

Position Approval

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

4. Approval proceeds with email notifications in **Position Management Portal**.

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

Up to 5-7 business days

6. If position is vacant and moving to recruitment…

Recruitment

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

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…

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)

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Action Authorization Form and Memorandum of Understanding (AAFMOU)

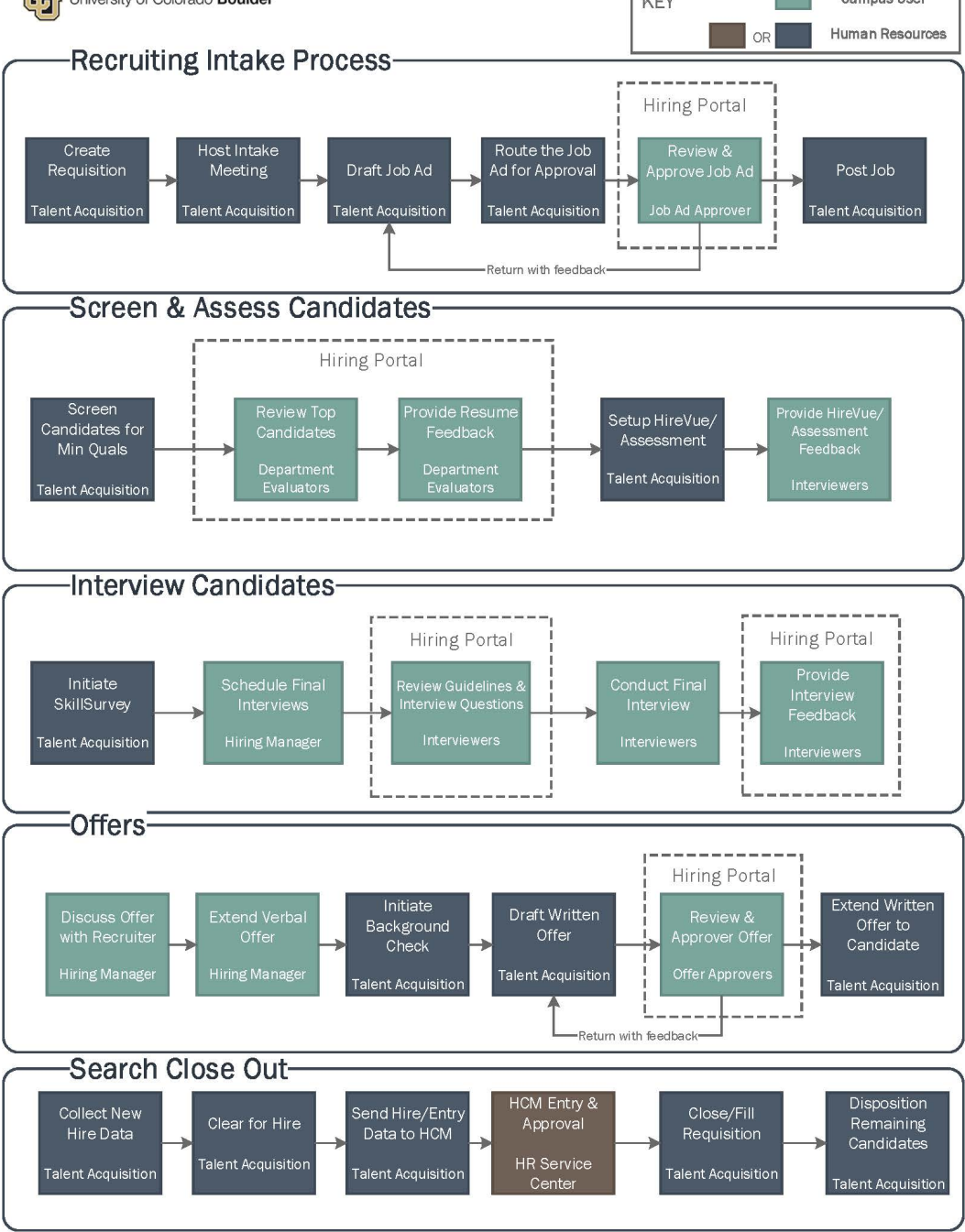Be curious. Be enlightened. Be empowered.
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AAFMOU Complete

- 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

Recruiter

Process

University of Colorado **Boulder**

KEY | Campus User
OR | Human Resources

Recruiting Intake Process

Create Requisition	Host Intake Meeting	Draft Job Ad	Route the Job Ad for Approval	**Hiring Portal** Review & Approve Job Ad	Post Job
Talent Acquisition	Talent Acquisition	Talent Acquisition	Talent Acquisition	Job Ad Approver	Talent Acquisition

Return with feedback

Screen & Assess Candidates

Hiring Portal

Screen Candidates for Min Quals	Review Top Candidates	Provide Resume Feedback	Setup HireVue/ Assessment	Provide HireVue/ Assessment Feedback
Talent Acquisition	Department Evaluators	Department Evaluators	Talent Acquisition	Interviewers

Interview Candidates

Initiate SkillSurvey	Schedule Final Interviews	**Hiring Portal** Review Guidelines & Interview Questions	Conduct Final Interview	**Hiring Portal** Provide Interview Feedback
Talent Acquisition	Hiring Manager	Interviewers	Interviewers	Interviewers

Offers

Discuss Offer with Recruiter	Extend Verbal Offer	Initiate Background Check	Draft Written Offer	**Hiring Portal** Review & Approver Offer	Extend Written Offer to Candidate
Hiring Manager	Hiring Manager	Talent Acquisition	Talent Acquisition	Offer Approvers	Talent Acquisition

Return with feedback

Search Close Out

Collect New Hire Data	Clear for Hire	Send Hire/Entry Data to HCM	HCM Entry & Approval	Close/Fill Requisition	Disposition Remaining Candidates
Talent Acquisition	Talent Acquisition	Talent Acquisition	HR Service Center	Talent Acquisition	Talent Acquisition

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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.

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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

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

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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   OR   Position Posting

- 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

Posting

CU Careers

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.

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Posting

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
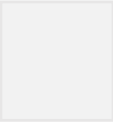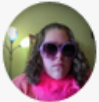
Leading debrief discussions post resume review and interviews

Requesting references

Best practices/overall guidance

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Evaluating Candidates

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
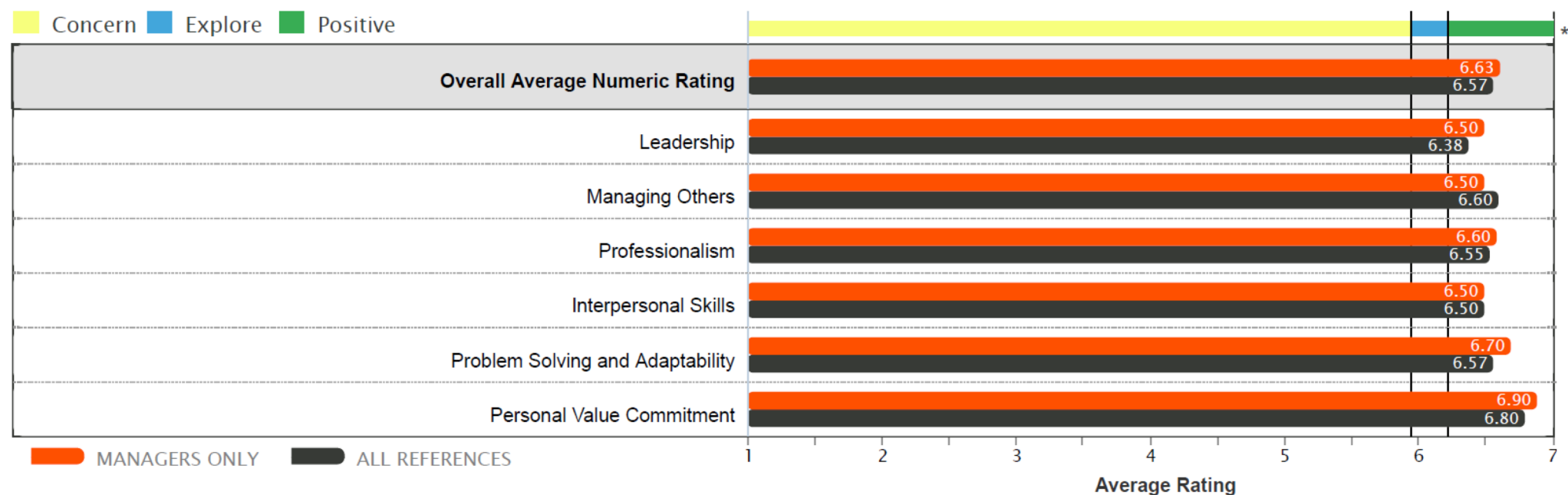
Skill Survey reference report

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 its 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

A&S Request to Hire

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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

To

Cc

Offer Letter - Unit - #00000000 - Position Title - Classified/University Staff

Hi!

Below are the offer letter details for routing. Thanks!

Candidate Name:
Position Number:
Position Title:
Department:
Start Date:
Supervisor:
% of Appointment:
Salary (monthly/annually):
Funding Distribution (speed type and split):
Any other terms to the Appointment:

Avature routing order should be:
1) Personnel Coordinator tamara.perez@colorado.edu (approve)
2) Unit Chair: email@colorado.edu (approve)
3) Appointing Authority: bernadette.stewart@colorado.edu (approve)
4) Candidate: email@gmail.com (sign)

HCM Hire Confirmation Email (w/ copy of offer letter)
1) A&S HR: aspa@colorado.edu
2) Robert Clark : robert.d.clark@colorado.edu
3) Unit Program Coordinator: email@colorado.edu

Best,

Tamara Pérez Zeledon
Personnel Coordinator
CU Boulder **|** College of Arts & Sciences
Old Main **|** 1500 Pleasant Street **|** Room 1B-43 **|** 275 UCB

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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

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Avature- The Home Page

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.

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Questions?

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