

## **Hiring Staff**

### ***Full- or Part-Time University or Classified Staff***



Civil, Environmental and  
Architectural Engineering  
UNIVERSITY OF COLORADO BOULDER

Effective April 2024, all University and Classified Staff hire requests must be submitted with CEAE's Operational Plan for the upcoming fiscal year (June 1 – July 30) and approved by the College before proceeding. If you believe you may need to recruit a staff member in the next year, please work with the HR Manager and department Chair to ensure your recruitment request is incorporated into the Operational Plan. Operational Plans are approved in late spring to early summer and you will be permitted to begin recruitment after that time. If you have an urgent need to hire an employee, you may consider proceeding with a Temporary Staff or Research Faculty hire, which do not require College approval. Connect with the HR Manager to discuss.

1. Start by sending the following via email to the HR Manager & department Chair:
  - a. Draft of the position description\*
  - b. Your team's org chart, noting where this new position fits
  - c. Target start date
  - d. Justification for the hire – see "Helpful Notes" section below for questions to address in your justification.

*\*A position description template has been included at the bottom of this form.*

2. Using this information, the department Chair and HR Manager will incorporate this request into the upcoming fiscal year's Operational Plan and submit to the College for approval in April/May of each year. The College will return their approvals in June/July.

*Timeline: 1-11 months; depending on when in the year the request is submitted*

3. Once approved by the College, the HR Manager will create the position in the system (Avature) and it will be sent off for final review and approval by Position Management. At this time, a compensation analysis will be conducted to determine the appropriate salary ranges for the position.

*Timeline: Approx. 1 month*

4. Once approved by Position Management, Talent Acquisition will contact the hiring manager and the HR Manager to set up a meeting to discuss your recruitment needs. At this time, they will also ask who else will serve on the search committee – please try to identify your committee members prior to this meeting. If this is a targeted hire, then the position will only need to be advertised for the minimum required 3 days (state law). If this is an open search, then it's suggested to start by advertising for 2 weeks and extending as needed.

- a. The HR Manager is always happy to serve on your search committee, gather availability & schedule interviews, and help prepare interview questions.

*Timeline: 3-5 business days*

5. Once the advertisement has closed, Talent Acquisition will forward applications that meet the minimum qualifications to the committee for review. Please utilize the [Search Committee Portal \(Avature\)](#) to submit your feedback for each candidate.
6. Once everyone's feedback has been submitted, Talent Acquisition will compile that feedback in a spreadsheet, which will also rank the applicants by overall rating. This spreadsheet will be sent to the hiring manager and HR Manager for review. At this point, you can decide if you would like to start with HireVue (pre-recorded) interviews or move directly to Zoom or in-person interviews. Please work with the HR Manager and Talent Acquisition to move forward with interviews for your top candidates.

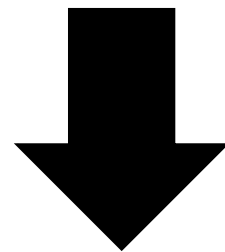
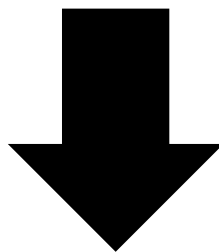
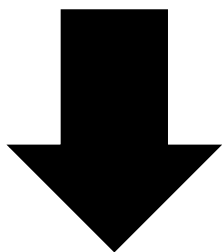
7. Once the search committee has selected their top candidate, the hiring manager will work with the HR Manager to draft a request to hire to submit to CEAS HR, along with the candidate's reference report and resume. This request summarizes the search process and outlines why the top candidate was selected. CEAS HR will review the request and reference report and conduct a final compensation analysis to determine the appropriate salary to offer to the candidate.

*Timeline: 2 business days (note that collecting references can take over a week)*

- a. Helpful note: once the committees narrows down to their top candidates, request the HR Manager initiate collecting references so that the hiring manager is able to move forward with a verbal offer in a more timely manner. We cannot proceed with a request to hire until feedback from at least 3 references are received, which can take up to 2 weeks.
8. Once the Request to Hire is approved by the College and a starting salary is provided, the hiring manager will be able to present a verbal offer to the candidate and, if accepted, discuss the start date. Upon acceptance, a written offer letter will be routed and a background check initiated. Start dates are typically *at least 2 weeks* from this point.
9. The HR Manager will work with the hiring manager to compile onboarding materials and a first week itinerary. This will be emailed to the hire the week prior to their start date. Please discuss with the HR Manager if you have any specific onboarding needs.

#### **Helpful Notes:**

- Recruiting staff is one of the lengthier HR processes at CU – *please prepare for a total recruitment timeline of up to 3 months once approved by the College to proceed.*
- You can speed up the process by providing a detailed and thoughtful position description up front. This will reduce the amount of questions/requests for updates from College and Campus HR.
- HireVue interviews are virtual interviews where candidates record their answers to questions on their own time and the search committee can watch at their leisure. This is a good option for a first-round interview if you have a large candidate pool that you would like to narrow down.
- The HR Manager has an extensive list of sample interview questions, please request them for your use. The HR Manager also has candidate feedback templates for the committee to use for notes during interviews, this can also be provided to you upon request.
- CEAS HR requests the following information in the justification for the need to hire:
  - What is driving the need for this position?
  - Why is filling this position urgent or critical?
  - Where will the position be physically located?
  - How will the position be funded?
  - Attach the memo to a draft position description and org chart showing where the proposed position fits within the department.



**SCROLL DOWN FOR POSITION DESCRIPTION TEMPLATE**

## ***Staff Position Description Template***

### **Position Summary**

Working Title:

Employment Group: University Staff or Classified Staff

Job Code - Title: TBD

Department Number - Name: 10331 - CivilEng-Civil,Env&Arch Engin

Position Reports to - Name and Title:

Hiring Contact (Typically Supervisor): Lane, Madison

Will This Position be Located in Boulder?: Yes

### **Job Summary**

Provide a 1-2 paragraph summary of the position. You may also utilize this space to describe the organization, unit or program that this position will be working for.

### **Job Duties with Percentage Weights**

Job Duties Section 1 (xx%)

- List duties associated with this section
- 

Job Duties Section 2 (xx%)

- List duties associated with this section
- 

Job Duties Section 3 (xx%)

- List duties associated with this section
- 

### **Minimum Requirements**

- List the minimum requirements necessary for this position

### **Competencies/Knowledge, Skills, and Abilities**

- List the skills and abilities needed to be successful in this position

### **Preferred Qualifications**

- List preferred education, certificates, knowledge, skills, etc. you are looking for in a candidate

### **Additional Details**

Does this position have supervisory responsibilities? Yes or No; If yes, explain the supervisor responsibilities (i.e. supervising student employees, part-time staff, full-time staff, etc)

Position Funding: List the speedtype(s) that will be funding this position

Percentage of Time:

Describe the Work Schedule:

### **Salary**

Requested Salary Range: \$XX,XXX - \$XX,XXX

Speedtype: XXXXXXXX

### **Position Approvers**

Hiring Manager

Department Chair

CEAS HR

CEAS Finance