

## **Hiring Staff**

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



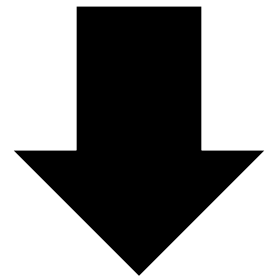
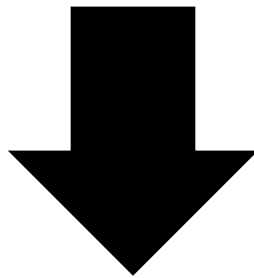
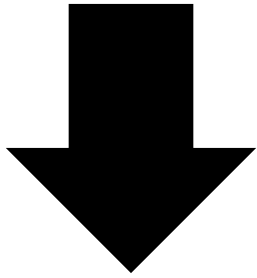
Civil, Environmental and  
Architectural Engineering

UNIVERSITY OF COLORADO BOULDER

1. Start by sending a draft of the position description\*, where the position fits into your team (org chart), and justification for the need to hire to the HR Manager and department Chair for department-level approval.  
*\*A position description template has been included at the bottom of this form.*
2. Once approved at the department-level, the position description, org chart, and justification for the need to hire, will be routed to the College for approval: Sr. Director of HR > Director of Budget & Finance > Dean  
*Timeline: 2 days*
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 Campus HR. 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 Campus HR, 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 with Talent Acquisition. 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 I typically suggest starting with advertising for 2 weeks and extending if 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 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 interviews or move directly to Zoom or in-person interviews.
7. Please work with the HR Manager and Talent Acquisition to move forward with interviews for your top candidates.
8. 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. This request summarizes the search process and outlines why the top candidate was selected. References are also requested at this time. 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 days (note that collecting references can take up to 1 weeks)*
9. Once approved, the hiring manager will be able to present a verbal offer to the selected candidate. Once accepted, a written offer letter will be drafted and a background check initiated. Start dates are typically at least 2 weeks from this point.
10. 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*. The earlier you initiate this process, the better; if you foresee yourself needing to fill a need for a staff member, please contact the HR Manager to get this process started ASAP.
- 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

### **Position Approvers**

Hiring Manager

Department Chair

CEAS HR Coordinator (Staff)

CEAS HR Sr. Director