College of Engineering & Applied Science
UNIVERSITY OF COLORADO **BOULDER**

Recruiting & Hiring

the search process for **classified** and **university staff** positions

1

Route the position description and org chart to the College HR Generalist.

1 - 3 weeks

2

College HR Generalist works with PPL or hiring manager to ensure the position description is complete and will recommend changes or additions as needed.

1 - 4 weeks

3

Campus HR Position Management/Compensation consultant determines the appropriate job code and job title for the position based on the work assignment described in the position description and will conduct a market salary review to assign a salary range for the work.

24 hours – 1 week

4

Recruiter will set up a **talent acquisition meeting** with hiring manager and College HR Generalist to discuss the vacancy, hiring process, and internal compensation range.

5 days – 4 weeks

5

Recruiter **Posts** the position on CU Careers and other sites.

6

Applications are collected during the **Posting Period.**

24 – 72 hours

7

Recruiter reviews applications for minimum qualifications. Hiring committee completes screening form and meets with Recruiter to finalize top candidates. Recruiter gathers salary expectations directly with the applicants.

2 – 6 weeks

8

Recruiter initiates **video interviews** to top group of candidates. The hiring committee hosts **in-person interviews** on campus. Top applicants complete reference checks for further discussions with the hiring manager.

24 – 48 hours

9

Hiring manager makes the verbal offer upon receiving approval from the College HR Generalist. Background check is initiated, then the **Offer Letter** is circulated.

72 hours – 1 week

10

Applicant is **Cleared to Hire**

24 hours – 2 weeks

Welcome your New Employee!

brought to you by: **your Engineering Human Resources Team**