

**Search Initiation**

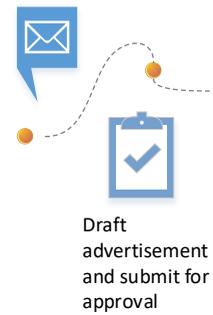
**Search and Selection of Finalist**

**Search Close Out**

Department / Institute

HR Recruiting Coordinator

Gain approval/ authorization for new search



Submit request to post a new position

Preview and approve the posting

Build the posting per specifications provided

Post the job to CU Boulder Jobs

**Search Committee Hiring Portal**

Review new candidates & application materials

Search Chair /FL: Review ratings from search committee

Submit interview feedback (Yes, No, Maybe)

Search Chair/FL: Advance candidates in the workflow

Submit screening feedback (Yes, No, Maybe)

Search Chair/FL: Advance candidates in the workflow

Search Chair /FL: Review interview ratings from search committee

**Letters of Recommendation:**

- Letters of Recommendation can be collected any time during the search process.
- Your recruiting coordinator will initiate the collection process based on your requirements.
- As letters are received, they will appear immediately in the Search Committee Hiring Portal for committee members to view.

Offer letter drafting and approval process



PPL or HR Service Center: HCM Entry and Approval



New Employee Onboarding



**Avature**

**Avature**

	Recruitment Authorization	Posting Process	Screen New Candidates	Interview Candidates	Offer Process	Background Check	Hire	
What's Staying the Same	<ul style="list-style-type: none"> <li>• The current process to gain authorization for a new search and draft a job posting remains the same and will be managed outside of the new CU Boulder Jobs system.</li> </ul>	<ul style="list-style-type: none"> <li>• You define the specifications of the posting, such as the required or optional application materials, when to collect letters of recommendation, and how many letters of recommendation to collect.</li> <li>• You define the membership of the search committee and who should have access to application materials.</li> </ul>	<ul style="list-style-type: none"> <li>• The Search Committee conducts the search, evaluates applications received, and selects the finalists.</li> </ul>	<ul style="list-style-type: none"> <li>• The current process for scheduling and conducting the interviews with finalists will remain the same and be managed outside of the new CU Boulder Jobs System.</li> </ul>	<ul style="list-style-type: none"> <li>• The current process to gain approval on new offers for faculty and research faculty hires will remain the same and occur outside of the CU Boulder Jobs system.</li> <li>• Offer letters will be drafted and routed for signature in the same manner they are managed today.</li> </ul>	<ul style="list-style-type: none"> <li>• The entry and approval of the transaction into HCM will be performed by the hiring department or the HR Service Center.</li> </ul>		
What's Changing		<ul style="list-style-type: none"> <li>• When you are ready to post the position on the new CU Boulder Jobs site, you will submit the details of your posting through the Search Committee Hiring Portal.</li> <li>• Your recruiting coordinator in Human Resources will complete the posting per your specifications and provide a confirmation of the posting with a link to view and share.</li> </ul>	<ul style="list-style-type: none"> <li>• Application materials can be viewed online by search committee members through a new Search Committee Hiring Portal.</li> <li>• Search committee members can submit ratings directly in the portal as applications are reviewed.</li> <li>• Search Chairs and administrative support staff can review summary reports on these ratings and specify which candidates to move forward, eliminate, or hold at the current step.</li> </ul>	<ul style="list-style-type: none"> <li>• Search committee members can submit interview ratings directly in the portal after interviews are performed.</li> <li>• Search Chairs and administrative support staff can review summary reports on these ratings and specify which candidates to move forward, eliminate, or hold at the current step.</li> </ul>	<ul style="list-style-type: none"> <li>• The new system provides a streamlined background check request process through a direct integration with HireRight.</li> </ul>	<ul style="list-style-type: none"> <li>• Your recruiting coordinator can facilitate the collection of personal information from the candidate online (Date of Birth, Social Security #, EEO data, and contact information) and feed this information to HCM to support the entry and approval process.</li> <li>• Your recruiting coordinator will disposition remaining candidates and close the posting on the CU Boulder Jobs site.</li> </ul>		