

# HIRING MANAGER CHECK LIST FOR NEW OR VACANT POSITION

## CREATING, REVISING, OR FILLING A POSITION

<b>Hiring Manager (HM)</b> will contact the division HR liaison - Kerry Howard, Jennifer Salyers, Michele Rodriguez, Tanya Patzer or Terri Willis
HM requests a Hiring Approval Form. Once the Hiring Approval Form is signed then the HM requests a PCA budget to confirm the budget for the position
Hiring Approval Forms and PCAs by department and person: Transportation – Hiring Manager      Utilities – Susan Norton      Distribution Center – Hiring Manager Trades – Thomas Roller      CBS – Mary Alford Outdoor Services – Jessica Knapp      PD&C and Business Services – Kerry Howard
HM reviews old position description and makes updates/changes. If it is a new position then the HM will need to create the position description. (This can be done in Avature or on the Position Description Word template)
HM submits position description to HR liaison or adds them as a reviewer in Avature
HR liaison reviews the position in Avature. It is then sent to campus HR for the informal review and compensation analysis
If there are no changes, Campus HR routes the position description through Avature for signatures. If there are changes, comments will be added to Avature and Campus HR will wait until the action(s) have been completed.
Once Campus HR receives the signed position description it will be sent onto recruiting if needed.
Internal posting (open to all CU Boulder employees only) - the Campus Recruiter contacts HR liaison and HM to initiate recruitment and review job ad (Open to only CU Boulder employees)
External posting – the Campus Recruiter contacts HR liaison and HM to initiate recruitment and review job ad

## INTAKE MEETING WITH RECRUITER

Recruiter, HR liaison and HM review the search process and steps
Discuss advertising options, timeline and expectations
Outline responsibilities for HM, HR liaison and recruiter
Discuss required and preferred qualifications and overall search strategy

## JOB POSTING/APPLICANT REVIEW

Recruiter posts approved job ad and sends link to HM and HR liaison.
HM and/or HR liaison shares the posting with network (share link, email to listservs, etc)
Once posting closes, recruiter reviews applications for minimum qualifications
HM receives email from Avature to login and review applicants to determine who to interview. Inputs feedback on candidates into Avature. (Classified positions – must interview all 6 candidates and all veteran status candidates)
Recruiter will contact HM to discuss applicants and ratings, and finalize questions for first round of interviews

## 1<sup>ST</sup> INTERVIEWS

HM selects dates and times to conduct interviews for Zoom/Teams interviews, phone or in-person interviews and contacts candidate to schedule. For HireVue, HM provides information to recruiter to set up interviews
HM reviews HireVue (if applicable) interviews OR conducts phone/Zoom interviews
HM scores candidates in HireVue system OR takes notes on phone/Zoom interviews
HM meets with recruiter and interview panel to discuss candidates
Identify candidates to move forward, back-ups, and definite “no” candidates
Recruiter notifies the “no” candidates
HM works with recruiter to set up reference checks and salary check-in (if applicable) before an offer is made.

## FINAL INTERVIEWS

All positions - recruiter, HM and other stakeholders determine interview format and itinerary, and finalize interview questions

All positions - HM coordinates scheduling logistics with departmental resource, including contacting candidates to set final interviews

Conduct final interviews

## ADVISE ON FINAL HIRE

HM, HR liaison and recruiter discuss final offer decision and parameters

HM makes verbal offer to candidate – start date is set for a Monday or first day of the month

HM notifies recruiter and HR liaison of salary, start date, and offer letter approvers

Recruiting coordinator will draft and process the offer letter, background check, degree verification. The background check is requested simultaneously as the offer letter is drafted and then routed.

HM approves the offer letter and then it is sent to the candidate for their signature. The background check is sent to the candidate after the offer letter has been signed by all parties.

The recruiting coordinator will send an email to Jennifer Salyers with a new hire update and notifies her when the candidate is cleared for hire.

HM contacts remaining finalists when hire is official (recruiter supplies template if needed)

HM works with department HR liaison to onboard new hire.

- Campus HR QuickStart will send an email “New at CU” to the new employee for day one onboarding
- Tanya Patzer or Jennifer Salyers will set up a time with the HM to meet with the new hire within three days of the start date

HR liaison adds all hiring documents to the appropriate Cotterpin folder