Hiring University Staff [1]

University Staff are the most common type of employee at CU System Administration.

Follow these guidelines and procedures to ensure your position not only meets state, federal and university guidelines but follows an equitable process.

Creating or Updating a Position

This section outlines the process and who is responsible for key steps.

1. The need for a position commonly arises due to the need to backfill an existing role being vacated, create a new position, or update or repurpose an existing role.
2. The hiring authority discusses the proposed position update or vacancy with the appropriate officer and the Office of Budget and Finance to ensure awareness, alignment on need for the position, and a generally estimated sufficient funding amount is available within the department – funding specifics will be based on a review of the position in subsequent steps. The department may engage HR early in this step, particularly if the situation requires consultation or will impact multiple positions/employees.
3. The department has a discussion with HR regarding the position duties, position type and potential job title, any search process considerations, and any sensitivities around the situation that may exist.
4. The department then works with HR to capture and/or update the Job Description form, which is used by the HR team to determine the appropriate career level, the position classification (including exempt/salaried and non-exempt/hourly) and align the position to the appropriate salary range.
5. Once aligned to the above elements, a Job Change Request Form (JCRF) is routed via DocuSign to obtain formal approval and signatures from HR, the department (including an Officer level within or representing the department), and the budget office.
6. HR will schedule a Pre-Posting Review (PPR) that will provide the hiring manager an opportunity to meet with a representative from the UIS, Budget, Compensation and Talent Acquisition teams to discuss all elements of the position, technology needs, budget and external posting range (required per Colorado Equal Pay Act), and details regarding the posting and recruitment process.
7. HR modifies an existing position or creates a new position in HCM by populating the position and non-person profile or modifies existing position based on information provided on the Budget and Position Form.
8. HR approves the position and sends the posting information to CU Careers for recruitment, if applicable.

    - New University Staff positions and modifications are subject to approval by the President through the monthly position exemption and delegation reports.
    - Official records of the approved position description are maintained by HR.

Ready to Hire

To start the search process, the hiring department must have an approved, funded position that is vacant (or soon to be vacant). Following the steps below, the department must ensure that budget has been allocated, the position description is up-to-date and that all required approvals have been received before recruiting.

1. HR enters job posting information in CU Careers, then sends the draft job posting link to hiring manager for review and makes changes upon the hiring manager's request.
2. Once the hiring manager approves the draft posting, HR makes any necessary updates, then makes the job posting live online. HR sends the hiring manager the live posting link. All CU Careers postings automatically post to LinkedIn, HigherEdJobs.com and

many other job sites.

3. After the posting full consideration date, HR completes the initial review for minimum qualifications and forwards relevant applications to the hiring manager/search committee. (All applicants must meet minimum qualifications at the time of application to be considered for a position)
    - All search committee members must take the Skillsoft course CU: Search Committee Training, Recruiting Diverse Talent to the University [2] (Course ID:_scorm12_cu_u00066_0001) prior to interviewing applicants.
4. The hiring manager/search committee consults HR during the review and interview processes to ensure equal employment and affirmative action guidelines are followed. HR is available to assist with interviewing and/or scheduling interviews with candidates.
    - It is important not to discuss an employee's wage rate history during the interview process as this would violate the Colorado Equal Pay Act.
5. The hiring manager/search committee notifies HR about candidates who have been selected to move forward and those who have not. HR dispositions candidates throughout of the hiring process. Then, HR sends appropriate correspondence to candidates who were not selected.
6. The hiring manager notifies HR about candidate(s) they want to move forward with the reference check process via Crosschq. HR starts Crosschq and provides results to hiring manager.
7. HR recommends the position salary to the hiring manager, based on an equity review across System Administration that factors the selected candidate’s experience, education, certifications and other relevant credentials as they pertain to the position. The hiring manager also provides input as to their preferred start date range for the candidate.
8. HR extends the verbal offer and discusses a potential start date with the finalist. Start dates should be at least two weeks from the offer acceptance to ensure time for processing and background checks. HR follows up with the hiring manager after the conversation. (All start dates fall on Mondays, when UIS is staffed to onboard new employees.)
9. After a verbal acceptance, the hiring manager is encouraged to reach out to the finalist to congratulate them and discuss any pertinent early details.
10. HR initiates the background check and prepares the offer letter through an eOffer process. The hiring manager reviews the letter for approval, then it is sent electronically to the finalist for acceptance.
11. HR collects the finalist’s date of birth and Social Security number in preparation of the hire in HCM. The hiring manager notifies HR when all other finalists have been notified they were not selected.
12. HR closes out the search in CU Careers and passes the new hire’s information to the HR Operations team to begin the onboarding process.

Groups audience:
Employee Services
Right Sidebar:
ES: HR - Contact
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Source URL:https://www.cu.edu/employee-services/collaborative-hr-services/for-cu-system/hiring/hiring-university-staff

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[1] https://www.cu.edu/employee-services/collaborative-hr-services/for-cu-system/hiring/hiring-university-staff
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