HR Recruitment [1]

Collaborative HR Services

The Human Resources office assists hiring managers and departments with recruitment and position management needs at System Administration .

The information on this page applies to CU System employees only.

Please consult the appropriate HR website for your campus:

- CU Boulder [2]
- CU Denver/Anschutz [3]
- ?UCCS [4]

This site guides you through the process and ensures you comply with Regent law, University policy and Federal and State regulations. See Regent Policy 3-E [5] for additional requirements related to filling officer positions.

Before you begin

All searches must be conducted in a timely and professional manner that respects the rights of candidates' confidentiality. To attract a highly-qualified and diverse candidate pool for system positions, outreach and recruitment must follow Regent law, Article 10, which states:

"The University of Colorado does not discriminate on the basis of race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy in admission and access to, and treatment and employment in, its educational programs and activities. The university takes action to increase ethnic, cultural, and gender diversity, to employ qualified disabled individuals, and to provide equal opportunity to all students and employees."

Click here [6] for a list of ADA and Title IX coordinators. To view the Regent policy, please click here [7].

In an attempt to streamline the process for requesting personnel changes and recruitment requests, we will only be taking new FTE or requests that will require additional funding to the approvals committee (Leonard Dinegar and Todd Saliman) at this time. All requests will be initially reviewed by Felicity O'Herron, the AVP and CHRO for Employee Services.

Based on this change, please send an email to SystemHR@cu.edu [8] with answers to the following questions and the most up-to-date job description for the request:

- Type of request: recruitment, personnel change, promotional recruitment
- Position Title
- Position Number
- A brief summary of the request and why it's needed at this time.
- Is this a new incremental head count, if applicable?
- Will this require additional or new funding?

Ready to recruit at System Administration?

There are several important steps when updating a position for a current employee or when recruiting to fill a vacancy. We're here to help!

- Position Management and Recruitment
- Candidate Management

Position Management and Recruitment Resources

First, prepare the position for posting.

The System HR team will host a pre-posting review (PPR) meeting with the System Budget Office, the UIS Help Desk and the hiring manager. The hiring manager will discuss duties and compensation for the position to ensure salary equity across our organization. Additional guidance will be provided on compensation offers and discussions during recruitment. HR will also guide the hiring manager on available recruiting services options [9].

Below are resources for updating a position, required HR forms and information on CU Careers postings.

- System Administration process for creating or updating a position [10]
- Job Description form [11]
- Use this guide to find required [12]trainings [12]
- Posting Format [13]
- Biweekly Status Form [14]
- Person of Interest (POI) Worksheet [15]

Candidate Management Resources

After your position is posted to CU Careers, you'll begin identifying top talent.

Search Committee Process

Invite colleagues to join a search committee that helps you identify top candidates.

CU Careers Process [16]

- System Administration Search Committee Process [17]
- Search Committee Checklist [18]

Interviews

Interview candidates in-person or through Zoom, a virtual platform.

- Remote Recruiting for Hiring Managers [19]
- Zoom Interview Best Practices- Search Committee [20]
- Zoom Best Practices- Candidate?? [21]
- Lawful vs. Unlawful Questions [22]
- Sample Interview Questions [23]
- Sample HireVue questions [24]

Read more about HireVue

Meet candidates on demand with HireVue.

How it works

HR can set up 8-10 video or essay questions, including a few practice questions that help candidates familiarize themselves with the format. Once the candidate is ready, they have 30 seconds to read the question and 3 minutes to answer. They cannot redo questions and can only interview once. Essay questions do not have a time limit.

Interview questions

When creating the question list, please keep them simple. Remember, candidates only have 30 seconds to read and collect their thoughts before their 3-minute response. To get started, review these sample questions for HireVue and in-person interviews. Please note that these are examples only and are not required for your interviews.

Completing the interview

We give the candidate three business days to complete the interview unless the department requests more time. When the candidate completes the interview, the evaluators will receive

an email with a link to review the interview. Feel free to send this to other colleagues in your department who are part of the search committee.

Watch this video for more information about HireVue. [25]

Reference Checking

For reference-checking, you have two options: You can call the reference providers from the candidate's application, or you can use SkillSurvey, a software that gathers feedback from reference-providers.

- Reference-Checking Guidelines [26]

Read more about SkillSurvey

To use SkillSurvey, send the candidate's name and their references' email addresses to HR. The program selects a survey that best suits the position description, and candidates are entered into the system. You cannot build a unique surveys in SkillSurvey; you must use prepopulated surveys based on job type.
SkillSurvey sends an email to the candidate informing them that CU would like to check references, provide information about SkillSurvey and allow the candidate to review the survey.

The candidate submits a minimum of five reference providers, two of whom must be a supervisor and/or manager. An email is automatically sent out to the reference-providers, requesting they complete the survey. These surveys consist of approximately 20 multiple choices questions and two written questions, which assess the candidates' core strengths and weaknesses.

The candidate can log in and view which reference-providers have completed the survey, but they cannot view the confidential answers. When at least three of the five reference providers have completed the survey, one of whom a supervisor or manager, you may finalize the report.

As additional surveys are completed, reports can be re-finalized. The report consists of the average ratings given from providers. If a variance of two or more occurs, you will see a yellow exclamation point icon.

Find more information on SkillSurvey. [27]

Background Checks

All System Administration candidates must go through a background check.

Review the process [28]

e-Offers

Once you've found your perfect candidate, work with your recruiter before any verbal offer is provided. HR will review the preferred candidates' skills and experience to determine what salary amount should be offered to ensure equity. A range and a strategy on where to offer in the range may be provided to the manager. In other scenarios, only one salary will be presented. This process may take 1-3 days.

Once a salary has been set, HR can present the offer to the candidate **verbally**. This will

allow our team to help with negotiations as well as to answer any Equal Pay Act-related questions or concerns from candidates.

Review the process [29]

Groups audience:
Employee Services
Right Sidebar:
ES: HR HR recruiting

Source URL:https://www.cu.edu/employee-services/hr-recruitment

Links
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