

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].

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.



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](#) ^[8]
- [Position Budget](#) ^[9] [Form](#) ^[9] **Hint:** Use this [interactive guide](#) ^[10] to help you fill it out!
- Use this [guide](#) to find required [trainings](#) ^[11]
- [Search Waivers and Direct Appointments](#) ^[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 Guidelines ^[17]



Interviews

Interview candidates in-person or through HireVue, a digital interview platform.

- Lawful vs. Unlawful Questions ^[18]
- Sample Interview Questions ^[19]
- Sample HireVue questions ^[20]

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. [\[21\]](#)



Reference Checking

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

- [Reference-Checking Guidelines](#) [22]

Read more about SkillsSurvey

To use SkillsSurvey, 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. ^[23]



Background Checks

All System Administration candidates must go through a background check.

Review the process ^[24]



e-Offers

Once you've found your perfect candidate, it's time to extend an offer.

Review the process ^[25]

Groups audience:

Employee Services

Right Sidebar:

ES: HR HR recruiting

ES:HR - Collaborative HR Services's Feedback Form

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

Links

- [1] <https://www.cu.edu/employee-services/hr-recruitment>
- [2] <https://www.colorado.edu/hr/>
- [3] <http://www.ucdenver.edu/about/departments/HR/Pages/default.aspx>
- [4] <https://www.uccs.edu/hr/>
- [5] <https://www.cu.edu/regents/policy-3e-searches-administrators-and-guidelines-appointment-chief-officers-university>
- [6] <https://www.cu.edu/cu-careers/how-apply>
- [7] <https://www.cu.edu/regents/laws-and-policies/regent-laws/article-10-nondiscrimination>
- [8] <https://www.cu.edu/employee-services/collaborative-hr-services/creating-or-updating-position>
- [9] <https://www.cu.edu/docs/position-budget-form>
- [10] <https://www.cu.edu/collaborative-hr-services/hr-recruitment/position-budget-form-guide>
- [11] <https://www.cu.edu/docs/cu-training-matrix>
- [12] <https://www.cu.edu/university-staff-search-waivers-and-direct-appointments>
- [13] <https://www.cu.edu/docs/posting-format>
- [14] <https://www.cu.edu/docs/biweekly-status-form>
- [15] <https://www.cu.edu/hcm-community/person-interest-poi-worksheet>
- [16] <https://www.cu.edu/hcm-community/sbs-search-committee-experience>
- [17] <https://www.cu.edu/docs/system-administration-search-committee-guidelines>
- [18] <https://www.cu.edu/docs/lawful-vs-unlawful-question>
- [19] <https://www.cu.edu/docs/sample-interview-questions>
- [20] <https://www.cu.edu/employee-services/collaborative-hr-services/sample-hirevue-questions>
- [21] <https://www.youtube.com/watch?v=hE1dBI01FfU>
- [22] <https://www.cu.edu/docs/reference-check-guidelines>
- [23] <https://www.skillsurvey.com/about-us/>
- [24] <https://www.cu.edu/employee-services/collaborative-hr-services/background-checks>

[25] <https://www.cu.edu/employee-services/collaborative-hr-services/electronic-offer>