

Position and NPP Set-Up

- Position updated/created (PPL)
- Position approved (HR)
- NPP created (PPL)
- Job description attached (PPL)
- Org chart attached (PPL)
- POS # sent to HR (PPL)
- SMEs added to NPP comment box with request to fill (PPL)
- HR reviews job description (attached to NPP)
- HR resolves any questions

NPP Routed through Workflow (HR)

- Add Approver 1- Supervisor/Hiring authority
- Add Approver 2- Director
- Add Approver 3- Budget
- Add Approver 4- VC – only if promotion or new position
- Add HR consultant

CU Careers Formatting (HR)

- Format requisition in CU Careers
- Prescreening questions added
- Print requisition PDF and send to supervisor and PPL
- Edited/approved by supervisor/PPL
- End date added on Posting and Sourcing
- Position Posted
- PPL notified

Applicant Review (HR)

- Screen for residency and disposition non-res/ send correspondence
- Screen for required docs and disposition/ send correspondence
- Run prescreening report in OBI
- Clean up spreadsheet and review applicant answers
- Remove applicants who do not meet minimums from spreadsheet
- Disposition “not-meets-minimum” candidates/ send correspondence
- Attach spreadsheet to requisition in CU Careers
- Prepare SME ratings sheet including duties, min/pref quals, applicants

SME Review Email (HR)

- Attach Comparative Analysis doc to email
- Attach SME agreement to email
- Attach ratings sheet including duties, min/pref quals and list of applicants to email
- Attach pre-screening report to email
- Send candidate materials to SMEs from CU Careers

SME Documentation Received

- SME 1: _____
- SME 2: _____
- SME 3: _____
- Add SME Agreements and Ratings to the Requisition

Eligible List prepared (HR)

- Use template to create position specific eligible list
- Paste names from rating sheets
- Enter SME scores into spreadsheet
- Identify eligible veterans in CU Careers
- Highlight the top six candidates and eligible veterans

Candidate Referral (HR)

- Draft email with list of candidates to be referred from eligible list
- Attach Employee Handbook to email
- Attach Pay for Performance Manual (PPP) to email
- Attach sample performance plan to email
- Send email to supervisor and copy PPL and Cindy Rhoads

SkillSurvey (HR)

- SkillSurvey initiated
- SkillSurvey reports sent to supervisor and PPL

Candidate Selection

- Candidate selected from eligible list
- HR consultant notified of candidate name
- Begin background check process
- Official transcripts requested

Letter of Offer

- PPL sends eOffer to HR in CUC as first approver
- eOffer reviewed by HR and approved
- eOffer approved by supervisor or appointing authority
- PPL extends eOffer to candidate
- eOffer accepted by candidate
- PPL prints LOO (eOffer) and delivers to HR

Candidate Care in CU Careers (HR)

- All candidate notifications sent
- All candidates dispositioned
- Selected candidate sent to HCM

HCM Hire Process (HR)

- Candidate entered into HCM
- Candidate approved in HCM