Search Process Flowchart

Legend
- Managed by
- Process

Phase one: Position Development

Steps 1 through 5: Est. 1-2 weeks

1 Needs Identification

Department
Need is identified by Hiring Manager who gains approval from their VP for search

Position Request Form (PRF) required for all net-new positions.

2 Position Description Development

Department/HR
Department fills out the Position Description (PD) Form and sends to HR for review and approval, edits may be necessary

New PD required if position is new, duties changed, or position not yet in Workday

Classified: PDQ must be updated for every position, as required by State of CO

3 Compensation Analysis

HR/Other Departments
When the PD is finalized, compensation analysis will be conducted to establish salary range

4 Position Description Signatures

HR/Signing Authorities
PD routed for approval signatures via Adobe Sign

5 Committee Development

Department
Hiring Manager develops a committee comprised of trained individuals who will best understand job duties and functions, sends to HR for review and approval. Edits may be necessary

Committee must be developed before search can be launched

Committee Requirements
- Simple majority completed training
- Chair completed Chair training
- Minimum of 3 members
- Specific additional requirements for faculty searches contained in Faculty Handbook (Section 1.2.7.2.4)

Phase two: Search & Screen

Steps 6 through 11: Est. 2-3 weeks

6 Job Posting

HR
Once PD signed off, HR creates position in Workday and then creates a job requisition to search the position once it has been made as a vacancy in the Supervisory Organization

2 Scoring Matrices are required for all searches

7 Screen

HR/Chair
Search chair reviews all applicants in a binary review on the minimum qualifications (MQs)

Chair develops interview questions for review and approval by HR

8 Assess

Chair
Passing MQ applicants moved to the Assess step, where the chair and committee score preferred qualifications using a rubric. The chair enters the final scores on a 100% scale.

9 Scores/Interviews

Chair
Chair identifies top candidates and moves the top selection forward to the interview scheduling step and schedules interviews and assigns interviewers

Interview questions are pre-approved by HR

10 Interview Feedback

Interviewers
Interviewers submit their feedback (recommend, recommend with reservations, or do not recommend) with optional comments. The Hiring Manager reviews this feedback to decide which candidate to move forward for hire

11 Reference Checks

Chair/System
After interview feedback, the Chair moves the finalist to the Reference Check stage. The candidate is prompted by the system in their Candidate Home to enter three professional references, and Workday then sends e-forms to those references and routes the completed responses to the Chair

12 Offer

Hiring Manager/ HR
The Hiring Manager requests VP approval to extend a verbal offer. Once the candidate accepts verbally, HR issues the formal offer letter in Workday. The offer routes through required approvals and is delivered to the individual's Candidate Home (or My Tasks for current employees) for signature

Standardized Hire Dates are the 1st and the 16th

Onboarding

GOAL

Job Posting Types:

External Listings:
- Minimum 7 days
- Posted in Workday and external job boards
- Open to all applicants

Internal Listings:
- Minimum 3 days
- Posted only in Workday (no external advertising)
- Only regular CSU Pueblo employees may apply
  - Temporary employees are not eligible