COLORADO STATE UNIVERSITY
PUEBLO

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

Approval form required for net new positions

2 Position Description Development

Department/HR
Department develops position description (PD) and sends to HR for review/alterations/approval, edits may be necessary

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 Creation/Approval

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

For HR approval, proposed committee requirements:
- simple majority completed training
- Chair completed Chair training
- diversity in age, ethnicity/race, and gender
- minimum of 3 members
- specific additional requirements for faculty searches contained in Faculty Handbook

Phase two: Search & Screen

Steps 6 through 11: Est. 2-4 weeks

6 Job Announcement

HR
Once PD signed off, HR drafts announcement in Neogov and sends to Hiring Manager/VP for posting approval. If position is visa eligible, department's ability to sponsor must be disclosed on announcement

Difference in Postings

External Postings:
- 7 days minimum
- posted to: CSUP website, Chronicle, HigherEd Jobs, Academic Network Inc
- anyone can apply

Internal Postings:
- 3 days minimum
- not posted to advertising resources
- only regular CSUP employees can apply
- temp employees are not eligible to apply to internal promotional opportunities.

7 Minimum Qualification Review

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

Chair develops interview/reference questions for review and approval by HR

8 Committee Review

Chair/HR
Passing MQ applicants released to the committee for application review, where they score based on the preferred qualifications

Scoring Matrices are required for Classified searches, and encouraged for Admin Pro/Faculty

9 Scores/Interviews

Chair/HR
Chair informs HR scoring is complete, HR sends rankings to Chair for interviewee selection of top scoring candidates, HR moves selected candidates forward for interviews

Chair/delegate schedules interviews

10 Reference Checks

Chair/Delegate
After Interviews are completed, Chair (or delegate) completes reference checks for the proposed candidate

11 Verbal/Written Offer

Hiring Manager/HR
Hiring Manager requests approval from VP to extend verbal offer to candidate, if accepted, HR prepares and sends formal offer letter

Standardized Hire Dates are the 1st and the 16th