Before Posting the Position

Job Description
Review and create/update the job description

Subject Matter Experts (SME)
Identification of Subject Matter Experts who will review applicants

State Guidelines
HR determines the appropriate class code and salary according to state guidelines

Request to Fill
Completion and approval of a Request to Fill. After the completion of the RTF, the position is ready to post to CU Careers.

After Posting the Position

Applicants
Human Resources reviews all applicants in CU Careers and determines which applicants meet the minimum requirements.

List to SMEs
Human Resources provides a list of all the applicants that meet the minimum requirements to the subject matter experts.

Duty of Subject Matter Experts
The subject matter experts indicate ‘yes’, ‘no’, or ‘maybe’ to interviewing the applicants and return the list to Human Resources.

Rank Applicants
Human Resources ranks the applicants based on the ‘yes’, ‘no’, or ‘maybe’ determination from the subject matter experts.

Appointing Authority
Human resources compiles a list of a minimum of 6 highest ranking applicants and refers them to the appointing authority.

Completing the Process

Reference Checks
Reference checks for all finalists (SkillSurvey and/or phone/email references). All referrals sent to the appointing authority must be interviewed. After interviews, select a final candidate.

Background Check
Complete background check release form for final candidates

Disposition
Notify and disposition all candidates other than the finalists

Letter of Offer
Formal letter of offer after background check is completed

Remove Posting
Notify and disposition other finalists, then remove posting

For the full search and hire guide or additional resources, please visit:
- Classified Staff - Open Search Webpage
- Search & Hire Guide