

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)
- Request to Fill information added to comment box in NPP (PPL)
- HR reviews job description and org chart (attached to NPP)
- HR resolves any questions

Compensation Analysis (HR)

- Compensation analysis completed
- Sent to Executive Director for approval
- Approval obtained
- Recommended posting range sent to department
- HR approved salary range added to NPP

NPP Routed through Workflow (HR)

- Add all required approvers
- Approver 1- Hiring authority
- Approver 2- Director
- Approver 3- Budget
- Approver 4- VC/Provost
- HR consultant approves, NPP sent to CU Careers

CU Careers Formatting

- CU Careers requisition number sent to PPL (HR)
- Requisition formatted according to HR guidelines (PPL)
- Pre-screening questions added (PPL)
- Formatting/ pre-screening reviewed (HR)
- First search committee meeting held
- Position posted (after first search meeting)
- PPL notified and provided link to active posting

Candidate Selection

- Candidate selection is completed by the search committee and hiring authority
- HR consultant notified of selected candidate name (PPL)
- Position unposted in CU Careers (HR)
- Begin background check process (PPL)
- Begin reference check process (PPL)
- Official transcripts requested- *if applicable* (PPL)

Letter of Offer

- Draft LOO sent to HR (PPL)
- LOO reviewed and sent back to PPL (HR)
- LOO signed by hiring authority (PPL)
- LOO to HR to route for leadership signatures
- LOO received back in HR and ready for candidate signature
- Candidate signs LOO

Candidate Care in CU Careers (PPL)

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

HCM Hire Process (HR)

- Candidate entered into HCM
- Candidate approved in HCM