

CLASSIFIED HIRING PROCESS

METHOD OF FILLING POSITIONS

State classified positions may be filled by a qualified and eligible transfer, reinstatement, or voluntary demotion candidate. Additionally, positions may be filled from an eligible list which is a ranked list of qualified candidates at the completion of a comparative analysis. The comparative analysis often includes candidates eligible for transfer, reinstatement, or non-disciplinary demotion. Specific information related to eligible lists and referrals may be obtained from Human Resources.

ESTABLISHING A POSITION

Before a state classified appointment can be made, a position must be established through Human Resources. The department must complete a Position Description Questionnaire (PDQ) form, describing the duties and responsibilities of the position, and submit it to Human Resources for classification.

SELECTION PROCESS

1. Be sure there is a provision in the departmental budget and FTE for the position. The fact that a position appears on the department budget does not mean that the job is established with the State Classified Personnel System.
2. Check with Human Resources to determine your options for filling the position. An eligible list may need to be developed if one does not already exist. If an eligible list does exist, a referral can be generated from the names of applicants eligible to interview.
3. If the individual you wish to hire is not from an eligible list (i.e., transfer, reinstatement, reappointment, demotion) obtain clearance from Human Resources before making an offer of employment to ensure the individual is eligible to be hired.

COMPARATIVE ANALYSIS

1. Comparative analysis, required for each classification, are designed to assess the knowledge, skills, and abilities that applicants possess relative to the duties of the position. Comparative analysis results in the establishment of an eligible list of applicants in order of score attained. In some cases, a physical examination, background security check, or polygraph may be requested by the department as a requirement of employment. If required, such physical comparative analysis, background security checks, or polygraphs are paid for by the University.
2. The comparative analysis for classified positions at the University is administered/overseen by Human Resources.
 - a. Open competitive comparative analysis is open to all applicants, including current and former employees who meet the minimum requirements for the position.
 - b. Qualified applicants shall have an equal opportunity for entry into the state personnel system through fair and open competition.

- c. Promotional comparative analysis is open to current classified University of Northern Colorado employees, and former classified employees with reemployment rights who meet the requirements.

PROBATIONARY PERIOD

In general, the probationary period for all new employees including reinstated employees will be 12 months. Continued employment and certified status will depend upon the employee successfully completing the probationary period. Supervisors with performance issues relating to probationary employees should consult with Human Resources.

Employees on a probationary appointment are entitled to the same rights and privileges as certified employees, except for 1) right to be granted a period of time to improve performance 2) right to a pre-disciplinary meeting, 3) right to be placed on a reemployment list, and 4) privilege of reinstatement. They do, however, have the privilege of being considered for transfer.

TRIAL SERVICE PERIOD

In general, current certified employees (who are promoted), certified reinstated, or transfers to a different class must serve a trial service appointment period of no more than six (6) months. Certification may not be granted retroactively. If an employee's performance is not satisfactory during the trial service period, the employee shall be reverted to a vacant position in the previously certified class with no right to a hearing or, if no vacancy exists, shall be accorded any retention rights to which the employee may be entitled under the layoff provisions. At the discretion of the Executive Director and Chief Human Resource Officer or UNC Human Resources, corrective or disciplinary action may be administered instead of reversion or administrative separation.

EARLY CERTIFICATION

A request for certified status (sooner than the full 12-month probationary period or the 6-month trial service period) should be submitted by the employing department in writing, to Human Resources. A performance evaluation or a trial service rating form, as appropriate, should accompany the request. Early Certification will not be granted if a selection appeal is pending.

PROMOTIONS

Employees may be promoted in the following ways:

1. Open competitive and promotional comparative analysis which put the employee on eligible lists for referral to vacant, higher level, positions.
2. Reclassification based on changes in job duties and responsibilities, provided the incumbent employee meets the minimum qualifications for the new level of the position. A desk audit would be required/approved. If approved, job must be posted, and incumbent must apply.
3. Satisfactory completion of training in a class identified as an Intern class.



PROCESS

- 1) Hiring authority submits the following documents to PeopleAdmin:
 - Position Description Questionnaire (PDQ) for the Classified position – If it is a new position, need to submit to HR for classification or, if PDQ has significant changes you must request/submit a desk audit to HR for approval, prior to posting the position.
 - ORG Chart,
 - Classified Position Authorization Form (PAF),
 - Desk Audit and Salary Analysis forms only if desk audit was requested/approved.
- 2) Hiring authority then submits to VP or Provost (academic positions) who forwards to Human Resources.
- 3) Human Resources reviews/approves and submits to HR Director.
- 4) HR Director approves and submits to Budget.
- 5) Budget approves and resubmits to Human Resources for **Final HR Review**.
- 6) Human Resources creates job posting in Neogov for all approved requisitions.
- 7) A draft of the posting is sent to Hiring Manager for their approval.
- 8) Once approved, Human Resources activates the job posting in Neogov.
 - Position is open for applications until post expires (typically 14 days).
 - Position is closed on closing date or when maximum number of applicants are received, as stated in job posting.
- 9) Human Resources reviews all applications for residency.
- 10) Human Resources reviews minimum qualifications which are set by the State of Colorado.
- 11) Emails are sent to applicants identifying their respective next steps of the process via Neogov.
- 12) Human Resources sends email to hiring manager with a list of applications to be scored for six (6) or more applicants; or, if less than six (6) refers applicants to interview.
- 13) Hiring manager works on scoring criteria or utilizes State of Colorado established testing.
- 14) Human Resources reviews and approves criteria to ensure each applicant is fairly scored based on applications with no bias.
- 15) Hiring department has a team of at least two (2) raters, maximum six (6), who score each application using the same criteria as all other raters on the Applicant Rating Form. Supervisor should be included as a rater.
- 16) Raters are to score each applicant individually on the Applicant Rating Form and should not be completed as a group discussion.
- 17) Rating forms are forwarded to Human Resources and results are entered into a master spreadsheet indicated with weights for each criteria scoring/ranking each applicant.
- 18) Human Resources enters the scores on the master spreadsheet and enters results in Neogov for each applicant.
 - Those who meet the scoring threshold (typically 60%) move to the next step of the process. Applicants move to the Eligible List and an email notification is sent alerting them of their progress.
 - Applicants scoring 59% or lower are removed from the process and are notified via email.
- 19) Eligibility List is reviewed to see if any eligible applicant is a veteran (DD214).
- 20) Top 6 ranking applicants are placed on Referral List and list is emailed to supervisor referring those applicants to be interviewed. All referred applicants must be given the opportunity to interview and given a reasonable amount of time to respond. Should an applicant decline to interview, inform Human Resources and the next available eligible applicant on the list will be provided if requested.
- 21) Once interviews are completed, the notes should be returned to Human Resources.
 - Verbal offer to preferred candidate is made by supervisor and,
 - A written offer is e-mailed to preferred candidate (see Human Resources for Offer Email Template). Please

- cc Human Resources on the email so record of acceptance is known/placed in incumbent's personnel file.
- 22) New hire/Rehire/Promo receives a pre-employment Background Check and MVR if driving is required for position. If background check has been conducted within the past 12 months, no new background check is required.
 - A physical is scheduled by Human Resources after results of background check has been received for the new hire/rehire unless the position is a desk job, then no physical is required.
 - 23) After completion of the pre-employment background check(s) and physical if required, a start date is given to the new hire.
 - 24) Email is generated to all applicants who interviewed notifying them they were not selected for hire.
 - 25) Human Resources sets up new hire information in Banner and provides PUF to Hiring Manager, HRS, Payroll and Budget.
 - 26) System access is given by IT once requested by the Hiring Manager.
 - 27) New hire orientation is scheduled.
 - 28) New hire paperwork is completed on 1st day with HRS of hiring department and employee meets with Benefits Specialist to discuss benefits.