



## **METHOD OF FILING 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 with 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 and/or oversight is provided 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 twelve (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 the 1) right to a hearing to review a disciplinary action which is based on unsatisfactory performance, 2) right to be placed on a reemployment list, and 3) 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, reinstated, or transfer to a different class must serve a trial service appointment period of no more than six 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 layoff is in progress in that job classification. Certification will be granted upon resolution of the layoff.

### **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.
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) - Classified – If it is a new position, or if PDQ has significant changes, create a desk audit request.
  - ORG Chart
  - Classified Change Form
- 2) Reviewed and approved by Human Resources.
- 3) HR Director approves.
- 4) Budget (Provost approves).
- 5) Vice President approves.
- 6) It goes back to Human Resources as approved.
- 7) Human Resources enters sets up job posting in Neogov.
- 8) A draft of the posting is sent to Hiring Manager for approval.
- 9) Once approved, Human Resources activates the job posting.
  - Position is open for applications
  - Position is closed on closing date or when reached maximum applications, as stated in job posting.
- 10) Human Resources reviews all applications for residency
- 11) Human Resources reviews minimum qualifications which are set by the State of Colorado.
- 12) E-mails are sent to applicants identifying their respective next steps of the process.
- 13) Hiring manager works on scoring criteria for applicants or utilize State of Colorado established testing.
- 14) Human Resources reviews and approves criteria to ensure fairly scored written applications and no bias.
- 15) Hiring department has a team of at least two (2) raters who score each application.
- 16) Scores returned to Human Resources which are entered into a master spreadsheet with weights placed on each criteria.
- 17) Human Resources take the scores on the master spreadsheet and enter them into Neogov for each applicant.
  - Those who meet the scoring threshold (usually 60%) move to the next step of the process (moved to the eligible list).
  - Usually 59 % or lower are removed from the process and are notified through Neogov.
- 18) Eligibility list is reviewed to see if any eligible applicant is a veteran (DD214).
- 19) Established referral list (top 6 applicants) are interviewed by Hiring Team.
- 20) Once interviews are completed, the notes are turned into Human Resources.
  - Verbal offer to preferred candidate is made.
  - A written offer is e-mailed (see Human Resources for offer template).
- 21) New hire receives a Background Check.
  - A physical given to the new hire if it is a high risk job.
- 22) After completion of the pre-employment check(s), a start date is given to the new hire.
- 23) Human Resources sets up new hire information in Banner and provides PUF to Hiring Manager and Payroll.
- 24) System access is given by IT once requested by the Hiring Manager.
- 25) New hire orientation is scheduled.
- 26) Paperwork and benefit information is discussed in Human Resources on the first day of work.