

DIRECT APPOINTMENT HIRING PROCESS
University of Northern Colorado



PROCESS

The direct appointment process should be used judiciously as it is our first preference as a public entity to have an open and competitive selection process. An appropriate use of a direct appointment would be to enhance the gender, racial, or ethnic diversity a particular department.

Satisfactory completion of a background check is required after a conditional offer of employment has been made.

1. Hiring Authority initiates Request for Direct Appointment form.
2. Hiring Authority submits the following documents:
 - Request for Direct Appointment form
 - Position Description Questionnaire (PDQ)- Exempt
 - ORG Chart
 - Position Authorization Form (PAF)
 - New Hire's Resume
 - Position Exemption request form (new position only)
3. Business Manager/Administrator submits the documents listed above through PeopleAdmin for approval of the direct appointee.
4. Human Resources notifies Business Managers/Administrator when the direct appointee is approved by email.
5. Business Managers/Administrator sends Appointment Letter, Personal Data Form, and Background Check to new hire.
6. Business Manager/Administrator submits Payroll Data Form to Human Resources after Background Check clears.
7. Supervisor contacts Human Resources to schedule new hire orientation.