

INDEPENDENT REVIEW HIRING PROCESS
EXEMPT AND HIRING POOLS FOR FACULTY
University of Northern Colorado



PROCESS

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

1. Hiring Authority submits the following documents:
 - Position Description Questionnaire (PDQ)- Exempt Only
 - ORG Chart
 - Position Authorization Form (PAF)
 - Position Exemption Request Form (new Exempt positions)
 - Screening Criteria
2. Business Manager/Administrator submits the documents listed above through PeopleAdmin.
3. Human Resources notifies Business Manager/search chair when approved. Human Resources posts on www.careers.unco.edu and www.higheredjobs.com .
4. Hiring Authority or designated reviewer screens all applicants and ranks the applicants.
5. Hiring Authority conducts phone interviews.
6. Hiring Authority conducts campus interviews.
7. Once selection is made, Business Manager sends Appointment Letter, Personal Data Form, and Background Check to new hire.
 - If program area reports to Provost, this step is done by the Provost's office after Position Finalist Form and Search Closing documents are forwarded to them.
8. Business Manager submits Payroll Data Form to Human Resources after background check clears.
9. Supervisor contacts Human Resources to schedule new hire orientation.
10. Hiring Authority submits Position Finalist Form and Search Chair Closing Sheet to Human Resources.
 - If program area reports to Provost, Provost's office will forward these documents to Human Resources.
11. Hiring Authority or designee notifies unsuccessful applicants normally through a mass generic email available through PeopleAdmin for Exempt positions or via letter/email for Faculty positions.