

Talent Acquisition Services

We want to ensure the best candidates are sourced and hired. As a hiring manager, you are busy supporting your team and department. Therefore, we offer two recruitment models to fit your needs.

Active Recruiting	Traditional Recruiting
<p>HR is actively engaged in the search process, providing only top candidates to the hiring manager for review.</p> <p>HR sources candidates using external and internal resources. We determine top candidates by assessing competencies, cultural fit, strengths and red flags/deal breakers to bring the most qualified candidates to CU.</p>	<p>HR takes a less active approach to finding top talent, and acts as a facilitator and consultant throughout the recruitment process.</p> <p>Hiring managers and search committee members receive a screening workbook with guidance from HR. HR provides a list of all qualified candidates, (applicants who clearly do not meet the established minimum qualifications will not be included). HR can also make recommendations on the top qualified candidates based on resume review.</p>
<ul style="list-style-type: none"> • HR holds a Pre-Posting Review meeting with the hiring manager to understand the position and attributes of the ideal candidate, as well as the recruitment timeline. • HR creates and posts the position in CU Careers. <ul style="list-style-type: none"> ○ LinkedIn - HR can post the position on the professional networking site if there is an open job slot. • HR searches for qualified candidates using relevant sourcing tools. • HR reviews resumes in CU Careers for minimum and preferred qualifications and identifies most qualified candidates. <ul style="list-style-type: none"> ○ HR continually collaborates with managers through open discussion regarding candidate qualities and shares resumes to ensure the best candidates are being identified. • HR conducts phone interviews on most qualified candidates. • HR presents top 3-5 candidates for in-person interviews. • HR can work with the department to schedule interviews with the interview itinerary, if needed. <ul style="list-style-type: none"> ○ HR can serve on your search committee for in-person interviews as needed. • HR will schedule a debrief with the hiring manager after all in-person interviews. • For next steps, refer below. 	<ul style="list-style-type: none"> • HR holds a Pre-Posting Review meeting with the hiring manager to understand the position and attributes of the ideal candidates, as well as the recruitment timeline and who is serving on the search committee. • HR creates and posts the position in CU Careers. • HR reviews resumes and pre-screening questions to identify applicants that meet minimum qualifications. • HR can screen resumes for potential top candidates based on preferred qualifications. • Hiring manager and search committee members receive a screening workbook which includes a list all of candidates who have applied to the posting that meet the established minimum qualifications. Candidates should be reviewed within 3 business days of HR providing the workbook. • HR can provide a recommendation within the workbook of the top candidates based on review of application materials. • Hiring manager and search committee decide who they would like to move to first round interviews and can use HireVue or HR can conduct phone interviews. • Hiring manager and search committee then decide who they would like to move forward to in-person interviews. • HR can work with the search committee to schedule interviews with the interview itinerary, if needed. <ul style="list-style-type: none"> ○ HR can serve on your search committee for in-person interviews as needed. • HR will debrief with the hiring manager after all interviews. • For next steps, refer below.

Required for all recruitments:

- After the initial resume screening, provide HR with list of candidates to move through dispositioning, including:
 - List of candidates moving forward to the first interview with HR or HireVue (if using a search committee).
 - List of candidates not moving forward, but still in consideration.
 - List of candidates not moving forward at all.
- After the first interview/HireVue, provide HR with list of candidates to move through dispositioning, including:
 - List of candidates moving forward to the in-person interview with the search committee.
 - List of candidates not moving forward, but still in consideration.
 - List of candidates not moving forward at all.
- After the final interview, provide HR with list of candidates to move through dispositioning, including:
 - List of candidates moving forward to the final interview.
 - List of candidates not moving forward, but still in consideration.
 - List of candidates not moving forward at all.
- SkillSurvey must be completed before a verbal offer can be made (work with HR to initiate).
- Verbal offers must be consulted with HR to determine an appropriate offer amount before being given to candidates. HR will then verbally offer the position to the finalist.
- Start dates should be at least 14 days after the offer is accepted and on a Tuesday. HR also needs to know if the new hire will start in person or remotely.
 - UIS needs at least 2 weeks to complete all technical tasks
 - HR needs at least 2 weeks to complete hire into payroll system, comply with government regulations regarding I-9s, etc.
- Background checks must be completed through HireRight prior to the start date (work with HR to initiate).
- Let HR know when the other finalists have been notified that they were not selected so they can be dispositioned in CU Careers and the posting can be closed out.