

**Position and NPP Set-Up**

- ☐ Position updated/created (PPL)
- ☐ Position approved (HR)
- ☐ NPP created (PPL)
- ☐ Job description attached (PPL)
- ☐ Org chart attached (PPL)
- ☐ POS # sent to HR (PPL)
- ☐ SMEs added to NPP comment box with request to fill (PPL)
- ☐ HR reviews job description (attached to NPP)
- ☐ HR resolves any questions

**NPP Routed through Workflow (HR)**

- ☐ Add Approver 1- Supervisor/Hiring authority
- ☐ Add Approver 2- Director
- ☐ Add Approver 3- Budget
- ☐ Add Approver 4- VC – only if promotion or new position
- ☐ Add HR consultant

**CU Careers Formatting (HR)**

- ☐ Format requisition in CU Careers
- ☐ Prescreening questions added
- ☐ Print requisition PDF and send to supervisor and PPL
- ☐ Edited/approved by supervisor/PPL
- ☐ End date added on Posting and Sourcing
- ☐ Position Posted
- ☐ PPL notified

**Applicant Review (HR)**

- ☐ Screen for residency and disposition non-res/ send correspondence
- ☐ Screen for required docs and disposition/ send correspondence
- ☐ Run prescreening report in OBI
- ☐ Clean up spreadsheet and review applicant answers
- ☐ Remove applicants who do not meet minimums from spreadsheet
- ☐ Disposition “not-meets-minimum” candidates/ send correspondence
- ☐ Attach spreadsheet to requisition in CU Careers
- ☐ Prepare SME ratings sheet including duties, min/pref quals, applicants

**SME Review Email (HR)**

- ☐ Attach Comparative Analysis doc to email
- ☐ Attach SME agreement to email
- ☐ Attach ratings sheet including duties, min/pref quals and list of applicants to email
- ☐ Attach pre-screening report to email
- ☐ Send candidate materials to SMEs from CU Careers

**SME Documentation Received**

- ☐ SME 1: \_\_\_\_\_
- ☐ SME 2: \_\_\_\_\_
- ☐ SME 3: \_\_\_\_\_
- ☐ Add SME Agreements and Ratings to the Requisition

**Eligible List prepared (HR)**

- ☐ Use template to create position specific eligible list
- ☐ Paste names from rating sheets
- ☐ Enter SME scores into spreadsheet
- ☐ Identify eligible veterans in CU Careers
- ☐ Highlight the top six candidates and eligible veterans

**Candidate Referral (HR)**

- ☐ Draft email with list of candidates to be referred from eligible list
- ☐ Attach Employee Handbook to email
- ☐ Attach Pay for Performance Manual (PPP) to email
- ☐ Attach sample performance plan to email
- ☐ Send email to supervisor and copy PPL and Cindy Rhoads

**SkillSurvey (HR)**

- ☐ SkillSurvey initiated
- ☐ SkillSurvey reports sent to supervisor and PPL

**Candidate Selection**

- ☐ Candidate selected from eligible list
- ☐ HR consultant notified of candidate name
- ☐ Begin background check process
- ☐ Official transcripts requested

**Letter of Offer**

- ☐ PPL sends eOffer to HR in CUC as first approver
- ☐ eOffer reviewed by HR and approved
- ☐ eOffer approved by supervisor or appointing authority
- ☐ PPL extends eOffer to candidate
- ☐ eOffer accepted by candidate
- ☐ PPL prints LOO (eOffer) and delivers to HR

**Candidate Care in CU Careers (HR)**

- ☐ All candidate notifications sent
- ☐ All candidates dispositioned
- ☐ Selected candidate sent to HCM

**HCM Hire Process (HR)**

- ☐ Candidate entered into HCM
- ☐ Candidate approved in HCM