

POSTING, HIRING & ONBOARDING:

BY BLAIR PERRI (SR. RECRUITING COORDINATOR, CU HR,
CASEY KIPPLE (PRINCIPAL PROFESSIONAL RECRUITER, CU HR)
& JIMENA UGAZ (HR GENERALIST, CIRES HR)

SUPERVISOR RESOURCES (INSIDECIRES, A-Z TAB, “S”)

- HIRING GUIDE FOR SUPERVISORS AND COMMITTEE MEMBERS
- BEST PRACTICES FOR AN INCLUSIVE SEARCH- GUIDELINES
- PRESENTATION ON DIVERSITY AND INCLUSION BY SUSAN SULLIVAN AND CENTRAL HR (RECORDING DIC 18TH, 2020)
- DIVERSITY LEARNING AND DEVELOPMENT OFFERINGS FROM CU
- SUPERVISOR TRAINING SESSIONS (BOTH RECORDING & SLIDES FROM FEB 10TH, FEB 17TH FEB 24TH, AND MARCH 3RD, 2021)
- SAMPLE CANDIDATE EVALUATION RUBRICS
- DO’S AND DON’TS OF INTERVIEWING
- SAMPLE INTERVIEW QUESTIONS
- SKILLSURVEY SAMPLE
- INFORMATION ON CU BENEFITS TO HELP DURING NEGOTIATION
- SAMPLE REGRET LETTER (TO BE SENT FROM SUPERVISOR TO TOP INTERVIEWED CANDIDATES NOT RECEIVING AN OFFER)
- ONBOARDING GUIDE TO HELP WITH YOUR NEW EMPLOYEE’S SCHEDULE
- BEST PRACTICES FOR SUPERVISORS: RECOMMENDED ARTICLES
- CIRES JOB DESCRIPTION TEMPLATE

RECRUITING AND HIRING

- KNOW THE CONTENT OF THE HIRING GUIDE FOR SUPERVISORS AND SEARCH COMMITTEE MEMBERS LOCATED IN [INSIDECIRES/A-Z/ SUPERVISOR RESOURCES](#)

[HTTPS://INSIDECIRES.COLORADO.EDU/HR/DOCS/CIRES_HIRING_GUIDE_UPDATED_FEB_22_2021.PDF](https://insideciress.colorado.edu/hr/docs/cires_hiring_guide_updated_feb_22_2021.pdf)

- START WITH A TICKET TO CIRESHR@COLORADO.EDU WHICH INCLUDES THIS INFORMATION FOR THE JOB AD
 - CU JOB TITLE (PRA/ PD/ RA) AND WORKING TITLE (I.E SOFTWARE ENGINEER)
 - POSITION SUMMARY
 - MINIMUM QUALIFICATIONS (EDUCATION AND MINIMUM REQUIRED GENERAL EXPERIENCE)
 - NEEDED SKILLS
 - DESIRED SKILLS
 - COMMITTEE MEMBERS (PLEASE IDENTIFY FEDERAL PARTNERS FOR PROPER ACCESS LINKS)
 - SPEEDTYPE/S
 - SALARY RANGE AND RELOCATION AS REQUIRED BY THE CO EQUAL PAY ACT

COLORADO EQUAL PAY ACT (01.01.2021)

WHAT WE CAN OFFER

- WE CAN OFFER A COMPETITIVE SALARY AND A COMPREHENSIVE BENEFITS PACKAGE.
- “THE ANNUAL HIRING SALARY RANGE FOR THIS RESEARCH ASSOCIATE/RS I POSITION IS \$60,000-\$67,000”; OR
“THIS APPOINTMENT WILL BE AT THE RS1 OR RS2 CAREER TRACK LEVEL; THE ANNUAL HIRING RANGE FOR THIS POSITION IS 60K-80K” ; OR
“THE HOURLY SALARY FOR THIS ROLE IS \$25- \$35/HOUR & POSITION DOES NOT INCLUDE BENEFITS
- RELOCATION EXPENSES ARE AVAILABLE FOR THIS POSITION FOLLOWING CIRES AND THE UNIVERSITY OF COLORADO’S RELOCATION PROCESSES AND PROCEDURES.

APPROVALS

The screenshot shows an Outlook email window. The title bar reads "Please Approve Job Ad for the CIRES/ NOAA CSL Stratospheric Data Analysis Research Scientist Position; Position #00781238 - Message (HTML)". The ribbon includes "File", "Message", and "Acrobat". The "Message" ribbon is active, showing options like "Ignore", "Delete", "Reply", "Reply All", "Forward", "Meeting", "IM", "More", "Hiring Managers", "Team Email", "Reply & Delete", "To Manager", "Done", "Create New", "Move", "Rules", "OneNote", "Actions", "Assign Policy", "Mark Unread", "Categorize", "Follow Up", "Translate", "Zoom", "Share to Teams", "Send to OneNote", "Insights", and "Report Message".

The email content is as follows:

Thu 1/28/2021 8:19 AM
CU Boulder Talent Acquisition <no-reply@colorado.edu>
Please Approve Job Ad for the CIRES/ NOAA CSL Stratospheric Data Analysis Research Scientist Position; Position #00781238
To Casey Kipple

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hello,

We recently received a requisition request from Jimena Ugaz-Pereda. The Talent Acquisition team has drafted a job ad draft for the CIRES/ NOAA CSL Stratospheric Data Analysis Research Scientist position, #00781238 that requires your review. Please log in to the [CU Boulder Search Committee Portal](#) to review and approve the draft at your earliest convenience.

If you have questions about the content of the ad or anything related to the search, please contact me to discuss further.

Best,

Blair Perri
Blair.Perri@colorado.edu
Talent Acquisition
CU Boulder Human Resources

This request has generated a new task that will be automatically closed once you complete the form:

Task assigned to you: Approve Job Ad

The Windows taskbar at the bottom shows the time as 11:37 AM on 2/16/2021 and a notification icon with the number 26.

APPROVALS

Home > Jobs Approval

CIRES Fellow - Job Ad Demo

Please review and approve the job ad or submit feedback

Department 10831 - test dept
Position Number 7777777

Collapse All

Job Summary

This person will be in charge of teaching about Talent Acquisition as it relates to Human Resources and hiring. We are looking for this person to start in Fall 2020.

Who we are

Human Resources at CU Boulder exists to create success through others as we all strive to achieve the goals and fulfill the mission of CU Boulder. We contribute leadership, ideas, and services that allow each person – whether an individual contributor or manager, a member of the faculty or staff – to do what he or she does...better.

Talent Acquisition contributes to this mission by providing consultation on hiring, talent acquisition, and talent movement for university staff and classified positions. We work collaboratively with hiring leaders to post positions, screen candidates, and help leaders to select the best talent to meet their needs.

What your key responsibilities will be

Teach About Recruiting

- Provide professional guidance and oversight to campus managers and departments throughout the recruiting process from start to finish.
- Coordinate all the hiring steps, including initiating strategy meetings with departmental managers to discuss recruiting needs
- Create an appropriate recruitment plan with the hiring supervisor including timelines and deliverables.

Strategic Consulting

- Provide strategic consulting to departments about undertaking issues related to

Do You Approve This Posting? *

Select an option

Feedback Provided On

07/17/2019

Submit

- What we can offer

Anticipated salary starting at \$40,000.

- The following language will automatically be included in all postings:

The University of Colorado Boulder is committed to building a culturally diverse community of faculty, staff, and students dedicated to contributing to an inclusive campus environment. We are an Equal Opportunity employer, including veterans and individuals with disabilities.

- What we require

- Bachelor's Degree
- One year of professional recruiting/talent acquisition experience

- What you will need

- Excellent and active listening skills with hiring managers and other constituents and the ability to comprehend the business needs and functions of a variety of campus departments.

- Benefits

The University of Colorado offers excellent [benefits](#), including medical, dental, retirement, paid time off, tuition benefit and ECO Pass. The University of Colorado Boulder is one of the largest employers in Boulder County and offers an inspiring higher education environment. Learn more about the [University of Colorado Boulder](#).

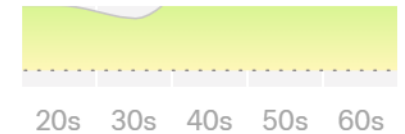


CIRES/ EARTH LAB Frontiers in Teaching & Learning Earth Data Science Post-Doc

Job post (21287) for a Research role in Boulder

Publish Shared

By Casey Kipple and Research Institutes and Labs using the Archived template



- Job post is too long
- Add a few exclamations
- Uses repetitive wording
- Uses corporate cliches
- Needs more engaging questions
- Too much bulleted content
- Needs more action words

Textio is currently comparing your writing to 553,429 recent Research job posts in the

We seek a motivated postdoctoral researcher, who is passionate about studying best practices for instructing data-intensive science and who has proven experience teaching technical data skills for science using new and innovative ways. This position will push forward a research track on data-intensive teaching and learning that has been underway in our team. The ideal candidate will support proposal and publication development as well as teach workshops and courses, tool development and documentation of tools. The successful applicant has proven higher education and/or teaching experience with technical education groups (e.g., the Carpentries) and has worked in or is comfortable working in highly collaborative teams. Ideally, this candidate has scientific programming and experience with evaluation and assessment of data

JOB POSTINGS

- CU Internal/External Postings.
- Utilize search committee networks and industry memberships.
- Collaborate with Jimena, Susan Sullivan, and Casey
- Share with your network.



SEARCH COMMITTEE VIEW VERSUS MANAGE JOB

PRA - Candidate Review Demo

Recruitment Coordinator: Thompson, Joanna

Manage Job

Use this page to access candidates for review and feedback.
Please click "Manage Job" button to review committee feedback and make selections for advancing candidates.

Requisition Pipeline

[View All Active Candidates](#)

7

DEPARTMENT REVIEW

1

OFFER

6 Candidates to Screen

[See All](#)

Bean, Jojo

Buffalo, Ralph

Sanders, Gavin

Mascoty, Chip

Baker, Kayla

Screened Candidates

[My Feedback Report](#)

To filter candidates, select the "Screened Candidates" report.

First Interview

0

Second Interview

0

Final Interview

0

There are no results available.

[View All Candidates to Review](#)

[My Feedback Report](#)

- **View** all candidates in all steps of the process.
- Candidates not yet reviewed in the resume review round. Names will display for those to **provide feedback** on.
- Personal summary of resume review feedback.
- Candidates not yet reviewed in the interview rounds. Names will display for those to **provide feedback** on.
- Personal summary of interview feedback.
- Switch to Search Chair/Liaison Access.
- Click the title to see the posted job advertisement.

THE INTERVIEW: HIRING IS A LEGAL PROCESS PLEASE OBEY THE LAW

- CONSISTENCY IN CONTENT AND LENGTH OF INTERVIEWS
- TECHNICAL, PROJECT-BASE AND PROFESSIONAL ETIQUETTE QUESTIONS
- AVOID QUESTIONS WHICH MAY REVEAL PROTECTED INFORMATION (NATIONALITY OR ANCESTRY, AGE, RELIGION, DISABILITY, VETERAN STATUS, COLOR, RACE, PLANS FOR PREGNANCY, MARITAL STATUS)
- INCLUDE QUESTIONS ON DIVERSITY AND INCLUSION PHILOSOPHY
- AVOID QUESTION ON THE NEED FOR VISA SPONSORSHIP
- FOR EVALUATION, DEVELOP A RUBRIC WHICH IDENTIFIES MINIMUM REQUIREMENTS, NEEDED AND DESIRED SKILLS

LOR'S VS. SKILLSURVEY CONSIDERATIONS

- AUTOMATED ONLINE REFERENCE CHECKING SYSTEM.
- QUESTIONS SPECIFIC TO SKILLS REQUIRED FOR A PARTICULAR JOB.
- CONSISTENCY IN REVIEW AND SUMMARY.
- SEPARATE THAN THE CONFIDENTIAL LOR PROCESS IN THE SYSTEM.
- IN LIEU OR IN ADDITION TO CONFIDENTIAL LOR(S).
- FULFILLS DOSSIER REQUIREMENT.

SKILLSURVEY
Reference

SKILLSURVEY REFERENCE™ FEEDBACK REPORT

CANDIDATE
[REDACTED]

POSITION
[REDACTED]

PRE-HIRE 360® SURVEY
HR Professionals, v2

CANDIDATE IP ADDRESS
73.14.251.20

CANDIDATE ASSIGNED TO
[REDACTED]

DATE
Friday, July 19, 2019

REPORT HISTORY
Report Generated: April 02, 2018 - 04:34PM

Note: The information provided in this report is based solely on Reference feedback submitted in response to the Pre-Hire 360® survey using SkillsSurvey's Reference™ solution. To preserve confidentiality of Reference responses, this report should not be shared with the Candidate.

SKILLSURVEY

About SkillsSurvey: SkillsSurvey is the leader in online reference checking, screening and credentialing, providing immediately useful insights to help employers make better hiring decisions. SkillsSurvey speeds hiring for healthcare, commercial, higher education, and staffing and recruiting organizations. Its cloud-based referencing and credentialing solutions answer vital questions that help organizations hire the right people for every role. Visit us at www.skillsurvey.com.

BEFORE MAKING A VERBAL OFFER

=> CONNECT WITH YOUR CIRES LEAD (IF APPROPRIATE) AND WITH CIRES HR REGARDING SALARY (ARE INTERNAL APPROVALS NEEDED IN YOUR LAB BEFORE PROCEEDING?)

=> COMPENSATION ANALYSIS BY CIRES HR/ YOUR LEAD:

CONSIDERATIONS INCLUDE NATURE OR WORK; TYPE OF DEGREE AND YEARS SINCE DEGREE

OVERALL AND RELEVANT EXPERIENCE; FUNDING SOURCE AND BUDGET;

DIRECT PEERS PERFORMING SUBSTANTIALLY SIMILAR WORK; CIRES CAREER TRACK

=> CONSULT WITH YOUR FINANCE MANAGER REGARDING RELOCATION ALLOWANCES ON YOUR SPEEDTYPE

⇒CONSULT WITH YOUR ACCESS VERIFIER FOR CLEARANCE PROCESSING TIMES BEFORE AGREEING TO A START DATE (PROVIDED FEDERAL CLEARANCE IS NOT NEEDED AND THERE ARE NO VISA NEEDS, CIRES HR WILL NEED AT LEAST 3 WEEKS FROM OFFER ACCEPTANCE TO START DATE)

⇒MOVE AHEAD WITH VERBAL OFFER AFTER APPROVAL:

⇒ OFFER IS PRESENTED BY THE CIRES SUPERVISOR VIA CHAT/PHONE

NEGOTIATION WITH CANDIDATE

- ONLY THE CIRES SUPERVISOR SHOULD BE NEGOTIATING WITH CANDIDATE
- KNOW YOUR BENEFITS (IE. GENEROUS 10% CU ANNUAL RETIREMENT CONTRIBUTION)
- BROAD OPTIONS FOR MEDICAL INSURANCES AND FLEXIBLE SPENDING AND SAVINGS ACCOUNTS
- KEEP IN MIND HR RECOMMENDATIONS AND SALARY EQUITY
- RELOCATION (FINANCE MANAGER; % EFFORT LINKED TO % RELO \$ IN FIRST 12 MONTHS)
- START DATE AND CLEARANCE FOR NOAA LABS/ TASK II FUNDS AND FEDERAL CLEARANCE
- DEADLINE TO CONSIDER/ACCEPT AND OFFER: WHO IS YOUR #2 CANDIDATE?

OBEY THE LAW: HIRING IS A LEGAL PROCESS

- AFTER A CANDIDATE HAS VERBALLY ACCEPTED THE ROLE, PLEASE DO ASK:

“ARE YOU LEGALLY ABLE TO WORK IN THE UNITED STATES OR WILL YOU NEED SPONSORSHIP NOW OR IN THE FUTURE”

⇒ IF THE TO THE ABOVE QUESTION IS AFFIRMATIVE, THEN CONNECT WITH JANET.GARCIA@COLORADO.EDU BEFORE AGREEING TO A START DATE

⇒ VERBAL AGREEMENT ON \$ AND START DATE, CIRES SUPERVISOR SENDS IN HIRING CHECKLIST TO CIRES HR

⇒ AFTER HIRING CHECKLIST IS FULLY EXECUTED, CIRES HR WILL SEND OUT THE OFFICIAL OFFER LETTER

IMPORTANT REMINDERS DURING THE PROCESS::

- DISPOSITIONING AND SENDING REGRETS IS MANDATORY: KEEP YOUR OWN EXCEL/GOOGLE DOC WITH JUSTIFICATIONS FOR NOT MOVING FORWARD
- EVERYONE WHO APPLIED MUST BE CONSIDERED; PUT A POSITION ON HOLD IF NEEDED

ORIENTATION AND ONBOARDING

- PLEASE ATTEND LUCIA HARROP'S TRAINING NEXT WEEK: WEDS MARCH 3RD, FROM 10-11: "ONBOARDING WITHIN THE COOPERATIVE AGREEMENT" IF YOU ARE IN ONE OF THE NOAA LABS

ZOOM LINK: [HTTPS://CUBOULDER.ZOOM.US/J/99436960776](https://cuboulder.zoom.us/j/99436960776)

PRIOR TO START DATE:

=> LUANN'S EMAIL WITH WALEED'S WELCOME MESSAGE, IDENTIKEY ACTIVATION, W-4, I-9, INSTRUCTIONS FOR COMING ON CAMPUS (COVID PROTOCOL), DIRECT DEPOSIT, I9, BUFF ONE CARD, MY LEAVE, BENEFITS, CU ORIENTATION

=> LUCIA'S INVITATION FOR ONE-ON-ONE ORIENTATION IF NOAA LAB EMPLOYEE

- THE QUICK START PROGRAM- (CU HR GENERAL ORIENTATION): 1ST DAY OF THE MONTH AND MOST MONDAYS

9AM-10AM MT VIA ZOOM

INFORMATION ON BENEFITS

I-9 STEP 2 VERIFICATION (HAS TO HAPPEN WITHIN 3 DAYS OF START DATE) (FOLLOW COVID CAMPUS PROTOCOL)

BUFF ONE CARD/ ECO PASS

MY CU INFO/ MY LEAVE

MANDATORY TRAININGS

PARKING

GROUP SUPPORT FOR NEW EMPLOYEES

- THE CIRES MENTORING PROGRAM
- CIRES MEMBERS COUNCIL
- POST-DOCTORAL ASSOCIATION RESOURCES