



## STATE CLASSIFIED HIRING AUTHORITY CHECKLIST

Please follow the instructions on this checklist **sequentially** and **completely** to have a smooth interview and selection experience for your open position. Connect with your HR Employment Consultant at any point for clarification or guidance.

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <p><b>Candidate Interviews (Hiring Authority)</b></p> <ul style="list-style-type: none"><li>• All candidates who are placed in interview status must be interviewed. Those candidates who are in eligible list status should <u>not</u> be interviewed unless candidates in interview status withdraw. Check with your HR Employment Consultant for assistance and permission to interview the next highest ranked candidates if this occurs.</li><li>• Interviews may be remote or in person.</li><li>• The interview experience should be consistent between applicants.</li><li>• If the candidate is a current or former CSU employee, be sure to check their personnel file with the HR Operations and Resources office (HR_Operations_Resources@colostate.edu) for performance information.</li></ul>  |
| <input type="checkbox"/> | <p><b>Reference Check (Hiring Authority)</b></p> <ul style="list-style-type: none"><li>• Notify the final candidate(s) that you intend to contact their references. If they ask to change references at this point, that is fine.</li><li>• Perform reference checks on your final candidate(s). Note: it is not recommended to perform reference checks for all candidates interviewed, only those in final consideration.</li></ul>  |
| <input type="checkbox"/> | <p><b>HR Approval Required: Submit Referral Form to Amy (Hiring Authority)</b></p> <ul style="list-style-type: none"><li>• Enter brief justification of hiring decisions into TMS, focusing on why the employee was or was not selected, relating their skills, experience, education, responses during the interview, etc. to the requirements of the position. This field is limited to no more than 255 characters.</li><li>• Email notice to your HR Employment Consultant when you have entered rankings and comments that support your decision-making about all interviewed candidates. The HR Employment Consultant will review/approve interview comments, or they may request additional comments or clarification prior to approval, if necessary.</li></ul> <p><b>*** We highly recommend you copy your internal HR team/liason when returning the referral to prepare them for future Oracle actions and onboarding activities.</b></p> |

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <p><b>Conditional (Verbal) Offer (Hiring Authority)</b></p> <ul style="list-style-type: none"> <li>You may extend a conditional (verbal) job offer as soon as the HR Employment Consultant approves the interview comments. We recommend letting the candidate know that they are your top candidate and the background check has to be initiated/completed with a successful result prior to moving forward with a formal offer.</li> <li>Inform the candidate that they will be receiving an email from HireRight, our third-party background check provider. HireRight will require the candidate provide SSN and Date of Birth on its secure site. The candidate is encouraged to respond the HireRight promptly to avoid delay in the hiring process.</li> <li>When deciding on what salary to offer, please review the following important points: <ul style="list-style-type: none"> <li>The salary must be a whole number at both the monthly and annual amounts, and must not exceed the midpoint of the pay range for this classification level, in congruence with the <a href="#">State of Colorado Pay Plan</a>.</li> <li>To remain in compliance with the Equal Pay for Equal Work Act, the salary offered must not create compression with (be higher than) other employees in the same department who are of the same classification and/or skill level. Please communicate with your department HR Liaison to ensure the salary you offer is in compliance with this important law. For more information about the Equal Pay for Equal Work Act, please click <a href="#">here</a>.</li> </ul> </li> </ul> |
| <input type="checkbox"/> | <p><b>Background Check (HR Employment Consultant)</b></p> <p>Your HR Employment Consultant will initiate the Hiring Proposal and Background Check in the Talent Management System after:</p> <ul style="list-style-type: none"> <li>The HR Employment Consultant approves the completed interview comments.</li> <li>The Top Candidate has accepted the conditional offer.</li> </ul>   |
| <input type="checkbox"/> | <p><b>Pre-Placement Physical (if applicable) (Hiring Authority)</b></p> <ul style="list-style-type: none"> <li>The hiring department may coordinate the pre-placement physical required for the position if it is needed for the position.</li> </ul>   |
| <input type="checkbox"/> | <p><b>Formal Offer Letter (HR Employment Consultant)</b></p> <p>The employment team will request information from you and will create the formal offer letter in TMS. This letter will be routed to your department for approval before it is sent to the candidate for signature.</p> <ul style="list-style-type: none"> <li>The Compensation Policy can be found here.</li> <li>The Annual Salary must be a whole number when divided by 12. (For Example, \$35,508/12 = \$2,959.00 per month.)</li> <li>Please review the Equal Pay for Equal Work Act information above in the conditional offer section, and ensure the final determined salary is in compliance.</li> </ul>   |
| <input type="checkbox"/> | <p><b>Contact Unsuccessful Candidates (Hiring Authority)</b></p> <ul style="list-style-type: none"> <li>Upon acceptance of formal job offer, please notify unsuccessful candidates that the selection process has been completed within one week. Phone, email, and US mail are acceptable; however, Hiring Managers are encouraged to contact unsuccessful candidates by phone or personalized email. Your HR Liaison can provide guidance, if needed.</li> </ul>  |

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <b>Enter the New Hire in Oracle (<i>Hiring Authority</i>)</b><br><br>This is often completed by Department HR Liaisons. The “Oracle Quick Help Guides” can be found at: <a href="https://hr.colostate.edu/hr-community-and-supervisors/training-and-professional-development/records-training/">https://hr.colostate.edu/hr-community-and-supervisors/training-and-professional-development/records-training/</a> |
|                          | <b>Congratulations, you are finished!</b>   |