Hiring Process

State Classified

1. Submit Requisition Approval form to COB HR for review/approval.
2. Go to step 3 if position number already exists. If position number does not exist, complete a New Position Request Form, and submit to COB HR for approval, and signature.
3. Department HR liaison or charging party contacts Rachel Wilkinson in CSU HR Employment to post the position for a minimum of 5 workdays using one or more of the following methods (if a newly created position, must have position number assigned before proceeding with step):
   a. Transfer/Reinstatement List: advertises the position to candidates who currently work for the state of Colorado, or have worked for the state of Colorado and are eligible to reinstate. (Interested parties should submit a cover letter and resume, which is used to screen candidate for possible in-person interviews).
   b. Referral List: Department receives the top three candidates from any active referral list from central HR. All candidates from a referral list MUST be interviewed.
   c. Open Competitive: No active referral list exists, so the position must be advertised to the general public. HR will work with departments to develop the job announcement, testing methods, deadline dates, etc. Those passing the exam are then ranked on an active referral list, which is then provided to the hiring department.
4. Interviews are scheduled minimum of the charging party. All candidates must be interviewed in the same manner, i.e., you cannot interview 2 via phone and 2 in person.
5. Department determines best qualified candidate. (If the top candidate comes from a referral that is flagged as “Red Stamp-Yes”, the department MUST have CSU OEO approval to consider an offer to the selected candidate, before submitting a background check).
6. Background check request is submitted to CSU Human Resources and COB HR and charging party should notify candidate to watch for email from HireRight.
7. COB HR will notify the charging party when background check is completed successfully.
8. Charging party makes offer of employment to successful candidate and determines official start date.
9. Candidates not selected for the position must be notified by the hiring department.
10. New employee meets with departmental HR liaison to complete the necessary paperwork.