THE SELECTION PROCESS

The selection process begins with the position description (PD). The PD is the official job description that lists the general duty statements, descriptions of decision making, complexity, purpose of contact and line/staff authority. In addition, the PD outlines the essential functions of a job as well as the physical, mental and environmental attributes needed for work. The PD also clarifies the conditions of employment such as specialized licenses, pre-employment tests, on-call status etc...

Below are some helpful links to completing the PD:

- **Class Descriptions** (CD’s currently in use with the State System) and Minimum Qualifications [https://www.colorado.gov/pacific/dhr/classdescriptions](https://www.colorado.gov/pacific/dhr/classdescriptions)
- **Blank Position Description:** [https://www.colorado.gov/pacific/sites/default/files/Position%20Description%20(PD)%20(word%20doc.).0.doc](https://www.colorado.gov/pacific/sites/default/files/Position%20Description%20(PD)%20(word%20doc.).0.doc)

Once the content of the PD has been finalized, it needs to be signed by the supervisor and appointing authority of the position. The PD is submitted with the following form to Human Resources for processing:

- **Classification/Personnel Requisition Request Form**
  [http://www.ahec.edu/hr/RequisitionForm.pdf](http://www.ahec.edu/hr/RequisitionForm.pdf)

The Classification/Personnel Requisition Request Form is used to determine the action, type and funding of a position. The form will need to be filled out completely with the appropriate information in each section of the form.

- **Position Information** – Action, type
- **Budget Information** – Funding
- **Approvals** – Final approval (Signatures of Unit Assistant VP and EVPA’s Chief of Staff)

Once the requisition form is complete and has final approval along with PD can be forwarded to Human Resources for action.

PROCESS AND TIMELINES

Creation of a new position – once the PD is received in the HR office, it will then be assigned to the HR Specialist for processing. The HR Specialist will review the PD and begin crafting the job announcement.

Once a tentative announcement has been crafted, HR will return the announcement back to the hiring manager for final approval prior to publication. During the announcement period (approximately 10 business days for open competitive positions, approximately 5 business days for promotional/reallocation announcements) HR will work with hiring manager to finalize the selection/testing methodology.

A mandatory 5-day pause is in place for applicants to appeal decisions involving whether or not they meet the minimum qualifications listed in the job announcement. Ideally, all testing will be completed and a referral list given to hiring managers within 60-days of HR receipt of administrative paperwork.

Once the selection process is complete, a conditional offer can be made, the selected candidate will be subject to fill out a Background Disclosure and Authorization Form and sent to Human Resources. Once this is verified and approved the formal offer can be made, if accepted an initial new hire packet can be processed starting with a **Personnel/Payroll Action form (PPAF)** to officially appoint an employee, along with the new hire packet.

[http://www.ahec.edu/hr/PPAFForm.pdf](http://www.ahec.edu/hr/PPAFForm.pdf)

In order to streamline our process better, all forms are located on the HR Website and are available in a fillable format, and can be submitted electronically.