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| Completing a Hire | | |
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| After interviews, but before an offer is made… | | |
| A guide for hiring authorities. | | |

# After final interviews are conducted

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|  | 1. Determine your final candidate for the position or employee eligible for promotion. |
|  | 1. For new hires, request references through Skill Survey or for certain faculty, request confidential letters of recommendation. |
|  | 1. Determine pay rate or pay range that you would like to offer the finalist after references or letters come back satisfactory consistent with the salary analysis performed by Human Resources during the Request-to-Fill (“RTF”) review process. |
|  | 1. Request a finalized salary analysis by sending an email to [hrhelp@uccs.edu](mailto:hrhelp@uccs.edu) with the requisition number, finalist name, and requested salary or salary range. |
|  | 1. Human Resources finalizes the salary analysis performed during the RTF review process to compare qualifications of the finalist to current employees in similarly situated positions at UCCS. Employees in similarly situated positions are determined using the unique job code (University Staff), job code and occupational group (Classified Staff), or job code and discipline (Faculty). The analysis includes documenting the following for current employees and the finalist:   Direct and progressive experience at UCCS;  Direct and progressive experience based on resume/vitae; and  Highest education level received. Additional weight may be given for master’s or advanced degree in job discipline. |
|  | 1. Human Resources either approves the requested salary/salary range or will provide a different recommended salary range based on the salary analysis. |
|  | 1. Make an offer to the final candidate within the Human Resources approved salary range. |
|  | 1. Initiate the background check request once the finalist has verbally accepted a Human Resources approved salary offer. |
|  | 1. Work with the department Human Resources Liaison to draft the letter of offer and send to [hrhelp@uccs.edu](mailto:hrhelp@uccs.edu) for review. |

# Existing and New Pay Disparities

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|  | 1. If HR identifies a pay disparity that is created either by a new hire or a promotion, HR will advise on remedies to eliminate the pay disparity. In doing so, HR will inform the following:   Hiring Authority  Vice Chancellor/Dean  Budget Office |
|  | 1. The College/Division may consult with the Budget Office regarding available funding to eliminate any resulting pay disparities. |

# Questions? Contact us!

**UCCS Human Resources**

*Online:* <https://hr.uccs.edu/>

*Phone:* 719-255-3372

*Email:* [hrhelp@uccs.edu](mailto:hrhelp@uccs.edu)