University of Colorado

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EMPLOYEE SERVICES

Published on *University of Colorado* (http://www.cu.edu)

Jobs at CU [1]

- Jobs at CU
- Jobs at CU Administrators

Thank you for your interest in a career at the University of Colorado!

New Users

- To search positions, click the "Search Jobs" link at left.
- To apply for a job, first find a position you are interested in and then click on the "View Details" link.
- To apply online with the University of Colorado, applicants must have a valid email address. Click here to create an email address if you do not have one.

Returning Users

- Click "login," and enter your username and password.
- This enables you to:
  - Edit your existing application.
  - Apply to new jobs without re-entering your application information.
  - Review the status of positions you have applied to.

The University of Colorado does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation, or veteran status in admission and

access to, and treatment and employment in, its educational programs and activities. The University takes affirmative action to increase ethnic, cultural, and gender diversity; to employ qualified disabled individuals; and to provide equal opportunity to all students and employees.

It is the goal of the University of Colorado to promote a safe learning, living and working environment for its members. The University is committed to working with its members to maintain an environment free from violence, threats of violence, harassment, intimidation and other disruptive behavior.

The Jobs at CU staff [2] strives to provide timely assistance to our campus department recruiting liaisons and the external applicants. Please reference the job posting number when contacting the support line.

Email: jobsatcuhelp@cu.edu [3]

Local phone: 303-860-4200, option 5 or

Toll free: 1-855-216-7740, option 5

Days of Operation: Monday through Friday (excluding holidays)

Hours: 8 a.m. - noon and 1 - 4 p.m.

Voicemail and email messages will be answered within 24 hours, Monday through Friday. Messages received on the weekend will be answered on our next business day.

Occasionally, the support line will not be staffed due to various staff meetings and trainings. Please leave a voicemail or send an email during these times.

E-Verify Program: The University of Colorado is a Federal Contract E-Verify employer, but only employees hired into a position funded by a Federal Contract with the FAR E-Verify clause will be verified in the E-Verify program. In that case, we will provide the Social Security Administration (SSA) and, if necessary the Department of Homeland Security (DHS) with information from each new employee's Form I-9 to confirm work authorization.

For purposes of employment using F-1 STEM OPT employment authorization throught Student Exchange Visitor Program (SEVP) and U.S. Citizenship and Immigration Services (USCIS), however, the University is NOT considered to be an E-Verify employer since not all University employees are being verified through the E-Verify program. For more information please visit the following web sites:

E-Verify Information - English [4]

E-Verify Information - Spanish [5]

Documentation & Resources

CU encourages all its Jobs at CU administrative users to use the resources on this website. Please contact jobsatcuhelp@cu.edu [3], or call 303-860-4200 [6] (option 5) with any questions

or additional information.

TRAINING & USER GUIDES for Jobs at CU

- Jobs at CU Security Access Form [7]
- Logon and Profile Changes Guide [8]
- Jobs at CU Glossary of Terms Guide [9]
- Position Management User Guide [10]
- Applicant Tracking User Guide [11]
- Hiring Proposal User Guide [12]
- Essential Function Details for Classified Positions [13]

GUEST USERS

- Guest User Training Guide [14]

SEARCH COMMITTEE

- Search Committee User Guide [15]

ADDITIONAL STEP-BY-STEP GUIDES

- Comprehensive Step-by-Step Guide [16]
- PeopleAdmin 7.6: Guide to Create & Modify Positions, Posting, Manage Applicants, and Hiring Proposal [17]

Jobs at CU Contact Information

For assistance using the Jobs at CU system, training questions or questions related to gaining security access to Jobs at CU, please contact Jobs at CU Support:

Email:	jobsatcuhelp@cu.edu [3]
Local phone:	303-860-4200 [18], option 5
Toll free:	1-855-216-7740 [19], option 5
Fax number:	303-860-4299 [20]
Campus box:	400 UCA
Days of Operation:	Monday through Friday (excluding holidays)
Hours:	8 a.m. - noon and 1- 4 p.m.

Voice mail and email messages will be answered within 24 hours, Monday through Friday. Messages received on the weekend will be answered on the next business day.

Occasionally, the support line will not be staffed due to staff meetings and trainings. Please leave a voice mail or send an email [3] during these times.

Specific questions regarding a recruitment or your business processes should be directed to your campus employment services, human resources or personnel office:

Campus	Phone	Email
University of Colorado at Boulder Employment Services	303-492-6475 [21]	hresmail@colorado.edu [22]
University of Colorado at Denver and Health Sciences Center Human Resources	303-315-2700 [23]	HR.jobs@uchsc.edu [24]

Campus	Phone	Email
University of Colorado at Colorado Springs Personnel Office	719-262-3372 [25]	hrinfo@uccs.edu [26]

FAQ

Applicant Documents

Uploading Submitted Applications

Someone with HR role access can reactivate an applicant?s application. The applicant can then replace their document.

Uploading Letters of Recommendation

If you have reference letters that need to be uploaded, follow these steps: Open the applicant's application then go to the Summary page and scroll down to the Reference section. It is the second blue circle. There will be an email link at the bottom of each reference provider?s information. Copy and paste that email link into the browser address field and hit enter. A page will open up allowing you to browse and upload a document. Upload the reference letter you received for that specific reference provider. NOTE: The posting must have been set up to receive reference letters.

References Unable to Submit Letters

Incorrect posting settings

The Recommendation Document Type must have Reference Letters selected when the posting was set up. Contact your HR approver requesting the Recommendation Document Type be changed on the Settings page of the posting.

Formatting issues

The document must be in either Microsoft Word or PDF format, not a secured document, cannot contain an encrypted signature, and the document must be less than 9mb in size.

Unsolicited request?

There was not an email request sent to the reference provider. (Applicant may have contacted the reference provider and requested they upload a letter.)

Emails

Receiving Emails from External Departments

If you have a staff, faculty or research faculty campus HR role, you will receive emails from the entire campus, or your security role access allows you access to multiple departments.

Stop Receiving Emails from Jobs at CU

If you would like to opt out of receiving emails from Jobs at CU, please follow our step-by-step guide [27].

Logging In

No Username and Password to Log in to the Jobs at CU HR Site

An account was created for all employees. Please log in with your employee ID# initially for both your user name and password unless you are a Guest User. You will be required to change your password when you first login. If you cannot login with your employee ID#, click on Request a password reset. If you are still unable to login, please send an email to jobsatcuhelp@cu.edu [3].

Position Changes

Changing a Posting from a Different Position/Employee Type

Unfortunately a posting cannot be changed from one employee type to another. The posting will have to be re-created by selecting the correct employee type. Contact your HR office or submit an email to jobsatcuhelp@cu.edu [3] and request the posting be deleted.?

Locating a Position I was Modifying

Go to the Position Management module and hoover over the Position Descriptions tab. Select the appropriate employee type actions: Classified and University Staff Actions, Faculty Actions or Research Faculty Actions. Enter the position number (include the two leading zeros for HRMS position numbers).

Making Changes in HRMS or Jobs at CU

Minor changes to the position can be made in HRMS; however, any changes made in HRMS will not feed into Jobs at CU.?

Removing a Seated Employee From a Position

When you are modifying or editing the position, find the ?Employee? page and click ?Edit?. Select ?Filter These Results? and type in ?vacant?. Select the VACANT employee and save the position.

Posting

Making Changes on the Posting

In order to make a change to the posting, you have to be the owner of the posting. Contact the owner of the posting and request they transition it back to you.

Position Number Not Found when Creating a Posting from the Position

Workflow Status

The position must be in the workflow status of ?All Approvals Obtained? before a posting can be created. Contact the owner of the position or your HR department approver.

Position/Employee Type

The Position/Employee type must be the same in Position Management as in Applicant Tracking when creating a posting.

Search Committee

Accessing the New System

A search committee member will be sent an email from jobsatcu.edu notifying them they are a search committee member to the specific posting. The search committee member can access the jobsatcu.com/hr website by logging in through their CU campus portal. Click on CU Resources and open up Business Applications. Click on Jobs at CU Dept. Recruitment and type in the user name and password.

Adding Search Committee Members to a Posting

If the job has been posted, you will need to contact your HR department and request they add search committee members. If you are setting up the posting, please check

page 15 on the step-by-step guide.
https://www.cusys.edu/jobs/downloads/positionsmanaging_sbs.pdf [17]

Cannot See Applicants

If the search committee members cannot see the Applicants, the Applicant Workflow status on the posting is not set to Under Review by Search Committee. Contact your HR approver requesting the Applicant Workflow be changed on the Settings page of the posting.

Attachments:
Video:
Images:
Groups audience:
Employee Services

Source URL: http://www.cu.edu/employee-services/business-partners/jobs-cu

Links:
[1] http://www.cu.edu/employee-services/business-partners/jobs-cu
[2] http://www.cu.edu/pbs/hrms/ps/tables.html
[3] mailto:jobsatcuhelp@cu.edu
[4] http://www.uscis.gov/e-verify
[5] http://www.uscis.gov/es/e-verify
[6] tel:+13038604200
[7] http://www.cu.edu/sites/default/files/policies/docs/jobsatcu-SecForm.pdf
[8] http://www.cu.edu/sites/default/files/policies/docs/Logging%20in%20%26%20Profile%20changes%20Guide.pdf
[9] http://www.cu.edu/sites/default/files/policies/docs/Glossary%20of%20Terms.pdf
[10] http://www.cu.edu/sites/default/files/policies/docs/Position%20Management%20Guide%20.pdf
[11] http://www.cu.edu/sites/default/files/policies/docs/Applicant%20Tracking%20Guide.pdf
[12] http://www.cu.edu/sites/default/files/policies/docs/Hiring%20Proposal%20Guide.pdf
[13] http://www.cu.edu/sites/default/files/pages/884-documentation-resources/docs/functional-attributes.pdf
[14] http://www.cu.edu/sites/default/files/policies/docs/Guest%20User%20Guide.pdf
[15] http://www.cu.edu/employee-services/policies/search-committee-user-guide
[16] http://www.cu.edu/employee-services/policies/comprehensive-step-step-guide
[17] https://www.cusys.edu/jobs/downloads/positionsmanaging_sbs.pdf
[18] http://www.cu.edu/tel%2B13038604200
[19] http://www.cu.edu/tel%2B18552167740
[20] http://www.cu.edu/tel%2B13038604299
[21] tel:+13034926475
[22] mailto:hresmail@colorado.edu
[23] tel:+13033152700
[24] mailto:HR.jobs@uchsc.edu
[25] tel:+17192623372
[26] mailto:hrinfo@uccs.edu
[27] http://www.cu.edu/sites/default/files/managing-email-notifications.pdf