Jobs at CU

Search Committee

STEP-BY-STEP GUIDE
Go to your campus portal and login.

Click on the Business Applications button and select Jobs at CU Dept Recruitment.
IMPORTANT: Initial login will be your employee ID number for both Username & Password. You will then be prompted to modify your password.

University of Colorado

HR Users: Username is Employee ID

Guest Users: Username is User ID provided by HR

Username
Password

Forgot your password? Request a password reset

You will have a login link on the employee portal to access this page. From this page, you will then login with your employee ID number for both your user name and password.
Default upon login will be Applicant Tracking (Blue Banner). If you need to change to the Position Management module, click on drop down to display Position Management (Orange Banner).

Default will be employee. You will need to change your role. Select the drop down to find your Search Committee role. You must then click on the refresh circle to change your role.
To modify your login settings, click on My Profile.

Then click on Edit Button next to User Details.
If you are mainly using the system as a Search Committee Member, you can change your default login setting. Click the drop down arrow for Preferred Group On Login and select Search Committee Member.

Click on Update User to save your settings.
When logged in as a Search Committee Member, you see all the postings you serve on as a Search Committee Member.

You can view the posting by clicking the posting name link or clicking on the Actions link and selecting view.
When the posting opens, you can click on the Summary tab to view information about the posting. Click on the Applicants tab to go directly to the qualified applicants.
You can either look at each applicant individually or download the applications in bulk. Downloading applications in bulk is explained later.
Viewing individual applications will open with three available tabs. The Summary tab will show applicant’s personal information, answers to any supplemental questions and their documents.

The Recommendations tab will allow you to view provided reference letters from referees.
To view any applicant documents, click on the blue link.
December 9, 2012

Ms. Mary Fenness Institute for Arctic and Alpine Research (INSTARR) University of Colorado
Boulder Boulder, Colorado

Dear Ms. CU:

Thank you for taking the time to review my application for IT Support Technician at

As Project Coordinator for the Presidential Climate Action Project (PCAP), I produced, coordinated and processed all necessary financial documents regarding procurement and finance including those for all grants, fundraising, project budgets and contracts. Included in my contracts work was ascertaining that we followed all applicable University and IRS non-profit 501(c)(3) rules as well as met any and all requirements of the donating party. I also negotiated and revised, with advice from University Counsel, the contract key to the publishing of the commercial version of the PCAP. (I was also the editor for this project.) I managed and constructed outreach communications to potential and existing donors as well as wrote and edited other project documents. Throughout the PCAP, I was responsible for grant writing and reporting as well as budget management. PCAP also had sponsored research with subcontractors for which I was responsible and on which I was assisted by Judy Jarrell who worked at that time in UCD Contracts and Grants.

The PCAP, in part in association with the Leadership Summits for a Sustainable America, was involved in four events held at the Johnson Foundation’s Wingspread Conference Center. I organized all four, including assisting in agenda and materials development and attendee recruitment to create a constructive and balanced group environment in which to pursue the goals of both the Summits and the PCAP. Following the conference, I worked with our Research Director in developing post-conference materials summarizing the recommendations and issues raised and addressed during the meetings. During PCAP, I also devoted significant time to researching additional grant and funding initiatives in order to finance the project through its two-year term. In this way, I've become very familiar with the ins and outs of locating and pursuing appropriate funding matches while also meeting (or exceeding) all reporting requirements. Initially, my position with PCAP also involved managing travel and scheduling for the Project. I hold two degrees in writing – a Bachelor of Arts in Journalism and a Master of Fine Arts in Creative Writing.

Most recently, I have worked at UC-Denver as a Human Resources Consultant responsible for processing all records related to hiring and termination of department employees. I was the main contact for employees for any questions or issues they might have had related to their staff status. This work also required that I manage search processes, review application materials and maintain the confidentiality of same. I also handled all of these matters in PeopleSoft (hiring, terminations) as well as searches through job sites. Approximately 25% of this position involved addressing matters of salary compensation by determining appropriate salary levels for vacant positions, processing termination pay-outs and confirming that our returned retirees were compensated appropriately by managing all these items in HRM3.

Previously, I was a sales representative in the Colorado Territory for Thomas Publishing Company’s ThomasNet industrial advertising program. Initially, I was the main liaison on follow-up, billing and ad production for 85-100 industrial and manufacturing accounts. This work involved meeting with all clients, either in person or by phone, in order to gather information for programs. I acquired information
You can download all applications or only specific applications. Delete: To select all, click on the box by Last Name.

To download in bulk, select all by clicking on the box by Last Name.

Select individual applications by clicking on the box next to the applicant.

Choose the type of download you would like to view. **NOTE:** Depending on how many applicants you select, downloading in bulk will take a large amount of time.
For all the applicants you had selected, choose whether you would like to view the application and all documents or only specific documents.

Click on Submit

You will receive this message once you click the Submit button.
You will receive this message on the green bar as the system processes your request.
### Application: Test #1

Posting number: C/U00325  
Posting: IT Senior Professional (Classified and University Staff)  
Form: Faculty and University Staff Application  
Submitted: April 08, 2013 at 05:48 pm (confirmation number: CN000025394)

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#### Personal Information

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If the Search Committee has requested ranking criteria be set up for the posting, you can evaluate applicants in the system.

To rank an applicant, select the specific applicant, click on Actions and select Evaluate Applicants.
Click on the dropdown arrow and select the correct choice for the applicant you selected.

To view all applicants, click on the Show More link.

Only the Search Committee Chair will be able to View Detailed Entries.

Click on Next.
The system will calculate the total score by the weight assigned to the question and the points assigned to the answer.

Only the Search Committee Chair will be able to View Detailed Entries.

### Evaluative Criteria Details and Overrides

#### Workflow State: Under Review By Search Committee University

<table>
<thead>
<tr>
<th>Reviewer Name</th>
<th>Level of Education (weight: 50)</th>
<th>Teaching Experience at a University (weight: 50)</th>
<th>Comments</th>
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<tr>
<td>Annette Sargent</td>
<td>Ph.D (10.0 points)</td>
<td>4-6 (5.0 points)</td>
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<tr>
<td>Average Score</td>
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<td>5.00 points</td>
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<td>Total</td>
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</table>
Only the Search Committee Chair will see all committee member rankings.
Once the system has evaluated all completed Search Committee Member's scores, the Chair will see a calculated view of the combined scores.
This concludes the Search Committee process

Thank You!

Any Questions? Please send to jobsatcuhelp@cu.edu