Jobs at CU

APPLICANT TRACKING
STEP-BY-STEP GUIDE

Posting Jobs &
Managing Applicants
Welcome to Jobs at CU, the University of Colorado’s online position description, employment application and onboarding new employees system. Please use this guide in conjunction with the DL Glossary.

You will use this system to:
• Create, modify and approve positions
• Advertise recruitments online
• Review applicants to your postings
• Allow search committee members to review and rank applications
• Communicate applicant statuses to Hiring Authorities and Campus HR Users
• Hire new employees from applicants
• Provide new employees information to begin their employment
Posting Jobs

Please use these instructions to assist with posting a job.
Change module from Position Management to Applicant Tracking

Review your role, if not correct click on the drop down arrow, choose the correct role and click on the refresh circle.
Go to Postings Tab
Select Posting Type (Classified & University Staff, Faculty, Research Faculty)

Select Create New Posting

Create New Posting
What would you like to use to create this new posting?

Create from Position Type
Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

Create from Classification
Copies in general information from a classification. You will need to provide specific information inside the posting.

Create from Position Description
Copies in most of the information from a position description.
Enter the Working Title in the search bar to find the position you will use to post

On the Actions dropdown Select Create From
New Posting

* Required Information

Working Title *

Organizational Unit

Campus *

Division *

Applicant Workflow

Workflow State

For CLASSIFIED STAFF POSTINGS ONLY use Under Review by HR
For University Staff, Faculty and Research Faculty postings use Under Review by Search Committee - University

For University Staff, Faculty and Research Faculty postings use Under Review by Search Committee - University

For CLASSIFIED STAFF POSTINGS ONLY use Under Review by HR
If you are going to request reference letters for applicants or attach reference letters to applications, click on Accept References.

Only if the search committee is requiring references for all applicants, select Letters of Recommendation Requested. The system will then automatically send a request to the reference providers.

If only selected candidates need references uploaded, leave this field blank.

(Optional) Invite References to submit Recommendations when candidate reaches which workflow state?
If you would like the system to designate when all references have been uploaded select Received – Letters of Recommendation. The system will automatically switch applicant’s status.

Reference Letter must be selected for reference letters to be attached to the application.
Always check Accept Online Applications

Online Applications

- Accept online applications?

Special offline application instructions

Choose the correct application type

Accepted Application Forms

- Classified Staff Application
- Faculty and University Staff Application

Click on Update Settings to continue filling out the posting
Complete all required fields denoted with an *

Job Posting Number

HR Consultant: white, Malaika

Recruiter: This field is required.
<table>
<thead>
<tr>
<th><strong>Working Title</strong></th>
<th>Academic Services Senior Professional</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nature of Work:</strong></td>
<td>The Learning Resources Center (LRC) is designed to promote student success, retention, and graduation in the academic setting. Services are available to all University of Colorado Denver undergraduate and graduate students on the Denver Campus. The LRC provides tutoring and other learning support resources to assist</td>
</tr>
<tr>
<td><strong>Job Summary</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Send to IHE</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>InsideHigherEd.com</strong></td>
<td>Academic Administration</td>
</tr>
<tr>
<td>- to post on this site, select a category</td>
<td></td>
</tr>
<tr>
<td><strong>HigherEdJobs</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Craig's list</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Please list any other posting mediums</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Posting date</strong></td>
<td>04/17/2013</td>
</tr>
<tr>
<td><strong>Closing date</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Open Until Filled?</strong></td>
<td>Yes</td>
</tr>
</tbody>
</table>
If you have created the posting from the position, the posting description will auto fill.

Posting Description

Pass message
Thank you for your interest in this position. The screening and selection process is currently underway and will should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

Fail message
Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.

Is this posting internal only? Yes

Fill Type
☐ To Be Filled by Transfer
☑ To Be Filled by Waiver

Waiver Reason
Please select

Waiver Reason explanation
Type your reason for hiring this person by waiver.
If this position is being filled by a waiver or by Invitation
Only the Quicklink will change when the posting is approved

Specify applicant requirements to complete the posting.

All applications must be submitted through the University’s online job application site:
https://www.jobsatcu.com
Please prepare the following materials for submission.
1. A letter of application including the candidate’s interests, experiences, and qualifications related to the position.

If a required document cannot be attached by the applicant (i.e. formal transcripts, letters of recommendation, large graphics) the DRL will need to type in an e-mail address or a mailing address to where that information can be sent.

Quicklink for Posting
http://colorado-training.peopleadmin.com/postings/60689
Specify all background checks required for the position

In addition to a criminal background check

- Financial/Credit
- Motor Vehicle
- Other

Minimum Qualifications

These fields will pull in from the position description

Minimum Qualifications

- Bachelor's degree
- At least two years experience in teaching or mentoring, preferable in a secondary and/or higher education setting
- At least two years experience working with international and/or culturally diverse populations
- Demonstrated experience in presenting

Knowledge, Skills and Abilities:

- Excellent oral and written communication skills; ability to communicate and collaborate effectively with individuals and groups at all organizational levels and from varied backgrounds

Preferred Qualifications

- Master's degree
- One year or more of supervisory experience, including interviewing, hiring, training, and evaluation, especially involving academic tutors and/or supplemental instruction facilitators
- Demonstrated experience utilizing technology to convey academic content.
If you will be accepting or attaching letters of recommendation select Yes

The system will automatically send out a reminder to reference providers who have not responded to your reference request.

These fields are optional but can assist in managing the posting

Inform the reference provider what applicant information you are seeking. Include date you will need to receive their response.
Upload any internal documents required by your posting approver or campus
Supplemental Questions

Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.

Included Supplemental Questions

<table>
<thead>
<tr>
<th>Position</th>
<th>Required</th>
<th>Category</th>
<th>Question</th>
</tr>
</thead>
</table>

Add a question
<table>
<thead>
<tr>
<th>Category</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Did you hear about this employment opportunity?</td>
</tr>
<tr>
<td>None</td>
<td>If you have answered ‘other’ in the previous question, please provide where you heard about this posting.</td>
</tr>
<tr>
<td>None</td>
<td>If you have answered ‘other’ in the previous question.</td>
</tr>
<tr>
<td>None</td>
<td>Due to ITAR requirements on NASA programs, applicants must either be a US citizen or a permanent resident. Please provide your immigration status.</td>
</tr>
<tr>
<td>None</td>
<td>Due to ITAR requirements on NASA programs, applicants must either be a US citizen or a permanent resident. Please provide your immigration status.</td>
</tr>
<tr>
<td>None</td>
<td>Are you willing and able to work rotating shifts?</td>
</tr>
<tr>
<td>None</td>
<td>Are you willing and able to pass a FBI, CBI background check, and Child Abuse Registry check? Program licensing authorities legally require these checks to be passed by employees.</td>
</tr>
<tr>
<td>None</td>
<td>Are you willing and able to work with clients that are at-risk or could have HIV/Hep C infection?</td>
</tr>
<tr>
<td>None</td>
<td>Are you willing and able to work in a fast-paced, high stress environment?</td>
</tr>
<tr>
<td>None</td>
<td>Do you have a current State of Colorado Driver’s License or able to obtain a State of Colorado Driver’s License at time of hire?</td>
</tr>
<tr>
<td>None</td>
<td>This position may be required to pick up food from various places and attend food shows. Do you have a current and valid State of Colorado Driver’s license or be able to obtain one by the time of hire?</td>
</tr>
</tbody>
</table>

Displaying 1 - 15 of 1037 in total
← Previous | Next →

If you can’t find a question you want to use, you can create a new question

Can’t find the one you want? Add a new one
If you add a question you need to specify the name of the question.

Name: Master's Degree
Category: Education

Question: Do you have a master's degree or a higher level degree?

Possible Answers
- Open Ended Answers
- Predefined Answers

Empty answers will be excluded. Click and drag possible answers to reorder them.

Possible Answer 1: Yes
Possible Answer 2: No
Possible Answer 3:
Possible Answer 4:
Supplemental Questions

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Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.

Included Supplemental Questions

<table>
<thead>
<tr>
<th>Position</th>
<th>Required</th>
<th>Category</th>
<th>Question</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Education</td>
<td>Do you have a master's degree or a higher level degree?</td>
<td>pending</td>
</tr>
</tbody>
</table>

After you submit the question it will be in pending status for the posting approver to activate.

If you would like to rate the question or make it disqualifying, click on the blue question link.
Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.

**Included Supplemental Questions**

<table>
<thead>
<tr>
<th>Position</th>
<th>Required</th>
<th>Category</th>
<th>Question</th>
<th>Points</th>
<th>Disqualifying</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Education</td>
<td>Do you have a master's degree or a higher level degree?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Possible Answers: Predefined Options**

<table>
<thead>
<tr>
<th>Answer</th>
<th>Points</th>
<th>Disqualifying</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If the applicant is not required to answer the question leave the check the box blank.

You can assign point values and the system will score the applications.

You can have the system disqualify an applicant by checking the Disqualifying box next to the incorrect.
Applicant documents can either be required or optional. Required documents must have both the Included and Required boxes checked.

To make a document optional only check the Included box.

You can rearrange the order of documents by changing the number.
There are Guest User accounts and Search Committee accounts in the system.

If someone on the committee is not an employee of CU they will need to have a Guest User account.

If your committee does not want to use the system ranking criteria you can set them up as Guest Users.
The system automatically sets the Guest user name. You can create your own password by typing in the password you would like and clicking on the Update Password button. If you do set up a Guest User account, please notify your HR approver so they can activate the Guest User account.
All employees have a search committee account. If a search committee member is not an employee of the university you will have to set up a Guest User account. If you do set up a Guest User account, please notify your HR approver so they can activate the Guest User account.
Search

Find a User to assign as a Search Committee Member.

First Name

Last Name

Email Address

Search

New Search Committee Member

Request that someone be granted access to the system for the purpose of serving as a Search Committee Member.

Required fields are indicated with an asterisk (*).

Account Information

Please enter the following information to create an account for a new Search Committee Member.

* First Name

* Last Name

* Email

* Username

Submit

If a search committee member is not an employee of the university you will have to create a guest user account for them.
Search

Find a User to assign as a Search Committee Member.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Add Member</th>
<th>Make Member The Committee Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Margaret Haith</td>
<td><a href="mailto:emailaddress@zed.zed">emailaddress@zed.zed</a></td>
<td>Add Member</td>
<td></td>
</tr>
</tbody>
</table>

First Name

Last Name: Haith

Email Address: 

Search

Once you locate the members account choose to add them as a member or make them the committee chair.

If you need to make changes click on the actions dropdown and select the appropriate action.

Remove from Posting
Make committee chair?
The system provides Search Committee members a ranking form in the system. The DRL/PPL will need to fill this out when setting up the posting.
You can search for a previously entered criteria by typing a keyword in the box.

If no matches are found you can Add a new criteria.

Can't find the one you want? Add a new one.
Fill out the required fields denoted by the red asterisk.

You can choose Open Ended Answers (essay) or Predefined Answers that you will enter.

Empty answers will be excluded. Click and drag possible answers to reorder them.

Possible Answer 1: 1-5
Possible Answer 2: 6-10
Possible Answer 3:  
Possible Answer 4:  
You can choose to weight and rank the questions by clicking on the blue question link.

- **Uncategorized**
  - **Description**: How many years of teaching experience at a University level do you have?
  - **Weight**: 50
  - **Possible Rankings**:
    - **1-5**: Points 5
    - **6-10**: Points 10

You can add as many criteria as you would like by clicking on the Add a criterion button.

Determine what weight you want the question to hold and the point value of the answers.
Once you have completed filling out the posting information by scrolling down on the Summary tab you can check your information before submitting it for approval. All sections must have a checked blue circle.
If a section has an orange circle around an exclamation mark you will have to click on the Edit button.

Correct any missing or incorrect information on that section. Scroll to the bottom of the page click on save or next to update the posting. You can then go to the summary page.

<table>
<thead>
<tr>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Posting Number</strong></td>
</tr>
<tr>
<td><strong>HR Consultant</strong></td>
</tr>
<tr>
<td><strong>Recruiter</strong></td>
</tr>
<tr>
<td><strong>Recruiter telephone</strong></td>
</tr>
<tr>
<td><strong>Recruiter fax</strong></td>
</tr>
<tr>
<td><strong>Recruiter email</strong></td>
</tr>
<tr>
<td><strong>Department Recruiting Liaison</strong></td>
</tr>
</tbody>
</table>
When everything is correct you are ready to transition your posting through your campus workflow process. Click on the orange Take Action On Posting drop down.

Click on the proper selection for your campus workflow.

"Take Action On Posting" button. You can comment to the posting and also add this posting to your "Watch List" in the popup box that appears. When you are mit your posting, click on the "Submit" button on the popup box.

Click on the Edit link next to the "Section Name" in the Summary Section. This will take you directly to the Edit. If a section has an orange icon with an exclamation point, you will need to review this section and make corrections before moving to the next step in the workflow.
You can type in a comment to your approver and, if you would like, Add this posting to your watch list. If you click on Submit it will send the posting to the approver you selected.
Once you have transitioned it to your approver the Owner of the posting has changed. If you are not the owner you can no longer make changes to a posting.
The approver will receive an email notifying them the posting needs approval.

- The approver will find and open the posting by clicking on the Actions link.
<table>
<thead>
<tr>
<th><strong>Posting Details</strong></th>
<th><strong>Edit</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contact Information</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Job Posting Number</strong></td>
<td>C/U00050</td>
</tr>
<tr>
<td><strong>HR Consultant</strong></td>
<td>Malaika White</td>
</tr>
<tr>
<td><strong>Recruiter</strong></td>
<td>Test</td>
</tr>
<tr>
<td><strong>Recruiter telephone</strong></td>
<td>555.555.5555</td>
</tr>
<tr>
<td><strong>Recruiter fax</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Recruiter email</strong></td>
<td><a href="mailto:test@gmail.com">test@gmail.com</a></td>
</tr>
<tr>
<td><strong>Department Recruiting Liaison</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Job posting contact</strong></td>
<td>Testing</td>
</tr>
<tr>
<td><strong>Job posting contact telephone</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Job posting contact email</strong></td>
<td><a href="mailto:test1@gmail.com">test1@gmail.com</a></td>
</tr>
</tbody>
</table>

**Position Information**

<table>
<thead>
<tr>
<th><strong>Position Number</strong></th>
<th>10006</th>
</tr>
</thead>
</table>
If you are the final approver on your campus workflow, transition the posting to your HR Approver when everything is correct and you are ready to transition your posting through your campus workflow process. Click on the orange Take Action On Posting drop down menu to select the proper workflow action for your campus workflow.
When you transition the posting, you can add comments for your HR Approver. You can put the posting on your watch list by checking the box or uncheck it to remove it from your watch list.
Once transitioned the owner of the posting has changed. If you are not the owner you can no longer make changes to a posting.
HR approver will find and review the posting.
Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List** in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page** to **Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

<table>
<thead>
<tr>
<th>Contact Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Posting Number</strong></td>
<td>C/U00050</td>
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<td><strong>Recruiter</strong></td>
<td>Test</td>
</tr>
<tr>
<td><strong>Recruiter telephone</strong></td>
<td>555.555.5555</td>
</tr>
<tr>
<td><strong>Recruiter fax</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Recruiter email</strong></td>
<td><a href="mailto:test@gmail.com">test@gmail.com</a></td>
</tr>
</tbody>
</table>

**HR will review the posting and either approve, make changes, or transition it to the department so they can make changes.**
The HR approver can transition the posting to the appropriate state.
Once transitioned there is the option to add notes.
Once the job is posted you can see the current status of the posting. The Owner is Campus HR.

Posting: Academic Services Professional

Current Status: Posted

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate Workflow Action by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your Watch List in the popup box that appears. When you are ready to submit your posting, click on the Submit button on the popup box.

To edit the posting, click on the Edit link next to the Section Name in the Summary Section. This will take you directly to the Posting Page to Edit. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.
Manage Applicants

The following will show an overview for Managing Applicants
After Applicants have applied, except for Classified Staff Posting, the DRL/PPL will review all applications. Staff Campus HR will review all Classified applications. By changing the top candidates workflow status to Under to DRL/PPL.

Enter Position Title in Search Field then select Search.
Click on Actions, then select "Select View Applicants"
After reviewing the applications you can change applicant status by selecting specific applicants.

Click on Actions and select Move in Workflow.
For Classified Staff Postings, the HR staff will review all Classified applications. Once HR selects the top candidates, they will change their workflow status to Under Review by Search Committee. The DRL/PPL and department members will then be able to view the selected applications.

To change all applicant’s status, click on the box next to the last name title to select all active applicants. NOTE: To move in bulk, all applicants workflow States must be the same.
## Editing: Workflow States for 14 Applicants

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Current State</th>
<th>New State</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Landis</td>
<td>HR Review</td>
<td>Select a workflow state...</td>
<td></td>
</tr>
<tr>
<td>a a</td>
<td>HR Review</td>
<td>Select a workflow state...</td>
<td></td>
</tr>
<tr>
<td>Peter Pan</td>
<td>HR Review</td>
<td>Select a workflow state...</td>
<td></td>
</tr>
<tr>
<td>Pamela Gross</td>
<td>HR Review</td>
<td>Select a workflow state...</td>
<td></td>
</tr>
<tr>
<td>Kelly Lohaus</td>
<td>HR Review</td>
<td>Select a workflow state...</td>
<td></td>
</tr>
<tr>
<td>Jacob Ketteman</td>
<td>HR Review</td>
<td>Select a workflow state...</td>
<td></td>
</tr>
<tr>
<td>Gloria Timmons</td>
<td>HR Review</td>
<td>Select a workflow state...</td>
<td></td>
</tr>
<tr>
<td>Hamri Bhainse</td>
<td>HR Review</td>
<td>Select a workflow state...</td>
<td></td>
</tr>
<tr>
<td>Kermit De Frog</td>
<td>HR Review</td>
<td>Select a workflow state...</td>
<td></td>
</tr>
<tr>
<td>Sandra Jones</td>
<td>HR Review</td>
<td>Select a workflow state...</td>
<td></td>
</tr>
<tr>
<td>Robin Van Norman</td>
<td>HR Review</td>
<td>Select a workflow state...</td>
<td></td>
</tr>
</tbody>
</table>

To move all applicants to the same workflow state, click on drop down.

To manage applicants one by one use the drop down that corresponds to the applicant name.
<table>
<thead>
<tr>
<th>Applicant</th>
<th>Current State</th>
<th>New State</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Landis</td>
<td>Under Review by Search Committee - University</td>
<td>Interviewed</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peter Pan</td>
<td>Under Review by Search Committee - University</td>
<td>Interviewed</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pamela Gross</td>
<td>Under Review by Search Committee - University</td>
<td>Not Selected - email at filled</td>
<td>Applicant not interested</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kelly Lohaus</td>
<td>Under Review by Search Committee - University</td>
<td>Not Selected - email at filled</td>
<td>Declined position</td>
</tr>
</tbody>
</table>
Once the applicants that were not selected have been updated, they are removed from the active applicant pool and moved to inactive status.

If you need to see the Inactive applicants, go to the Applicants tab.

Click on the search options link, select Inactive and then click the Search button.
After an applicant has been selected and you want to move forward with the Hiring Proposal, select the applicant by selecting the applicant’s last name.
Review their Job Application

When ready to move forward with the hiring proposal click on Start Hiring Proposal
In Search Field, enter the Position Description and then Click Search

In this example, we are filling the position of IT Tech II and are proposing to hire Jacob Ketteman.
After you enter the search for the Position Description, the working title will show up here and will auto default as selected.

You have now attached the applicant to the posting. To complete this function, click on Select Position Description.
This concludes the Posting and Manage Applicants processes.

Thank You!

Any Questions? Please send to jobsatcuhelp@cu.edu