University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Jobs at CU

APPLICANT TRACKING STEP-BY-STEP GUIDE

Posting Jobs &
Managing Applicants

INTRODUCTION

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.

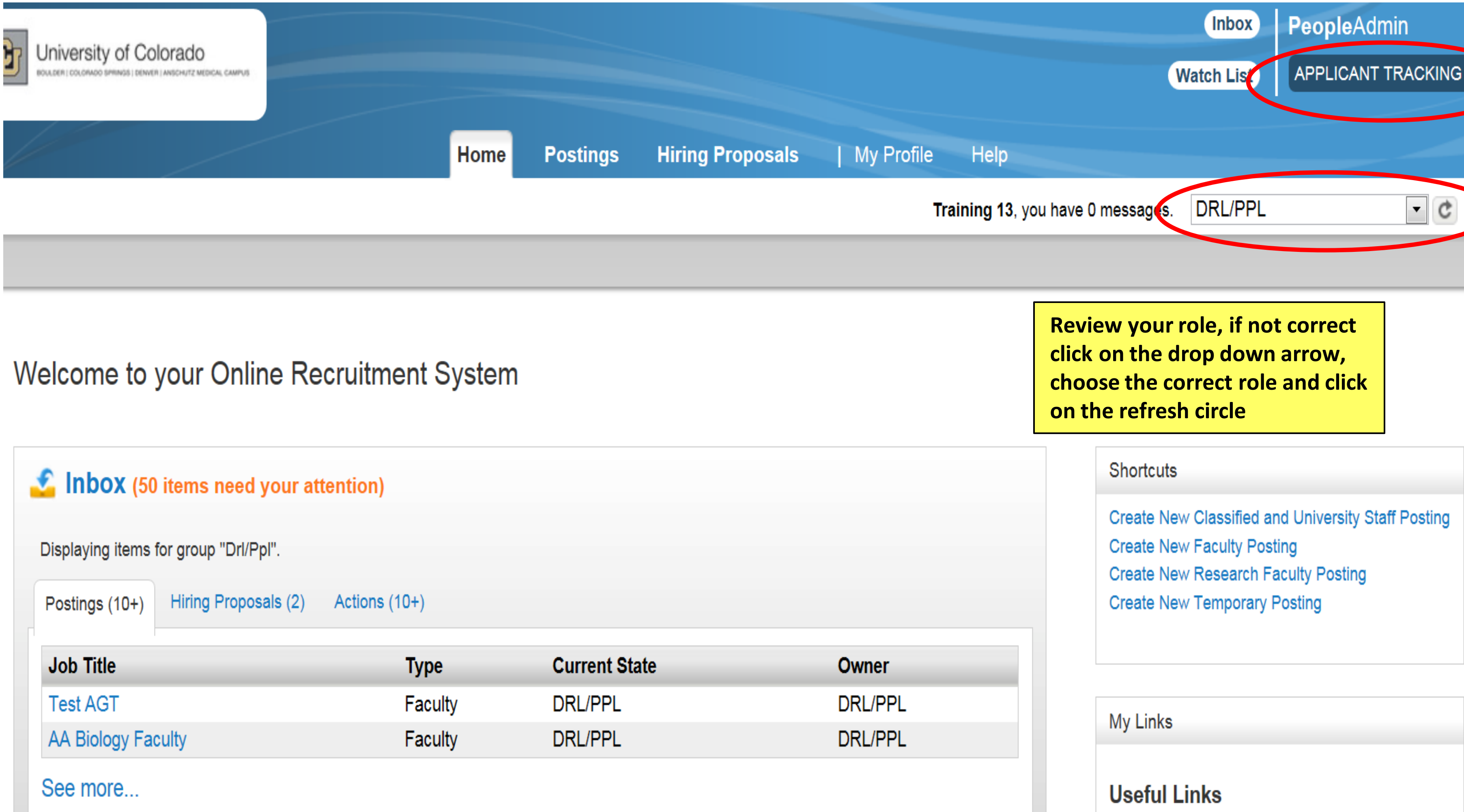
You will use this system to:

- 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)

Home | Postings | Hiring Proposals | My Profile | Help

Training 13, you have 0 messages. DRL/PPL

tings / Classified and University Staff

Select Create New Posting

Classified and University Staff Postings

Create New Posting

Open Saved Search ▾ **Search:** Search More search options

Ad hoc Search | All Postings

Saved Search: **"All Postings"** (137 Items Found)

Actions

← Previous 1 2 3 4 5 Next →

Working Title	Job Posting Number	Department	Active Applications	Workflow State	(Actions)
*Test Classified position		Office of the Chancellor	0	Draft	Actions ▾
*Test Classified position		EPGM-Business	0	Draft	Actions ▾
*Test Classified position		Office of the Chancellor	0	Draft	Actions ▾
*Test Classified position		Office of the Chancellor	0	Draft	Actions ▾

Create New

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.

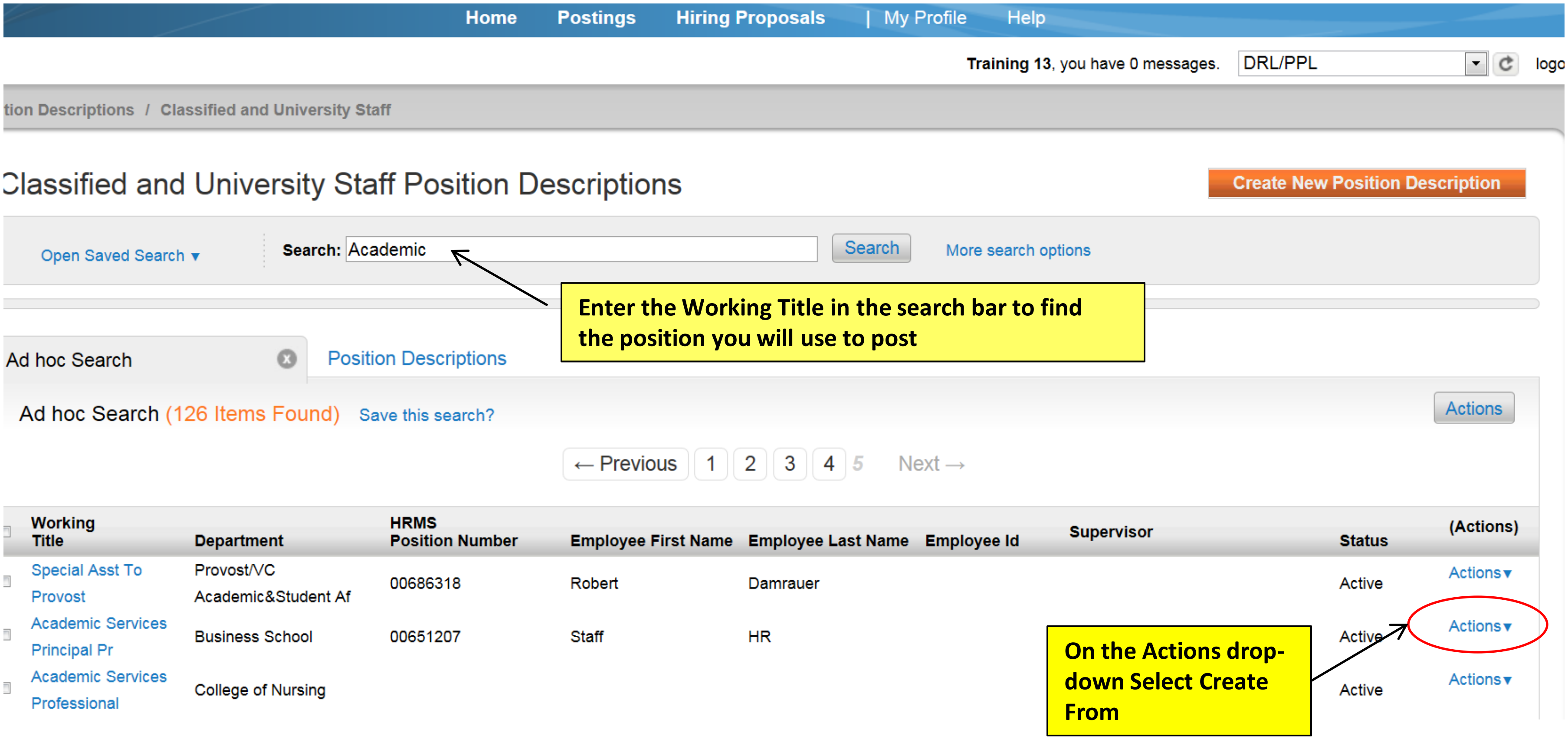
Create from Classification

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

Select from Create from Position Description

Create from Position Description

Copies in most of the information from a position description.


Home
Postings
Hiring Proposals
| My Profile
Help
Training 13, you have 0 messages.
DRL/PPL
logo
tion Descriptions / Classified and University Staff
Classified and University Staff Position Descriptions
Create New Position Description
Open Saved Search ▾
Search: Academic
Search
More search options
Enter the Working Title in the search bar to find the position you will use to post
Ad hoc Search
Position Descriptions
Ad hoc Search (126 Items Found)
Save this search?
Actions
← Previous 1 2 3 4 5 Next →
Working Title
Department
HRMS Position Number
Employee First Name
Employee Last Name
Employee Id
Supervisor
Status
(Actions)
Special Asst To Provost
Provost/VC Academic&Student Af
00686318
Robert
Damrauer
Active
Actions ▾
Academic Services Principal Pr
Business School
00651207
Staff
HR
Active
Actions ▾
Academic Services Professional
College of Nursing
Active
Actions ▾
On the Actions drop-down Select Create From

Home | Postings | Hiring Proposals | My Profile | Help

Training 13, you have 0 messages. DRL/PPL

tings / Classified and University Staff / New Posting

New Posting

Create New Posting | Cancel

* Required Information

Working Title * Academic Services Professional

Working title and Organizational Unit information should auto populate from the position

Organizational Unit

Campus * AMC

Division * H-CON-DEAN COLLEGE OF NURSING

Applicant Workflow

Workflow State Under Review by Search Committee - University

- Under Review by HR
- Under Review by Search Committee - University
- Temporary Under Review

When an application is submitted for this job, it s

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

References

☑ Accept references

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

Reference Notification

Letters of recommendation requested ▾

(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

Recommendation Workflow

Received - Letters of Recommendation

(Optional) When all Recommendations have been provided, move to which workflow state?

Reference Letter must be selected for reference letters to be attached to the application.

Recommendation Document Type

Reference Letter

Require document upload when a reference provider submits a Recommendation?

Always check Accept Online Applications

Online Applications

☑ Accept online applications?

Only fill in Special offline application instruction if you are requesting applicants send their application materials to another site

Special offline application instructions

Accepted Application Forms

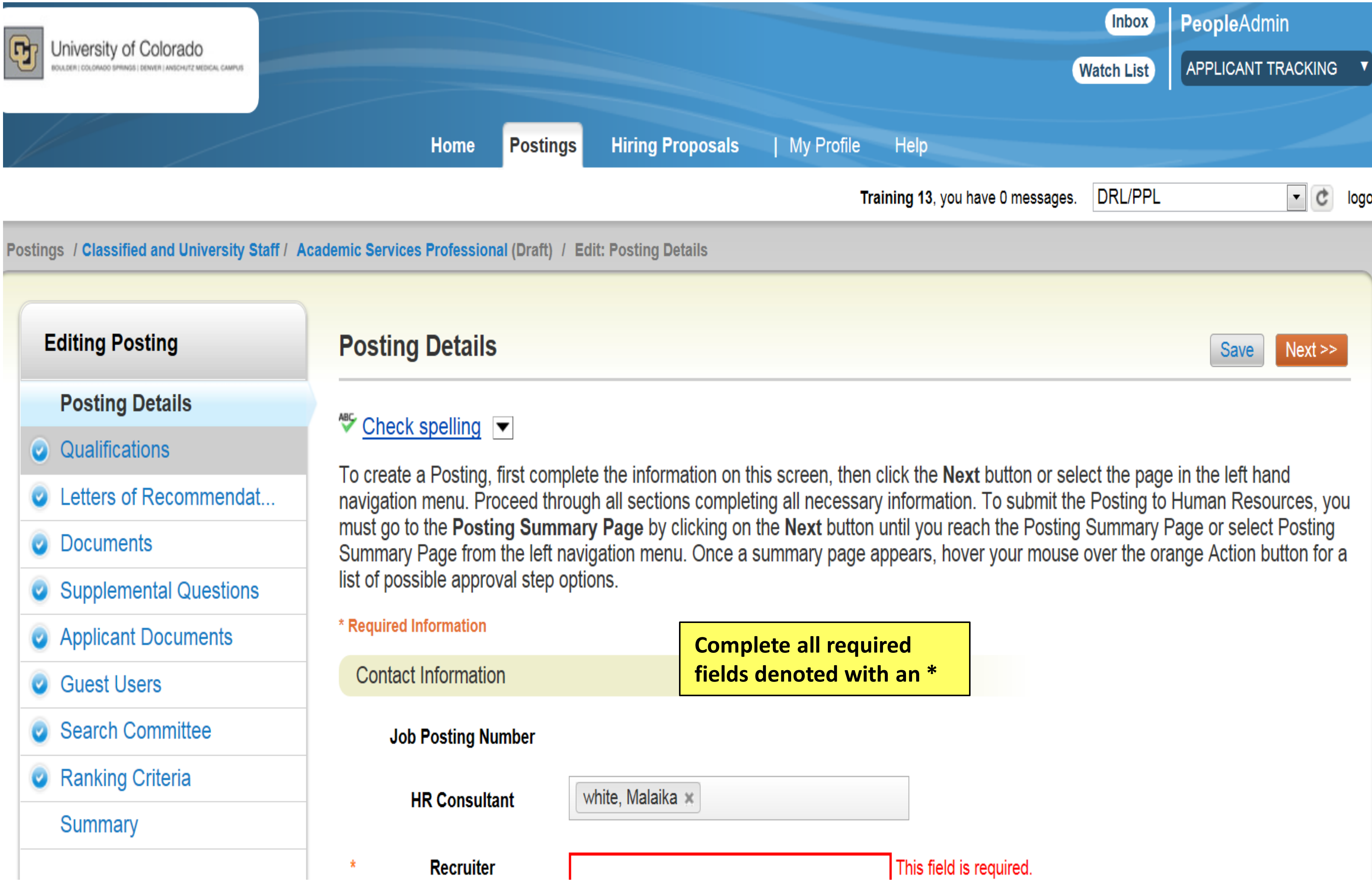
☐ Classified Staff Application

☑ Faculty and University Staff Application

Choose the correct application type

Update Settings

Click on Update Settings to continue filling out the posting


University of Colorado
BOULDER | COLORADO SPRINGS | DENVER | ANSCHUTZ MEDICAL CAMPUS
Inbox
Watch List
PeopleAdmin
APPLICANT TRACKING
Home
Postings
Hiring Proposals
My Profile
Help
Training 13, you have 0 messages.
DRL/PPL
logout
Postings / Classified and University Staff / Academic Services Professional (Draft) / Edit: Posting Details
Editing Posting
Posting Details
Qualifications
Letters of Recommendat...
Documents
Supplemental Questions
Applicant Documents
Guest Users
Search Committee
Ranking Criteria
Summary
Posting Details
Save
Next >>
Check spelling
To create a Posting, first complete the information on this screen, then click the Next button or select the page in the left hand navigation menu. Proceed through all sections completing all necessary information. To submit the Posting to Human Resources, you must go to the Posting Summary Page by clicking on the Next button until you reach the Posting Summary Page or select Posting Summary Page from the left navigation menu. Once a summary page appears, hover your mouse over the orange Action button for a list of possible approval step options.
* Required Information
Complete all required fields denoted with an *
Contact Information
Job Posting Number
HR Consultant
white, Malaika
* Recruiter
This field is required.

Posting Information

* Working Title	Academic Services Senior Professional
Job Summary	Nature of Work: 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
Send to IHE	Yes
InsideHigherEd.com - to post on this site, select a category	Academic Administration
HigherEdJobs	No
Please list any other posting mediums	Craig's List
Posting date	04/17/2013
Closing date	
Open Until Filled?	Yes

If you would like the system to automatically post and remove your job on InsideHigherEd or HigherEdJobs, select yes.

Any other job posting locations must be managed by the department and can be listed for your reference

Enter date the posting should post on Jobs at CU. If there is no specific closing date, select yes on Open Until Filled

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 you do not want this posting to post on the Jobs at CU website choose Yes

If this posting will be filled by Waiver fill out the Waiver Reason boxes

Special instructions to applicants

```
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 can not 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.

Specify applicant requirements to complete the posting.

Quicklink for Posting

http://colorado-training.peopleadmin.com/postings/60689

If this position is being filled by a waiver or by Invitation Only the Quicklink will change when the posting is approved

Save | Next >>

Background Check

In addition to a criminal background check

- [ ] Financial/Credit
- [ ] Motor Vehicle
- [ ] Other

Specify all background checks required for the position

Save | << Prev | Next >>

Minimum Qualifications

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

These fields will pull in from the position description

Competencies/Knowledge, Skills & abilities

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, especiallyinvolving academic tutors and/or supplemental instruction facilitators
- Demonstrated experience utilizing technology to convey academic content.

Save | << Prev | Next >>

Letters of Recommendation

Will this posting accept letters of recommendation to be uploaded?	Yes
Letter of recommendation acceptance cutoff date.	11/26/2013
Number of days prior to cutoff date you would like to remind the reference providers to submit their materials.	15 days
Minimum number of letters of recommendation REQUIRED to be uploaded	3
Maximum number of letters of recommendation ALLOWED to be uploaded	4
Reference Provider Special Instructions	Please share your knowledge on the applicants supervisory and administrative experience. Kindly upload your reference letter by 11/20/2013. Thank you in advance for your response to our request.

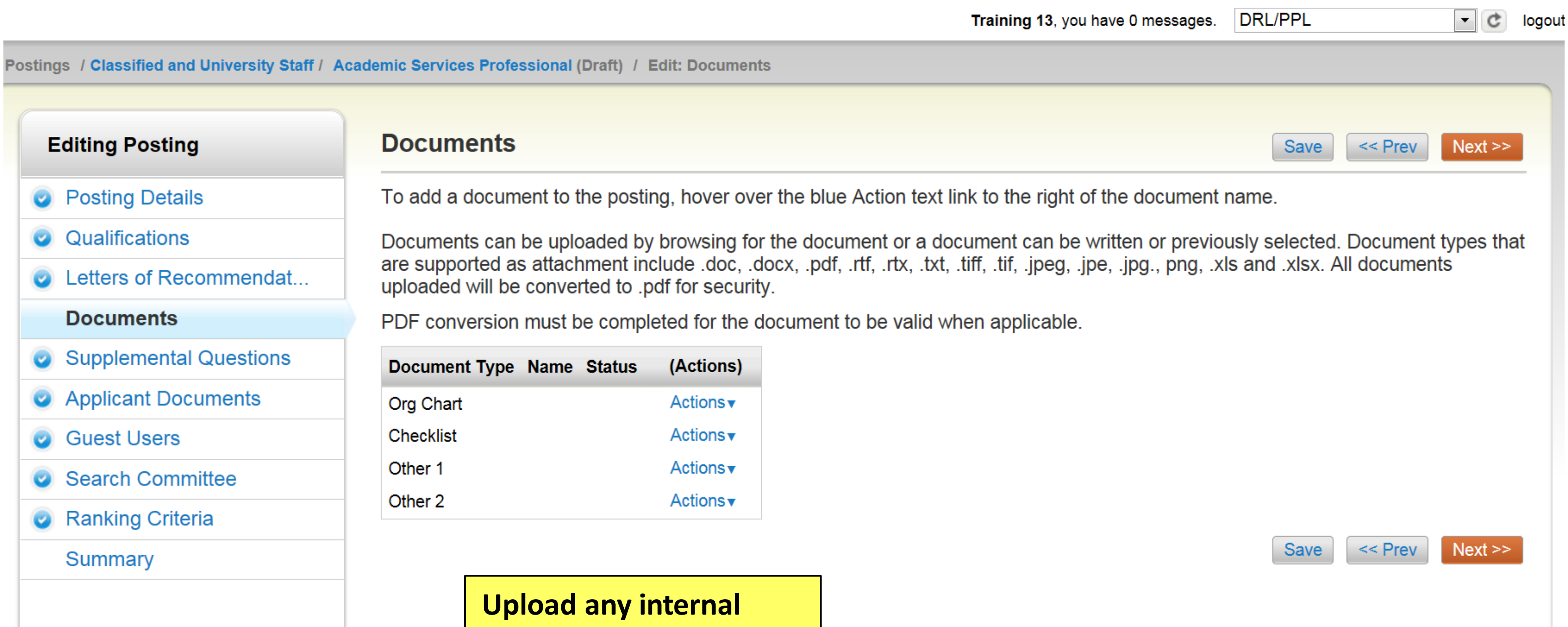
Save | << Prev | Next >>

If you will be accepting or attaching letters of recommendation select Yes

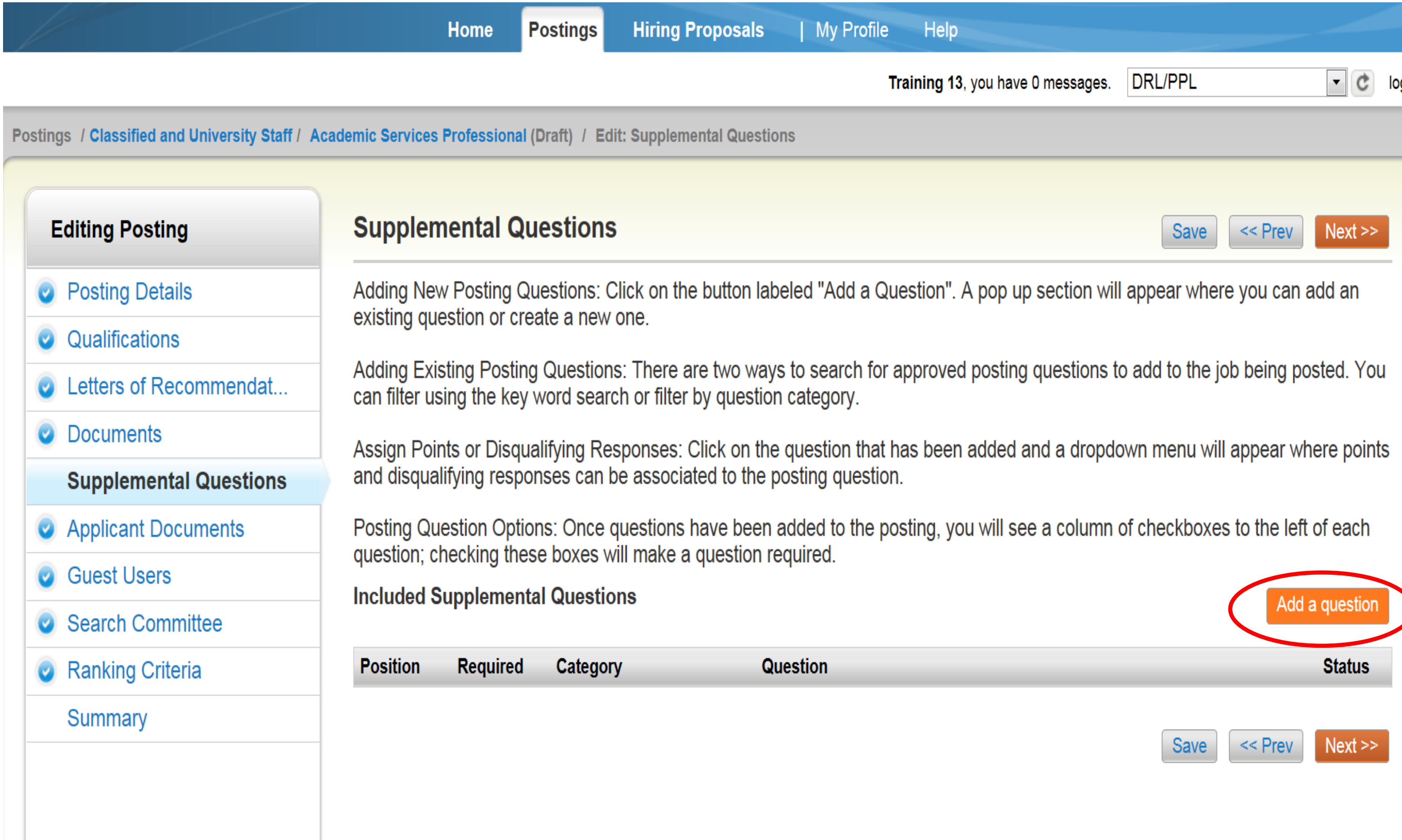
The system will automatically send out a reminder to reference providers who have not responded to your reference request.

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


Home
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DRL/PPL
Postings / Classified and University Staff / Academic Services Professional (Draft) / Edit: Supplemental Questions
Editing Posting
Posting Details
Qualifications
Letters of Recommendat...
Documents
Supplemental Questions
Applicant Documents
Guest Users
Search Committee
Ranking Criteria
Summary
Supplemental Questions
Save
<< Prev
Next >>
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
Add a question
Position
Required
Category
Question
Status
Save
<< Prev
Next >>

Add a Question

Available Supplemental Questions

You can search by category and/or keyword for a question already in the system

Category: Any ▾ Keyword: [ ]

Any
None
Education
Experience

Add	Cate...	...on
☐	Unc...	...d you hear about this employment opportunity?
☐	Uncategorized	If you have answered 'other' in the previous question, please provide where you heard about this posting
☐	Uncategorized	If you have answered 'other' in the previous question, please provide where you heard about this posting.
☐	Uncategorized	Due to ITAR requirements on NASA programs, applicants must either be a US citizen or a permanent resident. Please provide your immigration status.
☐	Uncategorized	Due to ITAR requirements on NASA programs, applicants must either be a US citizen or a permanent resident. Please provide your immigration status.
☐	Uncategorized	Are you willing and able to work totating shifts?
☐	Uncategorized	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.
☐	Uncategorized	Are you willing and able to work with clients that are at-risk or could have HIV/Hep C infection?
☐	Uncategorized	Are you willing and able to work in a fast-paced, high stress environment?
☐	Uncategorized	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?
☐	Uncategorized	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?

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

Submit Cancel

Add a Question ✖

Questions defined here will be "pending" approval and will not be available for use in other areas of the system until they have been approved.

Name * Master' Degree

Category Education

Question *

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

If you add a question you need to specify the name of the question.

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: ✖

Submit Cancel

Supplemental Questions

Save | << Prev | Next >>

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

Add a question

Position	Required	Category	Question	Status
1	☑	Education	Do you have a master's degree or a higher level degree?	pending

Save | << Prev | Next >>

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

Add a question

Position	Required	Category	Question	Status
1	☐	Education	Do you have a master's degree or a higher level degree?	pending

Possible Answers: Predefined Options

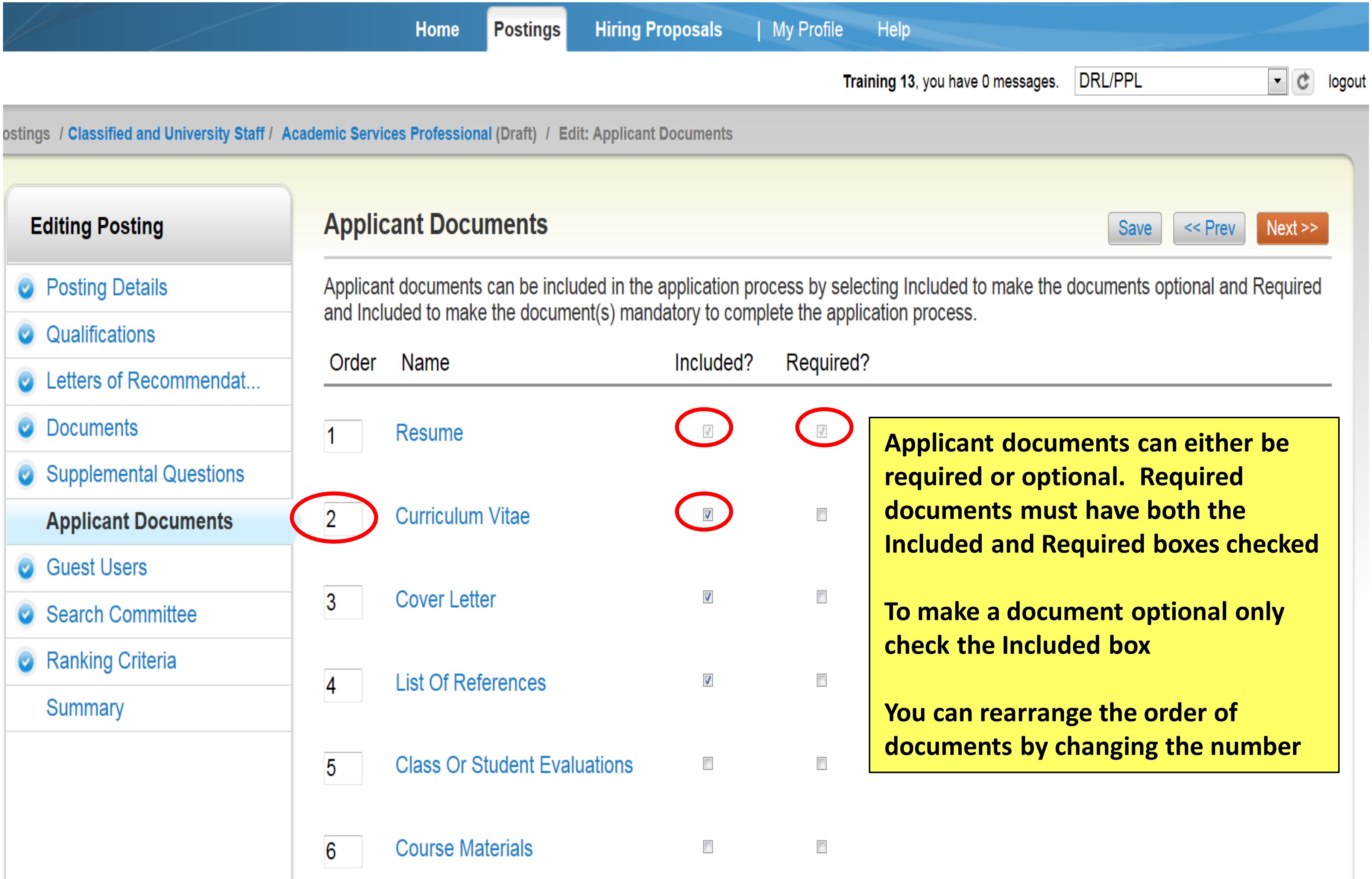
Answer	Points	Disqualifying
1. Yes		☐
2. No		☐

Save << Prev

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

Home | **Postings** | Hiring Proposals | My Profile | Help

Training 13, you have 0 messages. DRL/PPL logc

Postings / **Classified and University Staff** / **Academic Services Professional** (Draft) / Edit: Guest Users

Editing Posting

- Posting Details
- Qualifications
- Letters of Recommendat...
- Documents
- Supplemental Questions
- Applicant Documents
- **Guest Users**
- Search Committee
- Ranking Criteria
- Summary

Guest Users

Save | << Prev | Next >>

Click on the **Create Guest User Account** button. The system will automatically generate a Guest Username. You may update the password if needed.

You can also notify the members of the review committee by adding their email address in the **Email Address of Guest User Recipients**. Each email address must be on a separate line. Once you have added all of the email addresses, click on the **Update Guest User Recipient List** to notify the review committee users.

When finished or to skip this section, click the **Next** button.

Want to give guests access to view this posting?

Create Guest User Account

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

Save | << Prev | Next >>

Guest Users

Save | << Prev | Next >>

Click on the **Create Guest User Account** button. The system will automatically generate a Guest Username. You may update the password if needed.

You can also notify the members of the review committee by adding their email address in the **Email Address of Guest User Recipients**. Each email address must be on a separate line. Once you have added all of the email addresses, click on the **Update Guest User Recipient List** to notify the review committee users.

When finished or to skip this section, click the **Next** button.

Guest User Credentials

Guest users may view this posting by using these credentials.

Username

gu41924

Password

e7960a

Update Password

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.

Email Addresses of Guest User Recipients

Email addresses (one per line)

Update Guest User Recipient List

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.

Editing Posting

- Posting Details
- Qualifications
- Letters of Recommendat...
- Documents
- Supplemental Questions
- Applicant Documents
- Guest Users
- **Search Committee**
- Ranking Criteria
- Summary

Search Committee

Save | << Prev | Next >>

Assigning Search Committee Members

Using the top section labeled "Search" allows you to find existing users in the system that have been previously approved as Search Committee Members or Chairs. If a user does not have the Search Committee Member or Chair user group in their account, you will need to find or create their account in the "New Search Committee Member".

New Search Committee Member

Using the "New Search Committee Member" section allows you to find an existing user in the system to add as a search committee or request a new account altogether.

Existing Account

If you enter either the **username** or **email** of a user. The system will return their account in the search results and allow you to request them to be added as a Search Committee Member by clicking the "Add Member" button. This is only a request; Human Resources will need to approve this user as a potential search committee member user in the system before they can begin logging in as the user group.

New Account

If you search for an existing account under the "New Search Committee Member" using the username or email address and do not find the user you are seeking, you may complete the form in this section to request an account be created for them. Once you press the submit button, the requested user account will be pending review by Human Resources for approval. Users will receive an email once their account is approved.

Search Committee Members

No Search Committee Members have been assigned to this Posting yet.

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.

Save   << Prev   Next >>

Name	Email	Chair?	Status	(Actions)
Annette Sargent	emailaddress@zed.zed	No	approved	Actions ▾
Margaret Mistry	emailaddress@zed.zed	No	approved	Actions ▾

Remove from Posting
Make committee chair?

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

Search

Find a User to assign as a Search Committee Member.

Name	Email Address	Add Member	
Margaret Haith	emailaddress@zed.zed	Add Member	☐ Make Member The Committee Chair

First Name

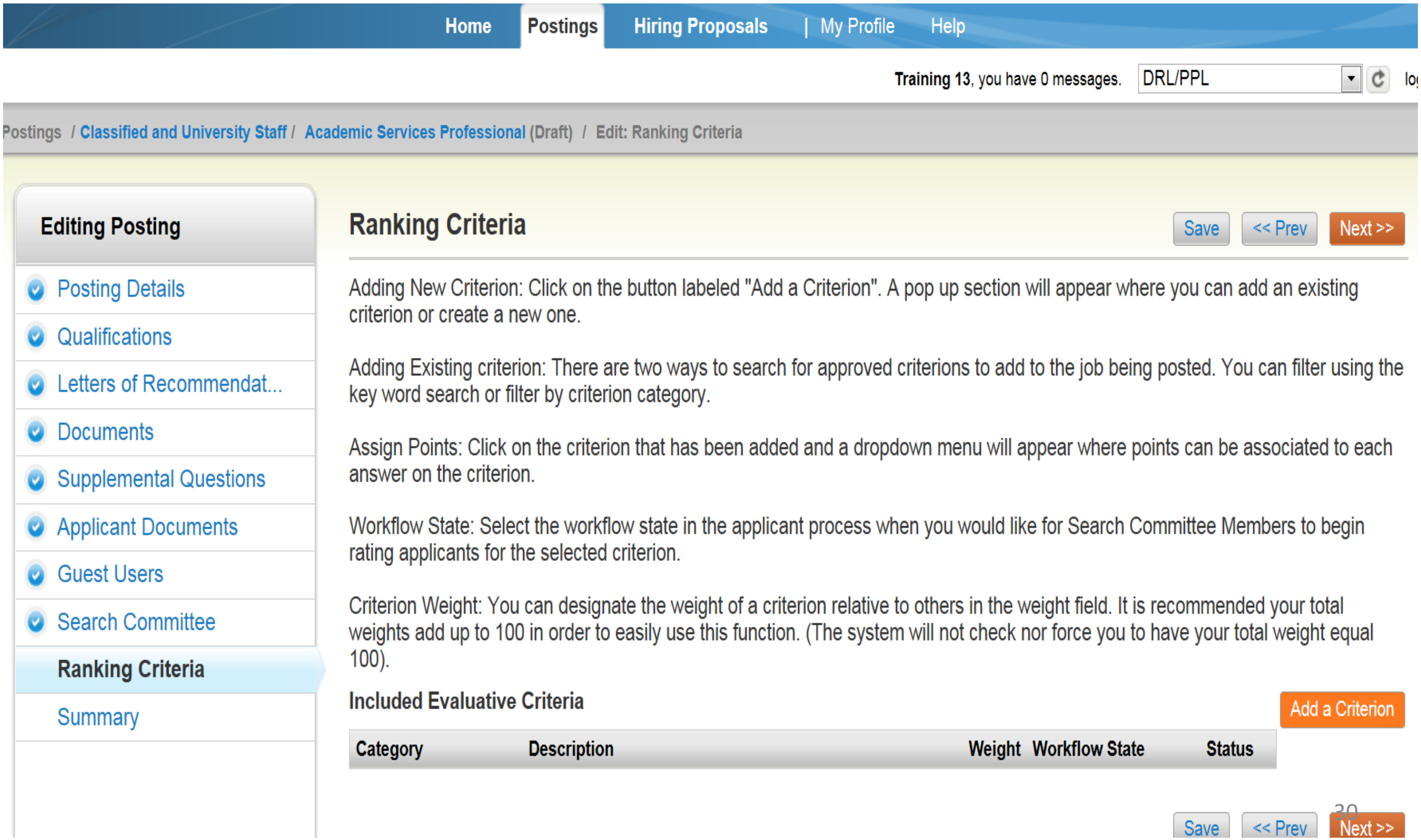
Last Name haith

Email Address

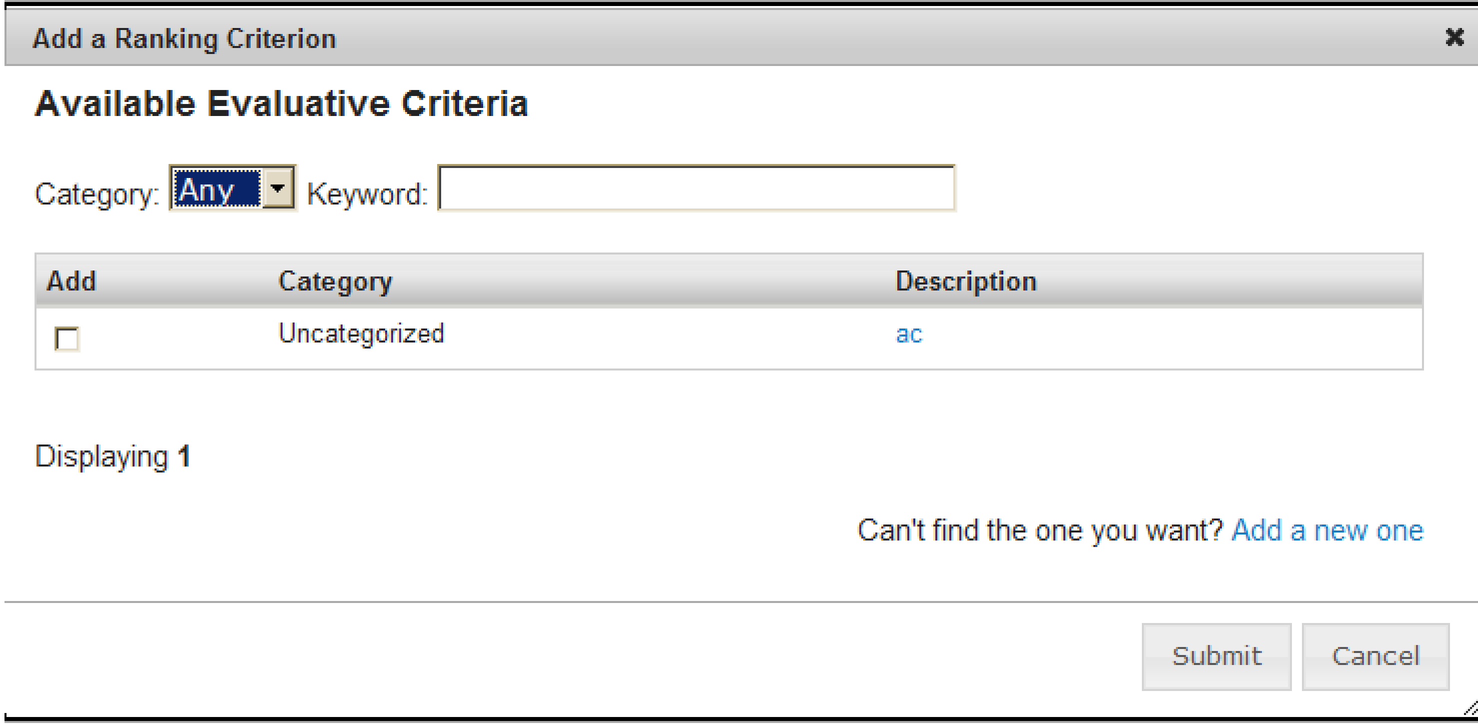
Search

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

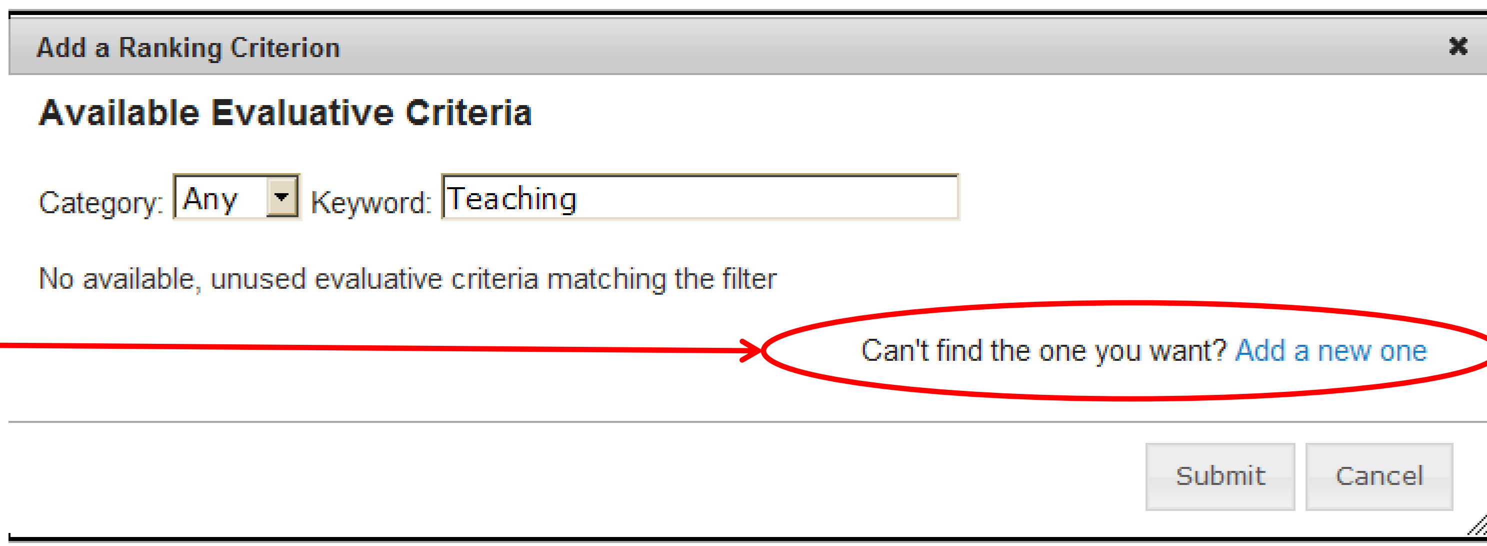
The system provides Search Committee members a ranking form in the system. The DRL/PPL will need to fill this out when setting up the posting.

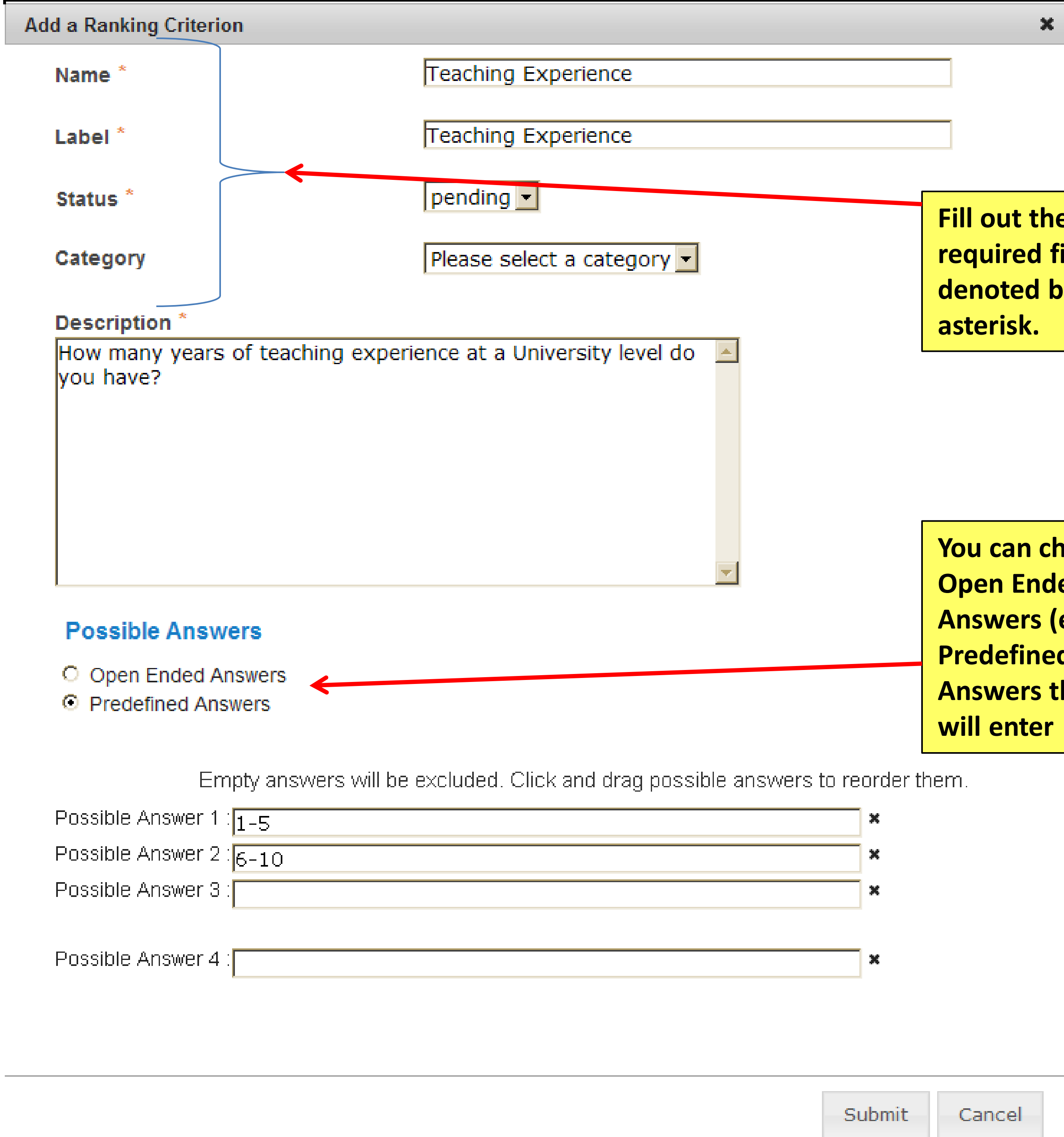


You can search for a previously entered criteria by typing a keyword in the box



If no matches are found you can Add a new criteria





Fill out the required fields denoted by the red asterisk.

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

You can choose to weight and rank the questions by clicking on the blue question link

Included Evaluative Criteria

Add a Criterion

Category	Description	Weight	Workflow State	Status
Uncategorized	How many years of teaching experience at a University level do you have?		Draft	pending

Save | << Prev | Next >>

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

Included Evaluative Criteria

Add a Criterion

Category	Description	Weight	Workflow State	Status
Uncategorized	How many years of teaching experience at a University level do you have?		Draft	pending

Name: Teaching Experience

Label: Teaching Experience

Workflow State: Selected for Interview

Weight: 50

Possible Rankings	Points
1-5	5
6-10	10

Save | << Prev | Next >>

Determine what weight you want the question to hold and the point value of the answers

Posting: Academic Services Professional (Classified and University Staff) Edit

Current Status: Draft

Position Type: **Classified and University Staff**

Department: **College of Nursing**

Created by: **Training 13**

Owner: **Training 13**

Take Action On Posting ▾

See how Posting looks to Applicant

Print Preview (Applicant View)

Print Preview

Summary | History | Settings | Hiring Proposals | Associated Position Description

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.

Posting Details Edit

Contact Information

Job Posting Number	
HR Consultant	Malaika white
Recruiter	Test

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

Posting Details Edit

If a section has an orange circle around an exclamation mark you will have to click on the Edit button

Contact Information

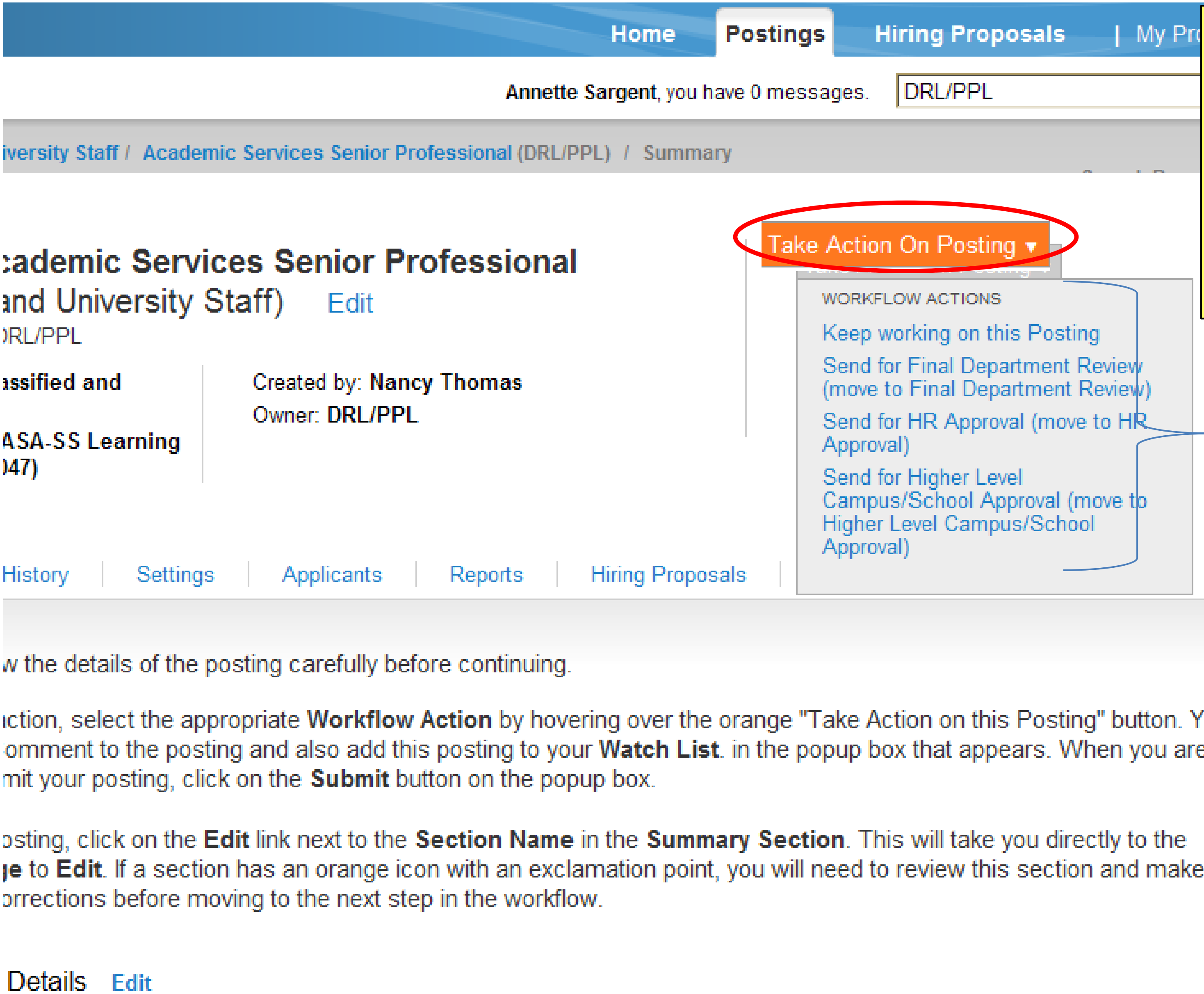
Job Posting Number	C/U00335
HR Consultant	Antonia Ewald
Recruiter	Lynn Mason
Recruiter telephone	303-556-8345
Recruiter fax	
Recruiter email	
Department Recruiting Liaison	Nancy Thomas

* Required Information

Contact Information

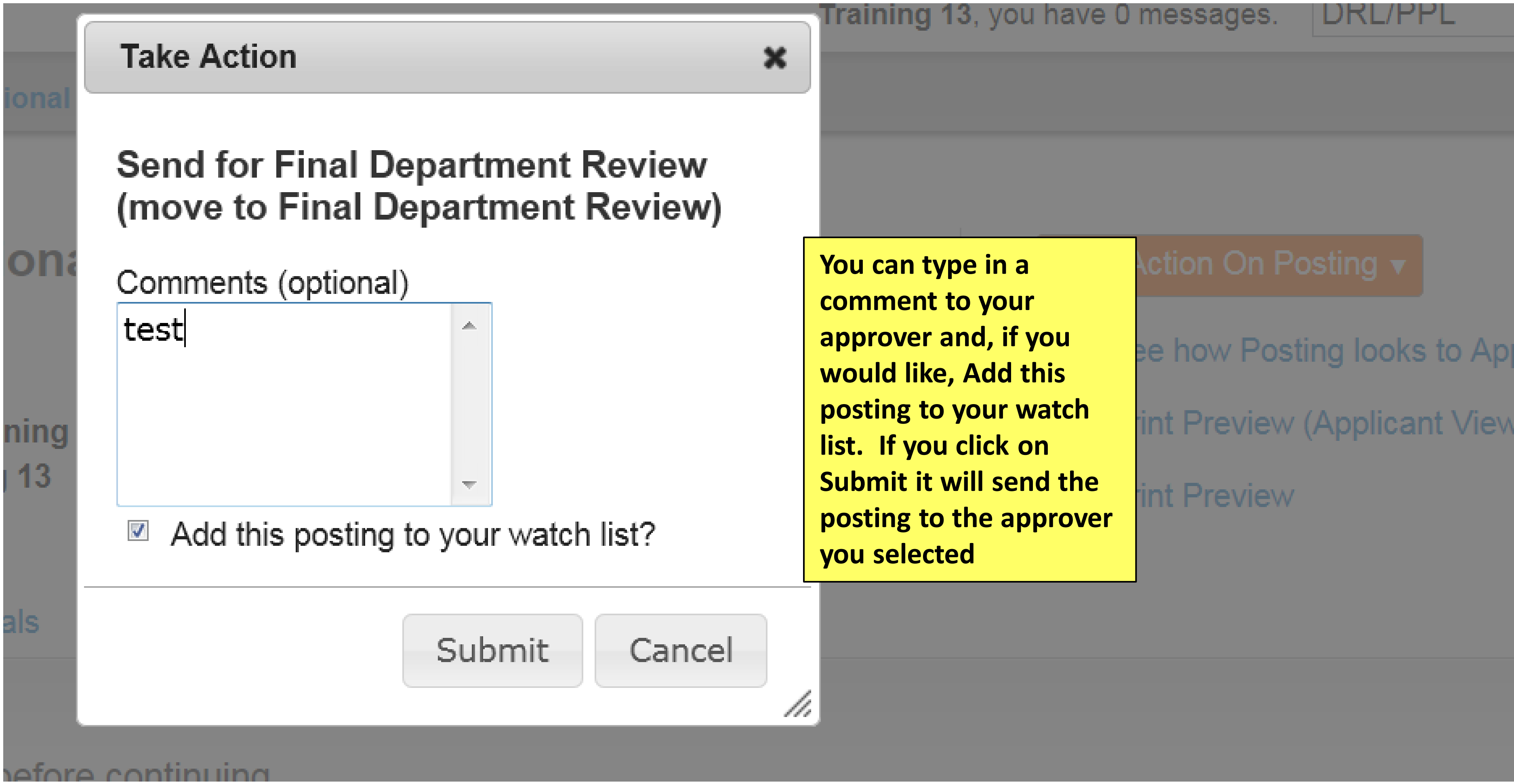
Job Posting Number	C/U00335	
HR Consultant	Ewald, Antonia	
* **Recruiter**	Lynn Mason	
* **Recruiter telephone**	303-556-8345	
Recruiter fax		
* **Recruiter email**		This field is required.
Department Recruiting Liaison	Thomas, Nancy	

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

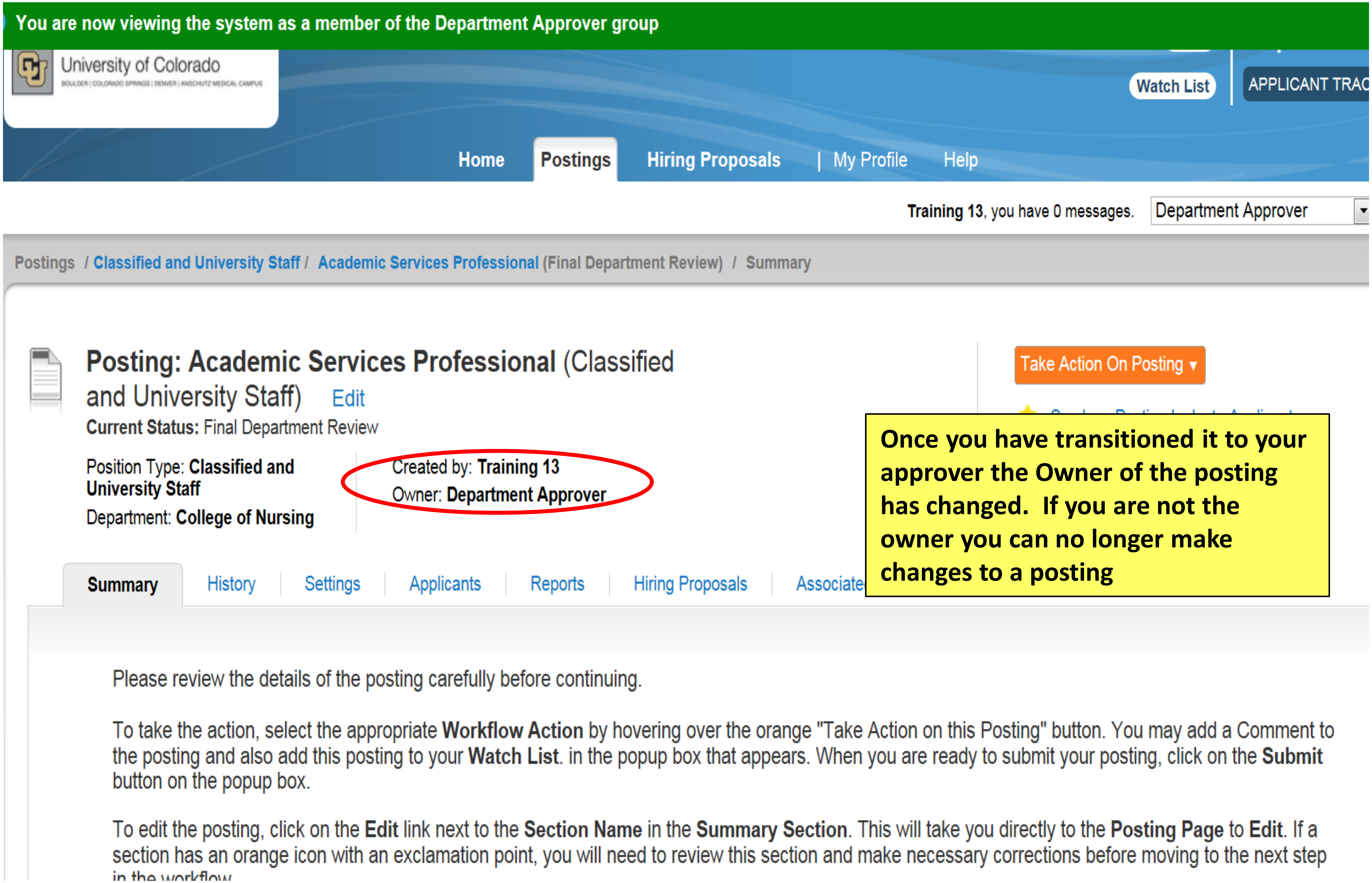


When everything is correct you are ready to transition your posting through your campus workflow process. Click on the orange Take Action On Posting drop down

Click on the proper selection for your campus workflow



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

Postings / Classified and University Staff

Classified and University Staff Postings

Open Saved Search ▾ Search: academic services Search More search options

Ad hoc Search All Postings

Ad hoc Search (11 Items Found) Save this search? Actions

Working Title	Job Posting Number	Department	Active Applications	Workflow State	(Actions)
Academic Services Manager	C/U00031	SOP-Administration	0	Posted	Actions▾
Academic Services Manager		SOP-Administration	0	Draft	Actions▾
Academic Services Senior Profe		Chancellors Office	0	Draft	Actions▾
Special Assistant - UCCS	C/U00044	StudentSuccess AdminOperations	0	HR Approval	Actions▾
Academic Services Principal Pr		Fiske Planetarium/SC CT	0	Draft	Actions▾
Academic Services Manager		AAVC-Faculty Records	0	Draft	Actions▾
TEST Sales Assistant III	C/U00046	Housing-Administration	0	Closed/Removed from Web	Actions▾
Academic Services Principal Pr		SOM - Dean DO		Draft	Actions▾
Academic Services Manager		SOP-Administration		Draft	Actions▾
Academic Services Manager		SOP-Administration		Draft	Actions▾
Academic Services Professional	C/U00050	College of Nursing		Final Department Review	Actions▾

The approver will find and open the posting by clicking on the Actions link

Posting Details Edit

If there are changes you would like to make click on the edit button

Contact Information

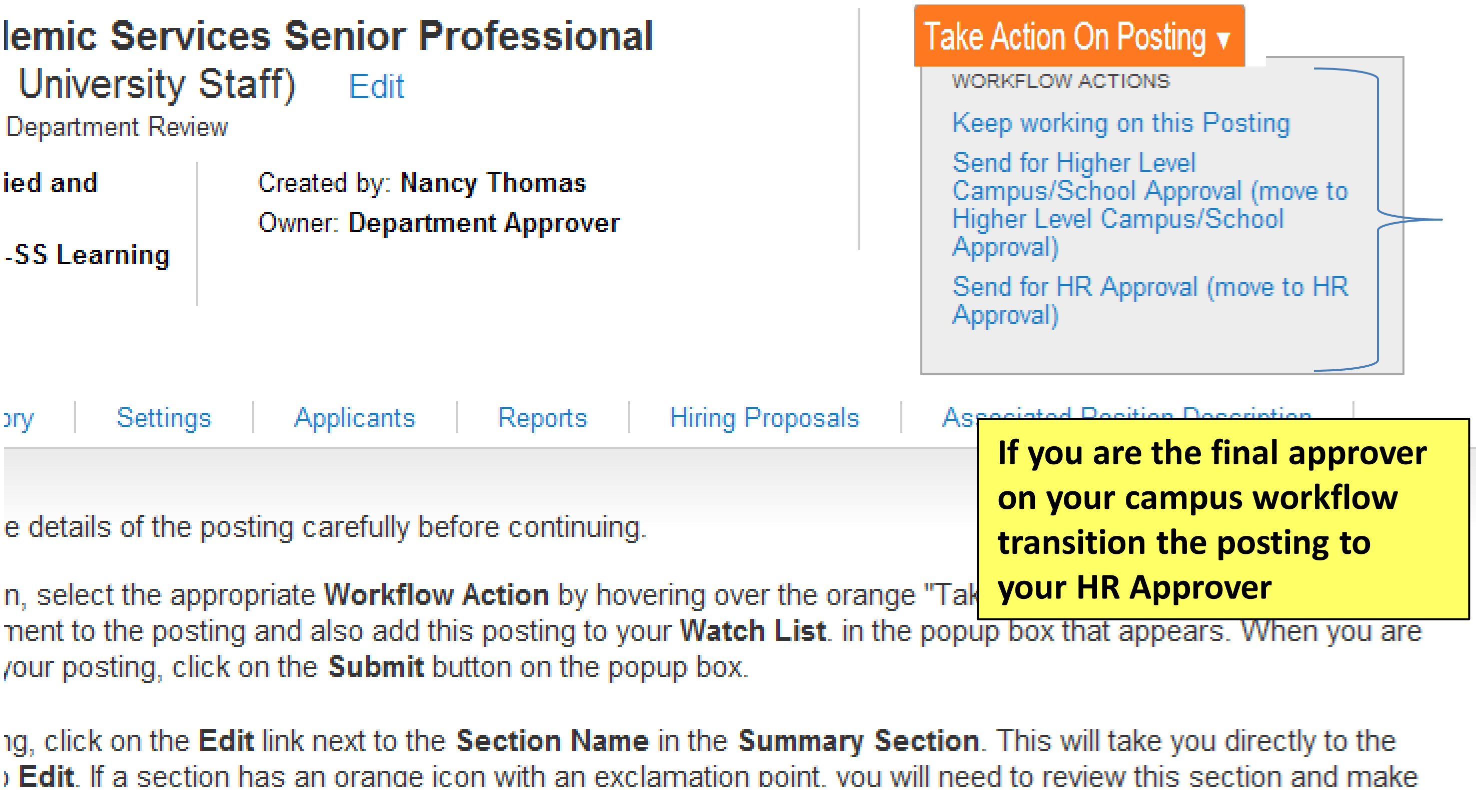
Review the posting

Job Posting Number	C/U00050
HR Consultant	Malaika white
Recruiter	Test
Recruiter telephone	555.555.5555
Recruiter fax	
Recruiter email	test@gmail.com
Department Recruiting Liaison	
Job posting contact	Testing
Job posting contact telephone	
Job posting contact email	test1@gmail.com

Position Information

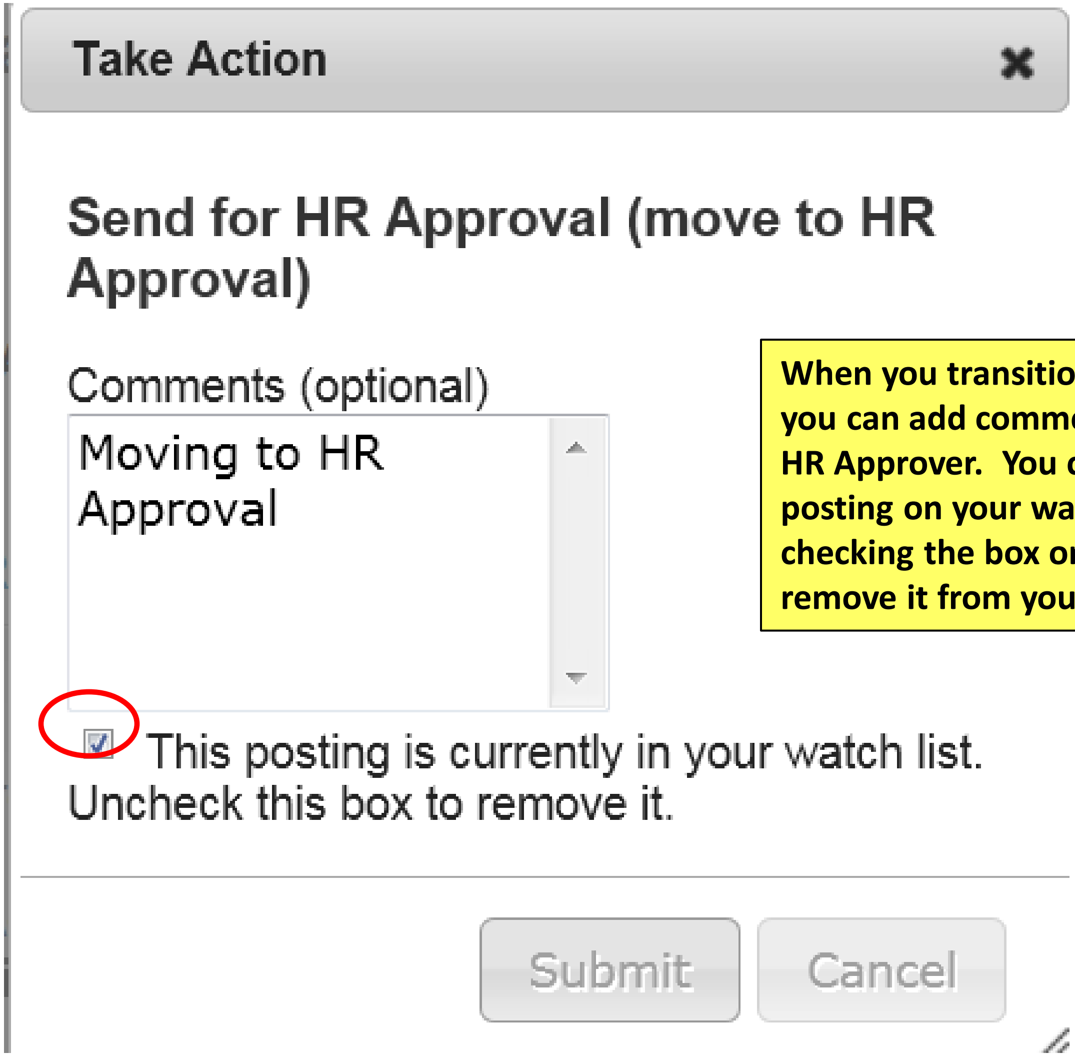
Position Number	10006

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

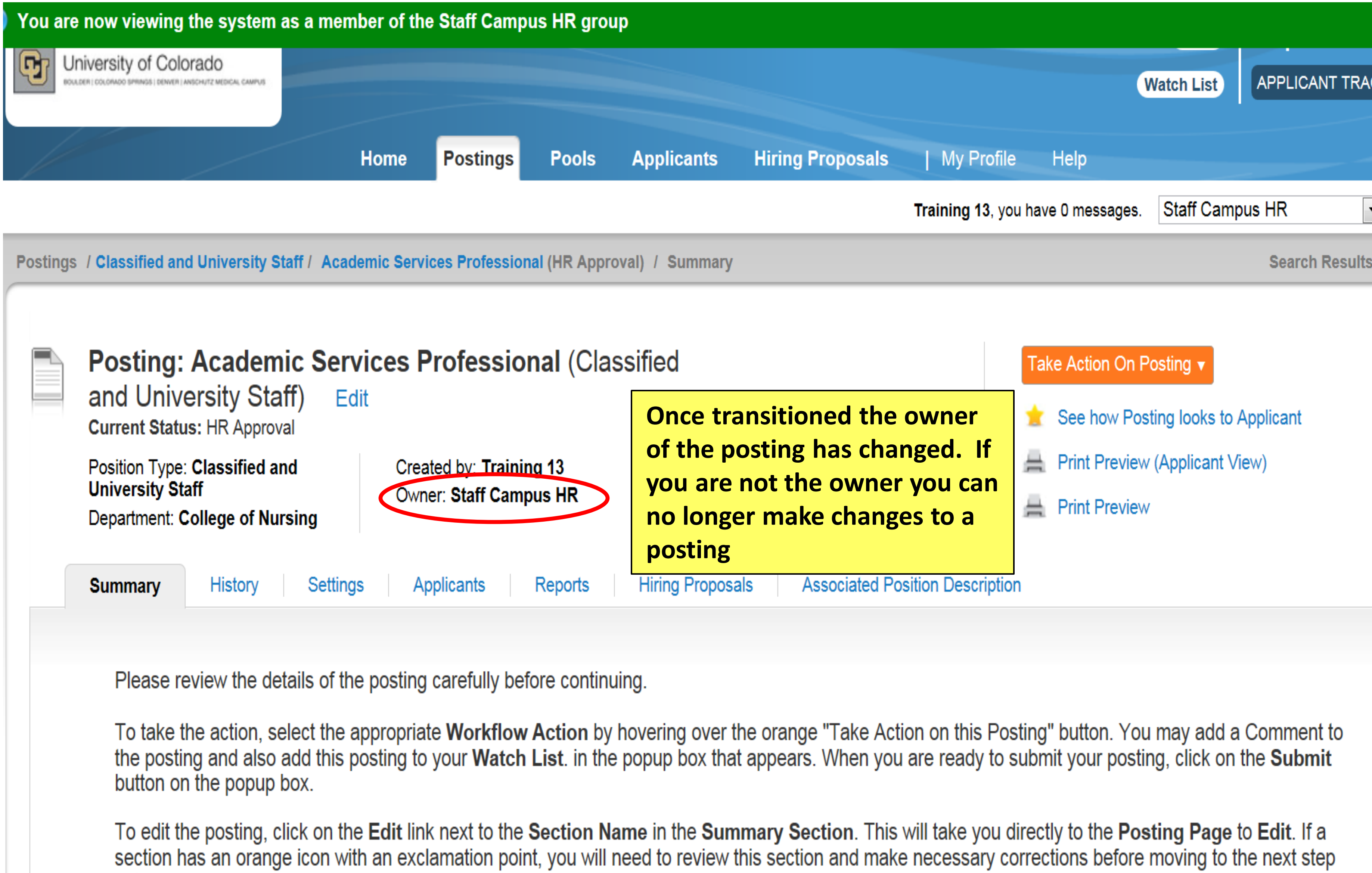


Click on the proper selection for your campus workflow

If you are the final approver on your campus workflow transition the posting to your HR Approver



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


You are now viewing the system as a member of the Staff Campus HR group
University of Colorado
Watch List
APPLICANT TRAC
Home
Postings
Pools
Applicants
Hiring Proposals
| My Profile
Help
Training 13, you have 0 messages.
Staff Campus HR
Postings / Classified and University Staff / Academic Services Professional (HR Approval) / Summary
Search Results:
Posting: Academic Services Professional (Classified and University Staff) Edit
Current Status: HR Approval
Position Type: Classified and University Staff
Department: College of Nursing
Created by: Training 13
Owner: Staff Campus HR
Once transitioned the owner of the posting has changed. If you are not the owner you can no longer make changes to a posting
Take Action On Posting
See how Posting looks to Applicant
Print Preview (Applicant View)
Print Preview
Summary
History
Settings
Applicants
Reports
Hiring Proposals
Associated Position Description
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

Classified and University Staff Postings

Create New Posting

Open Saved Search ▾ | Search: Academic Services | Search | More search options

Ad hoc Search | All Postings

Ad hoc Search (11 Items Found) Save this search?

Actions

Working Title	Job Posting Number	Department	Active Applications	Workflow State	(Actions)
Academic Services Manager	C/U00031	SOP-Administration	0	Posted	Actions ▾
Academic Services Manager		SOP-Administration	0	Draft	Actions ▾
Academic Services Senior Profe		Chancellors Office	0	Draft	Actions ▾
Special Assistant - UCCS	C/U00044	StudentSuccess AdminOperations	0	HR Approval	Actions ▾
Academic Services Principal Pr		Fiske Planetarium/SC CT	0	Draft	Actions ▾
Academic Services Manager		AAVC-Faculty Records	0	Draft	Actions ▾
TEST Sales Assistant III	C/U00046	Housing-Administration	0	Closed/Removed from Web	Actions ▾
Academic Services Principal Pr		SOM - Dean DO	0	Draft	Actions ▾
Academic Services Manager		SOP-Administration		Draft	Actions ▾
Academic Services Manager		SOP-Administration		Draft	Actions ▾
Academic Services Professional	C/U00050	College of Nursing	0	HR Approval	Actions ▾

HR approver will find and review the posting.

Summary | History | Settings | Applicants | Reports | Hiring Proposals | Associated Position Description

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.

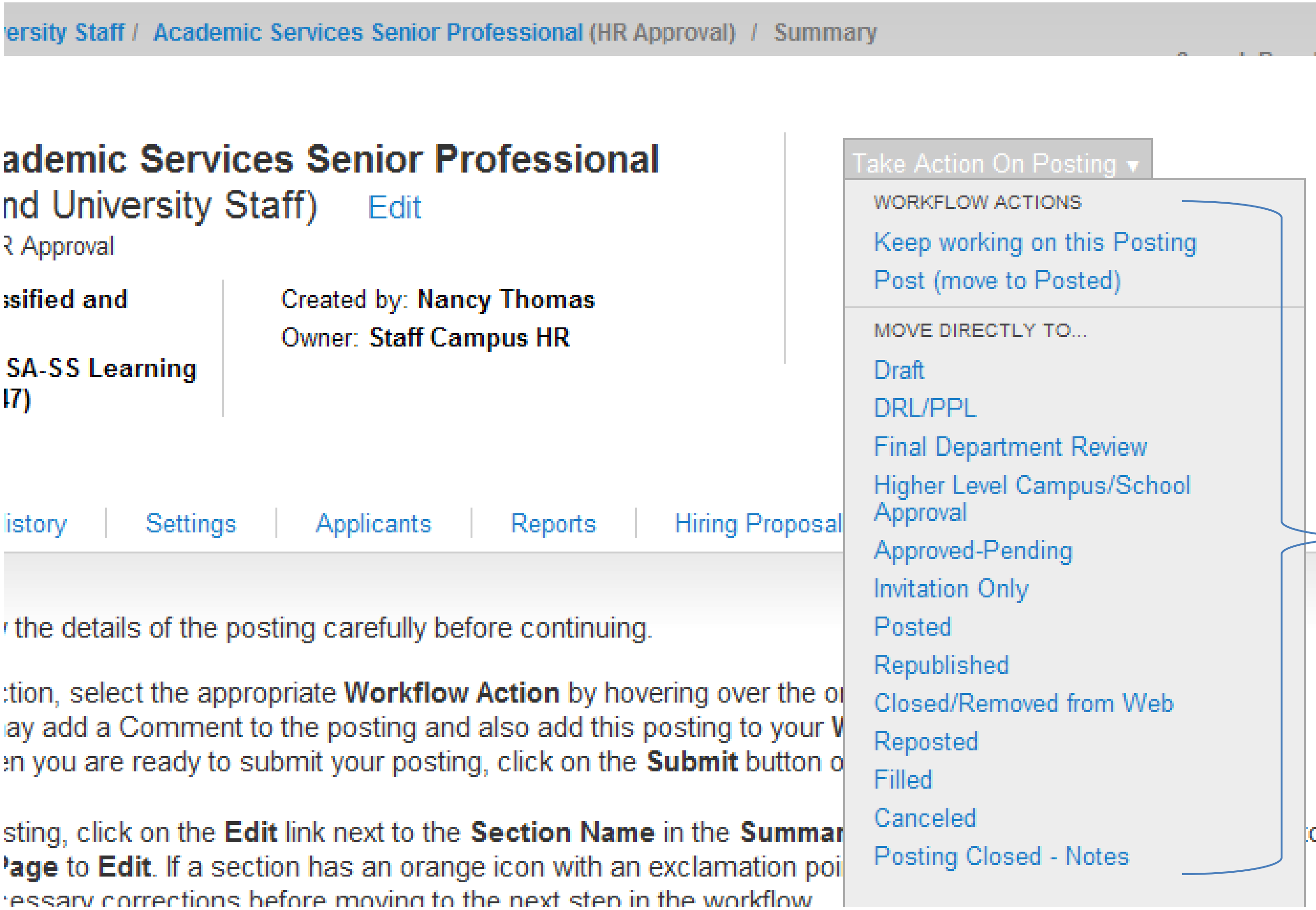
To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page** to **Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before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

Posting Details Edit

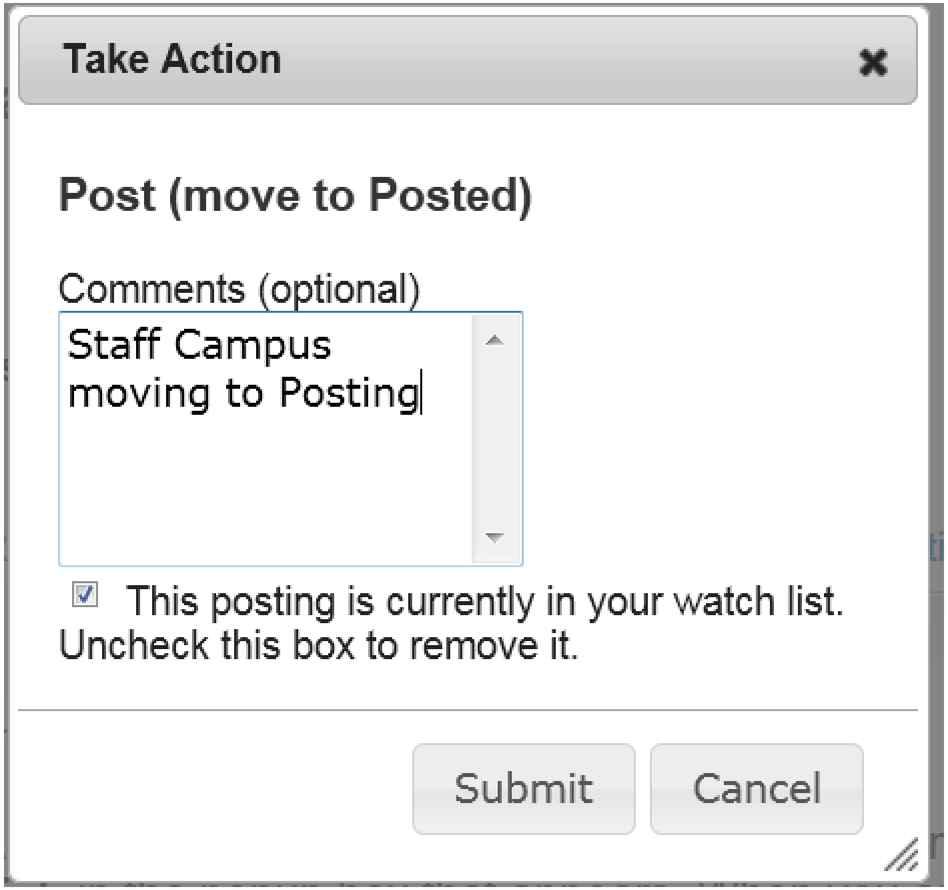
Contact Information

Job Posting Number	C/U00050
HR Consultant	Malaika white
Recruiter	Test
Recruiter telephone	555.555.5555
Recruiter fax	
Recruiter email	test@gmail.com

HR will review the posting and either approve, make changes, or transition it to the department so they can make changes

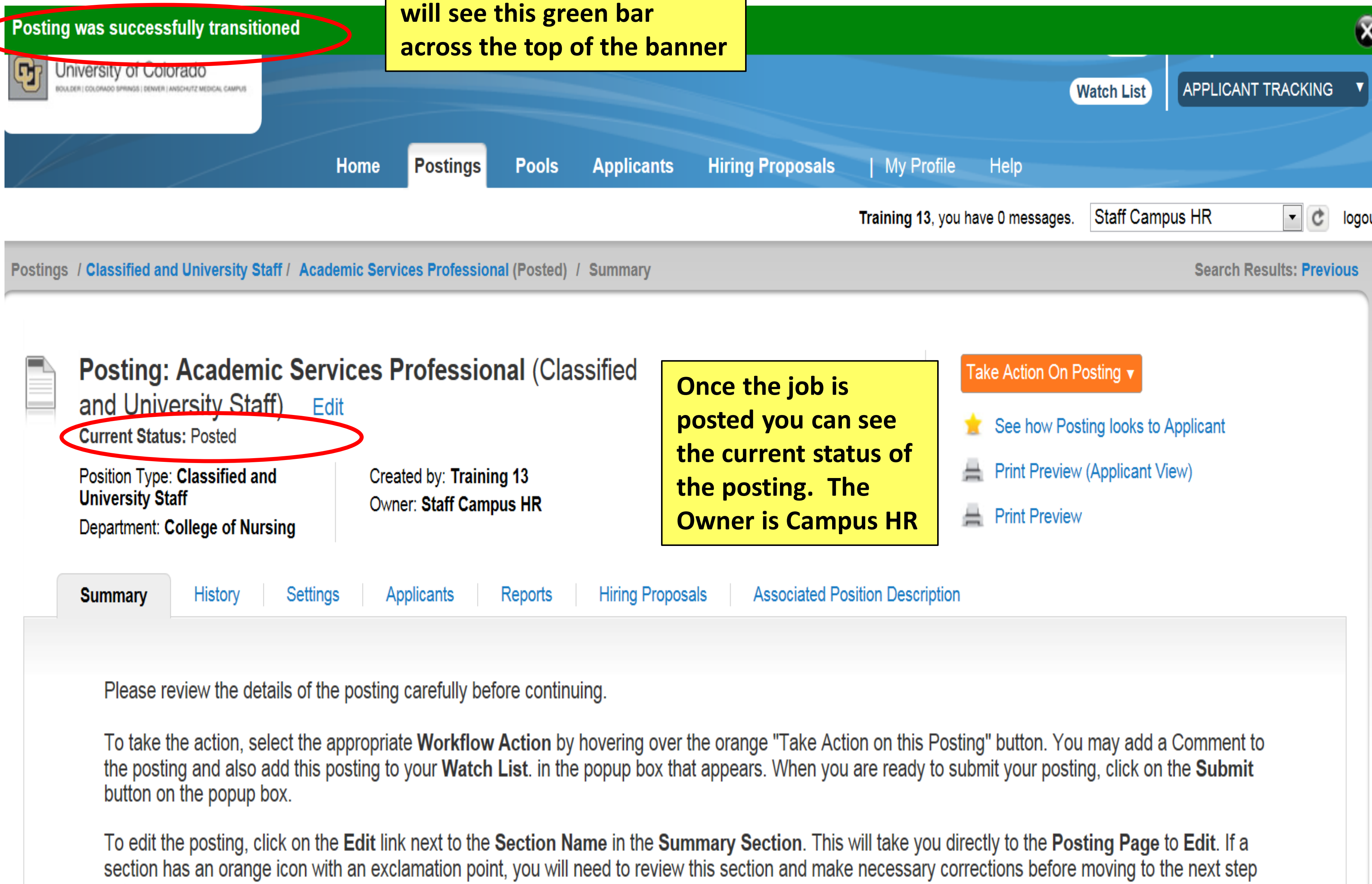


The HR approver can transition the posting to the appropriate state



Once transitioned there is the option to add notes

Once you have successfully transitioned the posting you will see this green bar across the top of the banner

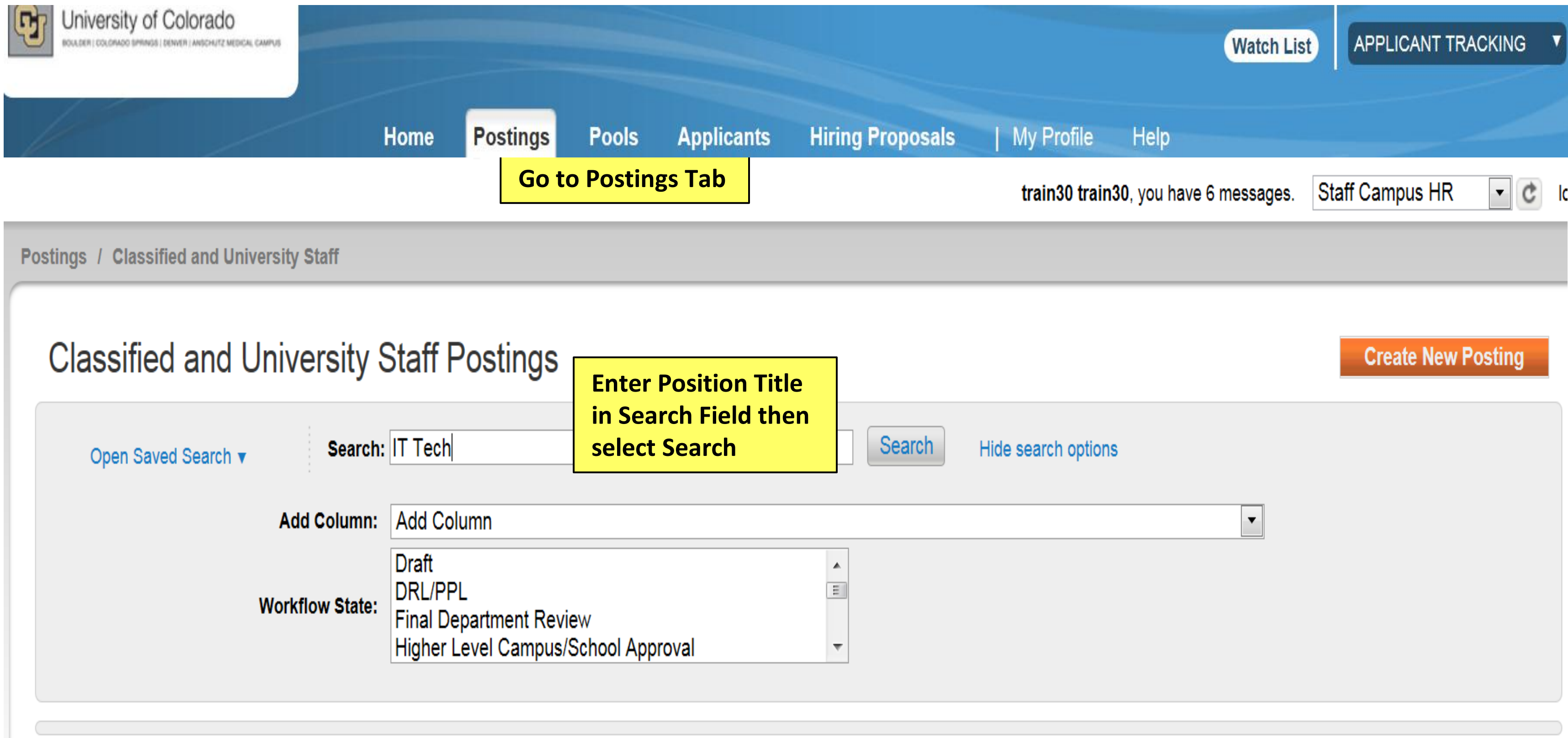


Once the job is posted you can see the current status of the posting. The Owner is Campus HR

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

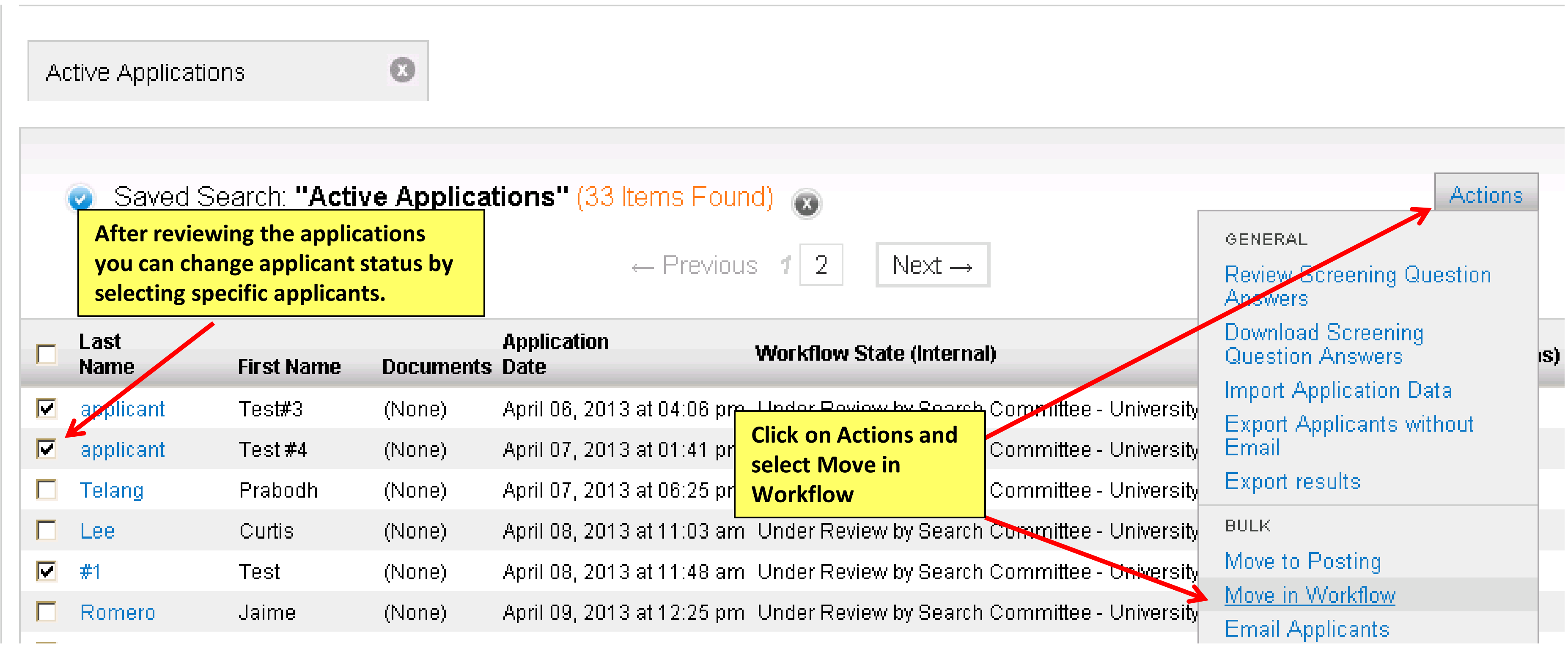


Ad hoc Search   All Postings

Ad hoc Search (6 Items Found) Save this search?   Actions

Working Title	Job Posting Number	Department	Active Applications	Workflow State	(Actions)
Test IT Tech I	C/U00015	Office of the Chancellor	2	Posted	Actions▾
Test IT Tech II	C/U00016	University Information Systems	1	Filled	Actions▾
Test IT Tech I	C/U00035	IT Security	1	Posted	Actions▾
IT Tech II (EK Test Boulder)	C/U00046	Office of the Chancellor	14	Posted	Actions▾
TEST Projection Specialist	C/U00051	Film Studies	1	Closed/Removed from Web	Actions▾
IT Technician II	C/U00109	Beth-El Admin	0	HR Approval	Actions▾

Click on Actions, then select Select View Applicants


Active Applications
Saved Search: "Active Applications" (33 Items Found)
After reviewing the applications you can change applicant status by selecting specific applicants.
← Previous 1 2 Next →
Actions
GENERAL
Review Screening Question Answers
Download Screening Question Answers
Import Application Data
Export Applicants without Email
Export results
BULK
Move to Posting
Move in Workflow
Email Applicants
Last Name
First Name
Documents
Application Date
Workflow State (Internal)
applicant Test#3 (None) April 06, 2013 at 04:06 pm
applicant Test #4 (None) April 07, 2013 at 01:41 pm
Telang Prabodh (None) April 07, 2013 at 06:25 pm
Lee Curtis (None) April 08, 2013 at 11:03 am Under Review by Search Committee - University
#1 Test (None) April 08, 2013 at 11:48 am Under Review by Search Committee - University
Romero Jaime (None) April 09, 2013 at 12:25 pm Under Review by Search Committee - University
Click on Actions and select Move in Workflow

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.

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.

Click on Actions Button

Saved Search: **"Active Applications"** (5 Items Found)

Actions

Last Name	First Name	Documents	Application Date	Workflow State (Internal)
Test1	Eld	List of References	June 27, 2013 at 11:32 am	Under Review by Search Committee - University
ELDtest	David	Resume, List of References	June 27, 2013 at 11:41 am	Under Review by Search Committee - University
Applicant3	Eld	Resume, List of References	July 01, 2013 at 03:15 pm	Under Review by Search Committee - University
Applicant1	Eld	Resume, List of References	July 01, 2013 at 03:21 pm	Under Review by Search Committee - Unive
Applicant2	Eld	List of References, Resume	July 01, 2013 at 03:27 pm	Unde - University

GENERAL

- Review Screening Question Answers
- Download Screening Question Answers
- Import Application Data
- Export Applicants without Email
- Export results

BULK

- Move to Posting
- Move in Workflow
- Email Applicants
- Download Applications as PDF
- Create Document PDF per Applicant
- Reactivate Applications

Select Move in Workflow

Editing: Workflow States for 14 Applicants

Change for all applicants Select a workflow state...

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

Applicant	Current State	New State	Reason
Lisa Landis	HR Review	Select a workflow state...	
a a	HR Review	Select a workflow state...	
Peter Pan	HR Review	Select a workflow state...	
Pamela Gross	HR Review	Select a workflow state...	
Kelly Lohaus	HR Review	Select a workflow state...	
Jacob Ketteman	HR Review	Select a workflow state...	
Gloria Timmons	HR Review	Select a workflow state...	
Hamri Bhainse	HR Review	Select a workflow state...	
Kermit De Frog	HR Review	Select a workflow state...	
Sandra Jones	HR Review	Select a workflow state...	
Robin Van Norman	HR Review	Select a workflow state...	

To manage applicants one by one use the drop down that corresponds to the applicant name

Change for all applicants Interviewed

Applicant	Current State	New State	Reason
Lisa Landis	Under Review by Search Committee - University	Interviewed	
a a	Under Review by Search Committee - University	Not Selected - email at filled	Less relevant experience
Peter Pan	Under Review by Search Committee - University	Interviewed	
Pamela Gross	Under Review by Search Committee - University	Not Selected - email at filled	Applicant not interested
Kelly Lohaus	Under Review by Search	Not Selected - email at filled	Declined position

If any of the Not Selected Values are selected, you will need to select a reason

Active Applications

Once the applicants that were not selected have been updated, they are removed from the active applicant pool and moved to inactive status

Saved Search: **"Active Applications"** (11 Items Found)

Actions

Last Name	First Name	Documents	Application Date	Workflow State (Internal)	Workflow State (External)	(Actions)
Landis	Lisa	Resume	January 10, 2013 at 11:28 am	Interviewed	Interviewed	Actions▾
Pan	Peter	Resume	January 10, 2013 at 11:29 am	Interviewed	Interviewed	Actions▾
Ketteman	Jacob	Resume	January 10, 2013 at 11:30 am	Interviewed	Interviewed	Actions▾
Timmons	Gloria	Resume	January 10, 2013 at 11:30 am	Interviewed	Interviewed	Actions▾
Bhainse	Hamri	Resume	January 10, 2013 at 11:30 am	Interviewed	Interviewed	Actions▾
De Frog	Kermit	Resume	January 10, 2013 at 11:30 am	Interviewed	Interviewed	Actions▾
Jones	Sandra	Resume	January 10, 2013 at 11:30 am	Interviewed	Interviewed	Actions▾
Van Norman	Robin	Resume	January 10, 2013 at 11:30 am	Interviewed	Interviewed	Actions▾

Summary | History | **Applicants** | Reports | Hiring Proposals | Associated Position Description

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

Search: [Search] search options

Add Column: Add Column

Workflow State:
Draft
Under Review by HR
HR det did not meet min quals - email at filled
HR det did not meet min quals - email immediately

Active/Inactive:
Inactive
Active

Current/former state classified employee eligible for:
Transfer
Reinstatement

Click on the search options link, select Inactive and then click the Search button

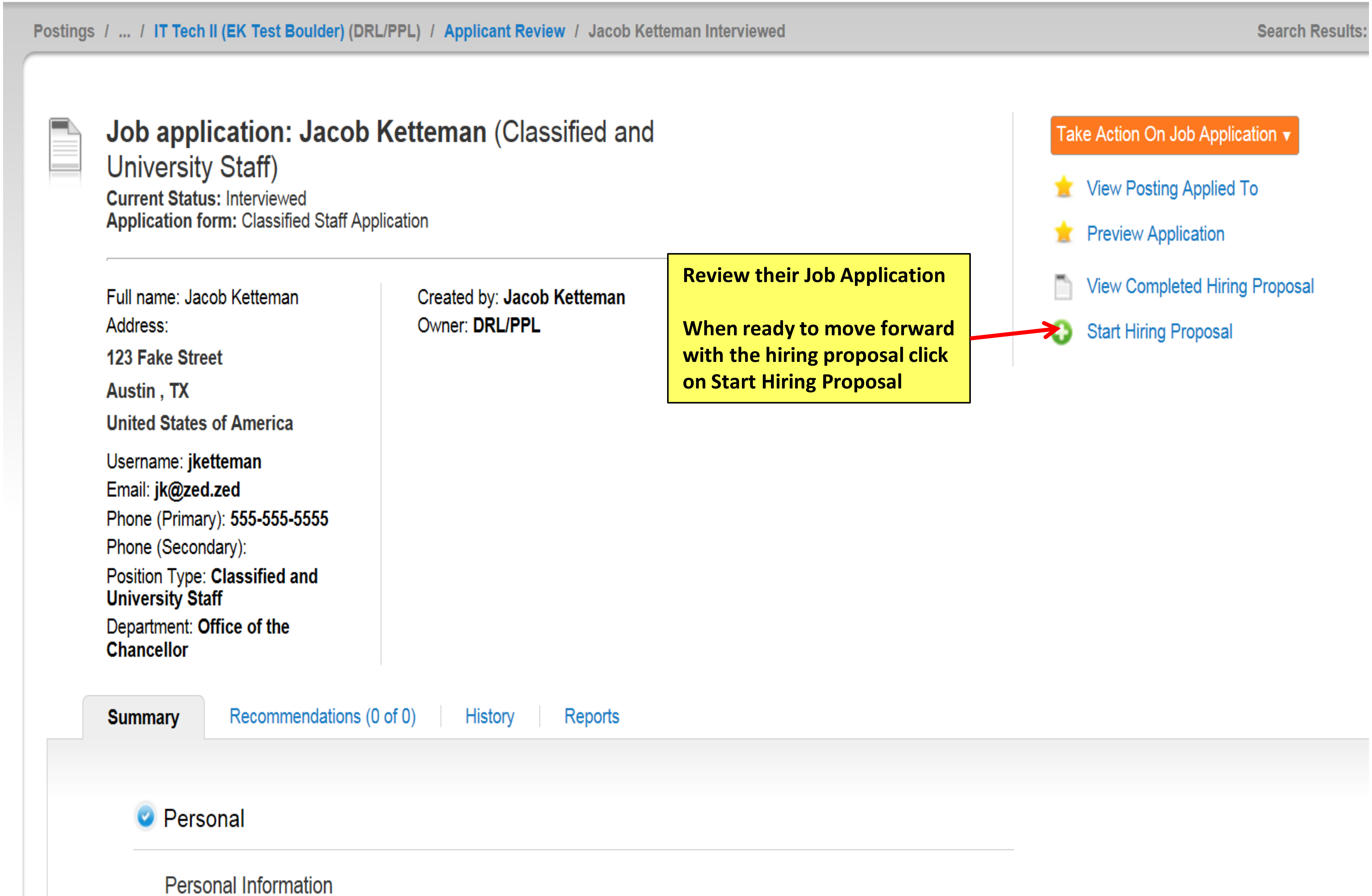
Active Applications

Saved Search: **"Active Applications"** (10 Items Found)

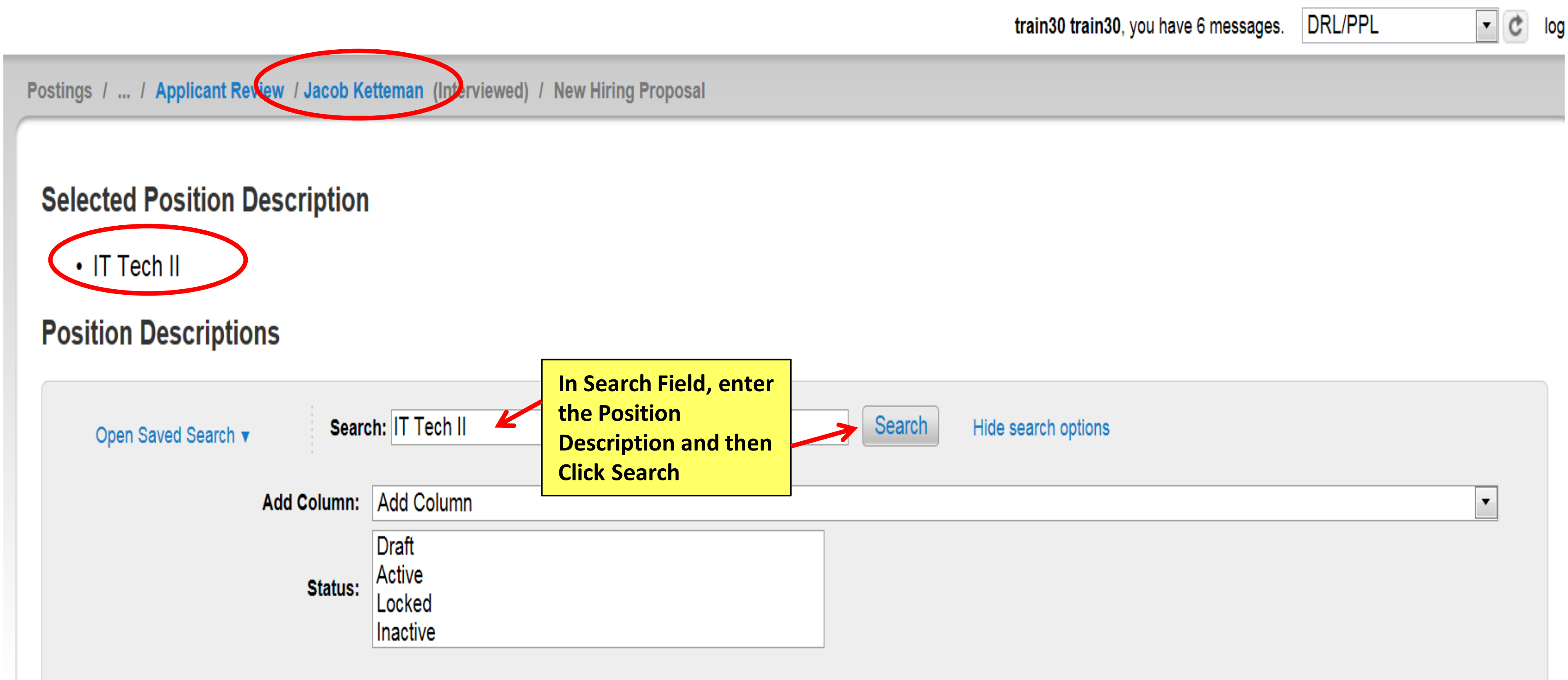
Actions

Last Name	First Name	Documents	Application Date	Workflow State (Internal)	Workflow State (External)	(Actions)
Pan	Peter	Resume	January 10, 2013 at 11:29 am	Interviewed	Interviewed	Actions ▾
Ketteman	Jacob	Resume	January 10, 2013 at 11:30 am	Interviewed	Interviewed	Actions ▾

After an applicant has been selected and you want to move forward with the Hiring Proposal, select the applicant's last name


Postings / ... / IT Tech II (EK Test Boulder) (DRL/PPL) / Applicant Review / Jacob Ketteman Interviewed
Search Results:
Job application: Jacob Ketteman (Classified and University Staff)
Current Status: Interviewed
Application form: Classified Staff Application
Full name: Jacob Ketteman
Address:
123 Fake Street
Austin , TX
United States of America
Username: jketteman
Email: jk@zed.zed
Phone (Primary): 555-555-5555
Phone (Secondary):
Position Type: Classified and University Staff
Department: Office of the Chancellor
Created by: Jacob Ketteman
Owner: DRL/PPL
Review their Job Application
When ready to move forward with the hiring proposal click on Start Hiring Proposal
Take Action On Job Application
View Posting Applied To
Preview Application
View Completed Hiring Proposal
Start Hiring Proposal
Summary
Recommendations (0 of 0)
History
Reports
Personal
Personal Information

In this example, we are filling the position of IT Tech II and are proposing to hire Jacob Ketteman



In Search Field, enter the Position Description and then Click Search

Postings / ... / Applicant Review / Jacob Ketteman (Interviewed) / New Hiring Proposal

Selected Position Description

- IT Tech II

Position Descriptions

Open Saved Search ▾

Search: IT Tech II Search Hide search options

Add Column: Add Column

Status: Draft / Active / Locked / Inactive

After you enter the search for the Position Description, the working title will show up here and will auto default as selected

Position Descriptions

← Previous 1 2 Next →

	Working Title	Department	HRMS Position Number	Employee First Name	Employee Last Name	Employee Id	Supervisor	Status	(Actions)
◉	IT Tech II	Office of the Chancellor	680385	Kermit	De Frog		Director of Awesome	Active	Actions ▾
○	Test IT Tech II	University Information Systems	680350	Peter	Pan		Director of Awesome	Active	Actions ▾
○	IT Technician II	OIT-Administration	00674660	Curt S	Hammerly				
○	IT Technician II	OIT-Administration	00676907	David Elliott	Long				
○	IT Technician II	OIT-Administration	00691234	Hideo M	Kawanabe				

1 2 Next →

Select Position Description

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