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

Jobs at CU

POSITION MANAGEMENT
&
APPLICANT TRACKING
STEP-BY-STEP GUIDE

INTRODUCTION

Welcome to Jobs at CU, the University of Colorado's online position description, employment application and onboarding new employees system.

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

Welcome to CU Resources

Boulder	http://mycuinfo.colorado.edu
Colorado Springs	http://my.uccs.edu
Denver/Anschutz	http://ucdenver.edu/ucdaccess
System Administration	https://my.cu.edu

Go to your campus portal and login.

Navigation

EMPLOYEE HOME & NEWS

BUSINESS APPLICATIONS

- Finance
- HRMS
- Concur Travel & Expense System
- Jobs at CU Apply-Search Job
- Jobs at CU Dept Recruitment
- Jobs at CU Dept Recruit (Old)
- Voluntary Fiscal Assessment
- eComm

EMPLOYEE INFORMATION

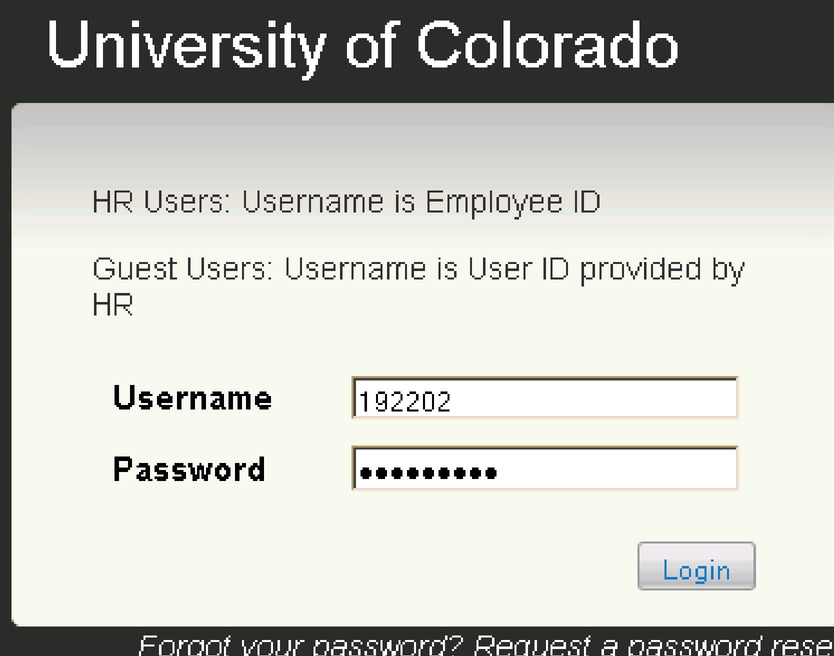
REPORTING

TRAINING

Click on the Business Applications button and select Jobs at CU Dept Recruitment.

Login Page

IMPORTANT: **Initial login will be your employee ID number for both Username & Password**
You will then be prompted to modify your password



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.

University of Colorado

Inbox

Watch List

PeopleAdmin

APPLICANT TRACKING

Default upon login will be Applicant Tracking (Blue Banner). To change, click on drop down to display Position Description (Orange Banner)

Home

Annette Sargent, you have 2 messages.

Employee

logout

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

Welcome to your Online Recruitment System

Inbox (0 items need your attention)

Displaying items for group "Employee".

Watch List (0 items)

My Links

Useful Links

Training Videos

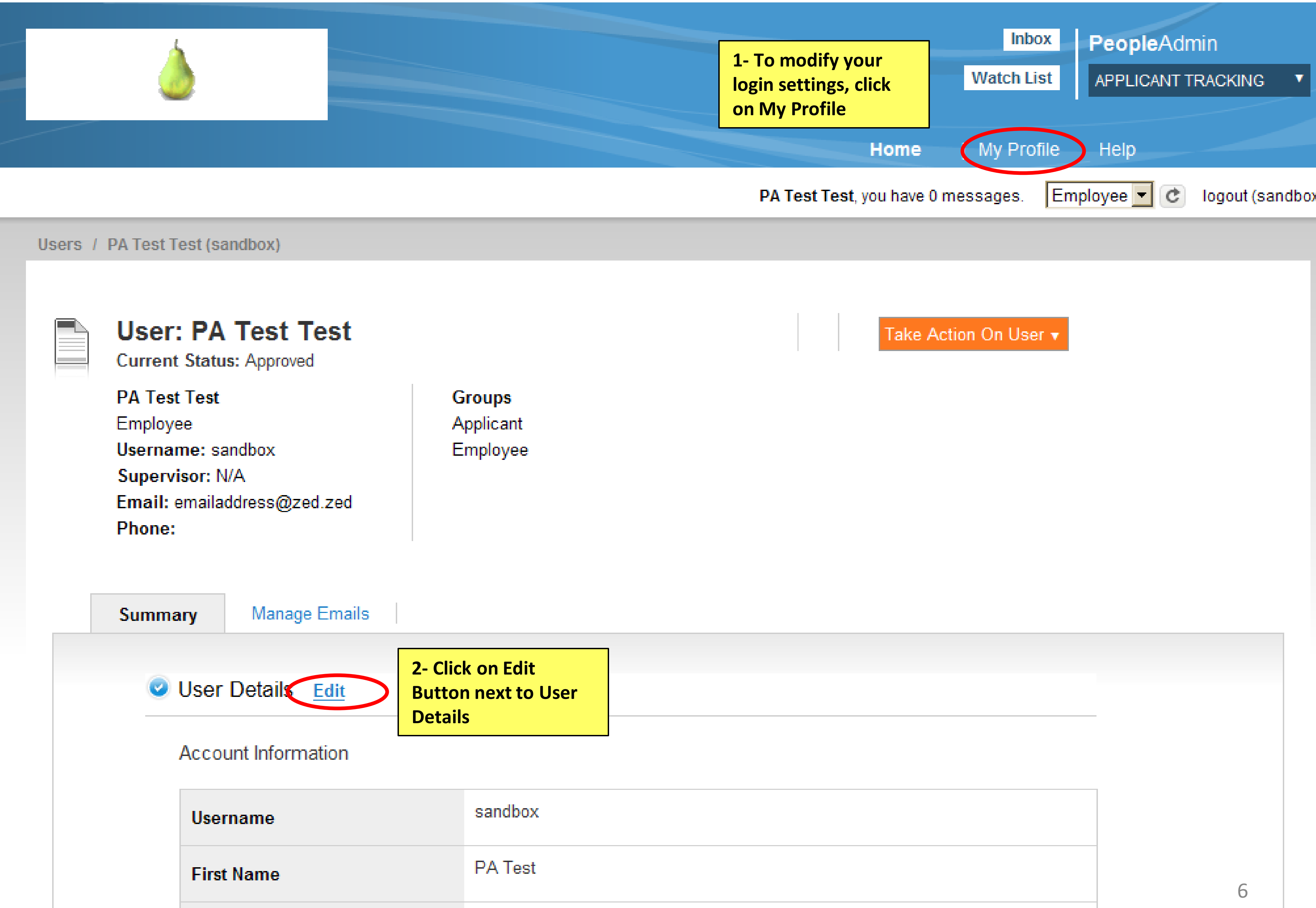
(Go here for helpful videos for staff training on the use of PA7.)

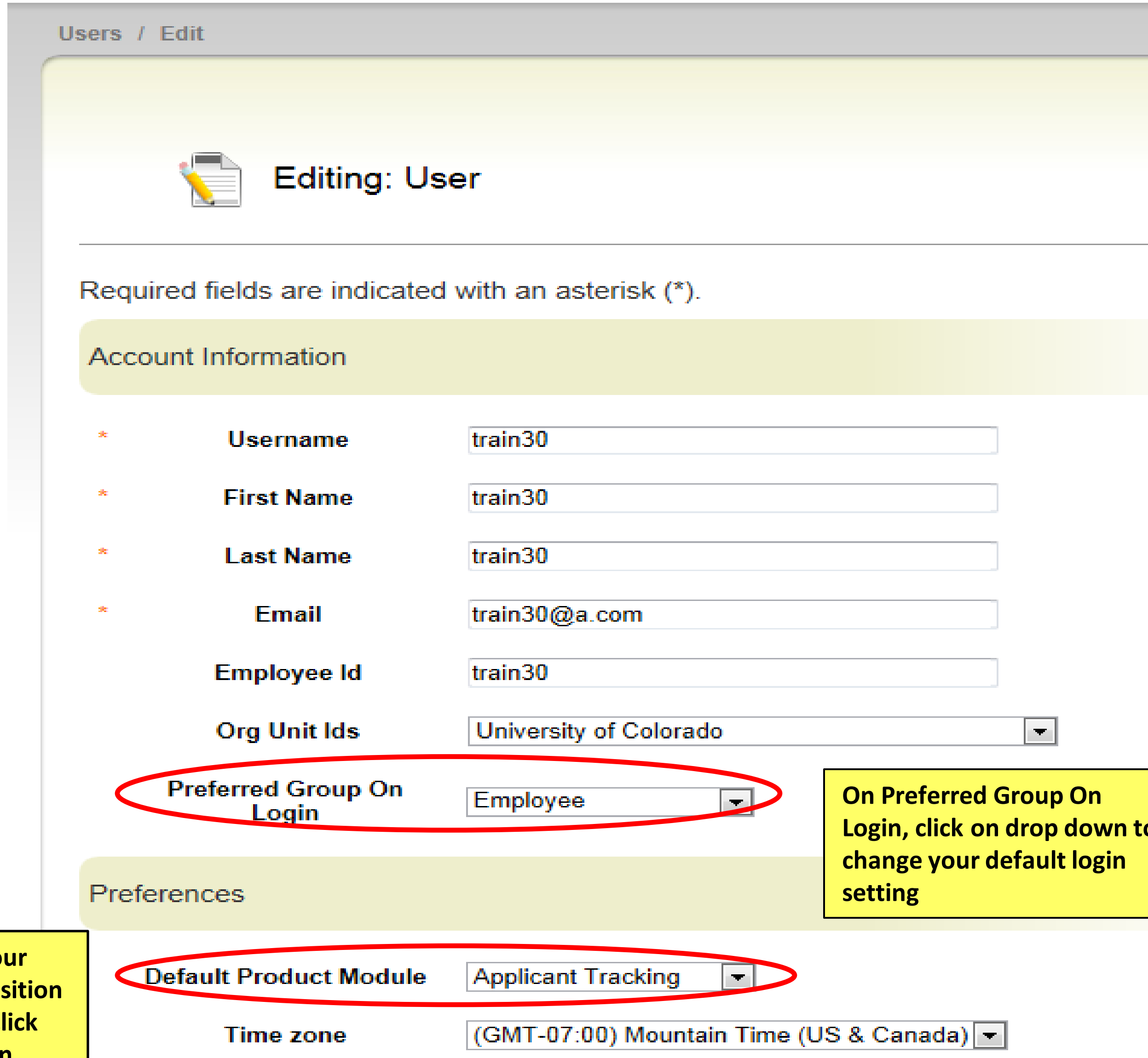
Your Applicant Portal

(How Applicants access your PeopleAdmin system)

PeopleAdmin MOPAC - Customer Portal Login

(best practice library, customer support portal, customer community)


1- To modify your login settings, click on My Profile
Inbox
Watch List
PeopleAdmin
APPLICANT TRACKING
Home
My Profile
Help
PA Test Test, you have 0 messages.
Employee
logout (sandbox)
Users / PA Test Test (sandbox)
User: PA Test Test
Current Status: Approved
Take Action On User
PA Test Test
Employee
Username: sandbox
Supervisor: N/A
Email: emailaddress@zed.zed
Phone:
Groups
Applicant
Employee
Summary
Manage Emails
User Details
Edit
2- Click on Edit Button next to User Details
Account Information
Username
sandbox
First Name
PA Test



On Preferred Group On Login, click on drop down to change your default login setting

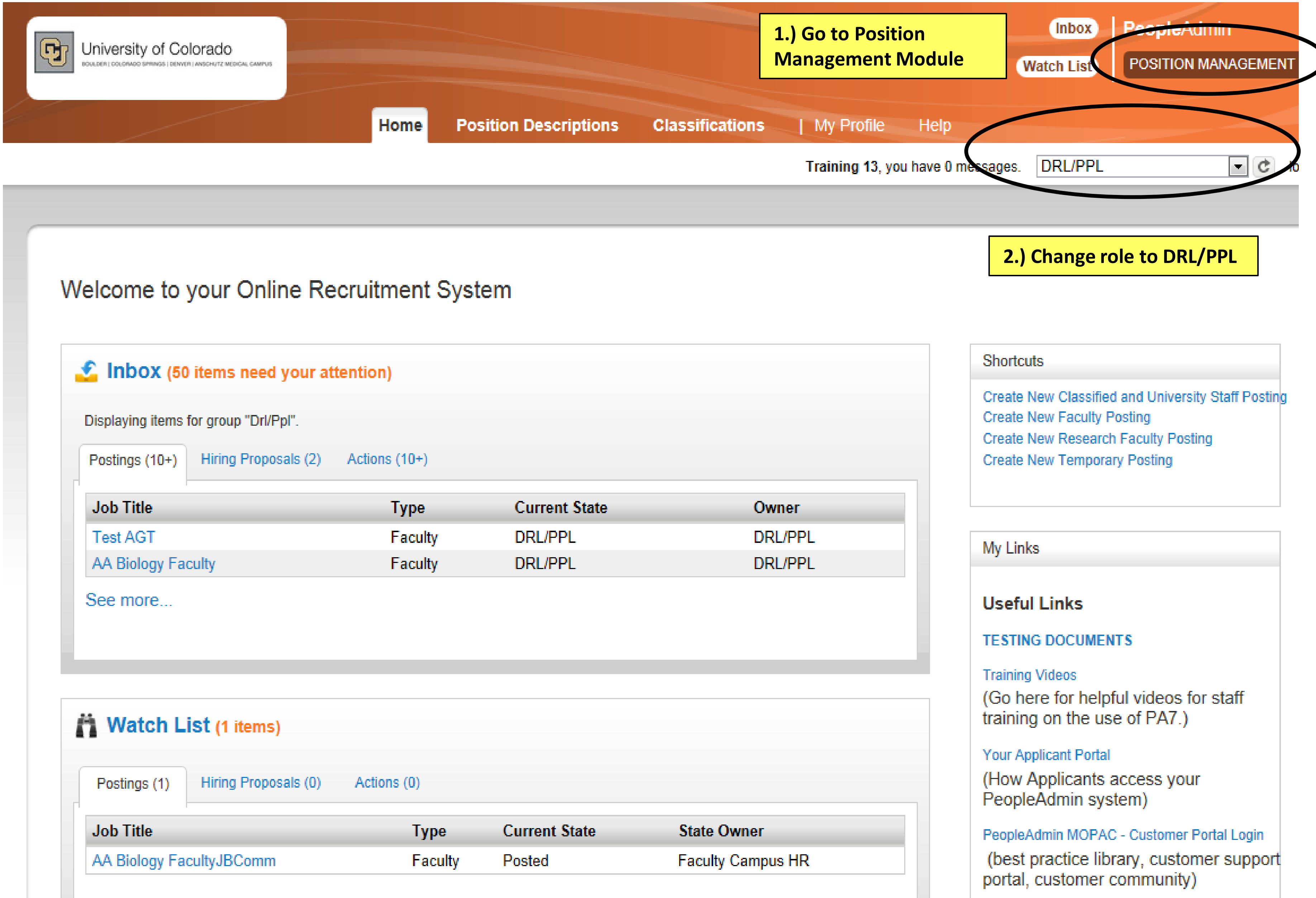
To change your default to Position Description click on drop down from Default Product Module

Position Management

- Modify Existing Position
  – Use modify for existing positions that are currently vacant
- Create New Position
  – If you don't have an existing position and need to create a new one

Modify Existing Position

Please use these instructions to assist with modifying an existing position


University of Colorado
BOULDER | COLORADO SPRINGS | DENVER | ANSCHUTZ MEDICAL CAMPUS
1.) Go to Position Management Module
Inbox
Watch List
PeopleAdmin
POSITION MANAGEMENT
Home
Position Descriptions
Classifications
| My Profile
Help
Training 13, you have 0 messages.
DRL/PPL
2.) Change role to DRL/PPL
Welcome to your Online Recruitment System
Inbox (50 items need your attention)
Displaying items for group "Drl/Ppl".
Postings (10+)
Hiring Proposals (2)
Actions (10+)
Job Title
Type
Current State
Owner
Test AGT
Faculty
DRL/PPL
DRL/PPL
AA Biology Faculty
Faculty
DRL/PPL
DRL/PPL
See more...
Watch List (1 items)
Postings (1)
Hiring Proposals (0)
Actions (0)
Job Title
Type
Current State
State Owner
AA Biology FacultyJBComm
Faculty
Posted
Faculty Campus HR
Shortcuts
Create New Classified and University Staff Posting
Create New Faculty Posting
Create New Research Faculty Posting
Create New Temporary Posting
My Links
Useful Links
TESTING DOCUMENTS
Training Videos
(Go here for helpful videos for staff training on the use of PA7.)
Your Applicant Portal
(How Applicants access your PeopleAdmin system)
PeopleAdmin MOPAC - Customer Portal Login
(best practice library, customer support portal, customer community)

University of Colorado

1- Select Position Descriptions Tab

Inbox | PeopleAdmin

Watch List | POSITION MANAGEME

me | Position Descriptions | Classifications | My Profile | Help

train30 train30, you have 0 messages. DRL/PPL

Position Descriptions / Classified and University Staff

Classified and University Staff Position Descriptions

Create New Position Description

2- In Search Field, enter Working Title or HRMS position number that you want to modify.
***Note: If you search by position number you must include the leading zeros**

Open Saved Search ▾ Search: [ ] Search More search options

Ad hoc Search | Position Descriptions

Ad hoc Search (41 Items Found) Save this search?

Actions

← Previous 1 2 Next →

Working Title	Department	HRMS Position Number	Employee First Name	Employee Last Name	Employee Id	Supervisor	Status	(Actions)
Assoc Dirctr-Exmpt Prof -Haven	SOM-PSYCH-ARTS SP/G	00218079	Karen Rose	Chappelow		Academic Services Manager (Jennifer M. Payne)	Active	Actions▾
Business Services Associate Di	LIB-Library	00300435	Marical Michelle	Farner			Active	Actions▾
Associate Director - Fdc	SSVC-Family Development Center	00415303	Susan Diane	Mahoney			Active	Actions▾
FIS Business/Data Analyst	VC Academic Affairs	00696064	Kristina Maria	Cizmar			Active	Actions▾
Deputy Director Of HDS	Housing-Administration	00644590	Deborah S	Cook			Active	Actions▾
Dir Parking & Transp Services	Public Safety	00660445	David J	Lieb			Active	Actions▾
Director Of Faculty Affairs	SOM - Dean-School of Medicine	00652563	Cheryl A	Welch			Active	Actions▾
Business Services Director	SOM - Dean-School of Medicine	00678955	Amy K.	Collins Davis			Active	Actions▾
Director-Financeadministration	SOM - Dean-School of Medicine	00701301	Kim N.	Benson			Active	Actions▾
Director-Financeadministration	SOM-BioChem&Molecular Genetics	00700565	Susan Joy	Brozowski			Active	Actions▾
Business Services Director	SOM-Anesthesiology	00695729	Carlos Didier	Fernandez			Active	Actions▾
Director-Financeadministration	SOM-Dermatology	00678221	Kathleen	Ryan-Morgan			Active	Actions▾
Business Services Director	SOM-MED-Endocrinology	00678032	John	Schliep			Active	Actions▾
Business Services Director	SOM-MED-Endocrinology	00678032	Becky Lynn	McGowan			Active	Actions▾
Director,Finance & Admin	SOM-Otolaryngology	00693069	Henry Steven	Osswald			Active	Actions▾
Director-Financeadministration	SOM-Radiation Oncology	00636230	Melissa	Feig			Active	Actions▾
Director-Financeadministration	SOM-SRG-CH General Operations	00682523	Stephanie	Farmer			Active	Actions▾
Business Services Director	SOM-Neurosurgery	00643058	Frank L	Merrill II			Active	Actions▾
Business Services Director	SOM-Emergency Medicine	00693604	Becky Lynn	McGowan			Active	Actions▾
Business Services Director	GS-Administration	00658526	Brian	Meara			Active	Actions▾

Position Descriptions / Classified and University Staff

Classified and University Staff Position Descriptions

Create New Position Description

Open Saved Search ▾ Search: Business Services Search More search options

Ad hoc Search Position Descriptions

Ad hoc Search (41 Items Found) Save this search?

Search results will be displayed here

Actions

← Previous 1 2 Next →

Working Title	Department	HRMS Position Number	Employee First Name	Employee Last Name	Employee Id	Supervisor	Status	(Actions)
Director Of System Operations	Technology Transfer	00669028	Katherine R	Zaslow			Active	Actions ▾
Business Services Director	ADM-AVCSFS Bursar Admin	00670030	Evan	Icolari			Active	Actions ▾
Business Services Director	ADM-AVCBF Budget Office	00669791	Lori L	Mettler			Active	Actions ▾
Director-Elect Bldg Security	ADM-VCAF University Police	00665033	Robin C.	Brown			Active	Actions ▾
Business Services Director	Provost/VC Institutional Rsrch	00668251	David M	Deffenbacher			Active	Actions ▾
Business Services Director	ADM-Executive Vice Chancellor	00699441	Neil David	Krauss			Active	Actions ▾
Business Services Pro	ADM-AVCFO Other FS Bookstore	new					Active	Actions ▾
Business Services Professional	ADM-AVCFO Other FS Bookstore	New					Active	Actions ▾
business services professional	ADM-AVCFO Other FS Bookstore	new					Active	Actions ▾
business services professional	ADM-AVCFO Other FS Bookstore					Academic Services Senior Profe (Charmaine K Brown)	Active	Actions ▾
BUSINESS SERVICES PROGRAM MANAGER TEST	Business School						Active	Actions ▾

← Previous 1 2 Next →

When you find the working title you want to work with, click on the title

Position Descriptions / Classified and University Staff / BUSINESS SERVICES PROGRAM MANAGER TEST

Position Description: BUSINESS SERVICES PROGRAM MANAGER TEST (Classified and University Staff)

Current Status: Active

Position Type: Classified and University Staff

Department: Business School

1.) Review the position description to ensure you have the correct position

Print Preview (Employee View)

Print Preview

Modify Position

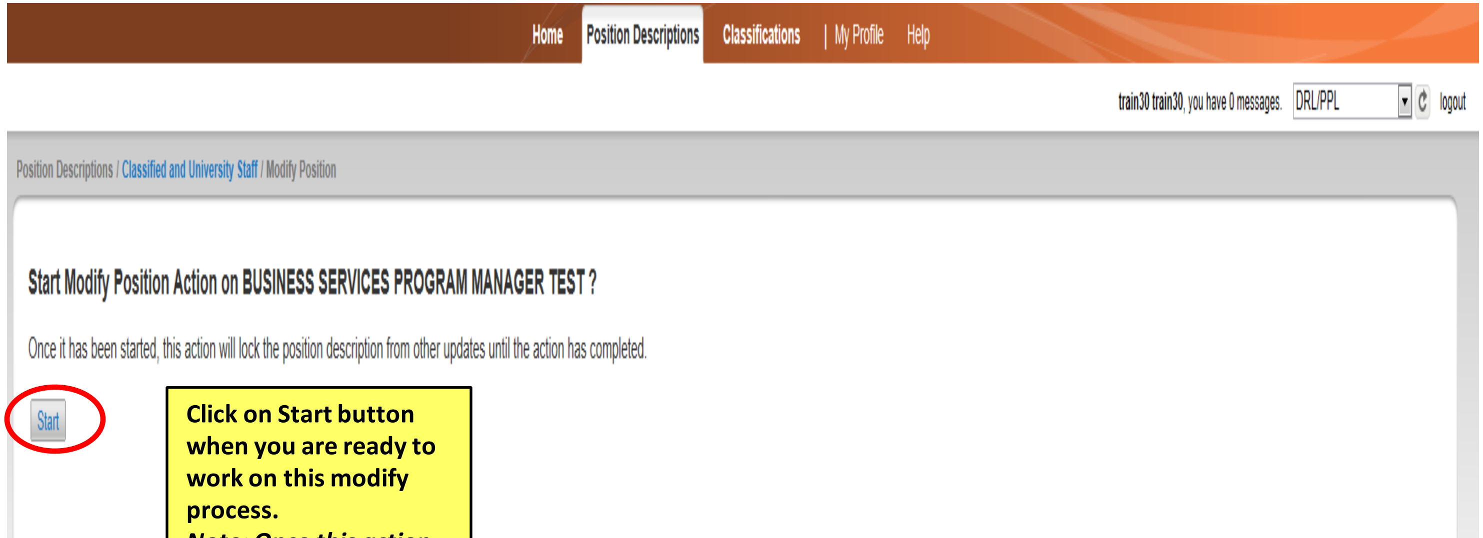
2.) If this is the correct position, click on Modify Position

Summary | History

Proposed Title/Job Code

Title Details

Career Family/Title	BUSINESS SERVICES PROGRAM MANAGER
CU Job Code	2265
State Job Code	
Statutory Exemption Reason	
Career Family Definition	Business Services
Title Definition	Program Managers are responsible for the day-to-day operation of a program, function or work unit, including the development and implementation of processes consistent with college, school or departmental strategies and processes. These positions may or may not supervise others.



Click on Start button when you are ready to work on this modify process.
Note: Once this action has been selected you must complete the approval action otherwise this position will be locked

train30 train30, you have 0 messages. DRL/PPL

Actions / ... / Modify Position / BUSINESS SERVICES PROGRAM MANAGER TEST / Edit

Editing Action

- Proposed Title/Job Code
- Position Description
- Duties
- Line/Staff Authority
- Essential Functions
- Qualifications
- Additional Information
- Employee
- Supervisor
- Documents
- HR Only
- Action Summary

Proposed Title/Job Code

Save | Next >>

Note: Use the save button if you need to exit PeopleAdmin and return at a later time or if you want to jump to another page. If you continue and click next, it will auto save and move to the next page.

Selected Classification

Title

Title Details

Career Family/Title	BUSINESS SERVICES PROGRAM MANAGER
CU Job Code	2265
State Job Code	
Statutory Exemption Reason	
Career Family Definition	Business Services
Title Definition	Program Managers are responsible for the day-to-day operation of a program, function or work unit, including the development and implementation of processes consistent with college, school or departmental strategies and processes. These positions may or may not supervise others.
Market Salary for Title	
Survey Data	
Comp Frequency	Monthly Salary
Standard Hours	40
Reg Temp Status	Regular
FLSA	
Worker's Comp Code	8868
Position Type	University Staff

Actions / ... / Modify Position / BUSINESS SERVICES PROGRAM MANAGER TEST / Edit

Editing Action

- Proposed Title/Job Code
- **Position Description**
- Duties
- Line/Staff Authority
- Essential Functions
- Qualifications
- Additional Information
- Employee
- Supervisor
- Documents
- HR Only
- Action Summary

Position Description

On Modify Position, most of the data fields for this position will be auto populated. Please edit as needed and make sure the required fields have been updated

Check spelling

* Required Information

General Information

* **Working Title**	BUSINESS SERVICES PROGRAM MANAGEF *Carries over to posting*
* **Funding**	☐ Fund 10 ☑ Fund 20 ☐ Fund 30 ☑ Other
HRMS Position Number	*Carries over to posting*
Campus	Denver *Carries over to posting*
Division	Please select *Carries over to posting*
Work Unit	
Job Summary	Intro Nature of Work Job duties *Briefly describe the purpose of this position. Carries over to posting.*
Describe any staffing or organizational changes, duties added or eliminated and any effect on other positions (include position #'s)	New supervisor – Associate Dean of Budget

Actions / ... / Modify Position / BUSINESS SERVICES PROGRAM MANAGER TEST / Edit

Editing Action

- Proposed Title/Job Code
- Position Description
- **Duties**
- Line/Staff Authority
- Essential Functions
- Qualifications
- Additional Information
- Employee
- Supervisor
- Documents
- HR Only
- Action Summary

Duties

Check spelling

Add specific Job Responsibilities/Duties here, with Percentages.

Duties

Brief Description

Lead projects and system integrations

Please be sure that percentage of time for all duties equal 100%

Percentage of time 50%

Provide specific examples of regular, on-going decisions made by this position related to this duty.

Test

Since Classified and University Staff are now combined into one template, required for classified positions are denoted

Required for Classified positions

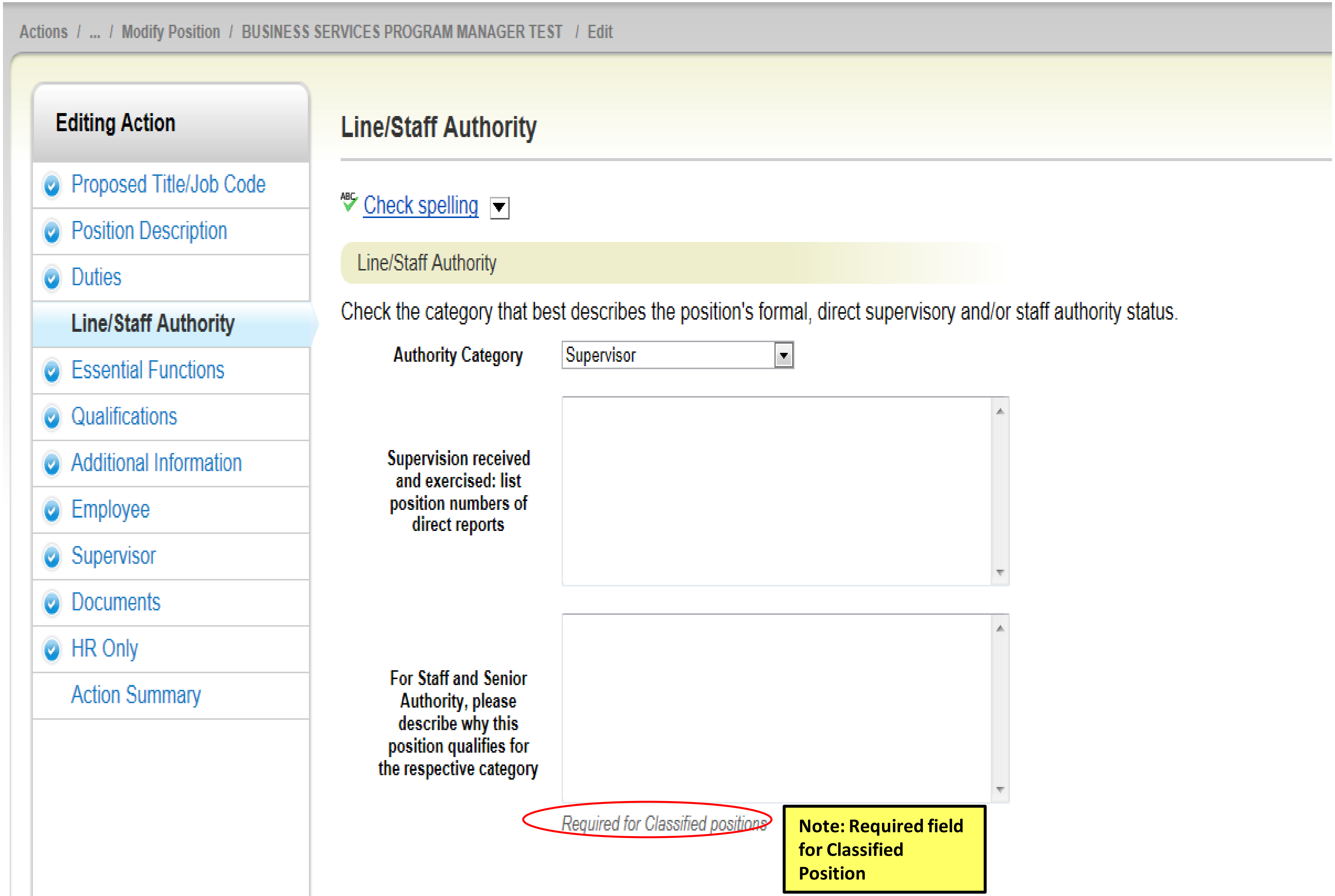
In performing this duty, provide examples of typical problems or challenges encountered by this position, and the guidance used to resolve the problem.

Required for Classified positions

Remove Entry?

Add Duties Entry

To add additional duties, click Add Duties Entry


Actions / ... / Modify Position / BUSINESS SERVICES PROGRAM MANAGER TEST / Edit
Editing Action
Proposed Title/Job Code
Position Description
Duties
Line/Staff Authority
Essential Functions
Qualifications
Additional Information
Employee
Supervisor
Documents
HR Only
Action Summary
Line/Staff Authority
Check spelling
Line/Staff Authority
Check the category that best describes the position's formal, direct supervisory and/or staff authority status.
Authority Category
Supervisor
Supervision received and exercised: list position numbers of direct reports
For Staff and Senior Authority, please describe why this position qualifies for the respective category
Required for Classified positions
Note: Required field for Classified Position

Editing Position Description

- Proposed Title/Job Code
- Position Description
- Duties
- Line/Staff Authority
- **Essential Functions**
- Qualifications
- Additional Information
- Employee
- Supervisor
- Documents
- Budget
- HR Only
- Summary

Essential Functions

Save

Check spelling

Required for Classified & University Staff, Optional for All Others

I. Physical Demands

Please refer to definitions to the below selections ...ml

General Physical Demands Definition

Light

Select all that apply.

https://www.cu.edu/jobs/documentation.html

Select drop down to find the level of demand that BEST describes each of the selections. If you are unsure of what range the duty falls under, click on the link to view the State details

Physical Demands Specific

- [ ] Accommodation
- [ ] Balancing
- [ ] Climbing
- [x] Color Vision
- [x] Control of Others
- [ ] Crawling
- [ ] Crouching
- [x] Depth Perception
- [ ] Far Acuity
- [x] Feeling
- [x] Field of Vision
- [x] Fingering
- [x] Handling
- [x] Hearing
- [ ] Kneeling
- [ ] Near Acuity
- [x] Reaching
- [x] Stooping
- [x] Talking
- [ ] Tasting/Smelling
- [ ] Other

Select all that apply.

Select all functions that apply to the position

Note: If you select "Other" please include text

Editing Action

- Proposed Title/Job Code
- Position Description
- Duties
- Line/Staff Authority
- Essential Functions
- **Qualifications**
- Additional Information
- Employee
- Supervisor
- Documents
- HR Only
- Action Summary

Qualifications

Check spelling

Title Minimum Qualifications

Qualifications

Minimum Qualifications

Note: If you enter this now, it will carry over to posting so you won't have to enter it there

Carries over to posting

Required Competencies: Knowledge, Skills & Abilities

Carries over to posting

Preferred Qualifications

Carries over to posting

Do you think this position requires a special qualification that differs from the established minimum qualifications for other positions in the class?

Yes

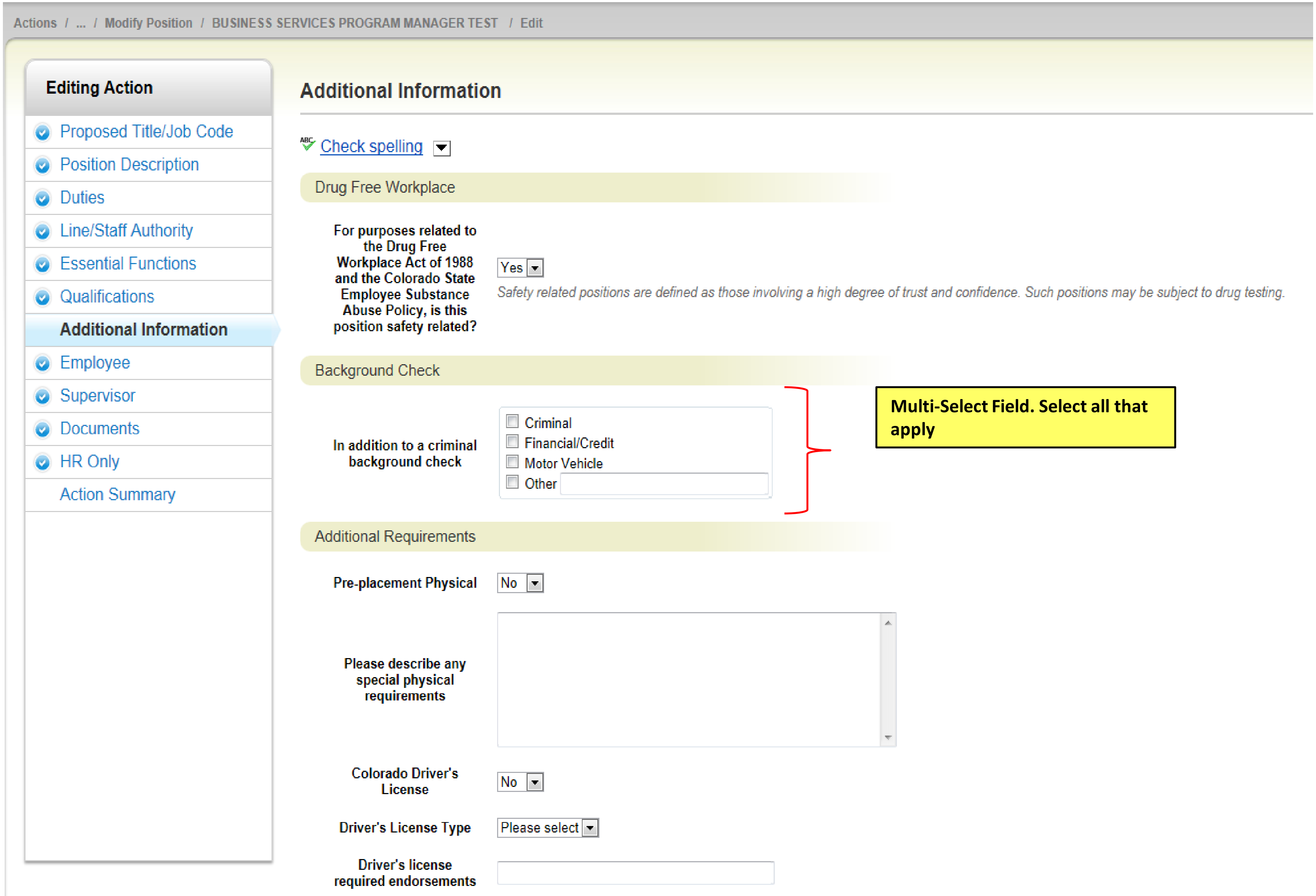
If yes, please describe the special qualification.

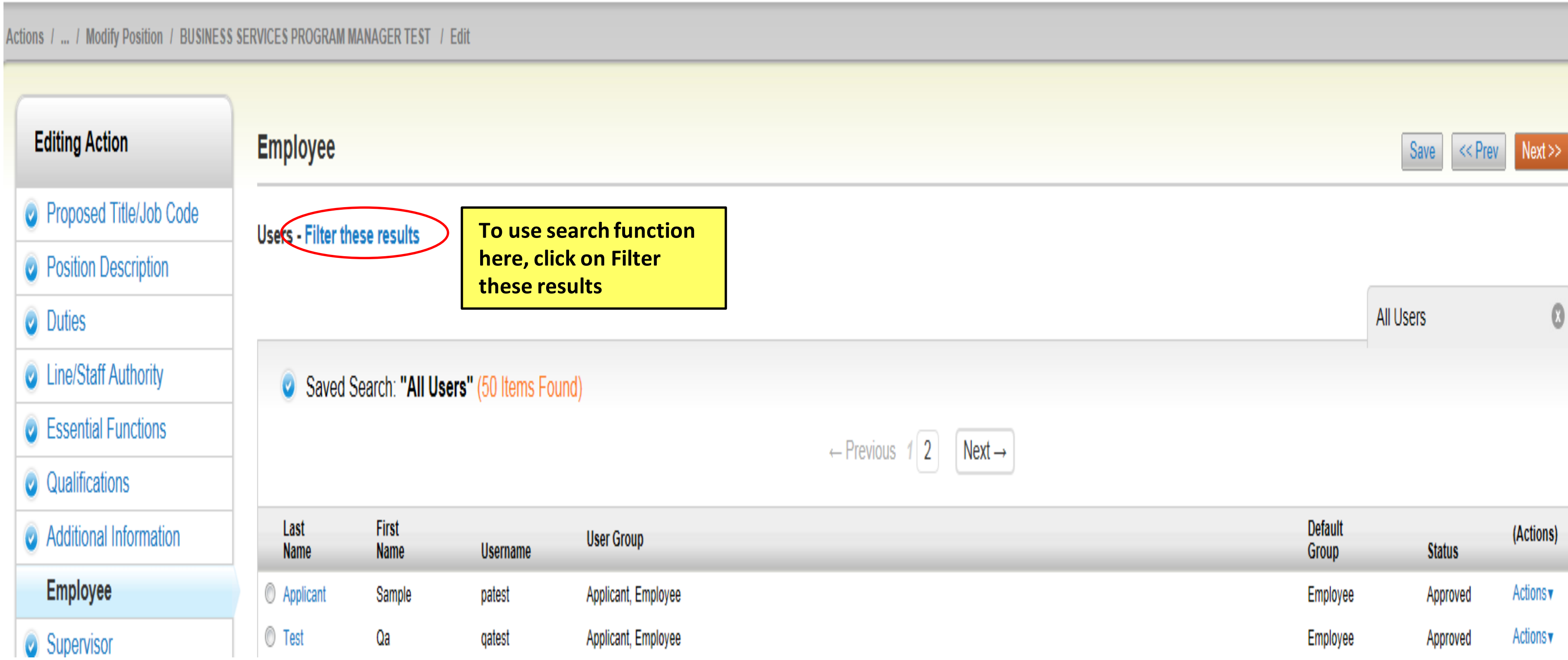
Ability to communicate with all levels within the organization

Categories for qualifications include: Job Related Formal Courses, Legal Requirements, Experience or Skills, or Unusual Travel Demands.

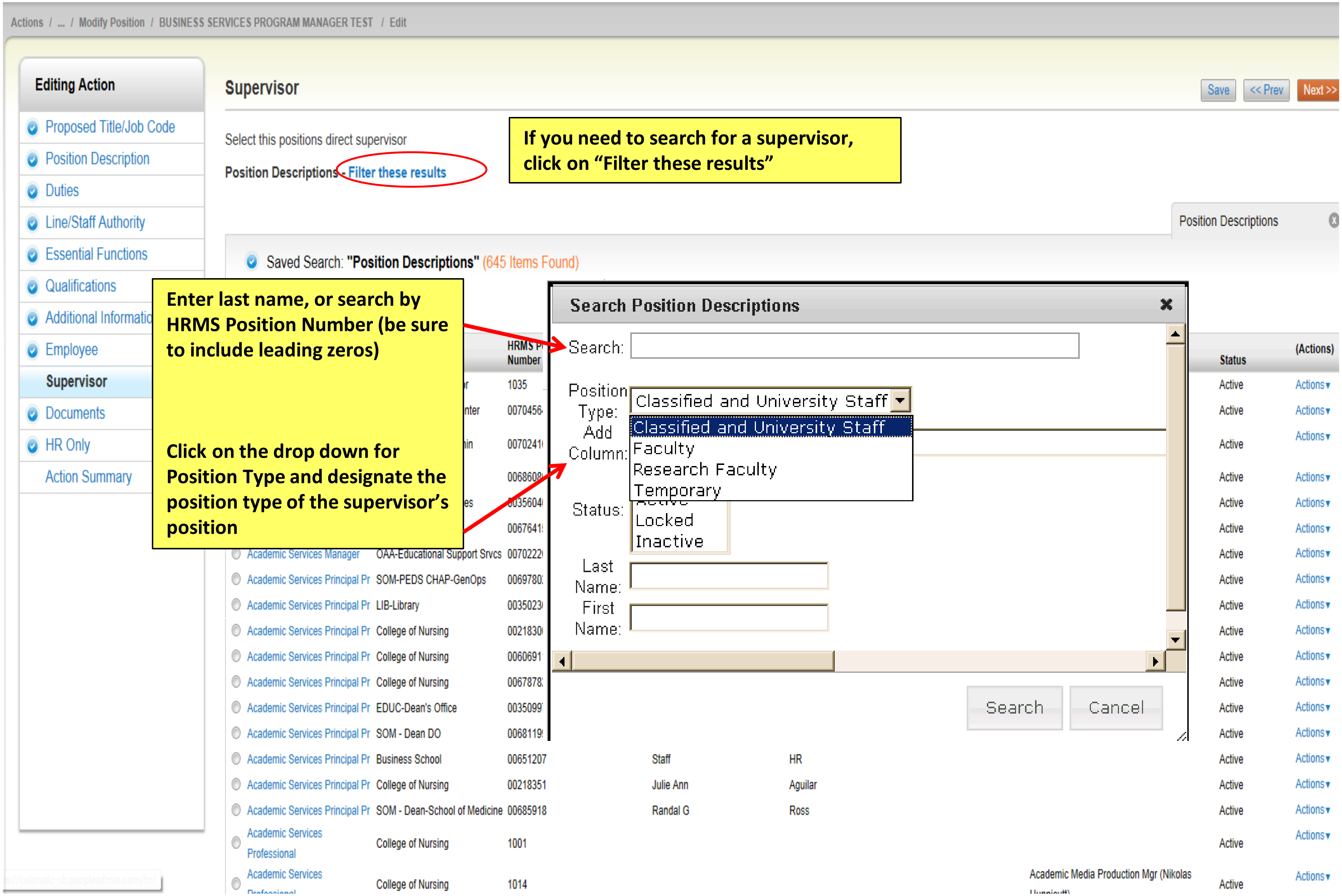
Why can the special qualification not be obtained through training during the

requires experience and communication skills developed through education


Actions / ... / Modify Position / BUSINESS SERVICES PROGRAM MANAGER TEST / Edit
Editing Action
Proposed Title/Job Code
Position Description
Duties
Line/Staff Authority
Essential Functions
Qualifications
Additional Information
Employee
Supervisor
Documents
HR Only
Action Summary
Additional Information
Check spelling
Drug Free Workplace
For purposes related to the Drug Free Workplace Act of 1988 and the Colorado State Employee Substance Abuse Policy, is this position safety related?
Yes
Safety related positions are defined as those involving a high degree of trust and confidence. Such positions may be subject to drug testing.
Background Check
In addition to a criminal background check
Criminal
Financial/Credit
Motor Vehicle
Other
Multi-Select Field. Select all that apply
Additional Requirements
Pre-placement Physical
No
Please describe any special physical requirements
Colorado Driver's License
No
Driver's License Type
Please select
Driver's license required endorsements



Actions / ... / Modify Position / BUSINESS SERVICES PROGRAM MANAGER TEST / Edit
Editing Action
Proposed Title/Job Code
Position Description
Duties
Line/Staff Authority
Essential Functions
Qualifications
Additional Information
Employee
Supervisor
Employee
Save
<< Prev
Next >>
Users - Filter these results
To use search function here, click on Filter these results
All Users
Saved Search: "All Users" (50 Items Found)
← Previous 1 2 Next →
Last Name
First Name
Username
User Group
Default Group
Status
(Actions)
Applicant Sample patest Applicant, Employee Employee Approved Actions
Test Qa qatest Applicant, Employee Employee Approved Actions


Actions / ... / Modify Position / BUSINESS SERVICES PROGRAM MANAGER TEST / Edit
Editing Action
Proposed Title/Job Code
Position Description
Duties
Line/Staff Authority
Essential Functions
Qualifications
Additional Informatio
Employee
Supervisor
Documents
HR Only
Action Summary
Supervisor
Save
<< Prev
Next >>
Select this positions direct supervisor
Position Descriptions - Filter these results
If you need to search for a supervisor, click on "Filter these results"
Position Descriptions
Saved Search: "Position Descriptions" (645 Items Found)
Enter last name, or search by HRMS Position Number (be sure to include leading zeros)
Click on the drop down for Position Type and designate the position type of the supervisor's position
Search Position Descriptions
Search:
Position Type:
Classified and University Staff
Faculty
Research Faculty
Temporary
Add Column:
Status:
Locked
Inactive
Last Name:
First Name:
Search
Cancel
Status
(Actions)

Position Descriptions - Filter these results

Position Descriptions

Ad hoc Search

Ad hoc Search

Click on the correct supervisor and click on 'Next'

	ng	Department	HRMS Position Number	Employee First Name	Employee Last Name	Employee Id	Supervisor	Status	(Actions)
⦿	Business Services Program Mgr	Payroll & Benefit Services (51000)	00708475	Angelica	Garcia Throckmorton	250180	Hrms And Payroll Director (Lisa Affleck)	Active	Actions▾

Save | << Prev | Next >>

University of Colorado
BOULDER | COLORADO SPRINGS | DENVER | ANSCHUTZ MEDICAL CAMPUS

Inbox | Peo
Watch List | POSI

Home | Position Descriptions | Classifications

Annette Sargent, you have 0 messages. DRL/PPL

Position Descriptions / Classified and University Staff / Disability Services Specialist / Edit

Editing Position Description

- Proposed Title/Job Code
- Position Description
- Duties
- Line/Staff Authority
- Essential Functions
- Qualifications
- Additional Information
- Employee
- Supervisor
- **Documents**
- Summary

Documents

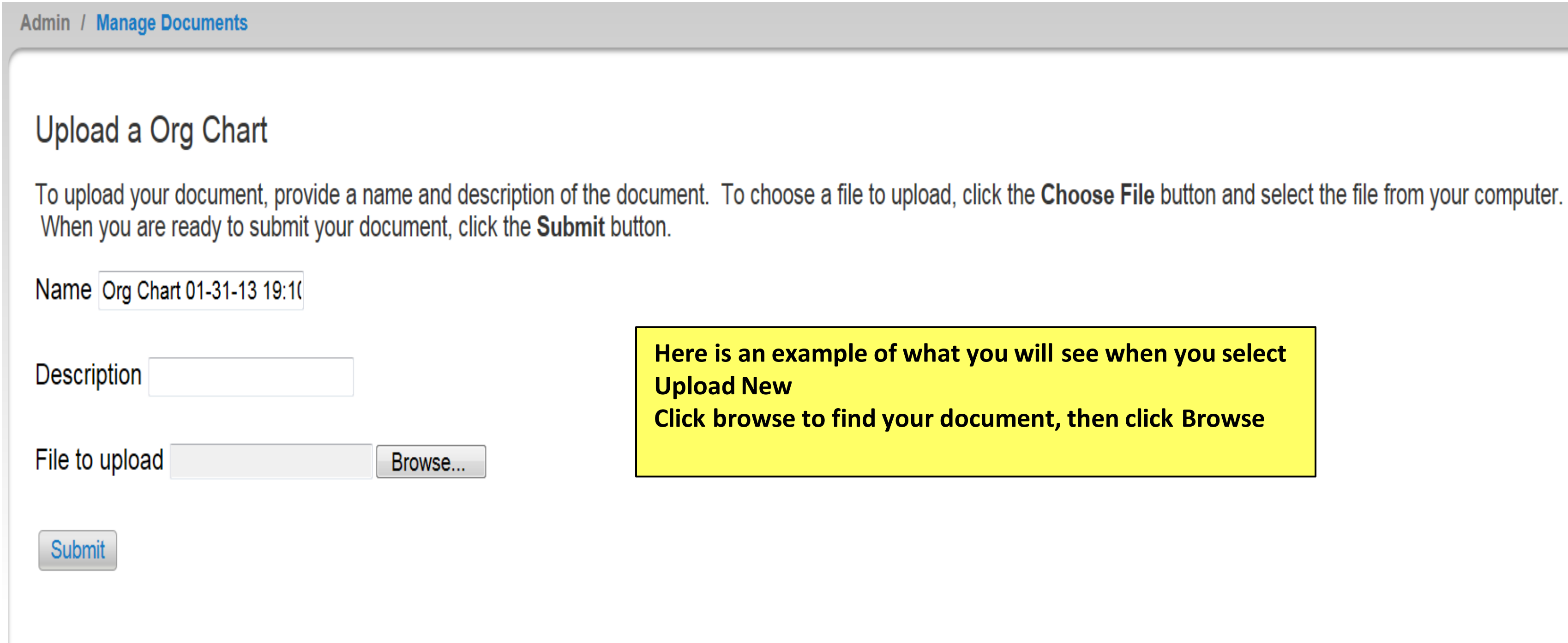
Save | << Prev

PDF conversion must be completed for the document to be valid when ap

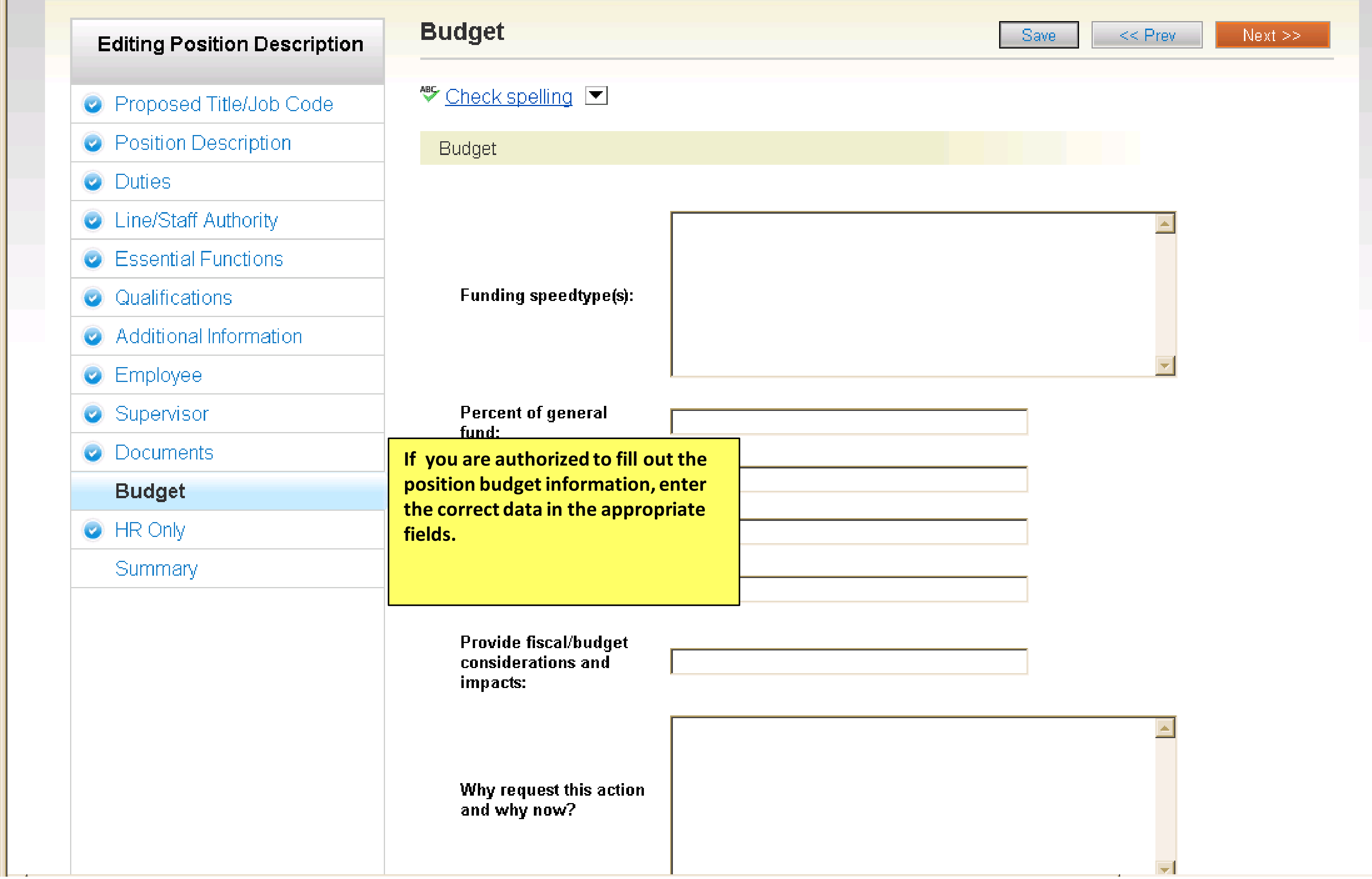
Document Type	Name	Status	(Actions)
Org Chart			Actions
Checklist			Actions
Other			Actions
Other 1			Actions
Denver Campus – HR approval of job description			Actions
Denver campus - Second Level Justification			Actions
Denver - Signed Job Description			Actions
UCCS - PDF JD - Pre 2/4/13			Actions
UCCS - Leadership Approval			Actions
UCCS - Signed JD			Actions
UCB: Request to Proceed			Actions
UCB: Position Signature Page			Actions

To upload, remove o enter documents, cli on Actions button
Note: Documents wil be converted to PDF.
*****PowerPoint documents must be converted to PDF <u>before</u> it can be uploaded***

Save | << Prev



Here is an example of what you will see when you select Upload New
Click browse to find your document, then click Browse


Editing Position Description
Proposed Title/Job Code
Position Description
Duties
Line/Staff Authority
Essential Functions
Qualifications
Additional Information
Employee
Supervisor
Documents
Budget
HR Only
Summary
Budget
Save
<< Prev
Next >>
Check spelling
Budget
Funding speedtype(s):
Percent of general fund:
If you are authorized to fill out the position budget information, enter the correct data in the appropriate fields.
Provide fiscal/budget considerations and impacts:
Why request this action and why now?

ion Descriptions / Classified and University Staff / Disability Services Specialist / Edit

Editing Position Description

- Proposed Title/Job Code
- Position Description
- Duties
- Line/Staff Authority
- Essential Functions
- Qualifications
- Additional Information
- Employee
- Supervisor
- **Documents**
- Summary

Documents

Save | << Prev | Next >>

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Org Chart			Actions ▾
Checklist			Actions ▾
Other			Actions ▾
Other 1			Actions ▾
Denver Campus – HR approval of job description			Actions ▾
Denver campus - Second Level Justification			Actions ▾
Denver - Signed Job Description			Actions ▾
UCCS - PDF JD - Pre 2/4/13			Actions ▾
			Actions ▾
			Actions ▾
UCB: Request to Proceed			Actions ▾
UCB: Position Signature Page			Actions ▾

Once you click on the Summary tab you will be able to review all the position information

Save | << Prev | Next >>

Actions / ... / Modify Position / BUSINESS SERVICES PROGRAM MANAGER TEST / Summary   Search Results: Previou

Modify Position: BUSINESS SERVICES PROGRAM MANAGER TEST (Classified and University Staff) Edit

Status will be Draft since this is the initial draft and had not been approved

Take Action On Action ▾

Current Status: Draft

Position Type: **Classified and University Staff**

Department: **Business School**

Created by: **train30 train30**

Owner: **train30 train30**

Created by will be the initiator (you). Once you send for approval, the owner will change to the Role (DRL/PPL)

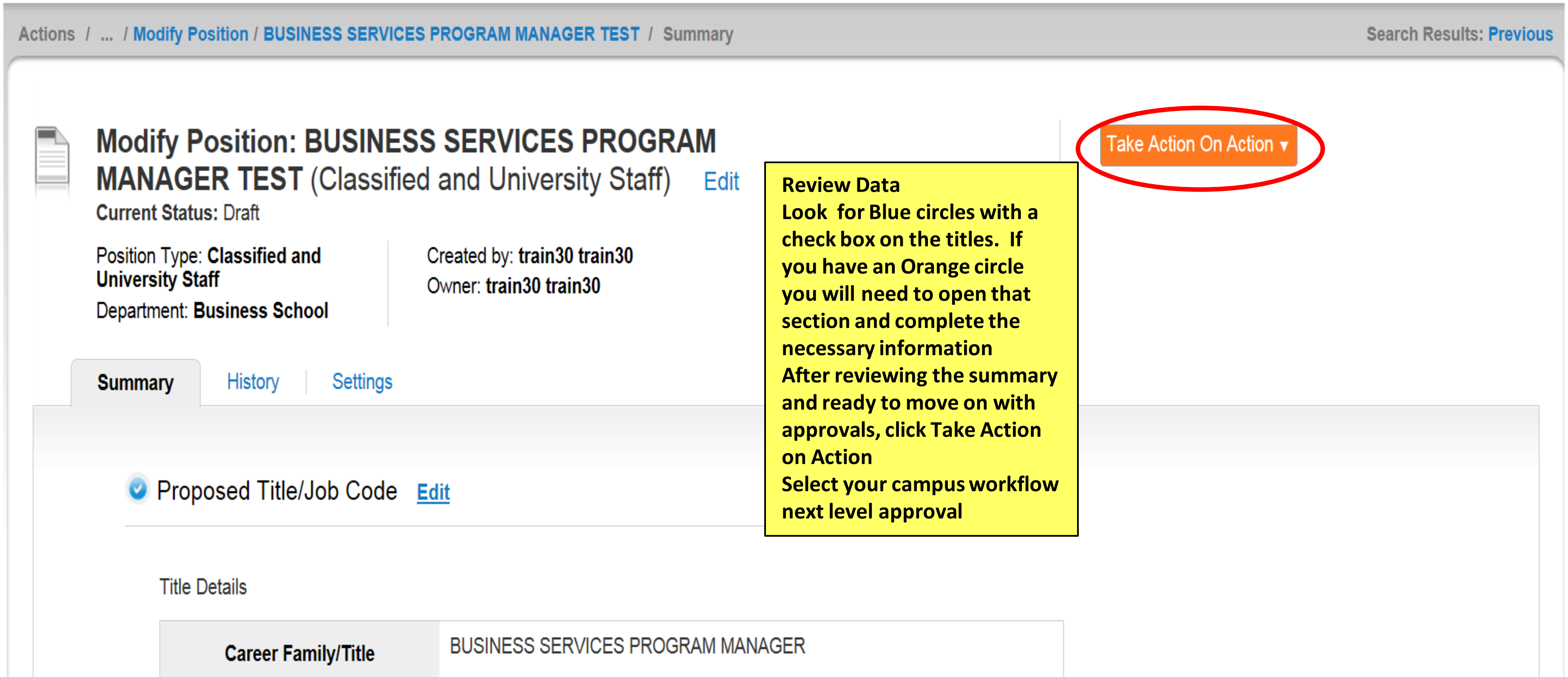
Summary | History | Settings

Proposed Title/Job Code Edit

Edit will allow you to make changes before submitting to next level approver

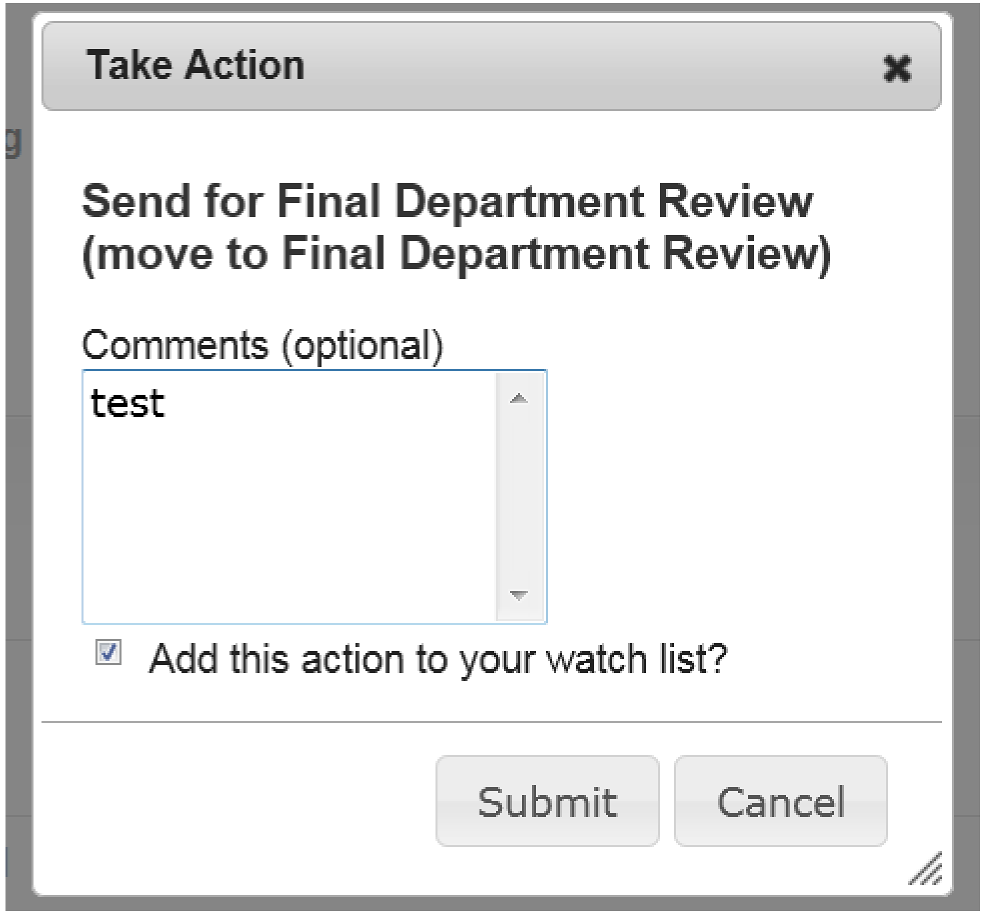
Title Details

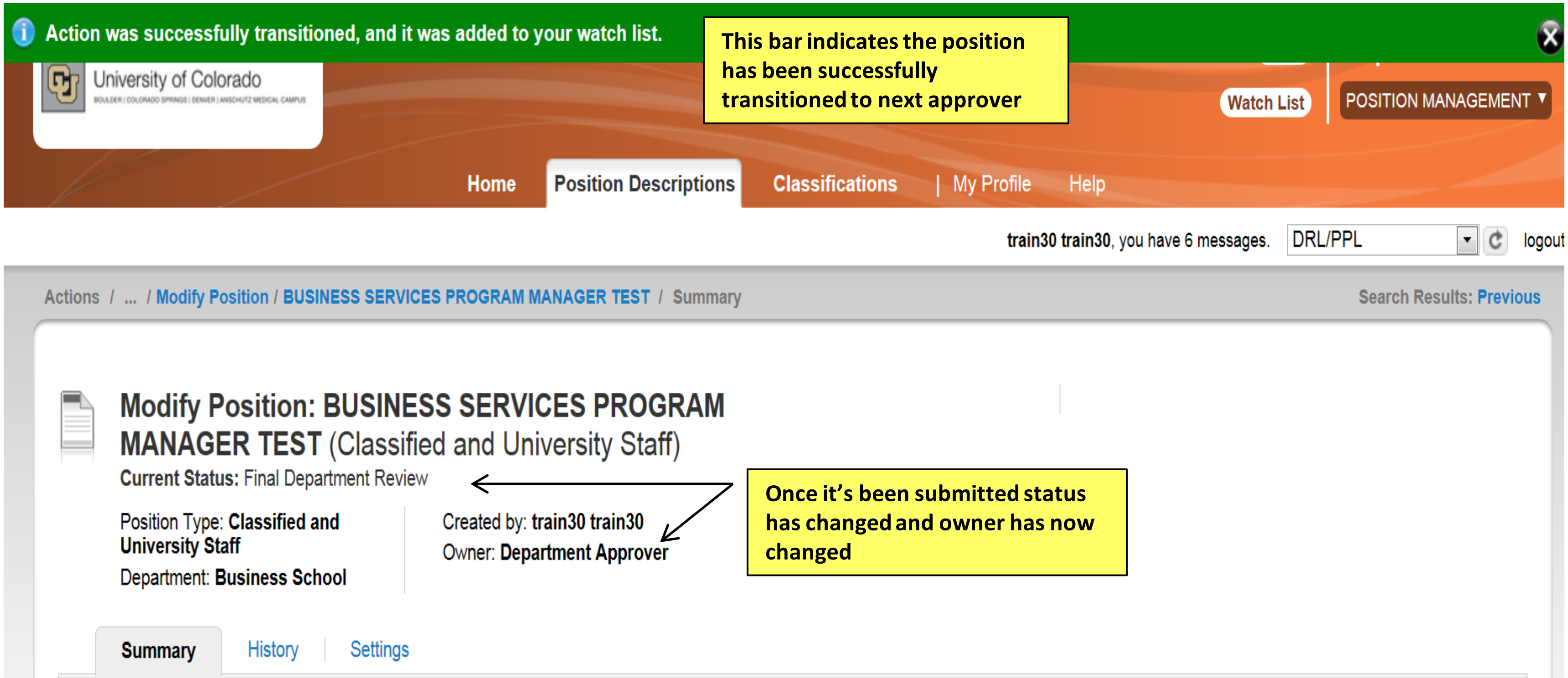
Career Family/Title	BUSINESS SERVICES PROGRAM MANAGER


Actions / ... / Modify Position / BUSINESS SERVICES PROGRAM MANAGER TEST / Summary
Search Results: Previous
Modify Position: BUSINESS SERVICES PROGRAM MANAGER TEST (Classified and University Staff) Edit
Current Status: Draft
Position Type: Classified and University Staff
Department: Business School
Created by: train30 train30
Owner: train30 train30
Take Action On Action ▾
Review Data
Look for Blue circles with a check box on the titles. If you have an Orange circle you will need to open that section and complete the necessary information
After reviewing the summary and ready to move on with approvals, click Take Action on Action
Select your campus workflow next level approval
Summary
History
Settings
Proposed Title/Job Code Edit
Title Details
Career Family/Title
BUSINESS SERVICES PROGRAM MANAGER

Enter Comments for next approver (Optional)

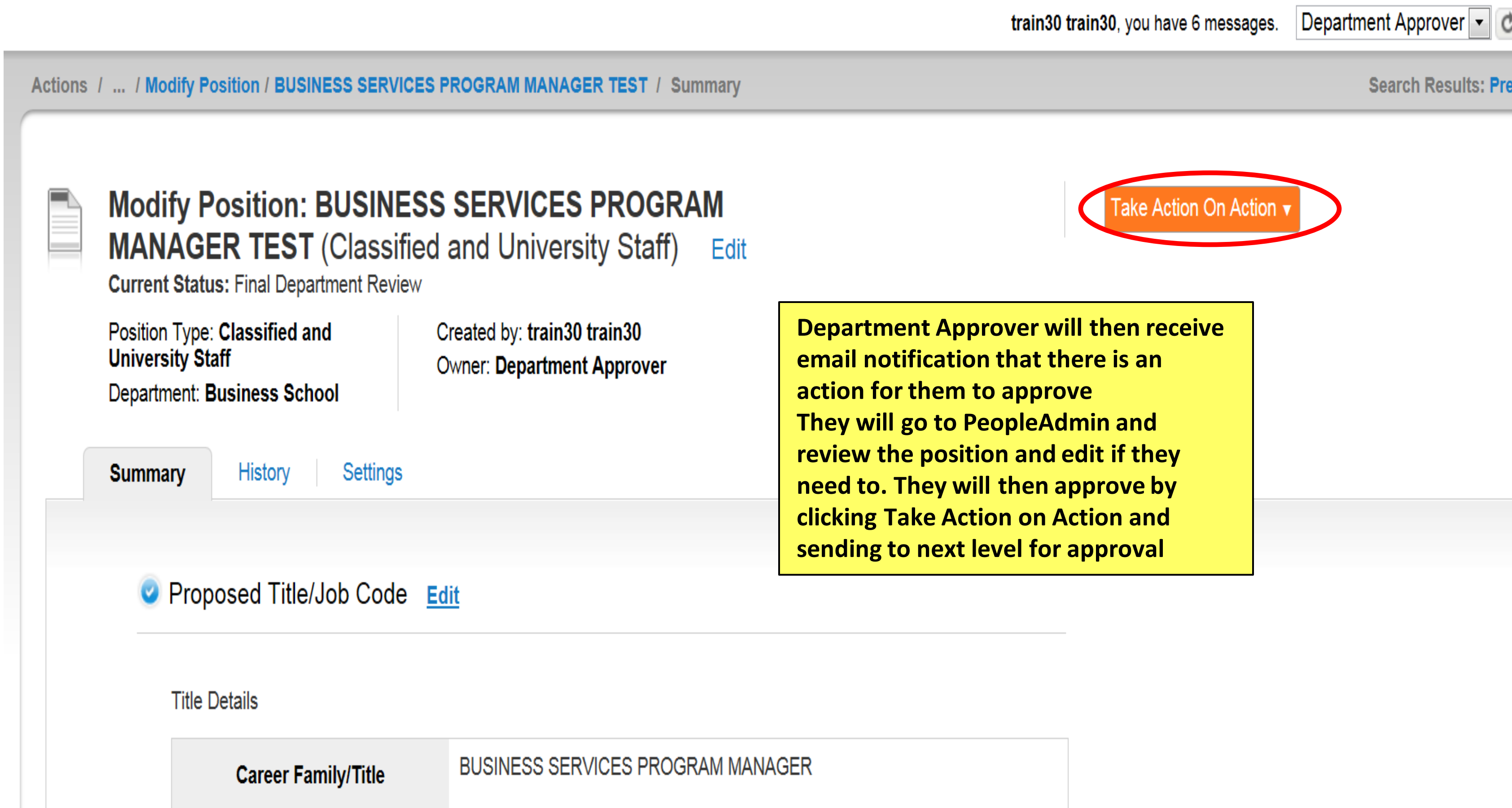
Select Add to watch list if you want to monitor the progress if this item





This bar indicates the position has been successfully transitioned to next approver

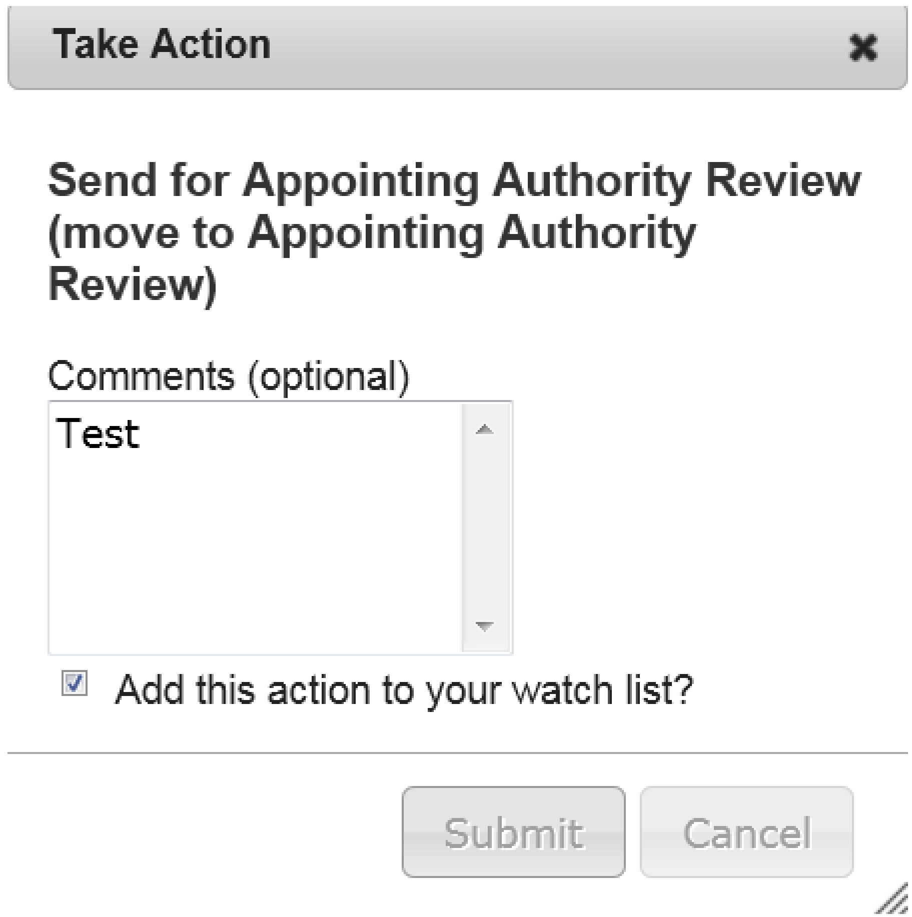
Once it's been submitted status has changed and owner has now changed

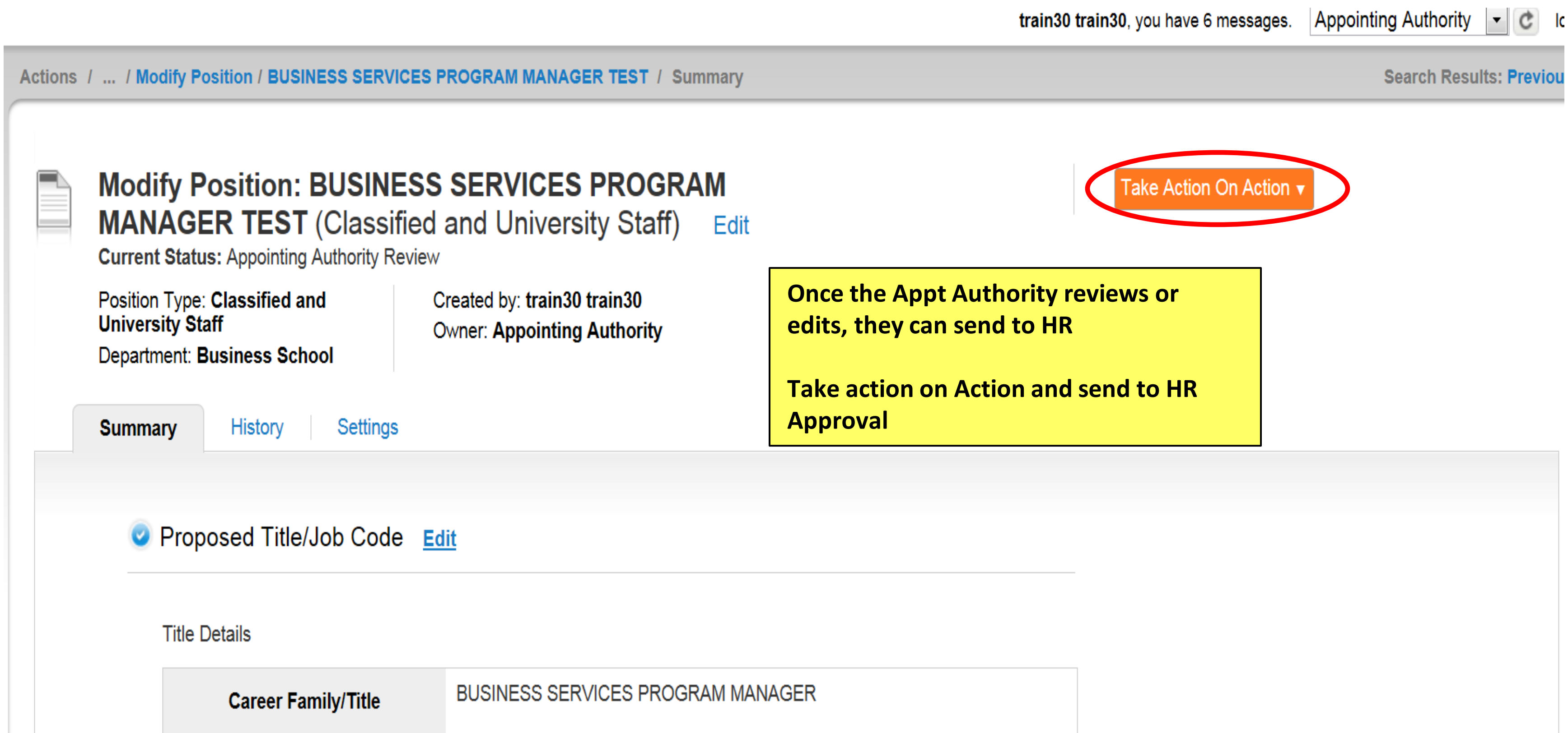


Department Approver will then receive email notification that there is an action for them to approve
They will go to PeopleAdmin and review the position and edit if they need to. They will then approve by clicking Take Action on Action and sending to next level for approval

Enter Comments for next approver (Optional)

Select Add to watch list if you want to monitor the progress if this item

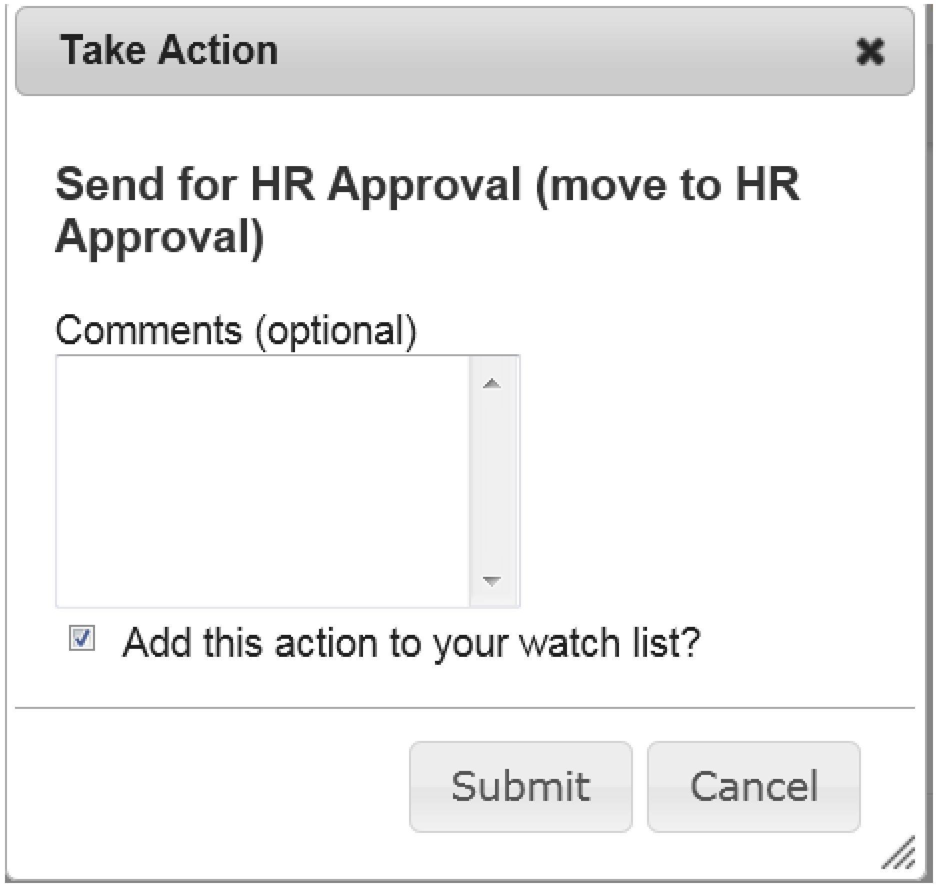


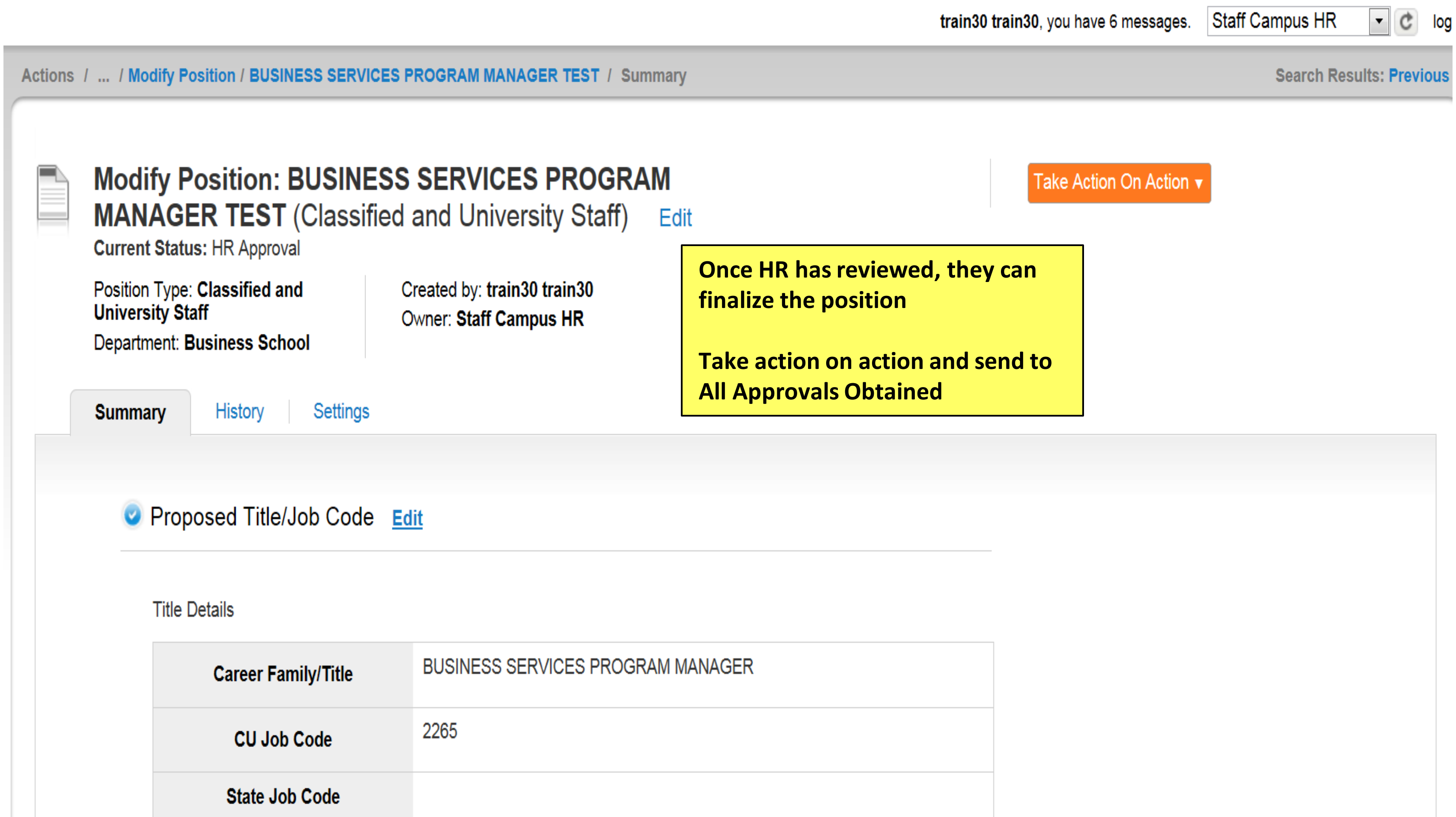


train30 train30, you have 6 messages.
Appointing Authority
Actions / ... / Modify Position / BUSINESS SERVICES PROGRAM MANAGER TEST / Summary
Search Results: Previou
Modify Position: BUSINESS SERVICES PROGRAM MANAGER TEST (Classified and University Staff) Edit
Current Status: Appointing Authority Review
Position Type: Classified and University Staff
Department: Business School
Created by: train30 train30
Owner: Appointing Authority
Take Action On Action
Once the Appt Authority reviews or edits, they can send to HR
Take action on Action and send to HR Approval
Summary
History
Settings
Proposed Title/Job Code Edit
Title Details
Career Family/Title
BUSINESS SERVICES PROGRAM MANAGER

Enter Comments for next approver (Optional)

Select Add to watch list if you want to monitor the progress if this item



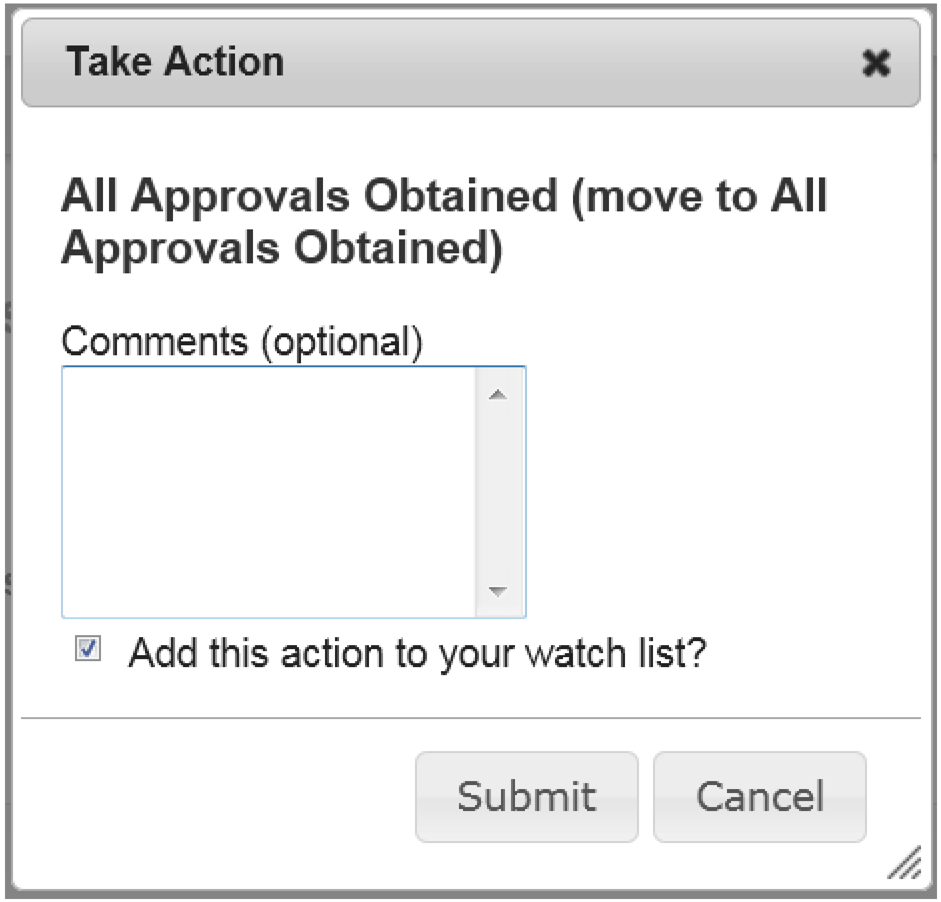


Once HR has reviewed, they can finalize the position

Take action on action and send to All Approvals Obtained

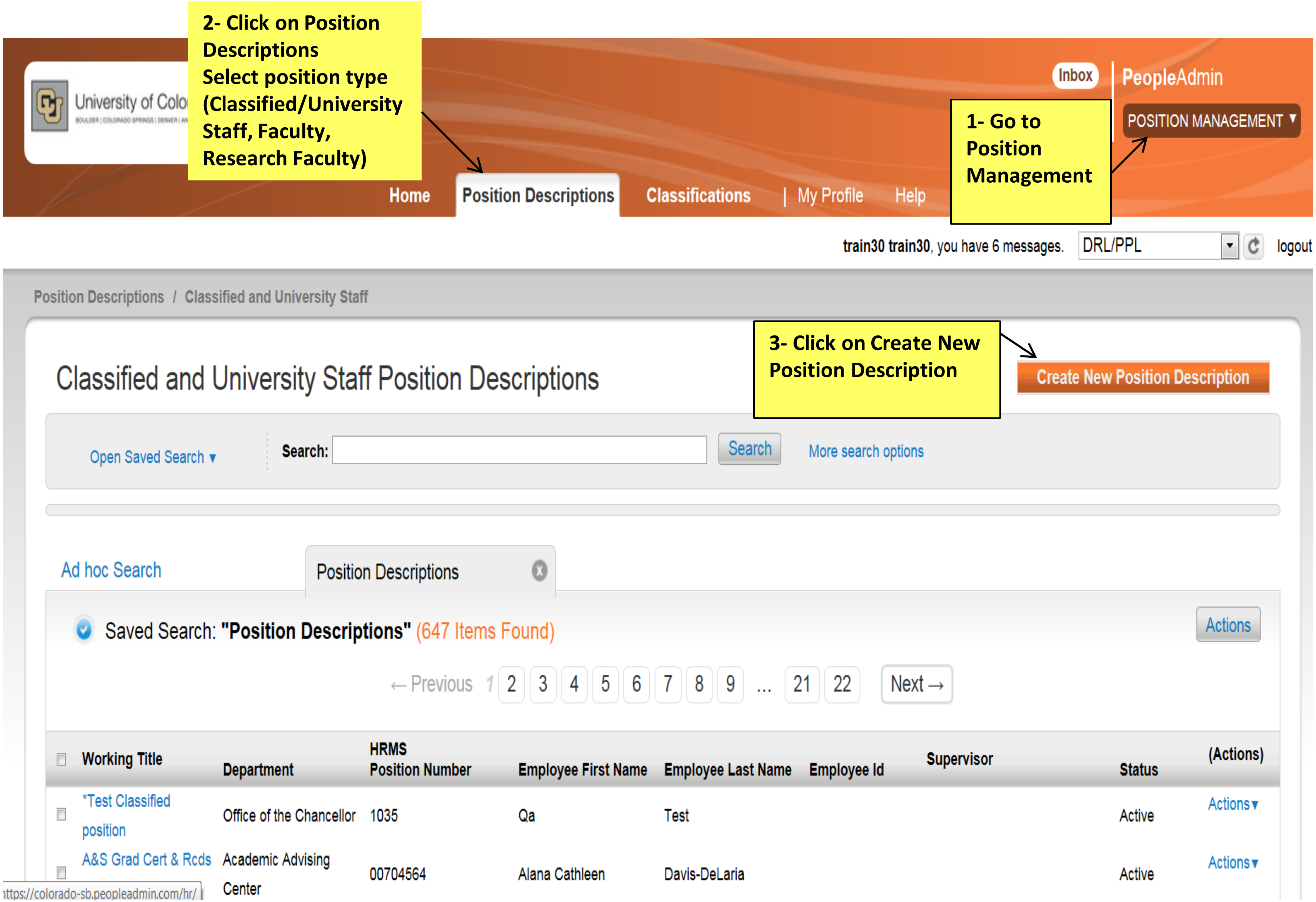
Enter Comments for next user (Optional)

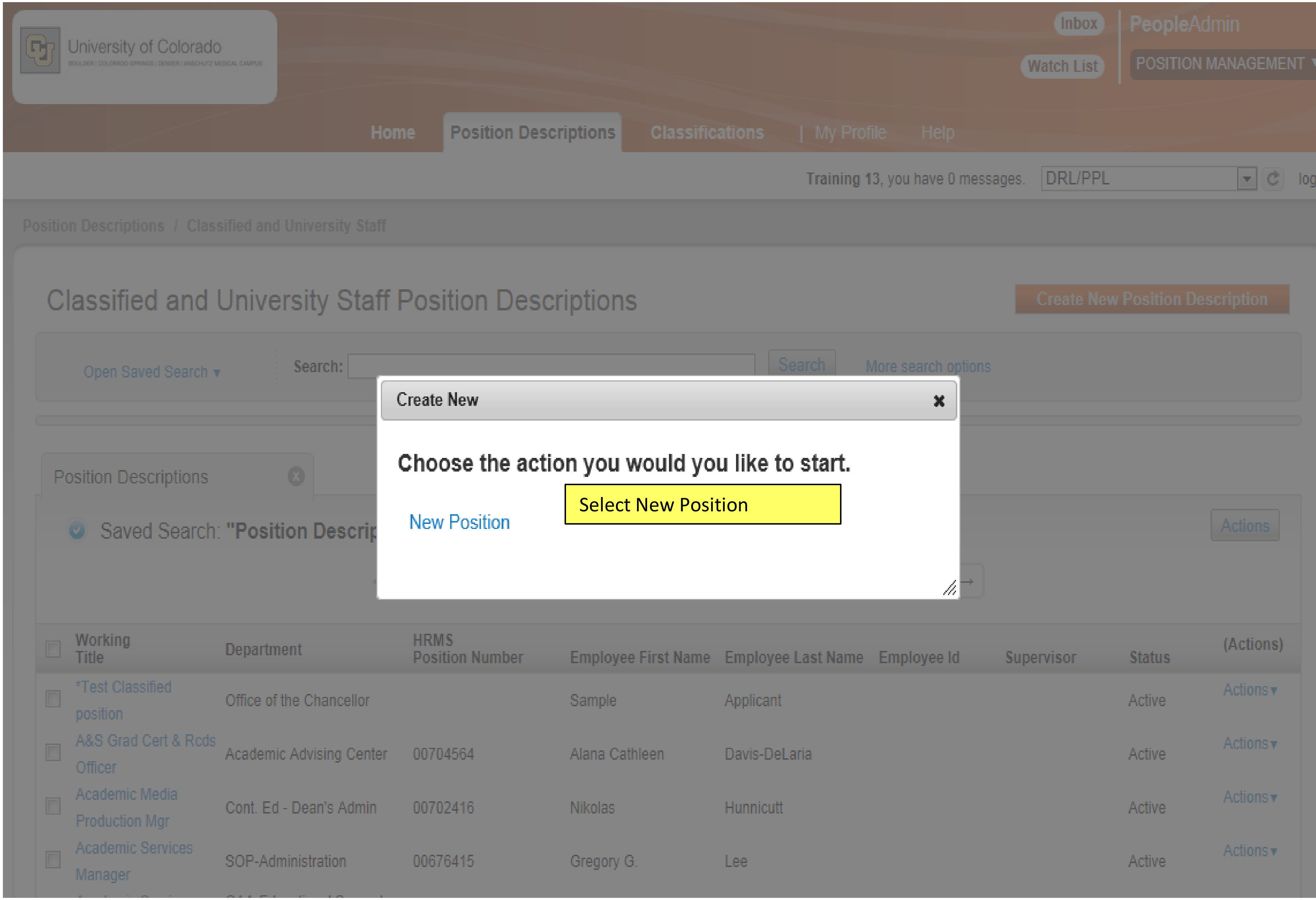
Select Add to watch list if you want to monitor the progress if this item



Create Position

Please use these instructions to assist with creating a new position


2- Click on Position Descriptions
Select position type (Classified/University Staff, Faculty, Research Faculty)
University of Colo
Inbox
PeopleAdmin
1- Go to Position Management
POSITION MANAGEMENT
Home
Position Descriptions
Classifications
My Profile
Help
train30 train30, you have 6 messages.
DRL/PPL
logout
Position Descriptions / Classified and University Staff
Classified and University Staff Position Descriptions
3- Click on Create New Position Description
Create New Position Description
Open Saved Search
Search:
Search
More search options
Ad hoc Search
Position Descriptions
Saved Search: "Position Descriptions" (647 Items Found)
Actions
← Previous 1 2 3 4 5 6 7 8 9 … 21 22 Next →
Working Title
Department
HRMS Position Number
Employee First Name
Employee Last Name
Employee Id
Supervisor
Status
(Actions)
*Test Classified position
Office of the Chancellor
1035
Qa
Test
Active
Actions
A&S Grad Cert & Rcds
Academic Advising Center
00704564
Alana Cathleen
Davis-DeLaria
Active
Actions
https://colorado-sb.peopleadmin.com/hr/


University of Colorado
Inbox
Watch List
PeopleAdmin
POSITION MANAGEMENT
Home
Position Descriptions
Classifications
My Profile
Help
Training 13, you have 0 messages.
DRL/PPL
Position Descriptions / Classified and University Staff
Classified and University Staff Position Descriptions
Create New Position Description
Open Saved Search
Search:
Search
More search options
Create New
Choose the action you would you like to start.
New Position
Select New Position
Position Descriptions
Saved Search: "Position Descrip
Actions
Working Title
Department
HRMS Position Number
Employee First Name
Employee Last Name
Employee Id
Supervisor
Status
(Actions)
*Test Classified position
Office of the Chancellor
Sample
Applicant
Active
A&S Grad Cert & Rcds Officer
Academic Advising Center
00704564
Alana Cathleen
Davis-DeLaria
Academic Media Production Mgr
Cont. Ed - Dean's Admin
00702416
Nikolas
Hunnicutt
Academic Services Manager
SOP-Administration
00676415
Gregory G.
Lee

New Position

Start Action Cancel

Working Title

Organizational Unit

Campus *

Select a Campus

Division *

Department *

Enter values for Working Title. Campus, Division and Department will auto default based on your location

Clone an existing Position Description?

Filter these results

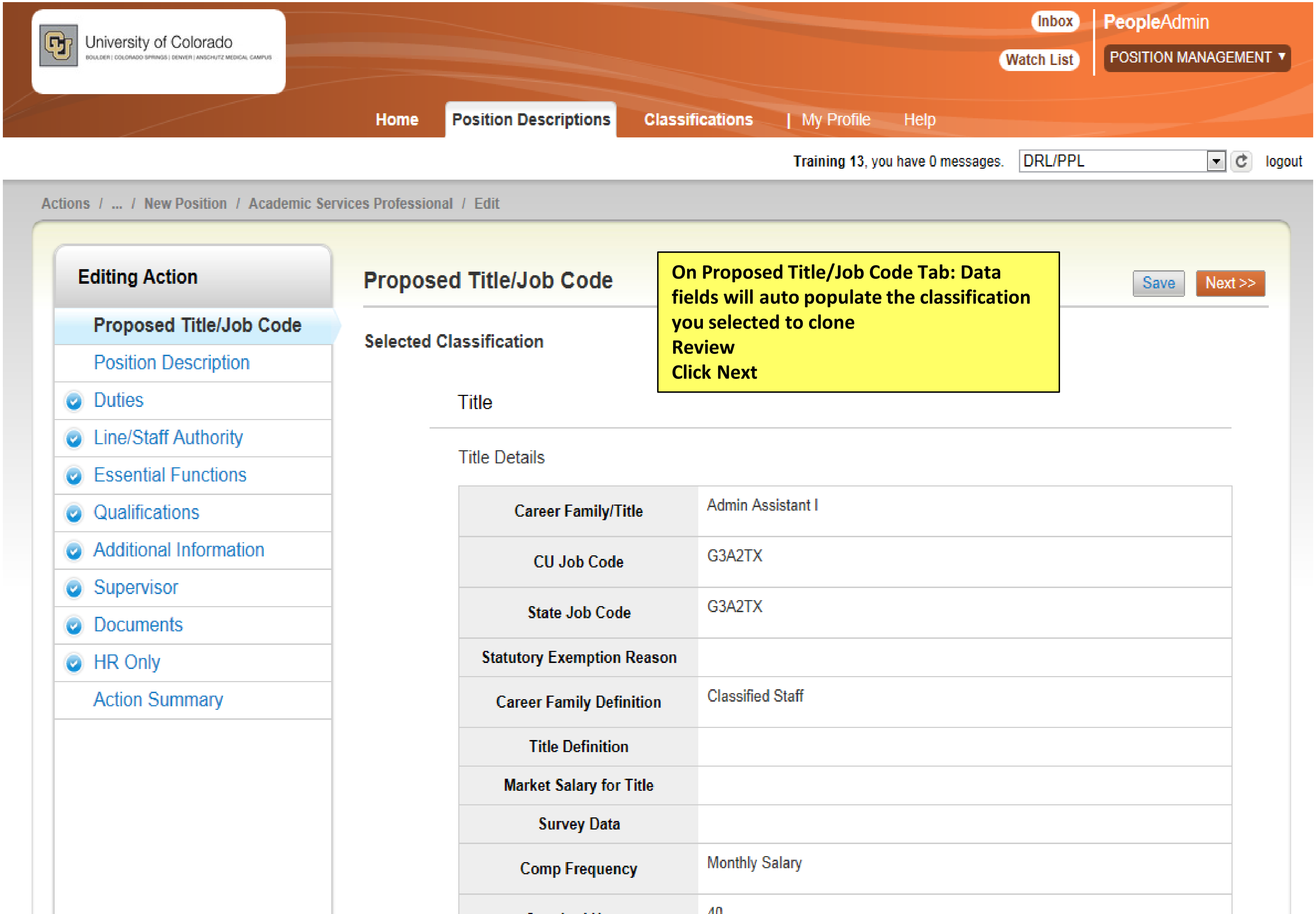
Position Descriptions

Saved Search: **"Position Descriptions"** (457 Items Found)

← Previous 1 2 3 4 5 6 7 8 9 … 15 16 Next →

Working Title	Department	HRMS Position Number	Employee First Name	Employee Last Name	Employee Id	Supervisor	Status	(Actions)
*Test Classified position	Office of the Chancellor		Sample	Applicant			Active	Actions ▾
A&S Grad Cert & Rcds Officer	Academic Advising Center	00704564	Alana Cathleen	Davis-DeLaria			Active	Actions ▾
Academic Media Production Mgr			Nikolas	Hunnicutt			Active	Actions ▾

If you are going to clone and existing position, select from the values under Position Descriptions


University of Colorado
BOULDER | COLORADO SPRINGS | DENVER | ANSCHUTZ MEDICAL CAMPUS
Inbox
Watch List
PeopleAdmin
POSITION MANAGEMENT
Home
Position Descriptions
Classifications
My Profile
Help
Training 13, you have 0 messages.
DRL/PPL
logout
Actions / ... / New Position / Academic Services Professional / Edit
Editing Action
Proposed Title/Job Code
Position Description
Duties
Line/Staff Authority
Essential Functions
Qualifications
Additional Information
Supervisor
Documents
HR Only
Action Summary
Proposed Title/Job Code
Save
Next >>
On Proposed Title/Job Code Tab: Data fields will auto populate the classification you selected to clone
Review
Click Next
Selected Classification
Title
Title Details
Career Family/Title
Admin Assistant I
CU Job Code
G3A2TX
State Job Code
G3A2TX
Statutory Exemption Reason
Career Family Definition
Classified Staff
Title Definition
Market Salary for Title
Survey Data
Comp Frequency
Monthly Salary
Standard Hours
40

Editing Action

- Proposed Title/Job Code
- **Position Description**
- Duties
- Line/Staff Authority
- Essential Functions
- Qualifications
- Additional Information
- Supervisor
- Documents
- HR Only
- Action Summary

Position Description

Save | << Prev | Next >>

Check spelling

* Required Information

General Information

Enter Required Information
Fill in boxes that carry over to posting

Click Next

Note: Funding is a multi-select option so click all that apply

* **Working Title**: Academic Services Professional
Carries over to posting

* **Funding**
- [ ] Fund 10
- [ ] Fund 20
- [ ] Fund 30
- [ ] Other

This field is required.

HRMS Position Number
Carries over to posting

Campus: Please select
Carries over to posting

Division: Please select
Carries over to posting

Work Unit

Job Summary: Do your job
Briefly describe the purpose of this position. Carries over to posting.

Describe any staffing or: Increase of work load

Position Description Continued
Enter all required data
Click Next

Position Review Information

HR Position Management Consultant	Select an Option
Type of Review	Please select
Is a classified employee electing exemption?	
Will this position replace an existing classified position?	No *If this position is replacing and occupied classified staff position, an employee waiver must be completed.*
Classified position # and title	
* **Full/Part Time**	Full-time *Carries over to posting*
If part-time, include % of time	

Save << Prev Next >>

Editing Action

- Proposed Title/Job Code
- Position Description
- **Duties**
- Line/Staff Authority
- Essential Functions
- Qualifications
- Additional Information
- Supervisor
- Documents
- HR Only
- Action Summary

Duties

Save | << Prev | Next >>

Enter at ***least one*** duty to equal 100%
Note: Can add more than one but must equal 100%

Check spelling

Add specific Job Responsibilities/Duties here, with Percentages.

Duties

Brief Description

Answer pones

Percentage of time

100

Provide specific examples of regular, on-going decisions made by this position related to this duty.

Required for Classified positions

In performing this duty, provide examples of typical problems or challenges encountered by this position, and the guidance used to resolve the problem.

Required for Classified positions

☐ Remove Entry?

Add Duties Entry

Save | << Prev | Next >>

University of Colorado
BOULDER | COLORADO SPRINGS | DENVER | ANSCHUTZ MEDICAL CAMPUS

Watch List | POSITION MANAGEMENT ▾

Home | Position Descriptions | Classifications | My Profile | Help

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

Actions / ... / New Position / Academic Services Professional / Edit

Editing Action

- Proposed Title/Job Code
- Position Description
- Duties
- **Line/Staff Authority**
- Essential Functions
- Qualifications
- Additional Information
- Supervisor
- Documents
- HR Only
- Action Summary

Line/Staff Authority

Save | << Prev | Next >>

Check spelling

Line/Staff Authority

Check the category that best describes the position's formal, direct supervisory and/or staff authority status.

Authority Category Supervisor

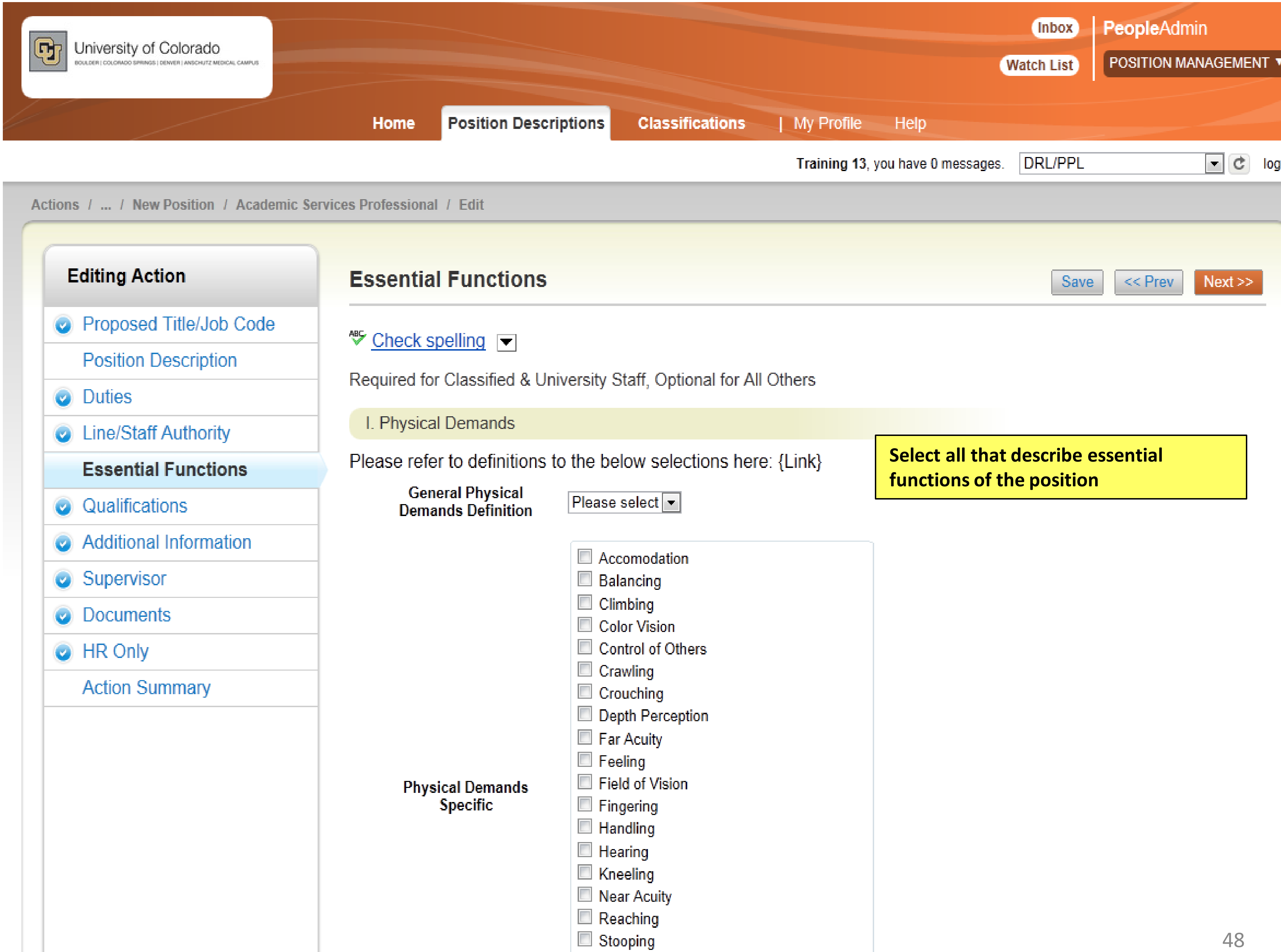
Select from drop down the option that best applies to this position
Fill in all required fields – Required for Classified positions

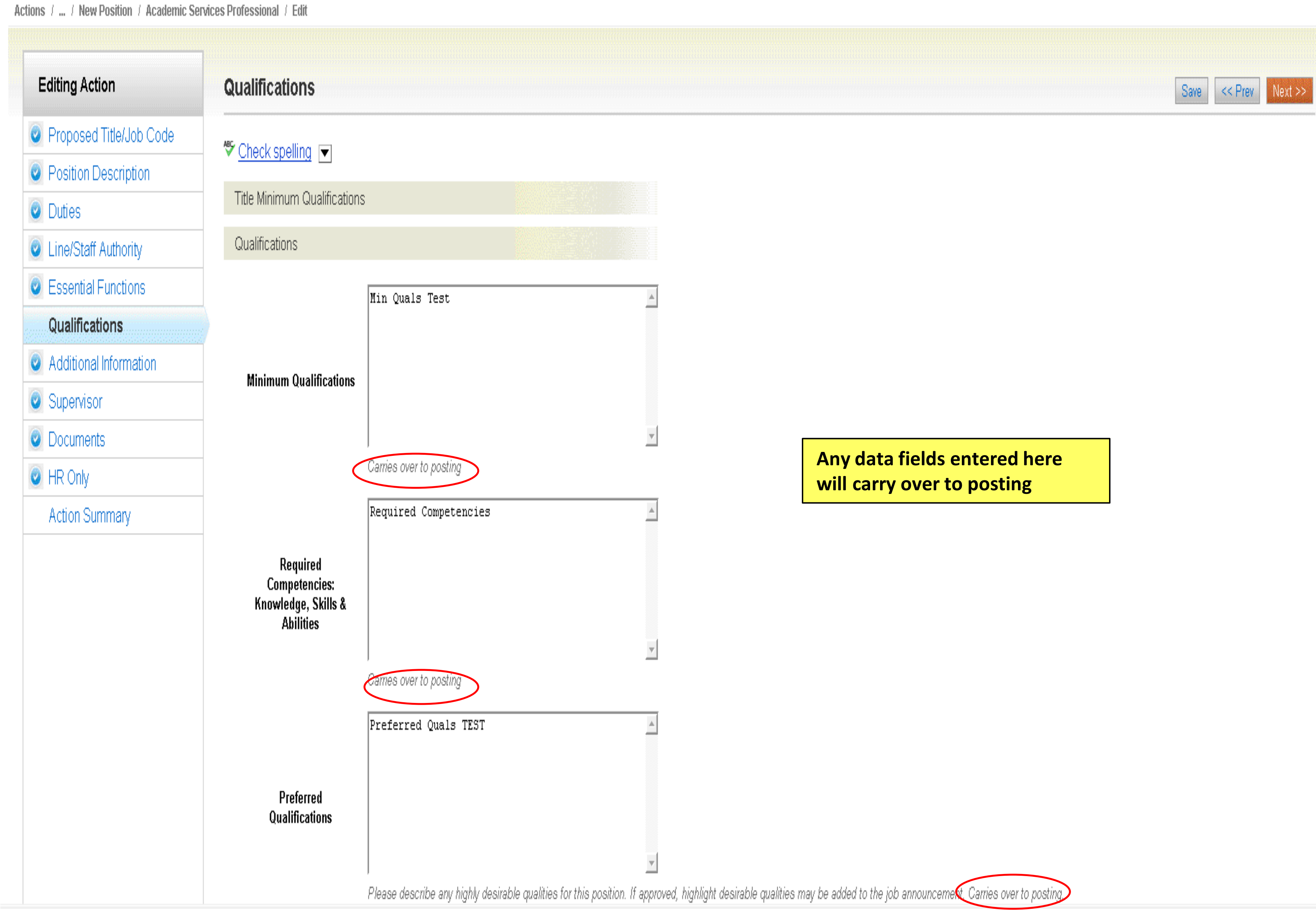
Supervision received and exercised: list position numbers of direct reports

For Staff and Senior Authority, please describe why this position qualifies for the respective category

Required for Classified positions

Save | << Prev | Next >>


University of Colorado
BOULDER | COLORADO SPRINGS | DENVER | ANSCHUTZ MEDICAL CAMPUS
Inbox
Watch List
PeopleAdmin
POSITION MANAGEMENT
Home
Position Descriptions
Classifications
My Profile
Help
Training 13, you have 0 messages.
DRL/PPL
logou
Actions / ... / New Position / Academic Services Professional / Edit
Editing Action
Proposed Title/Job Code
Position Description
Duties
Line/Staff Authority
Essential Functions
Qualifications
Additional Information
Supervisor
Documents
HR Only
Action Summary
Essential Functions
Save
<< Prev
Next >>
Check spelling
Required for Classified & University Staff, Optional for All Others
I. Physical Demands
Please refer to definitions to the below selections here: {Link}
General Physical Demands Definition
Please select
Physical Demands Specific
Accomodation
Balancing
Climbing
Color Vision
Control of Others
Crawling
Crouching
Depth Perception
Far Acuity
Feeling
Field of Vision
Fingering
Handling
Hearing
Kneeling
Near Acuity
Reaching
Stooping
Select all that describe essential functions of the position



Actions / ... / New Position / Academic Services Professional / Edit
Editing Action
Proposed Title/Job Code
Position Description
Duties
Line/Staff Authority
Essential Functions
Qualifications
Additional Information
Supervisor
Documents
HR Only
Action Summary
Qualifications
Save
<< Prev
Next >>
Check spelling
Title Minimum Qualifications
Qualifications
Minimum Qualifications
Min Quals Test
Carries over to posting
Required Competencies: Knowledge, Skills & Abilities
Required Competencies
Carries over to posting
Preferred Qualifications
Preferred Quals TEST
Please describe any highly desirable qualities for this position. If approved, highlight desirable qualities may be added to the job announcement. Carries over to posting
Any data fields entered here will carry over to posting

Please describe any highly desirable qualities for this position. If approved, highlight desirable qualities may be added to the job announcement. Carries over to posting.

Do you think this position requires a special qualification that differs from the established minimum qualifications for other positions in the class?

Yes

If yes, please describe the special qualification.

test

Categories for qualifications include: Job Related Formal Courses, Legal Requirements, Experience or Skills, or Unusual Travel Demands.

Why can the special qualification not be obtained through training during the probationary/trial service period (between six and twelve months)?

test

Save | << Prev | Next >>

Editing Action

- Proposed Title/Job Code
- Position Description
- Duties
- Line/Staff Authority
- Essential Functions
- Qualifications
- **Additional Information**
- Supervisor
- Documents
- HR Only
- Action Summary

Additional Information

Update all fields needed for this position as it applies

Check spelling

Drug Free Workplace

For purposes related to the Drug Free Workplace Act of 1988 and the Colorado State Employee Substance Abuse Policy, is this position safety related? Yes

Safety related positions are defined as those involving a high degree of trust and confidence. Such positions may be subject to drug testing.

Background Check

In addition to a criminal background check

- [x] Criminal
- [ ] Financial/Credit
- [ ] Motor Vehicle
- [x] Other Test

Background check is multi-select field

Additional Requirements

Pre-placement Physical Yes

Please describe any special physical requirements TEST

Colorado Driver's License Yes

Driver's License Type Please select

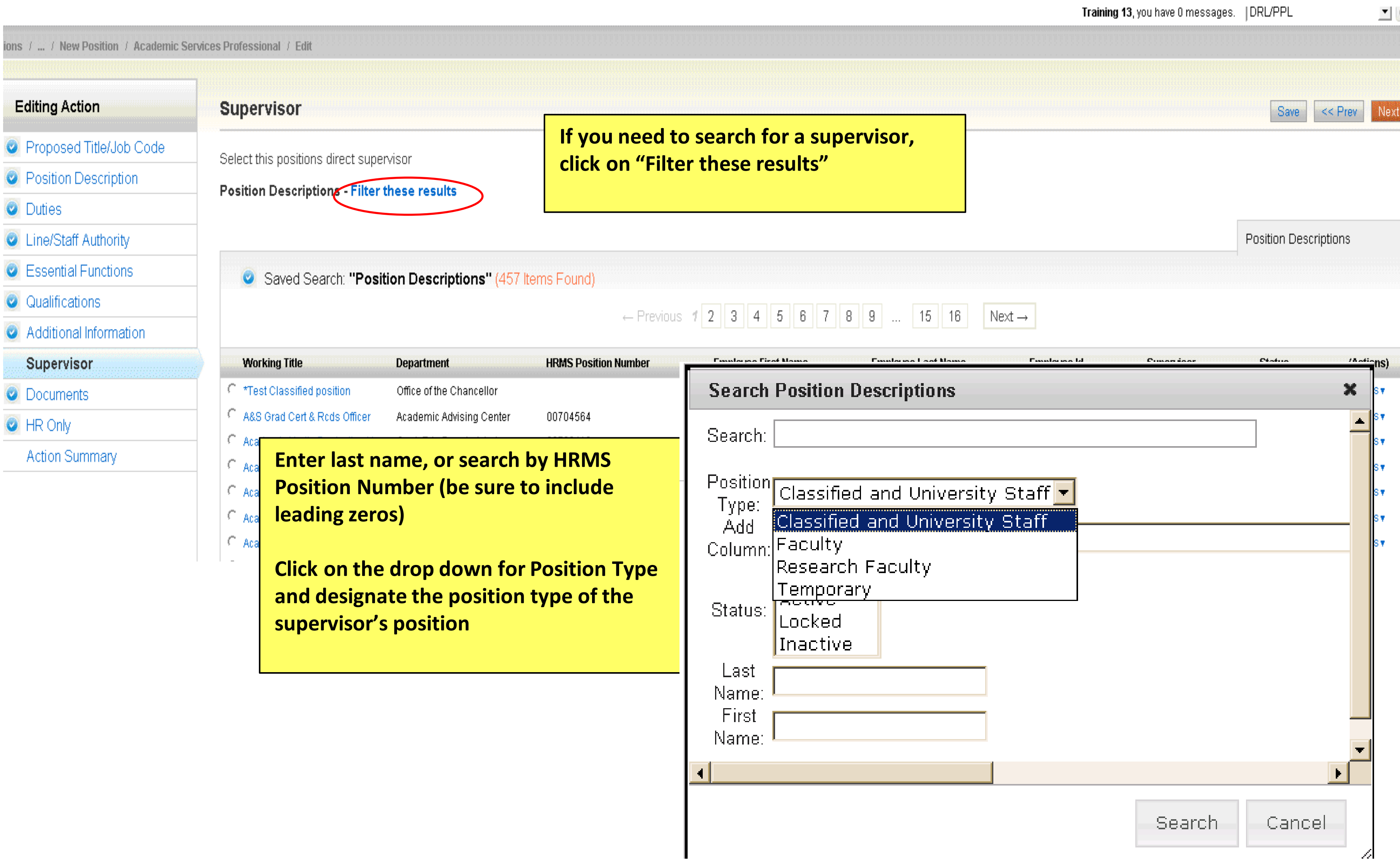
Driver's license

Driver's license required endorsements	
Essential Services	No *Carries over to posting*
Shift Work	☐
On Call Hours	☐
Call Back	☐
Please describe additional requirements for shift work, on call or call back	NO

If you need to search for a supervisor, click on “Filter these results”

Enter last name, or search by HRMS Position Number (be sure to include leading zeros)

Click on the drop down for Position Type and designate the position type of the supervisor’s position



Position Descriptions - Filter these results

Position Descriptions

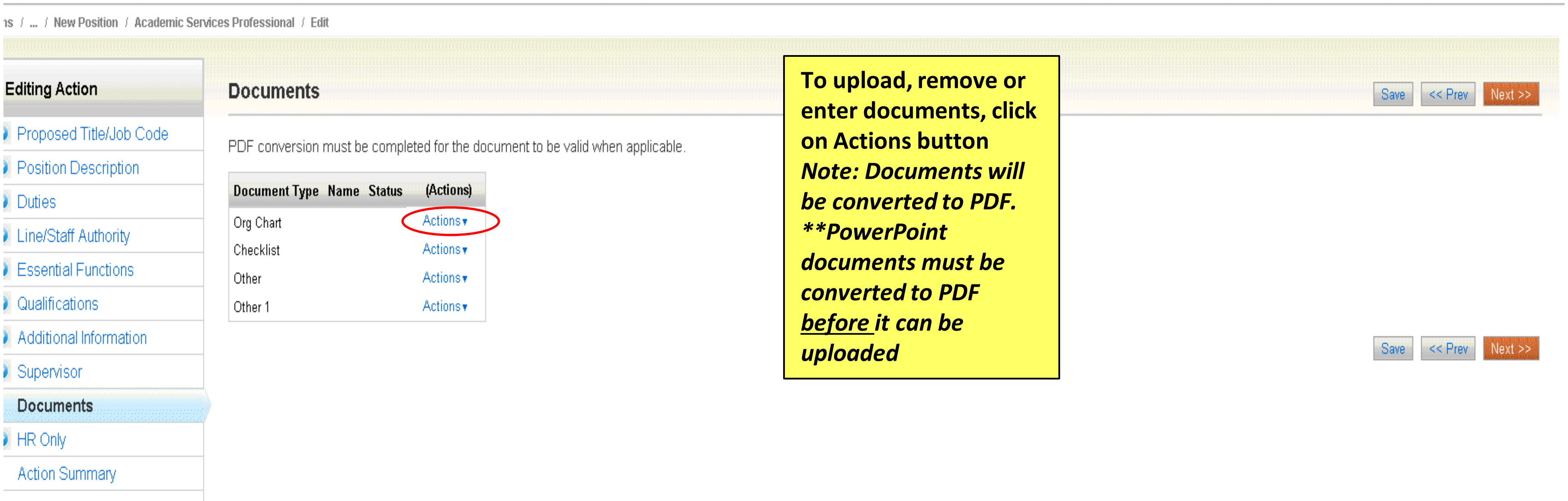
Ad hoc Search

Ad hoc Search

Click on the correct supervisor and click on ‘Next’

	ng	Department	HRMS Position Number	Employee First Name	Employee Last Name	Employee Id	Supervisor	Status	(Actions)
⦿	Business Services Program Mgr	Payroll & Benefit Services (51000)	00708475	Angelica	Garcia Throckmorton	250180	Hrms And Payroll Director (Lisa Affleck)	Active	Actions▾

Save | << Prev | Next >>



To upload, remove or enter documents, click on Actions button
Note: Documents will be converted to PDF.
*****PowerPoint documents must be converted to PDF <u>before</u> it can be uploaded***

This page will only be available to HR Staff

Actions / ... / New Position / Academic Services Professional / Edit

Editing Action

- Proposed Title/Job Code
- Position Description
- Duties
- Line/Staff Authority
- Essential Functions
- Qualifications
- Additional Information
- Supervisor
- Documents
- **HR Only**
- Action Summary

HR Only

Check spelling

HR Only

Is this position an Officer of the Administration? No

Explain any modifications HR made to posting BOTH tions / ... / New Position / New Position definition / Summary

New Position: 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 Action ▾

Review Data
Look for Blue circles with a check box on the titles. If you have an Orange circle you will need to open that section and complete the necessary information
Ready to send to next level for approval
Take Action on Action
Select Final Dept Review

Summary | History | Settings

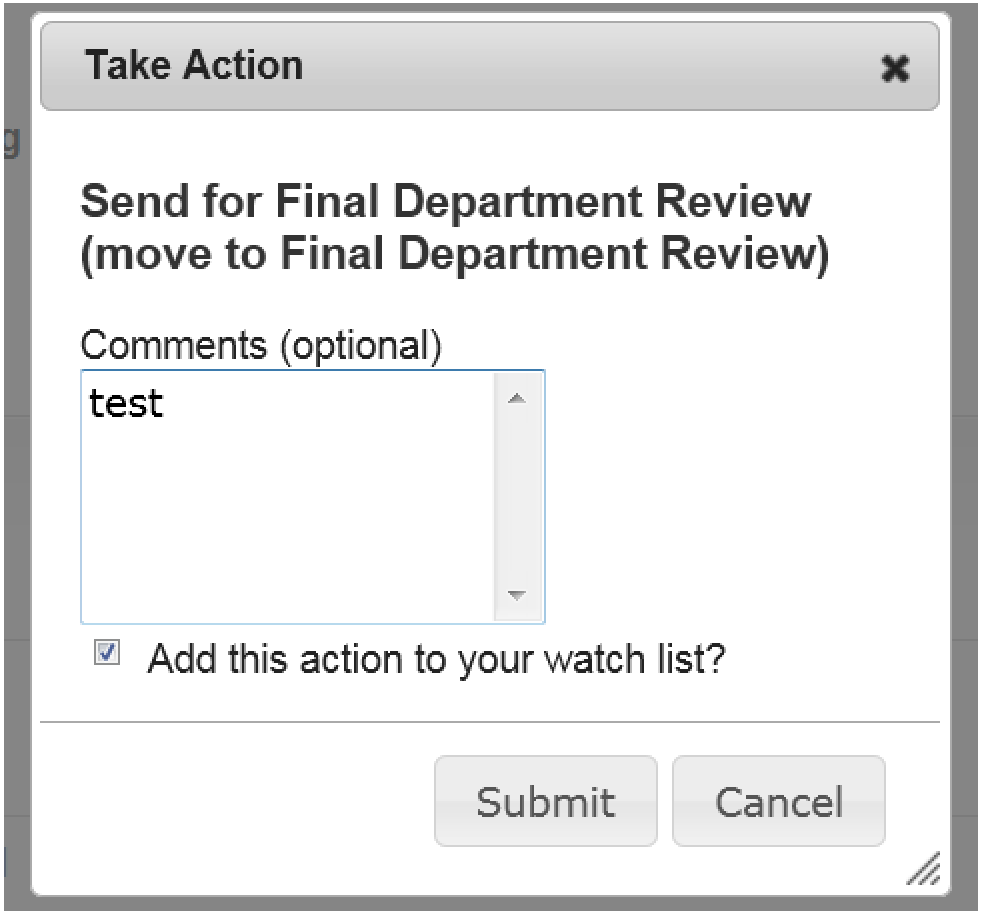
Proposed Title/Job Code Edit

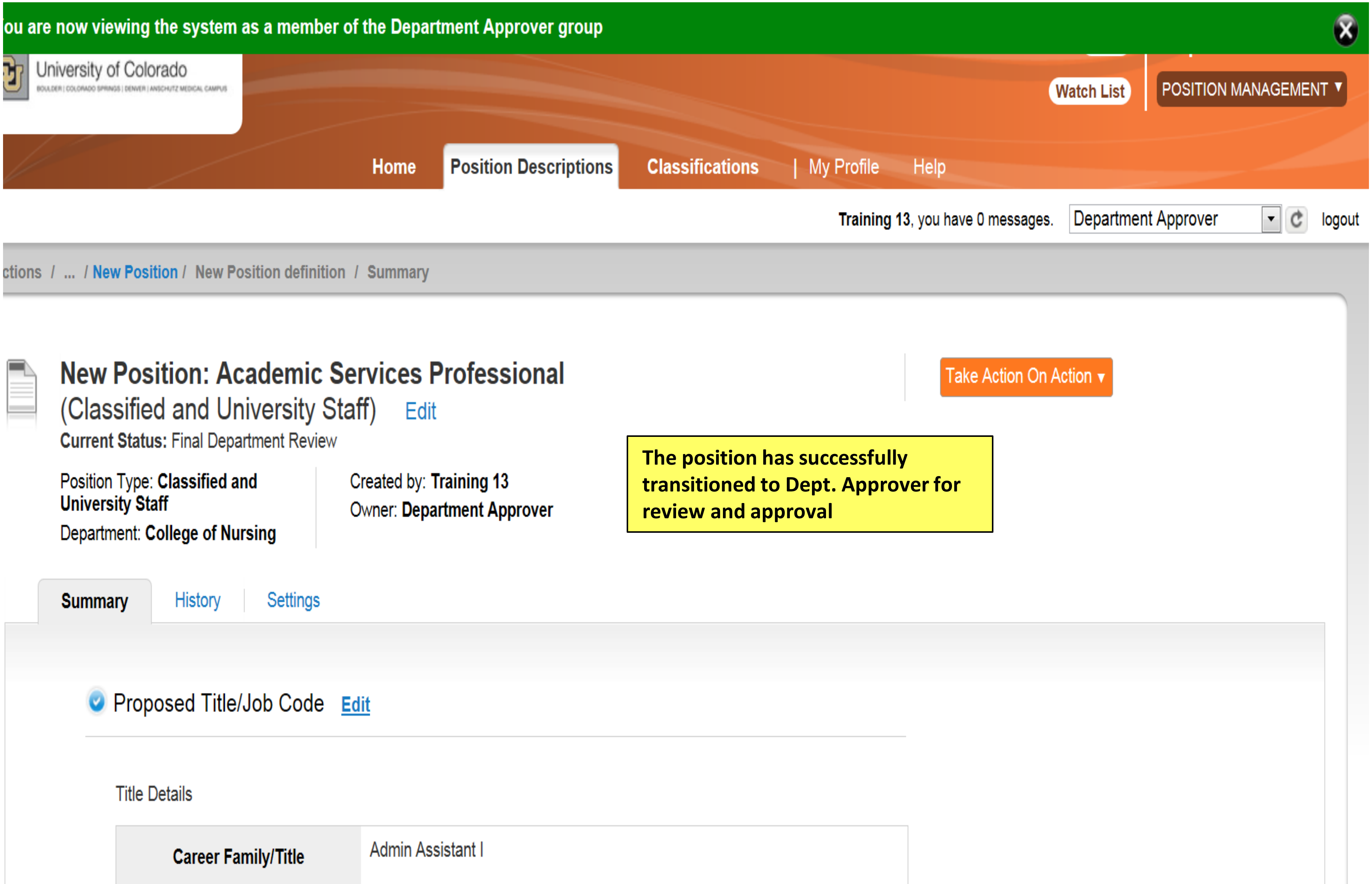
Title Details

Career Family/Title	Admin Assistant I
CU Job Code	G3A2TX
State Job Code	G3A2TX
Statutory Exemption Reason	
Career Family Definition	Classified Staff

Enter Comments for next approver (Optional)

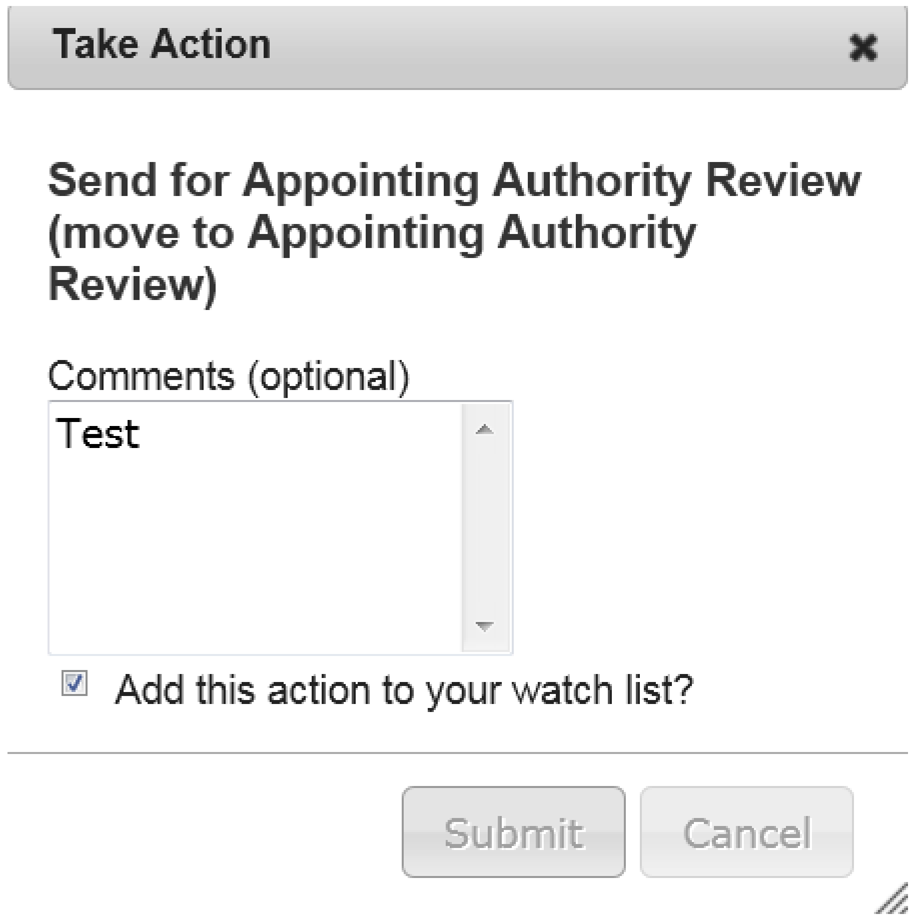
Select Add to watch list if you want to monitor the progress if this item

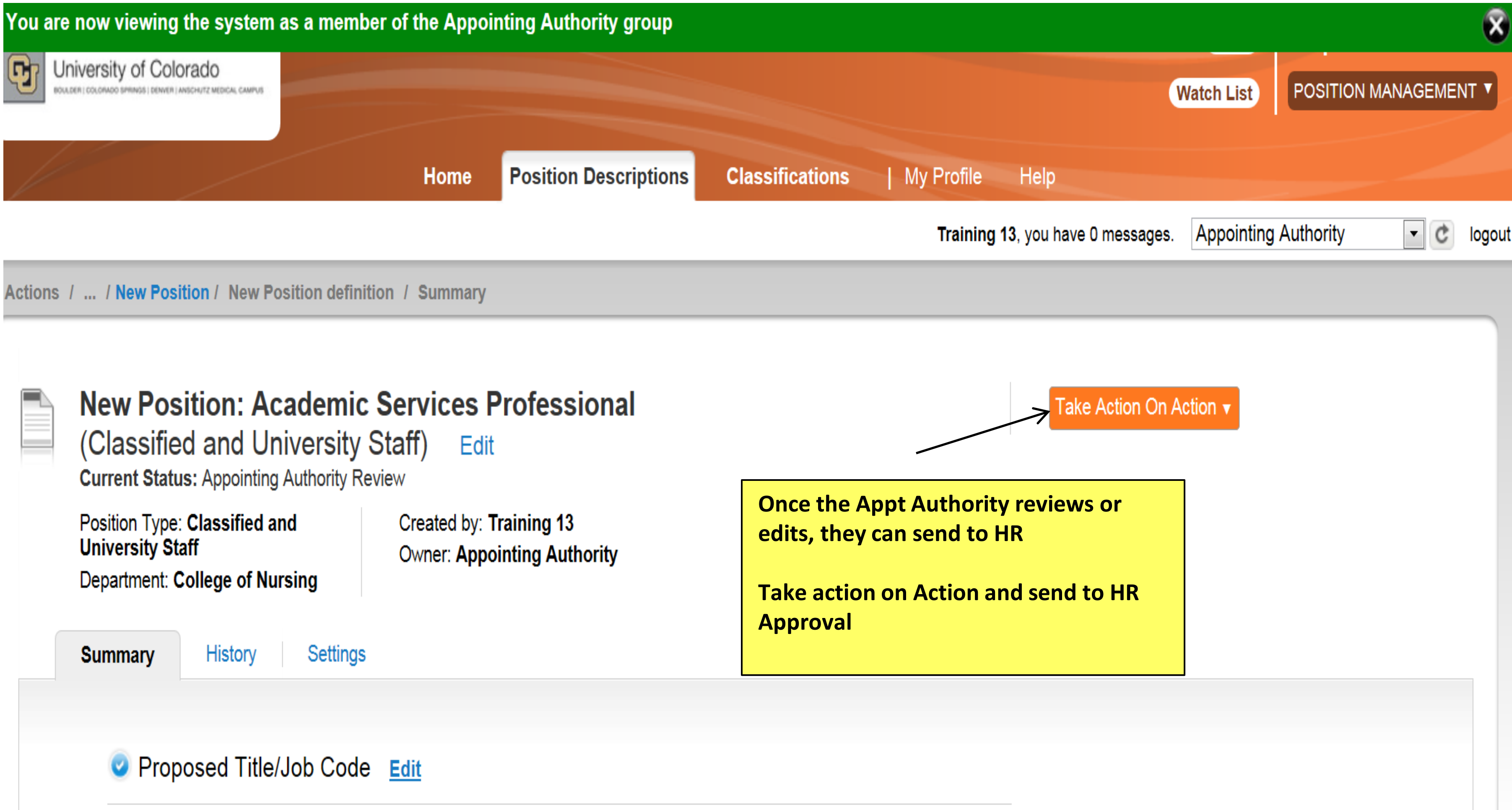



ou are now viewing the system as a member of the Department Approver group
University of Colorado
BOULDER | COLORADO SPRINGS | DENVER | ANSCHUTZ MEDICAL CAMPUS
Watch List
POSITION MANAGEMENT
Home
Position Descriptions
Classifications
My Profile
Help
Training 13, you have 0 messages.
Department Approver
logout
ctions / ... / New Position / New Position definition / Summary
New Position: Academic Services Professional (Classified and University Staff)
Edit
Take Action On Action
Current Status: Final Department Review
Position Type: Classified and University Staff
Department: College of Nursing
Created by: Training 13
Owner: Department Approver
The position has successfully transitioned to Dept. Approver for review and approval
Summary
History
Settings
Proposed Title/Job Code
Edit
Title Details
Career Family/Title
Admin Assistant I

Enter Comments for next approver (Optional)

Select Add to watch list if you want to monitor the progress if this item



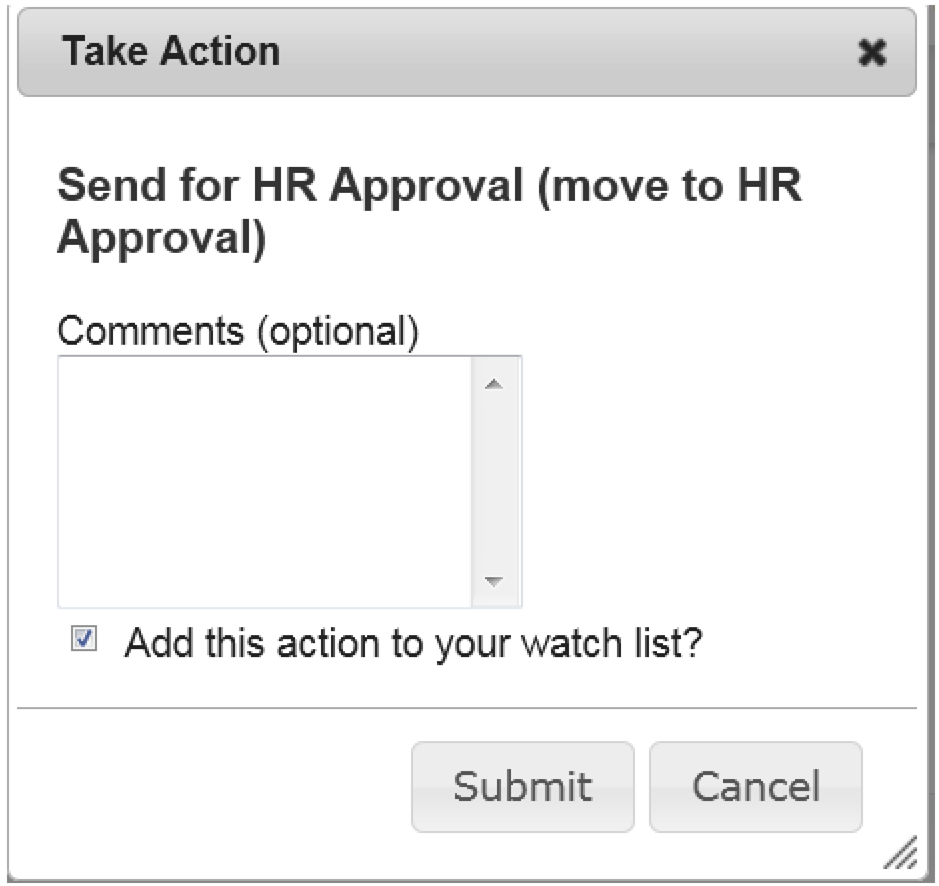


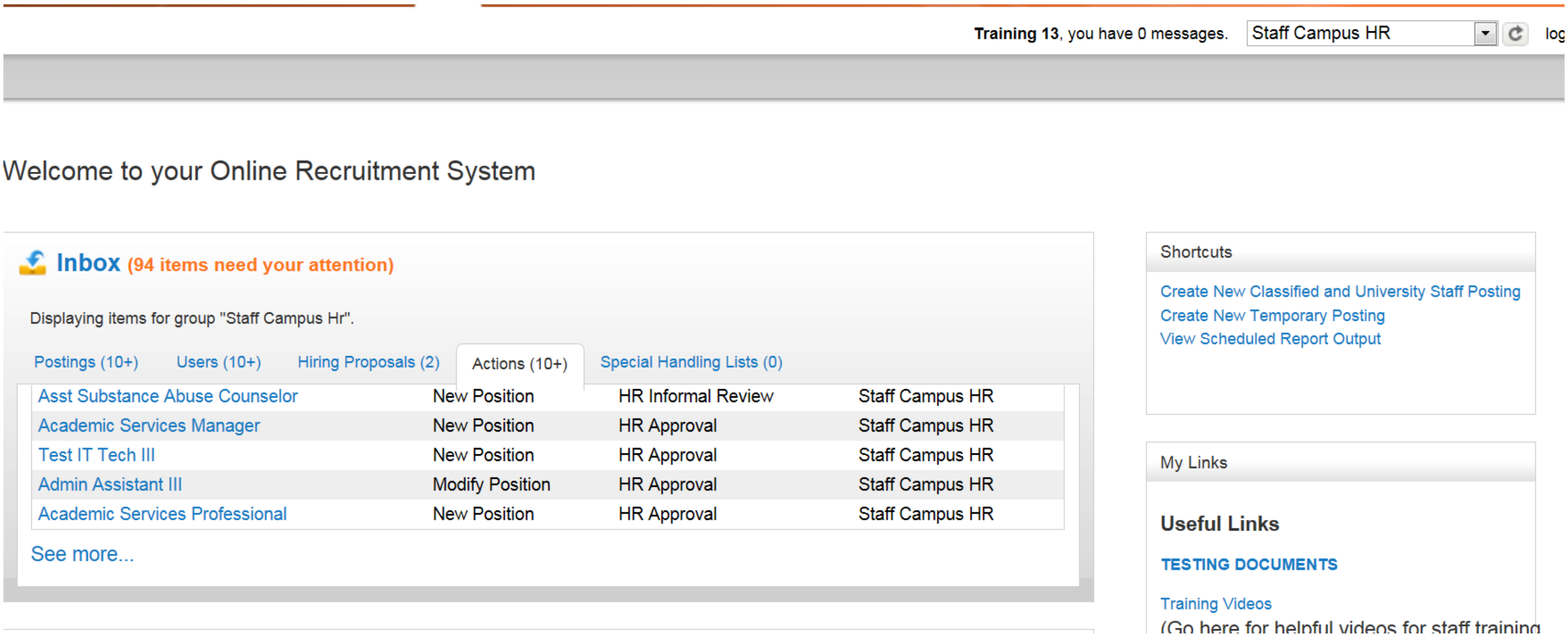
Once the Appt Authority reviews or edits, they can send to HR

Take action on Action and send to HR Approval

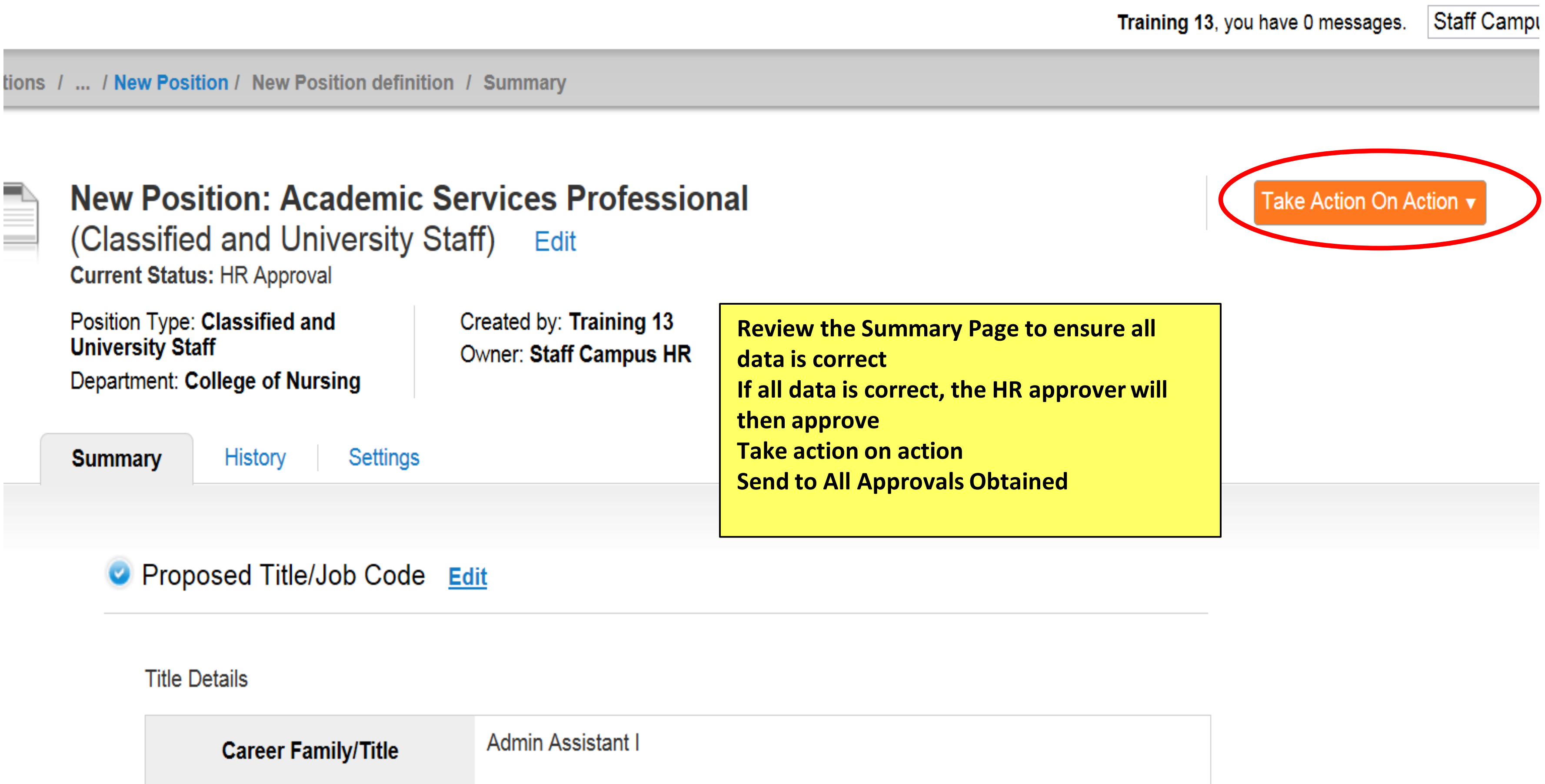
Enter Comments for next approver (Optional)

Select Add to watch list if you want to monitor the progress if this item





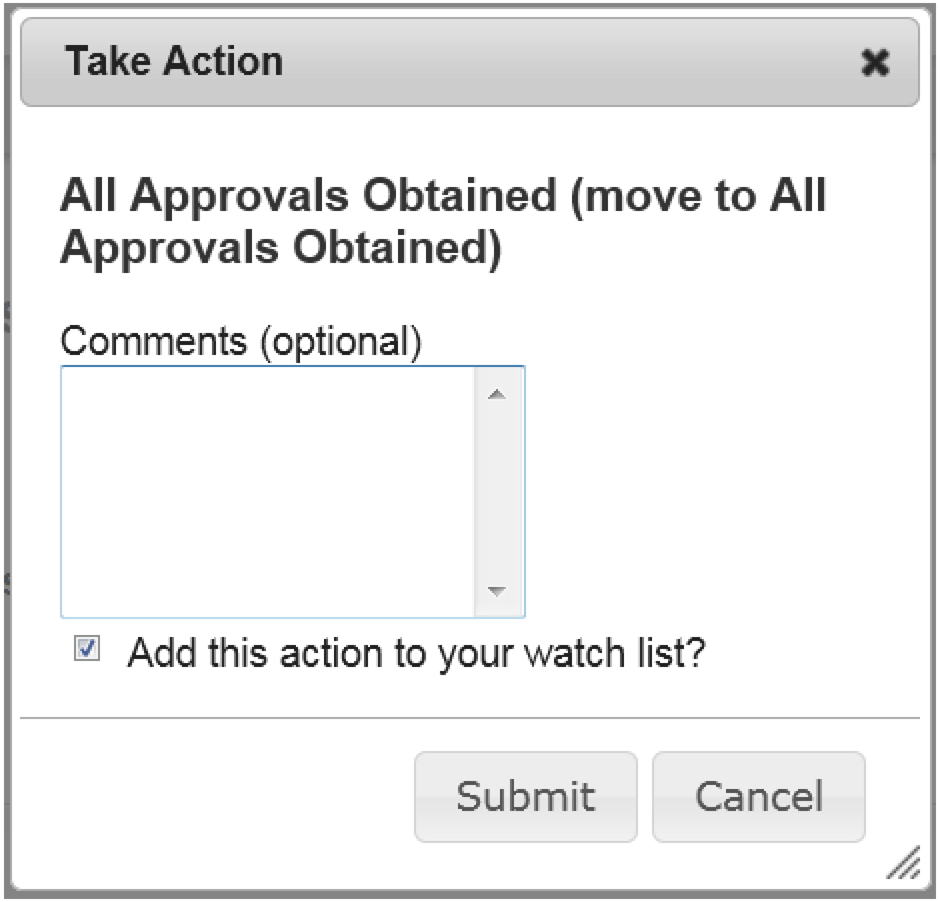
The position will be waiting in the Inbox under "Actions" for approval

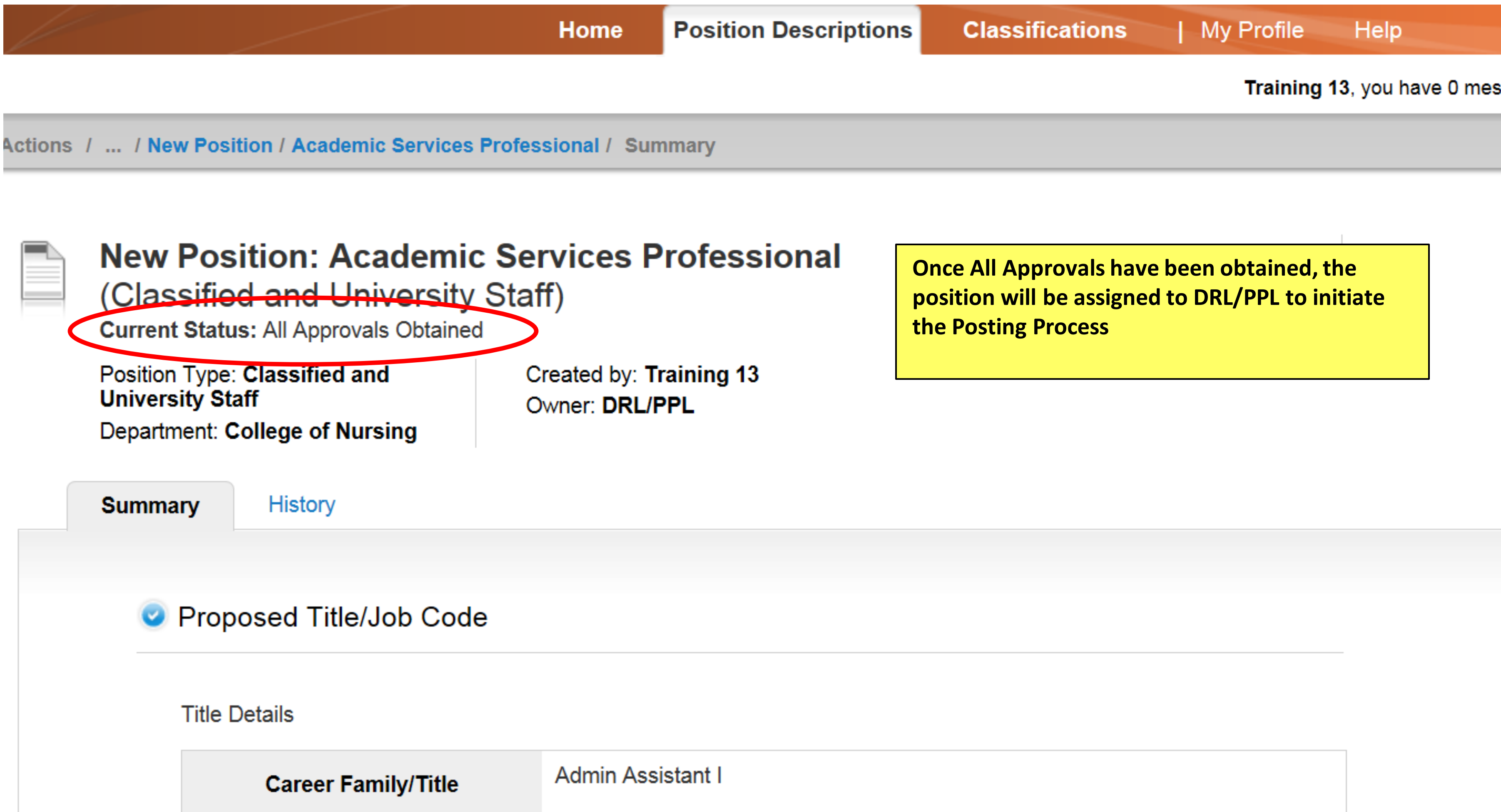


Review the Summary Page to ensure all data is correct
If all data is correct, the HR approver will then approve
Take action on action
Send to All Approvals Obtained

Enter Comments for next approver (Optional)

Select Add to watch list if you want to monitor the progress if this item



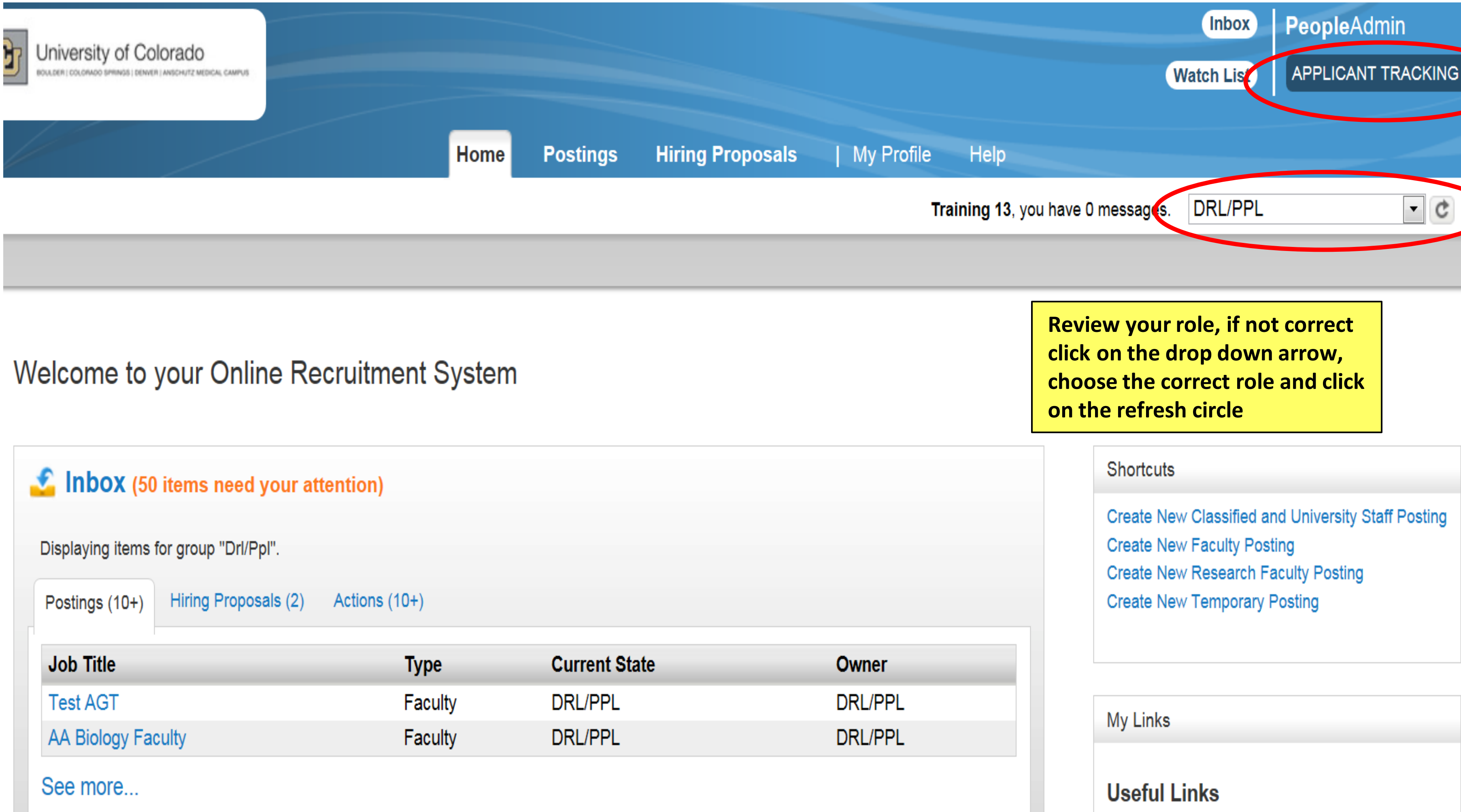


Once All Approvals have been obtained, the position will be assigned to DRL/PPL to initiate the Posting Process

Applicant Tracking

POSTING

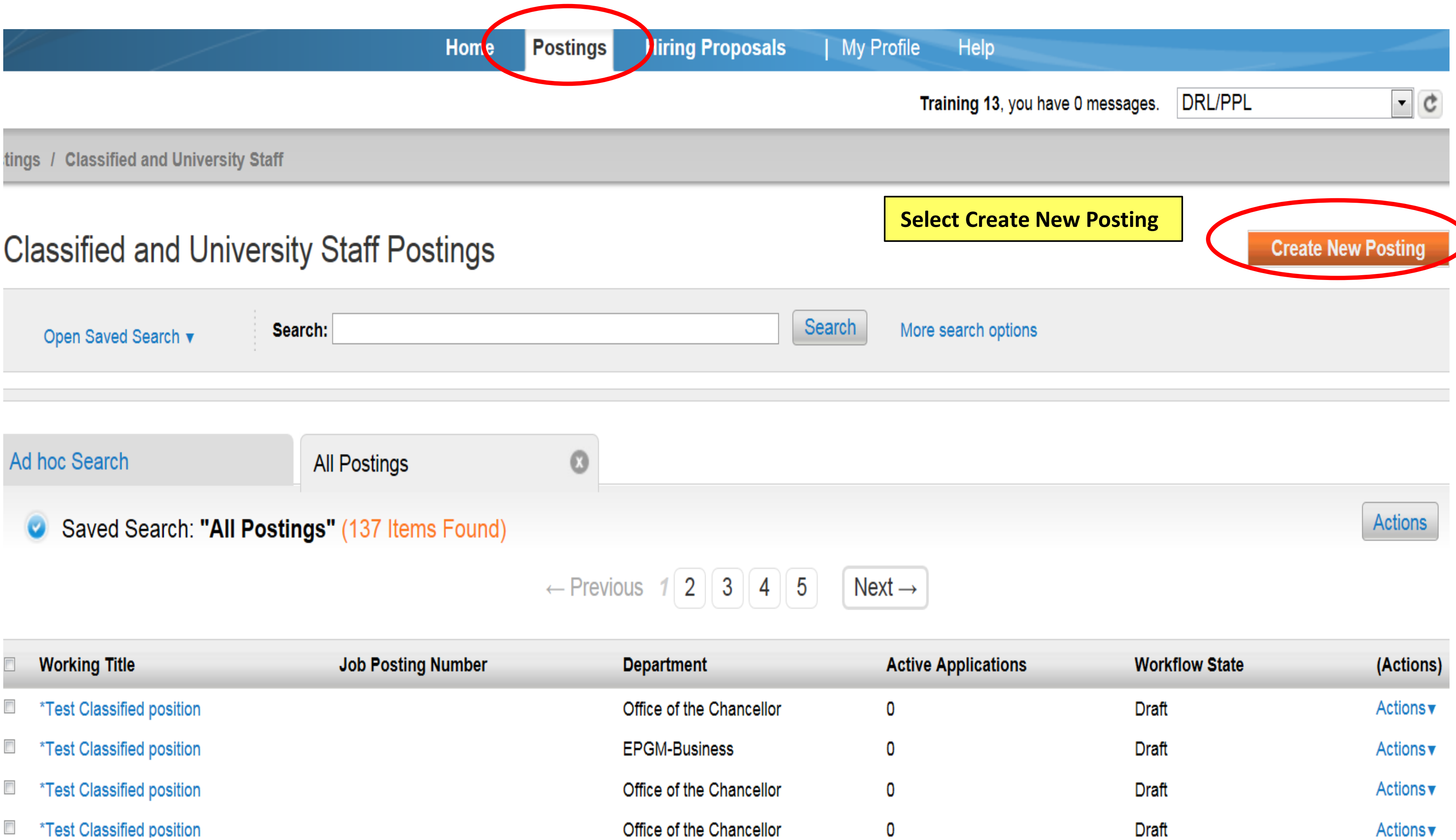
Change module from Position Management to Applicant Tracking



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

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.

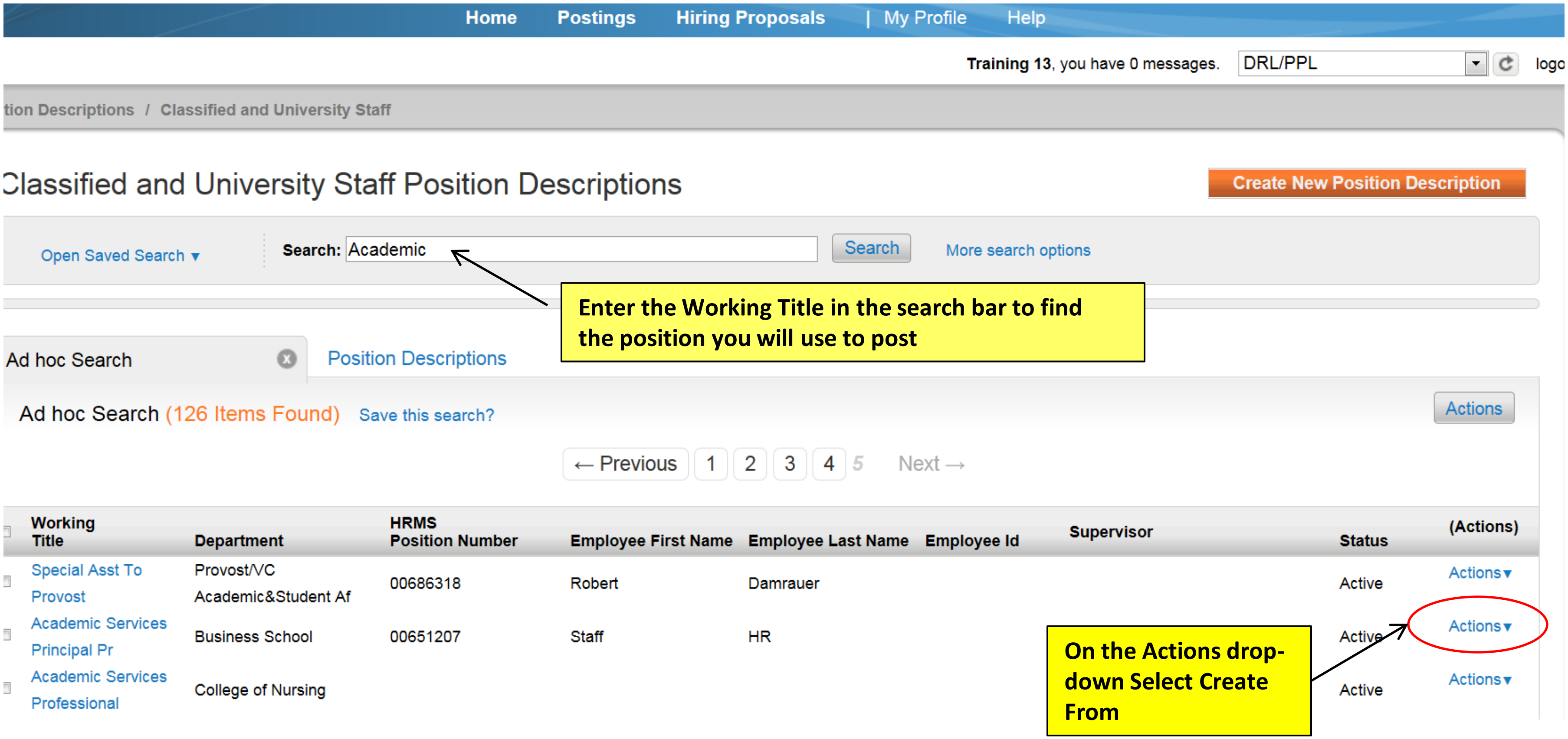
Create from Classification

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.



Enter the Working Title in the search bar to find the position you will use to post

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

- [x] 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

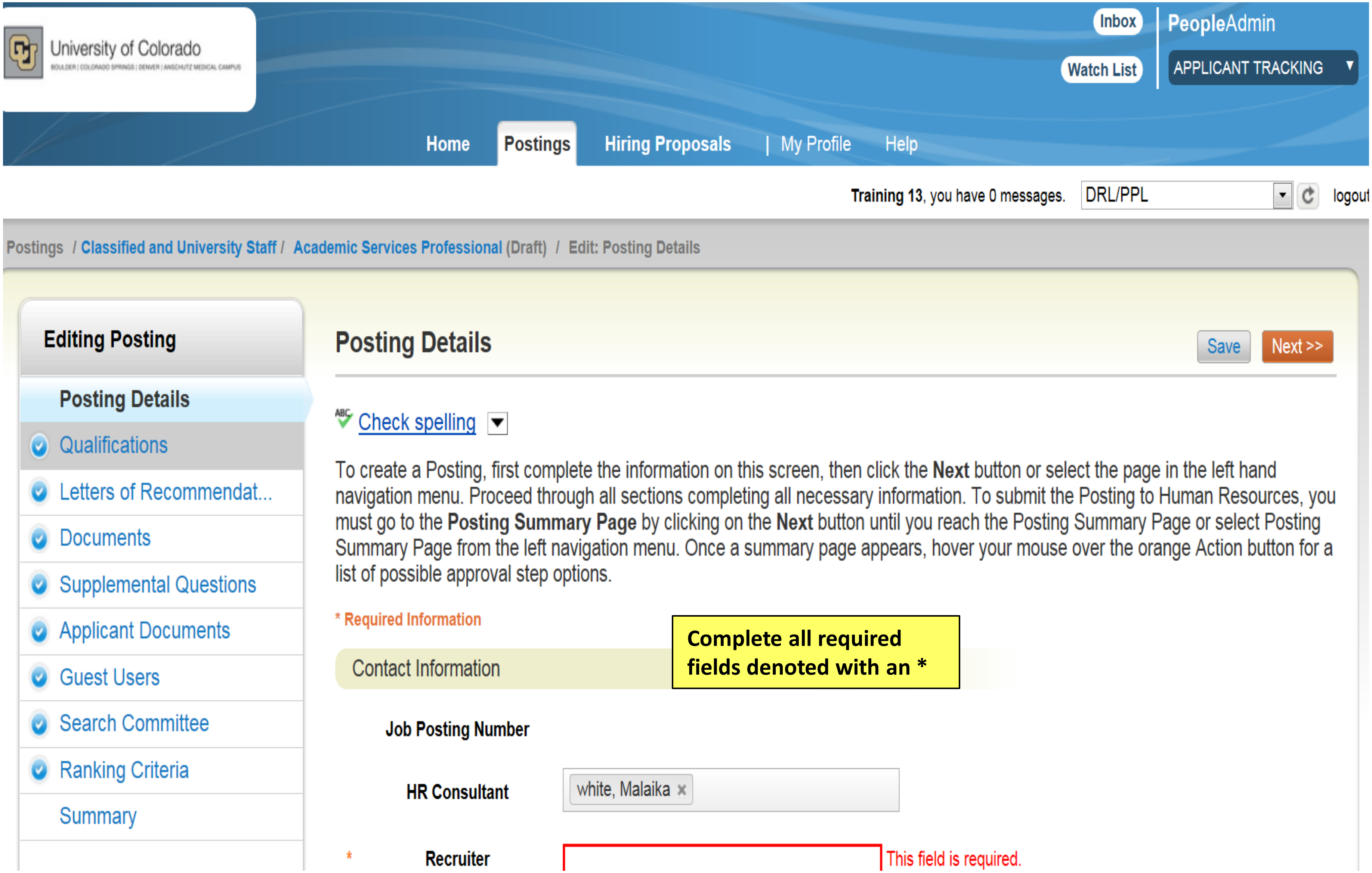
Accepted Application Forms

- [ ] Classified Staff Application
- [x] 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
Contact Information
Complete all required fields denoted with an *
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

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

Fill Type

- [ ] To Be Filled by Transfer
- [x] To Be Filled by Waiver

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

Waiver Reason

Please select

Waiver Reason explanation

Type your reason for hiring this person by waiver.

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

Specify applicant requirements to complete the posting.

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.

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

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

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

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

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

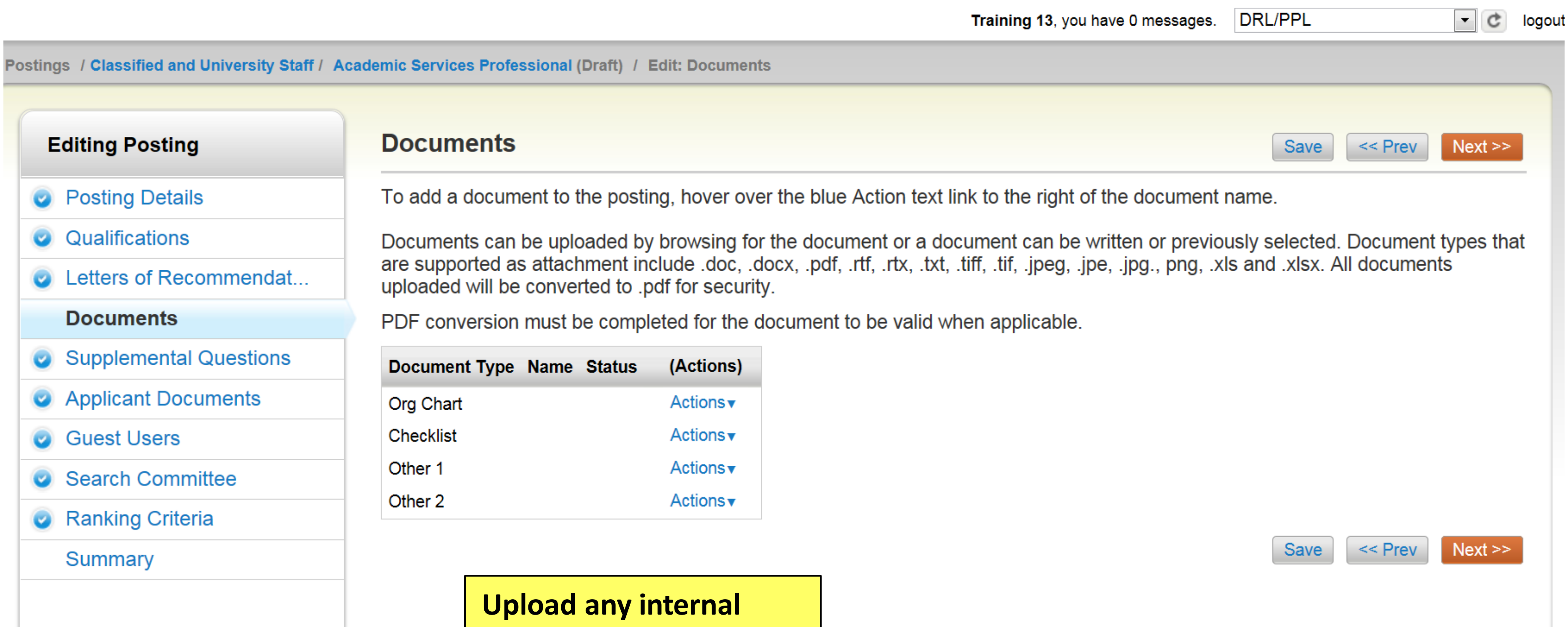
Please share your knowledge on the applicants supervisory and administrative experience.

Kindly upload your reference letter by 11/20/2013.

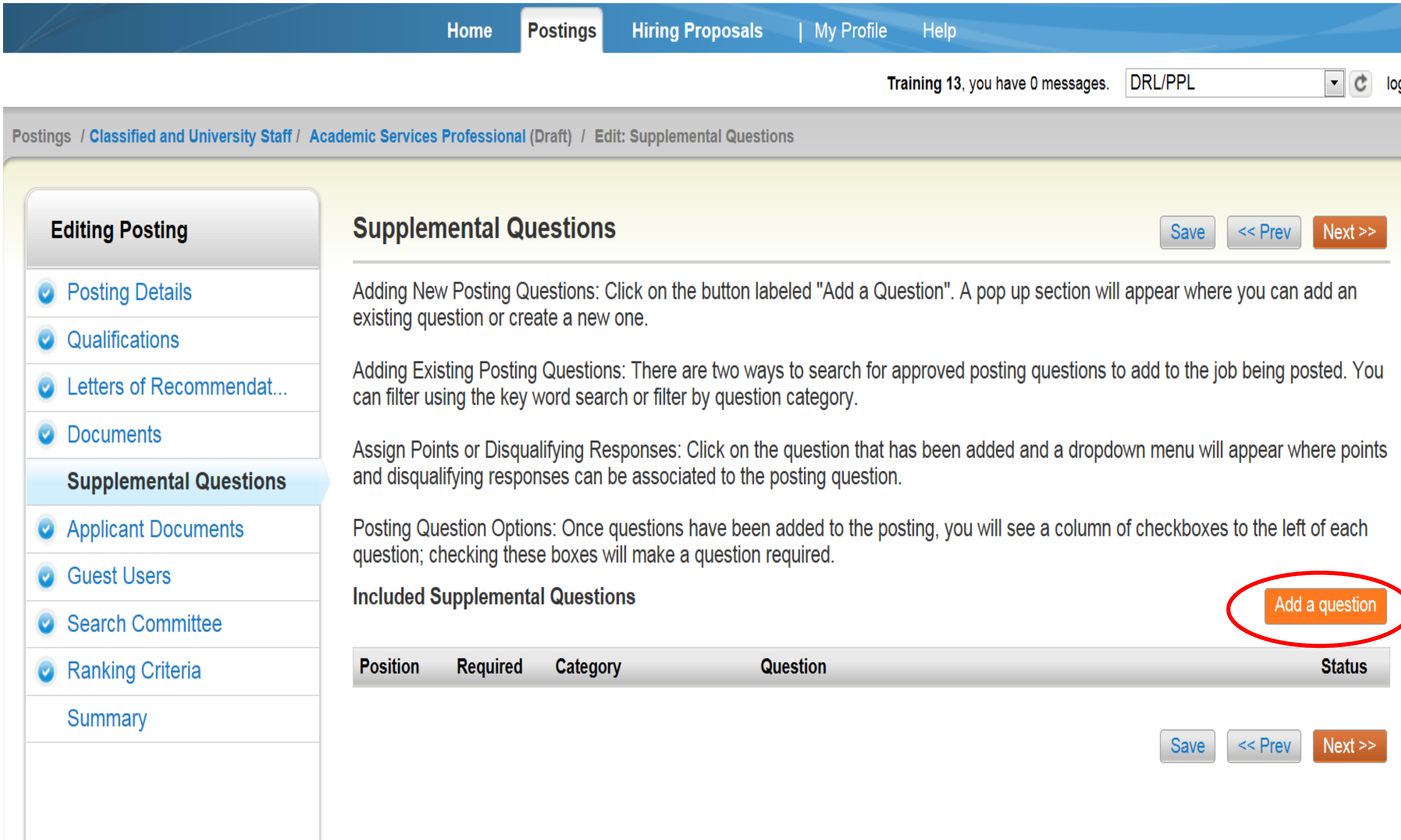
Thank you in advance for your response to our request.

Inform the reference provider what applicant information you are seeking. Include date you will need to receive their response

Save | << Prev | Next >>



Upload any internal documents required by your posting approver or campus


Home
Postings
Hiring Proposals
| My Profile
Help
Training 13, you have 0 messages.
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 >>

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

Add a Question

Available Supplemental Questions

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

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

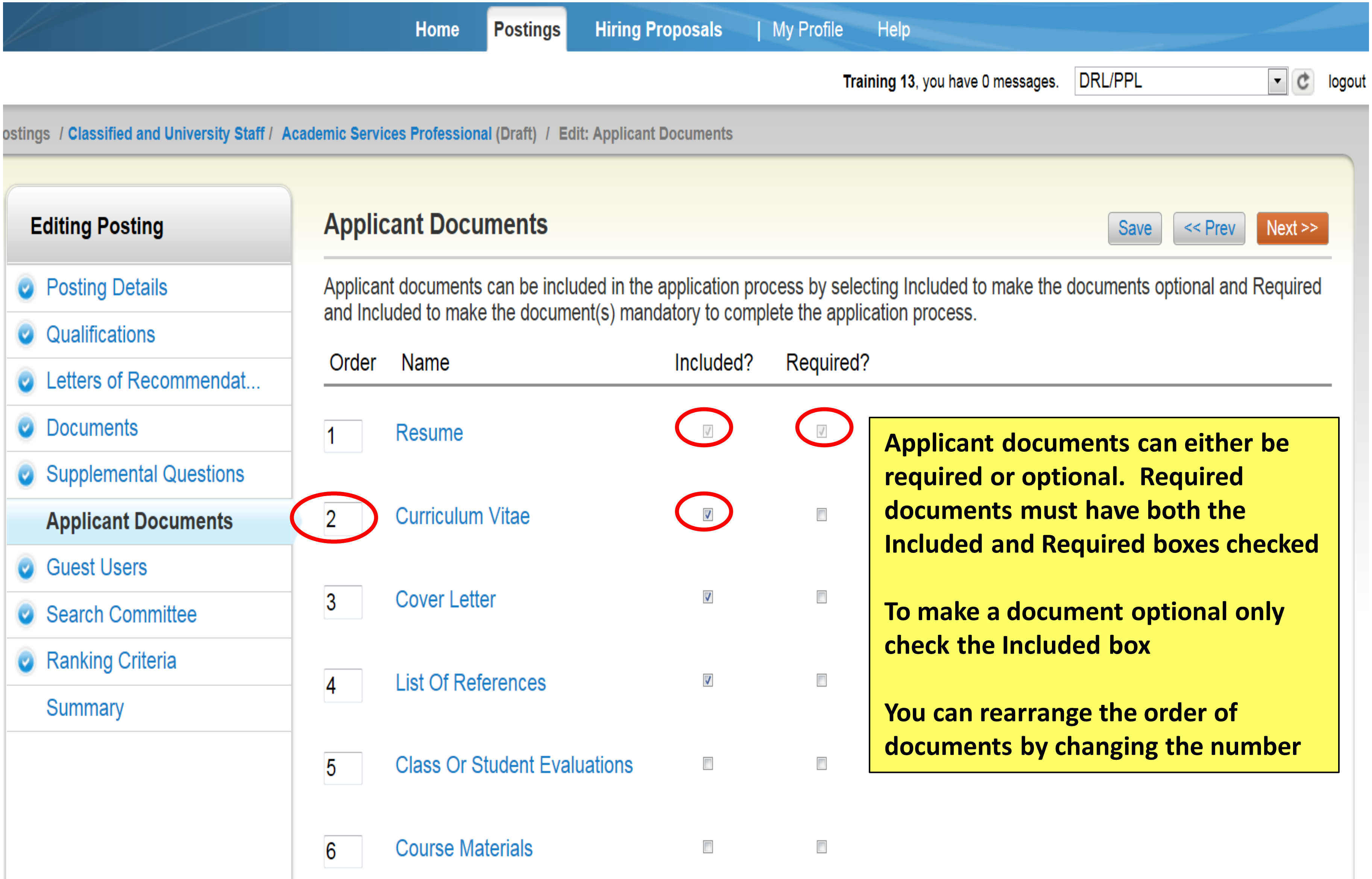
Possible Answers: Predefined Options

Answer	Points	Disqualifying
1. Yes		☐
2. No		☐

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.

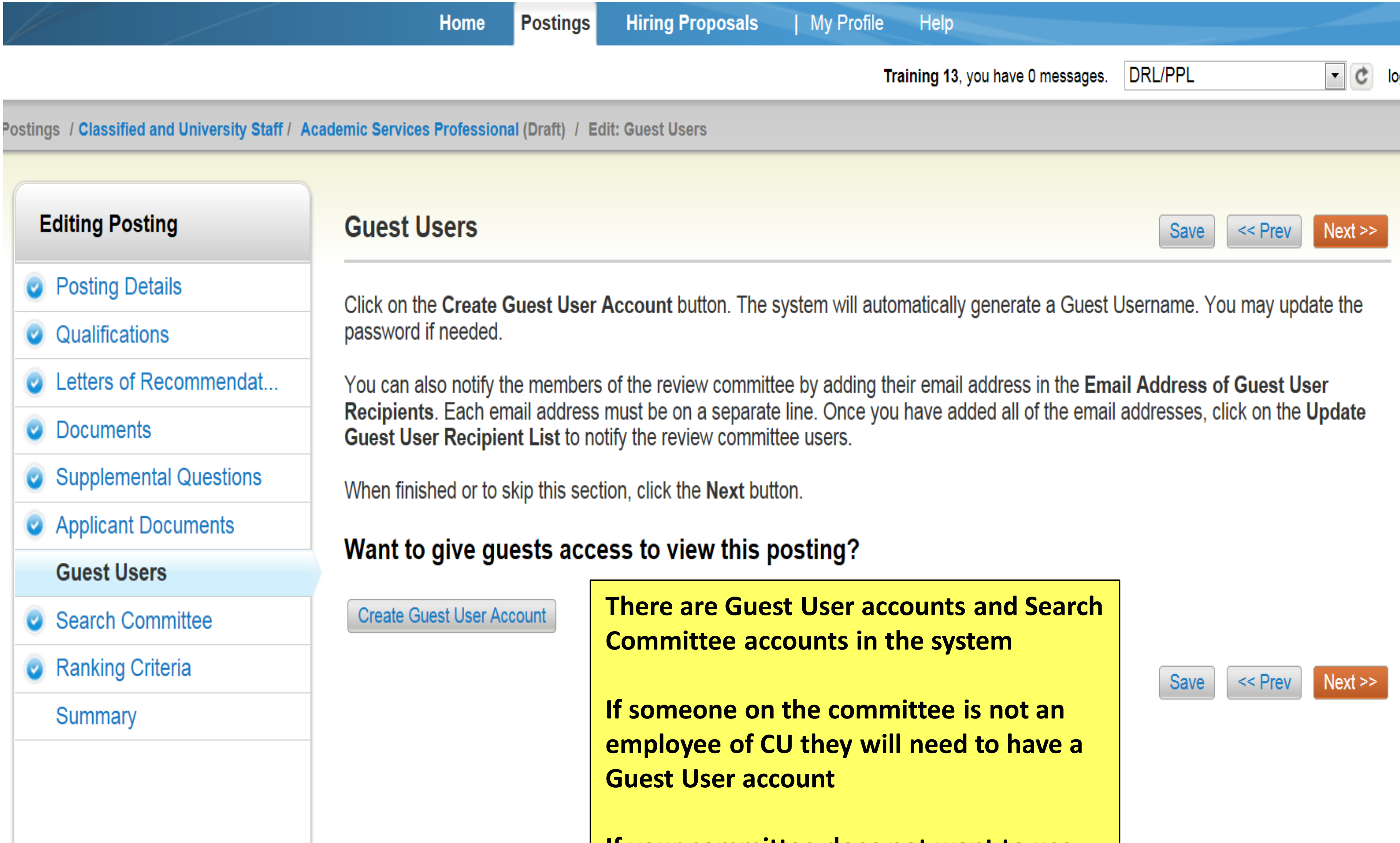
Save << Prev



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

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

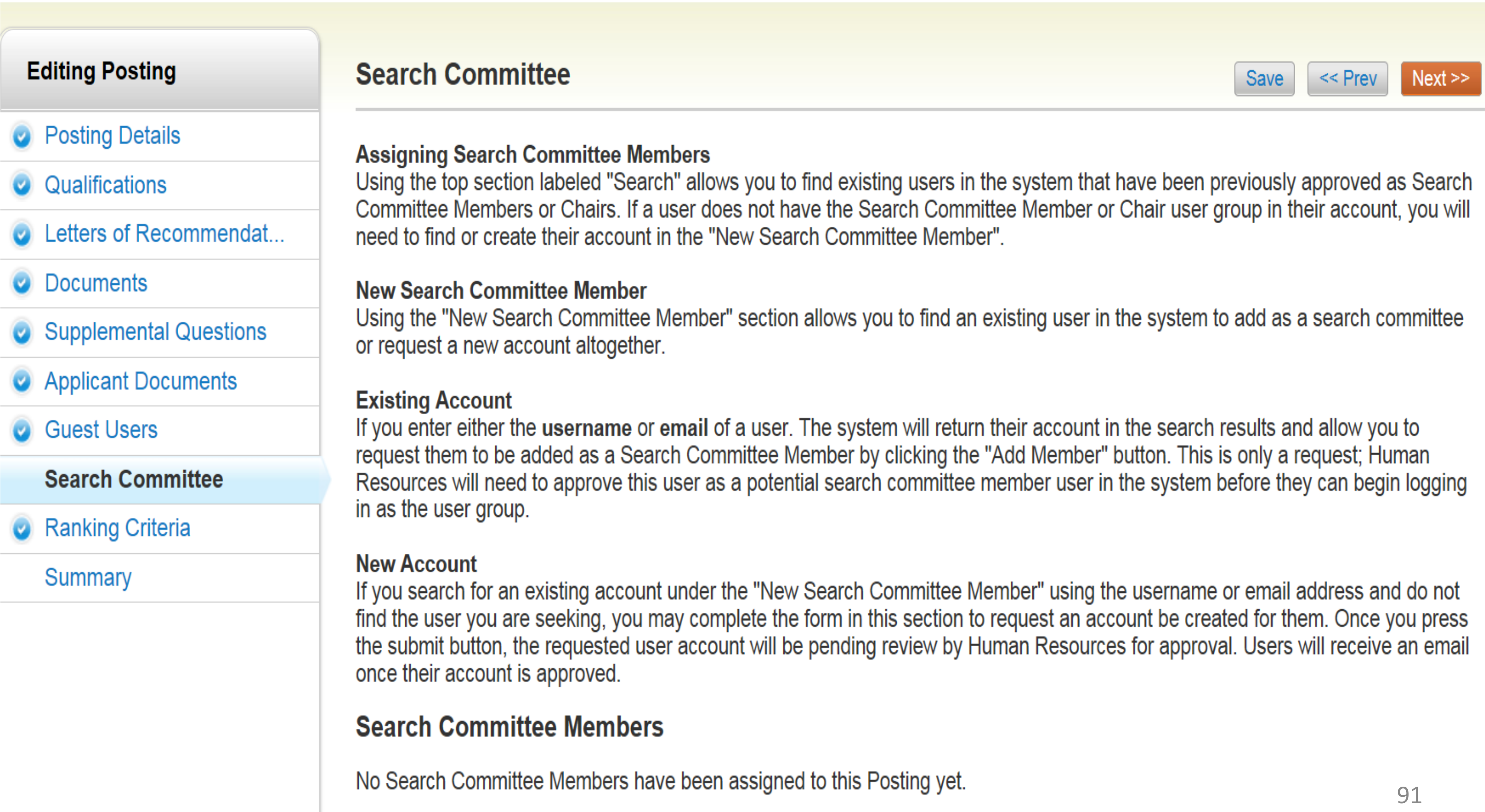
The system automatically sets the Guest user name. You can create your own password by typing in the password you would like and clicking on the Update Password button If you do set up a Guest User account, please notify your HR approver so they can activate the Guest User account.

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.



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.

Home | Postings | Hiring Proposals | My Profile | Help

Training 13, you have 0 messages. DRL/PPL

Postings / Classified and University Staff / Academic Services Professional (Draft) / Edit: Ranking Criteria

Editing Posting

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

Ranking Criteria

Save | << Prev | Next >>

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

Adding Existing criterion: There are two ways to search for approved criterions to add to the job being posted. You can filter using the key word search or filter by criterion category.

Assign Points: Click on the criterion that has been added and a dropdown menu will appear where points can be associated to each answer on the criterion.

Workflow State: Select the workflow state in the applicant process when you would like for Search Committee Members to begin rating applicants for the selected criterion.

Criterion Weight: You can designate the weight of a criterion relative to others in the weight field. It is recommended your total weights add up to 100 in order to easily use this function. (The system will not check nor force you to have your total weight equal 100).

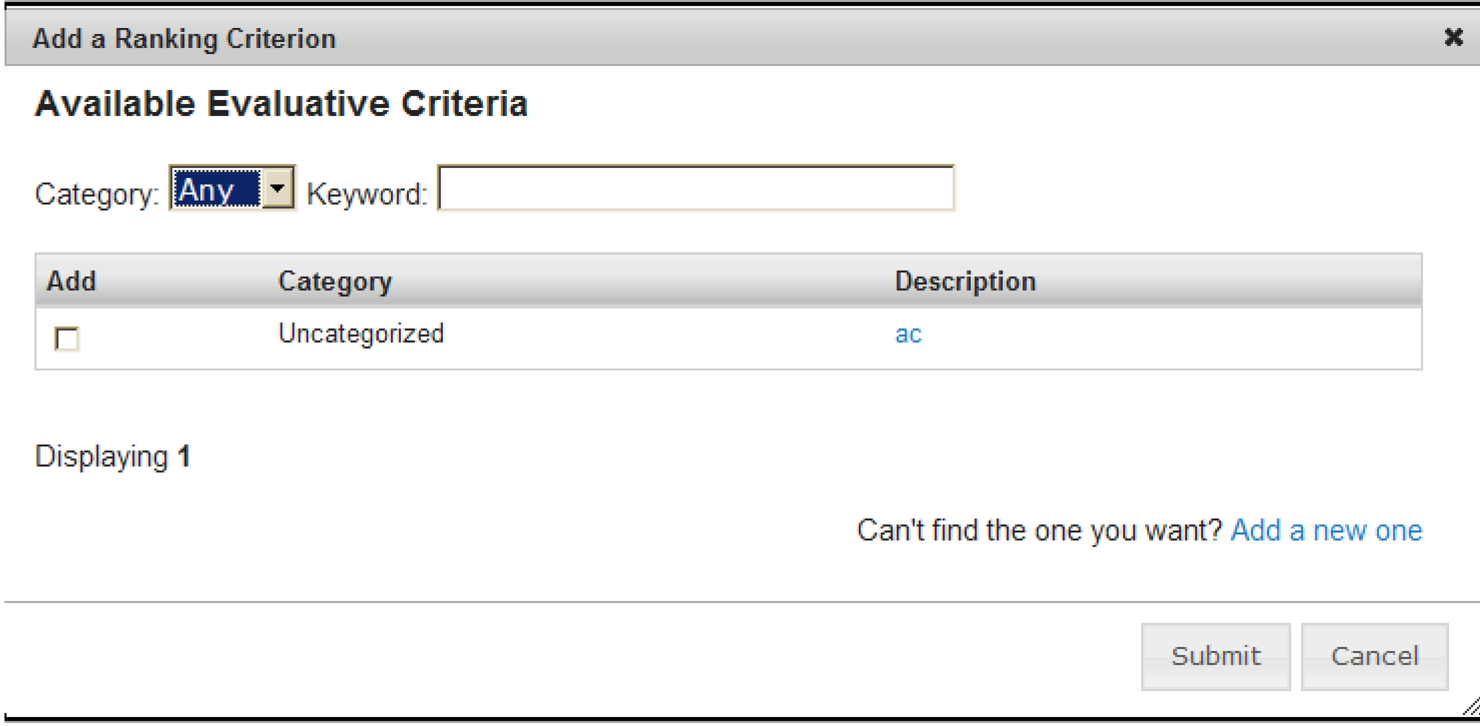
Included Evaluative Criteria

Add a Criterion

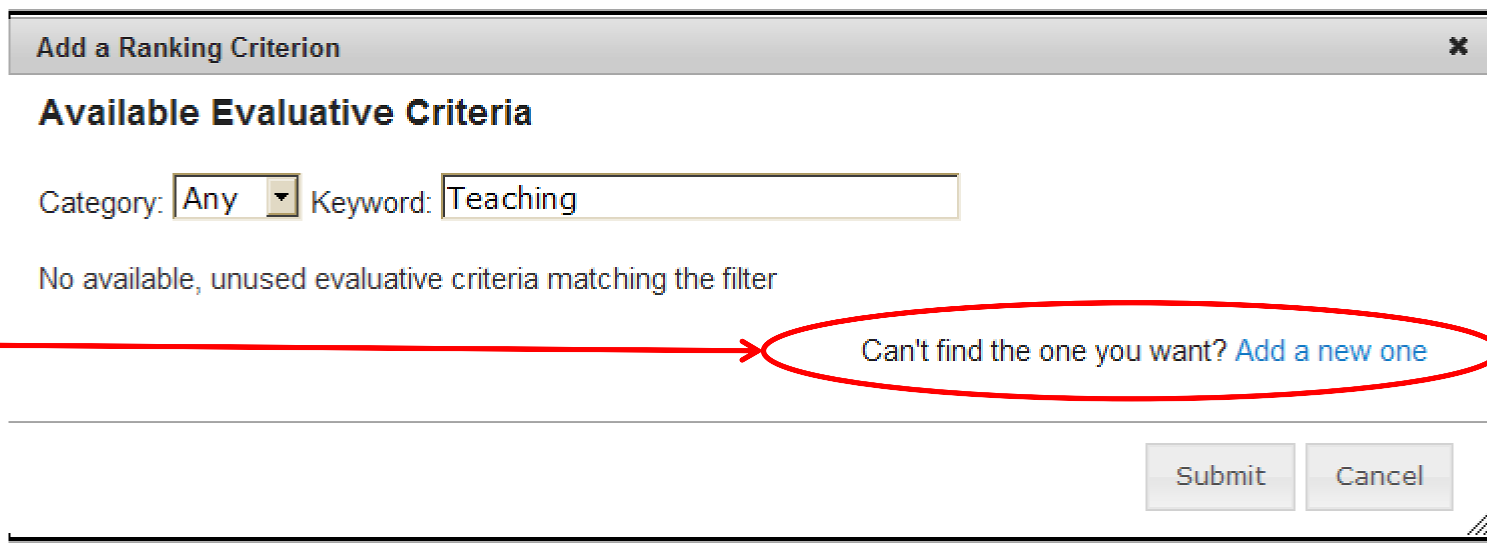
Category	Description	Weight	Workflow State	Status

Save | << Prev | Next >>

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



Add a Ranking Criterion ✖

Name * Teaching Experience

Label * Teaching Experience

Status * pending

Category Please select a category

Description *

How many years of teaching experience at a University level do you have?

Fill out the required fields denoted by the red asterisk.

Possible Answers

- ○ Open Ended Answers
- ◉ Predefined Answers

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 : ✖

Submit Cancel

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

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

Save | << Prev | Next >>

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

Home | Postings | Hiring Proposals | My Pro

Annette Sargent, you have 0 messages. DRL/PPL

iversity Staff / Academic Services Senior Professional (DRL/PPL) / Summary

Take Action On Posting ▾

WORKFLOW ACTIONS

Keep working on this Posting

Send for Final Department Review (move to Final Department Review)

Send for HR Approval (move to HR Approval)

Send for Higher Level Campus/School Approval (move to Higher Level Campus/School Approval)

:ademic Services Senior Professional
ınd University Staff) Edit

)RL/PPL

ıssified and

ASA-SS Learning
)47)

Created by: **Nancy Thomas**
Owner: **DRL/PPL**

History | Settings | Applicants | Reports | Hiring Proposals

w the details of the posting carefully before continuing.

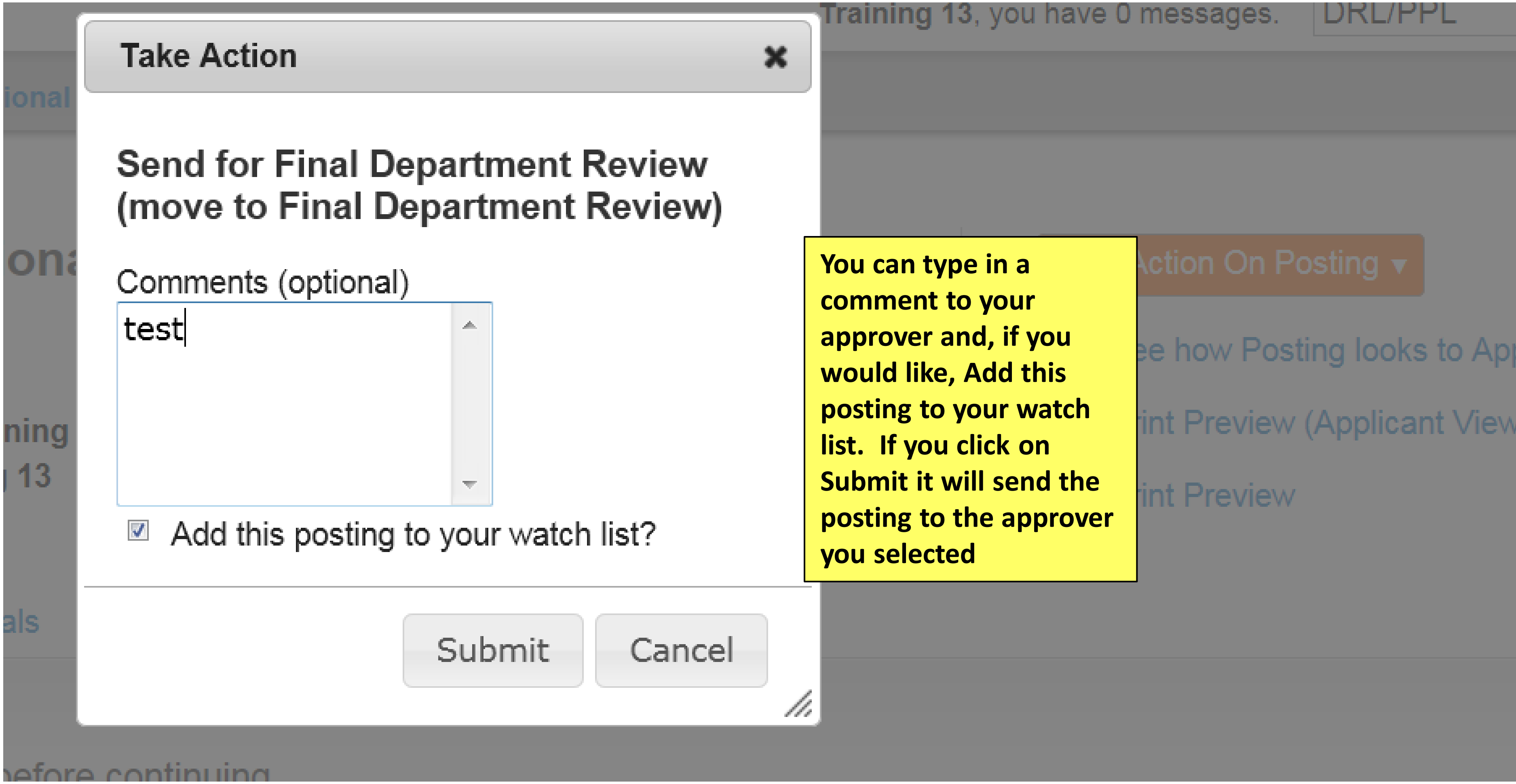
ıction, select the appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button. Yo
omment to the posting and also add this posting to your **Watch List**. in the popup box that appears. When you are
mit your posting, click on the **Submit** button on the popup box.

osting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the
je to **Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make
orrections before moving to the next step in the workflow.

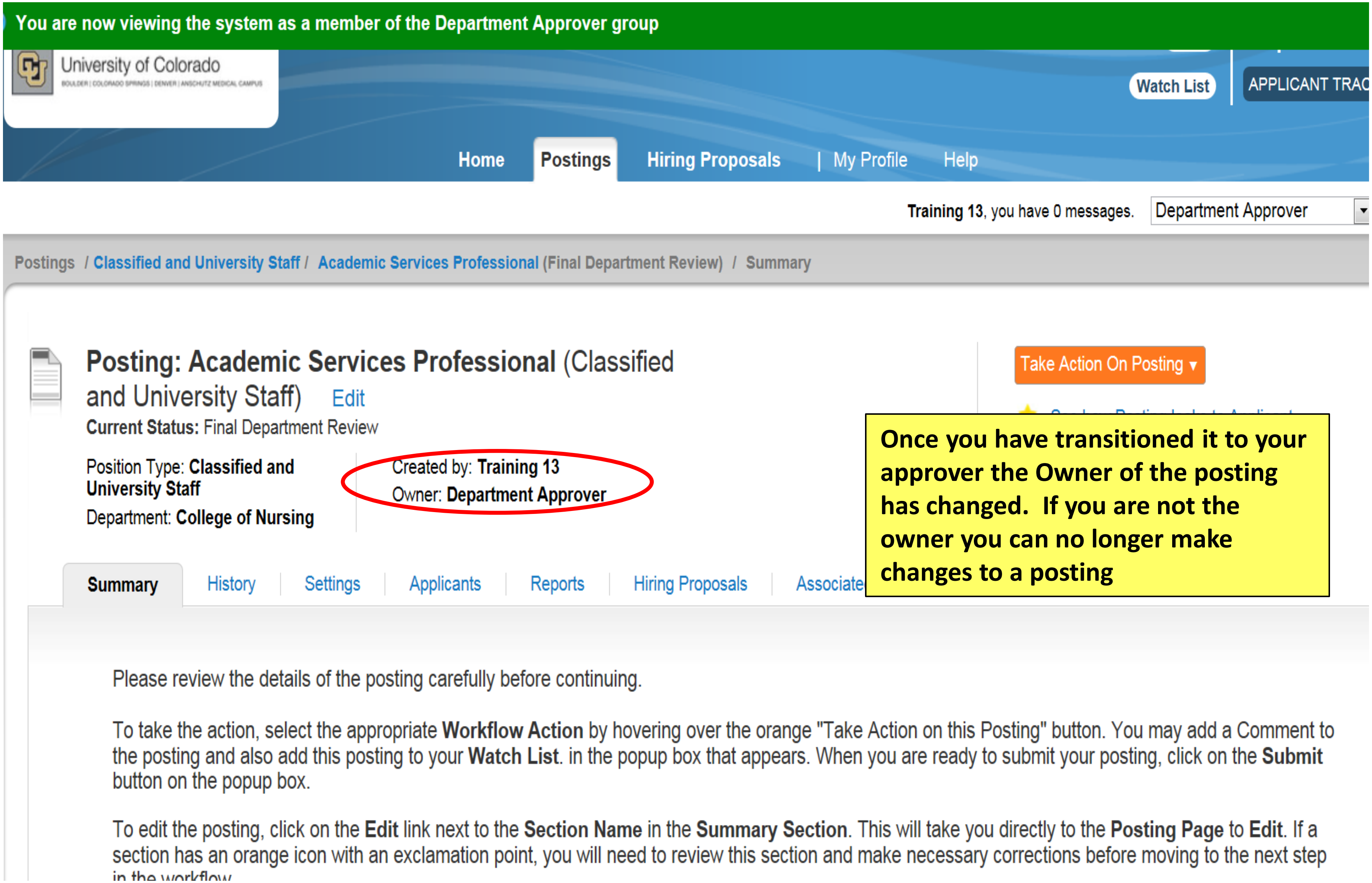
Details Edit

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


You are now viewing the system as a member of the Department Approver group
University of Colorado
Watch List
APPLICANT TRAC
Home
Postings
Hiring Proposals
My Profile
Help
Training 13, you have 0 messages.
Department Approver
Postings / Classified and University Staff / Academic Services Professional (Final Department Review) / Summary
Posting: Academic Services Professional (Classified and University Staff) Edit
Current Status: Final Department Review
Position Type: Classified and University Staff
Department: College of Nursing
Created by: Training 13
Owner: Department Approver
Take Action On Posting
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
Summary
History
Settings
Applicants
Reports
Hiring Proposals
Associate
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

Postings / Classified and University Staff

Classified and University Staff Postings

The approver will receive an email notifying them the posting needs approval

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

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

Posting Details Edit

Contact Information

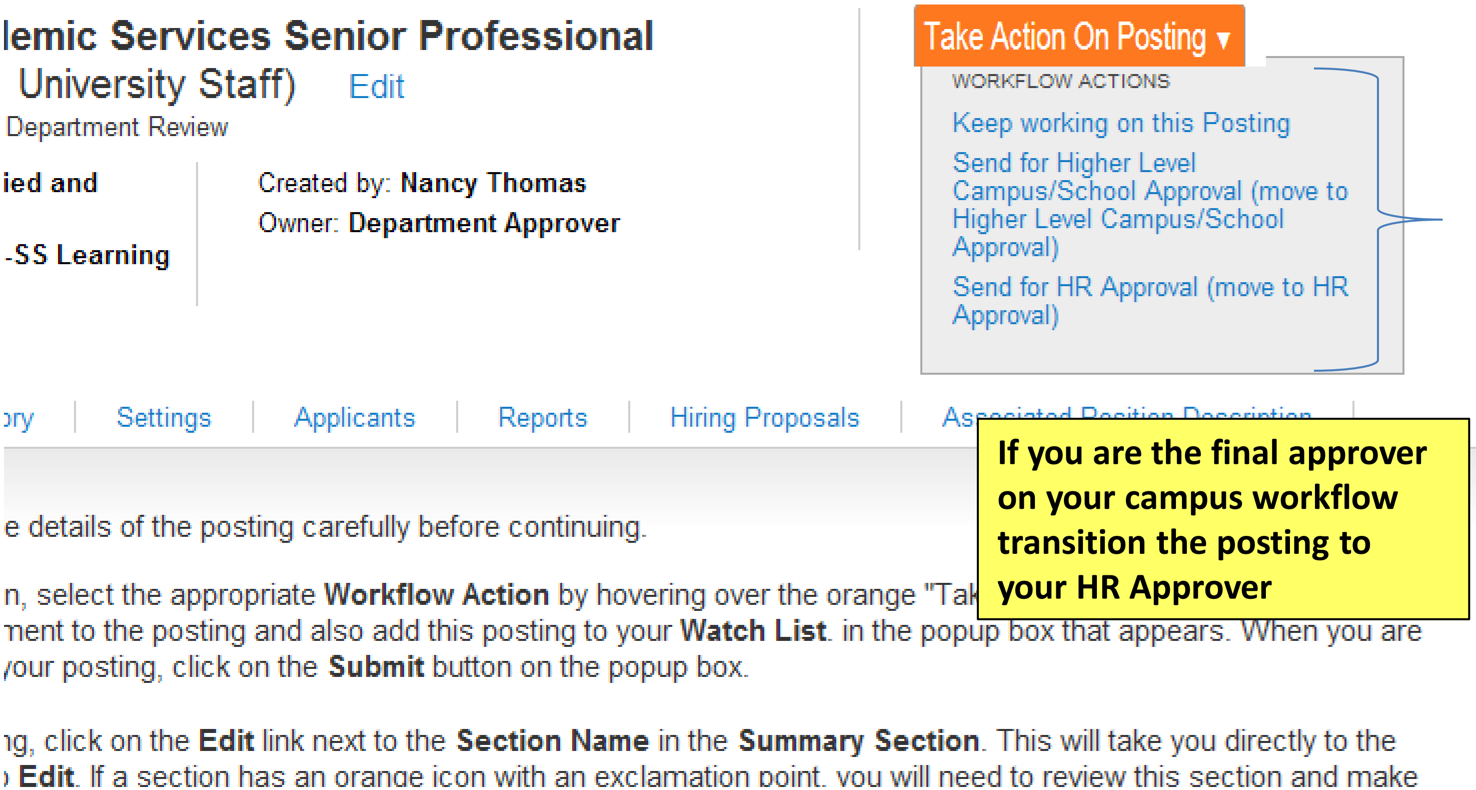
Review the posting

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

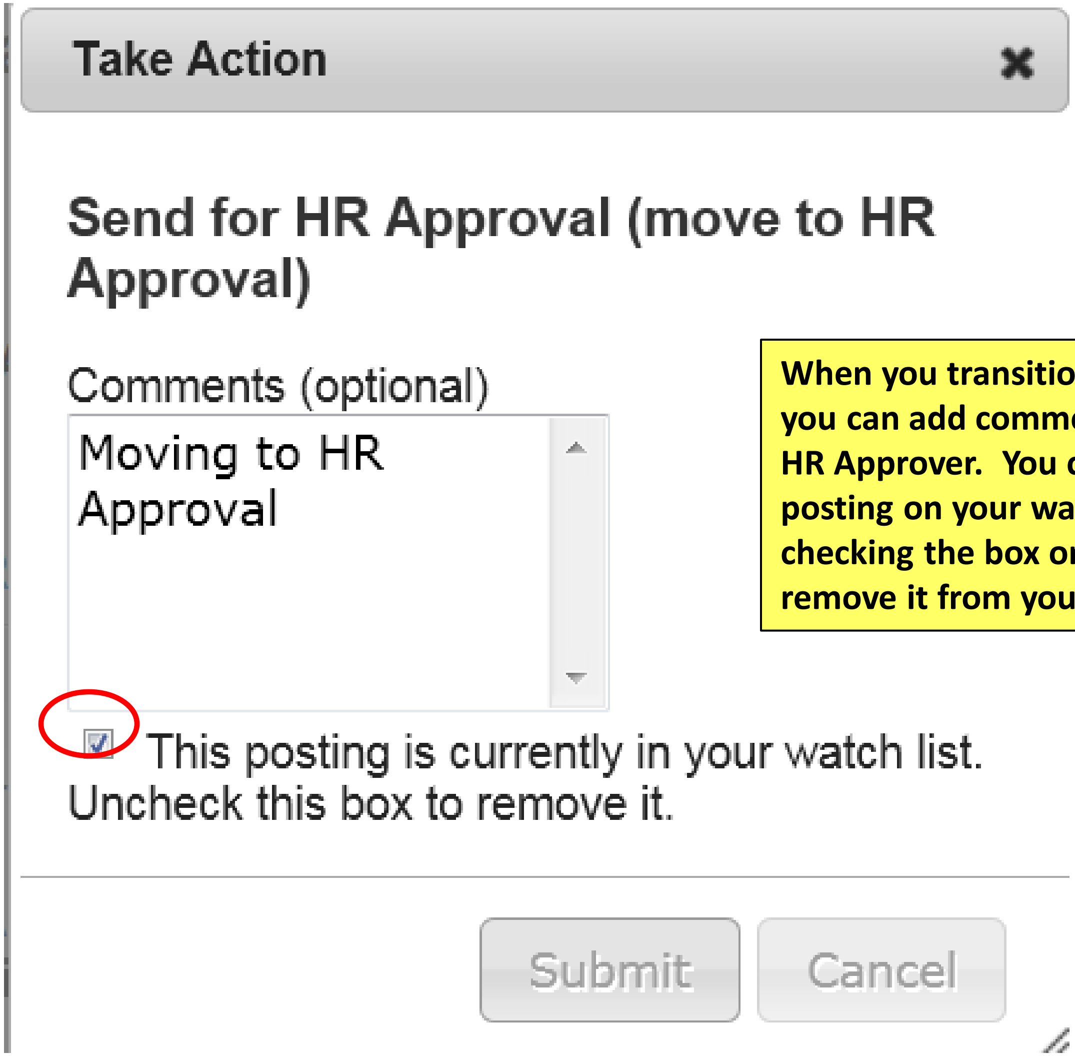
Position Number	10006

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

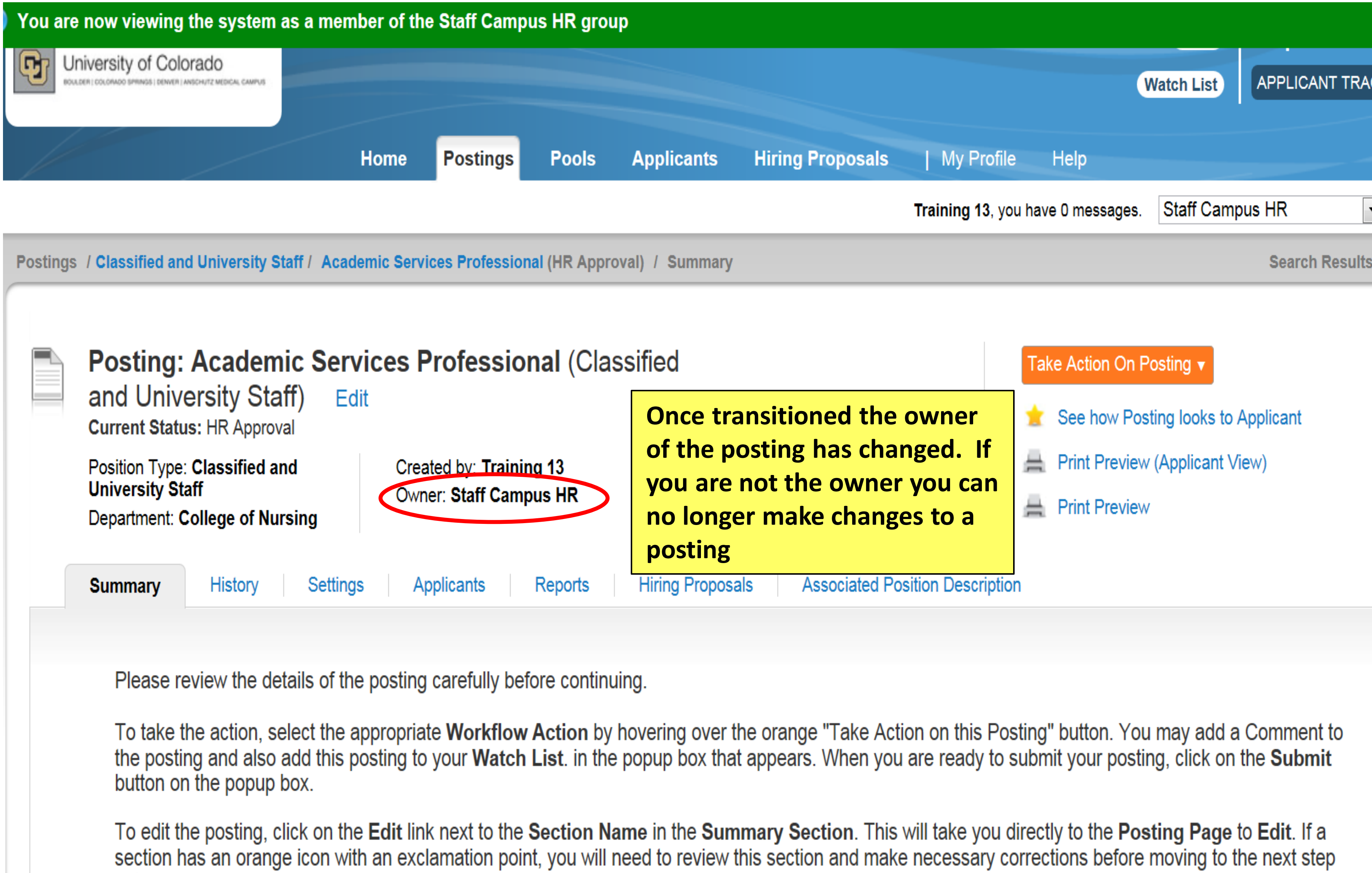


Click on the proper selection for your campus workflow

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.

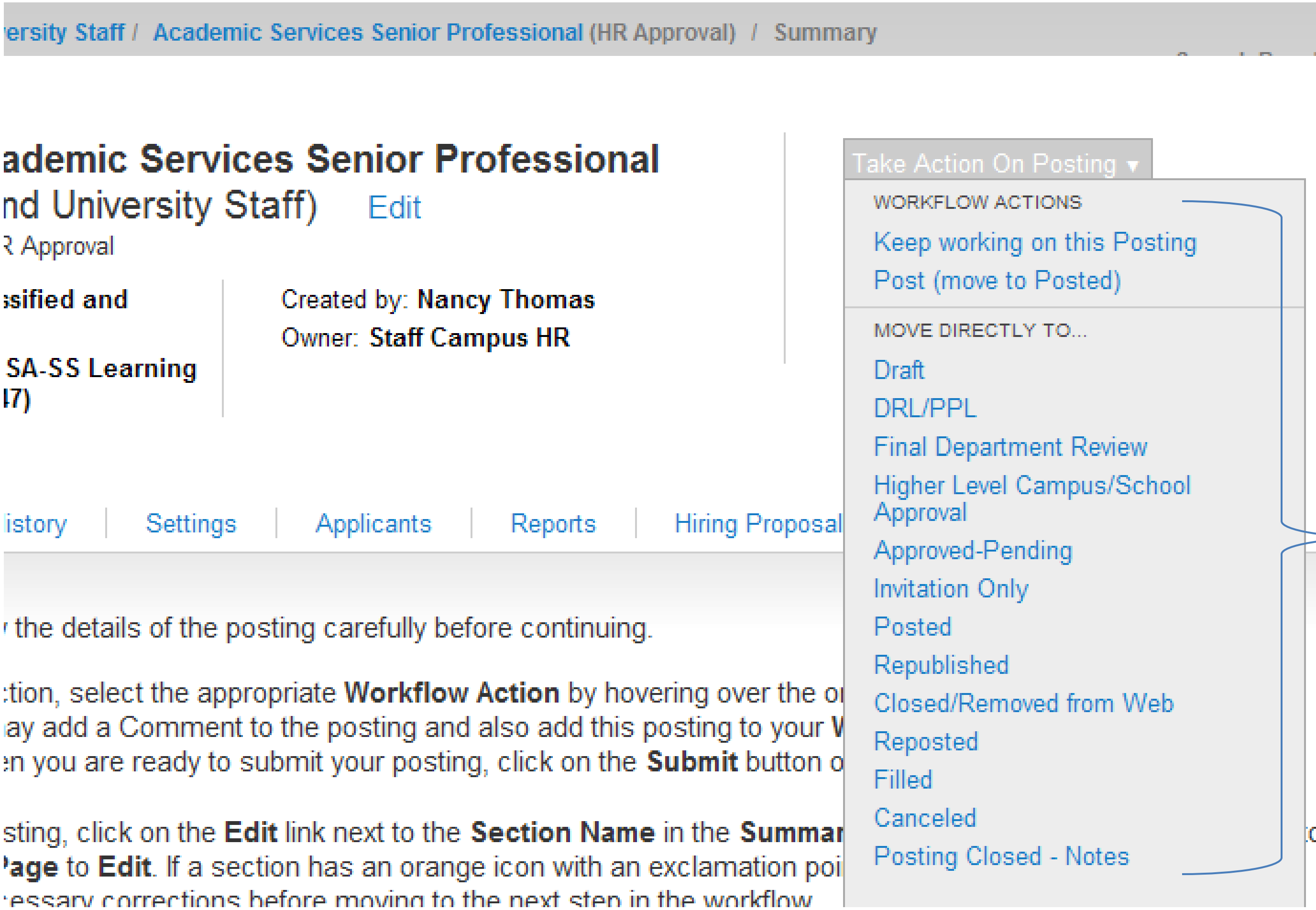
To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the **Posting Page** to **Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before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

Posting Details Edit

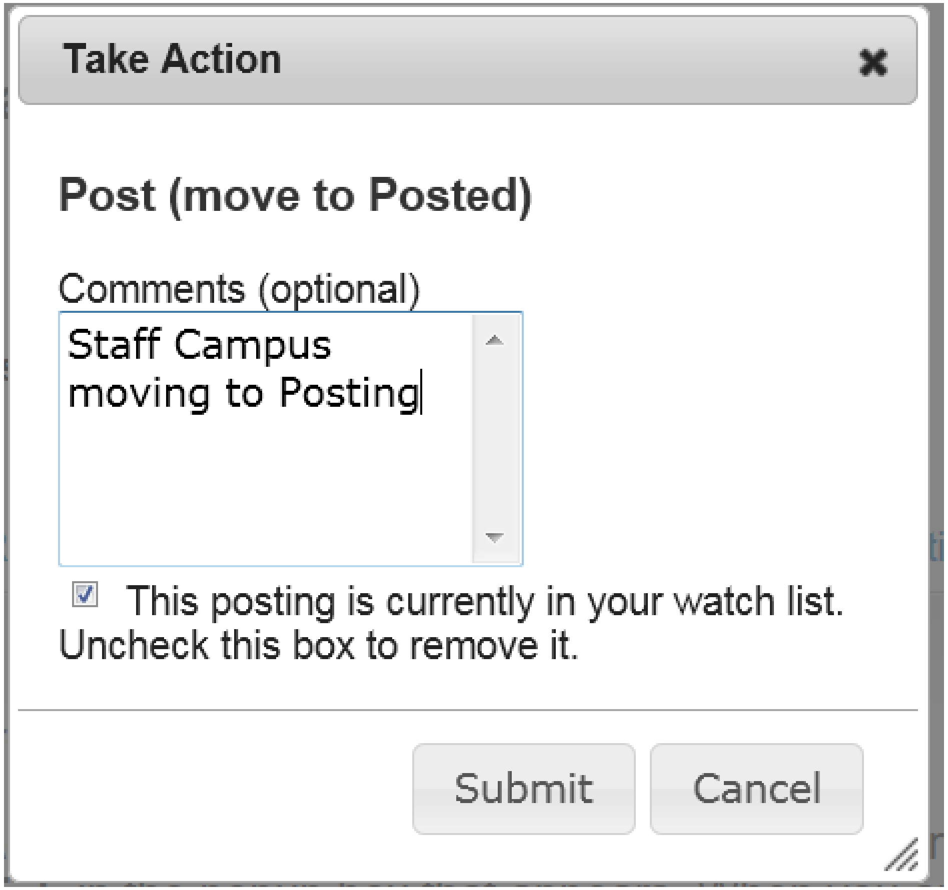
Contact Information

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



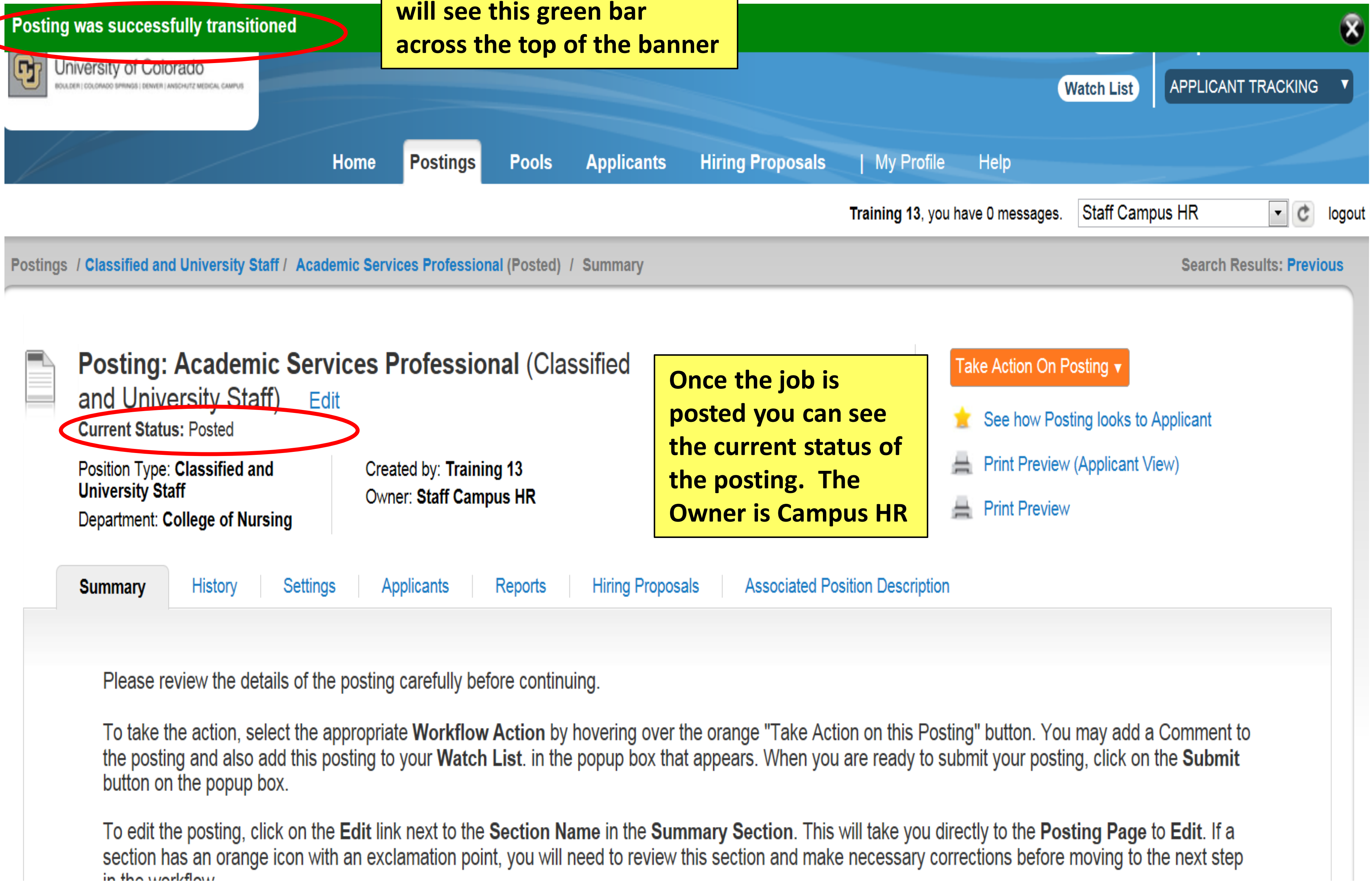
The HR approver can transition the posting to the appropriate state



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

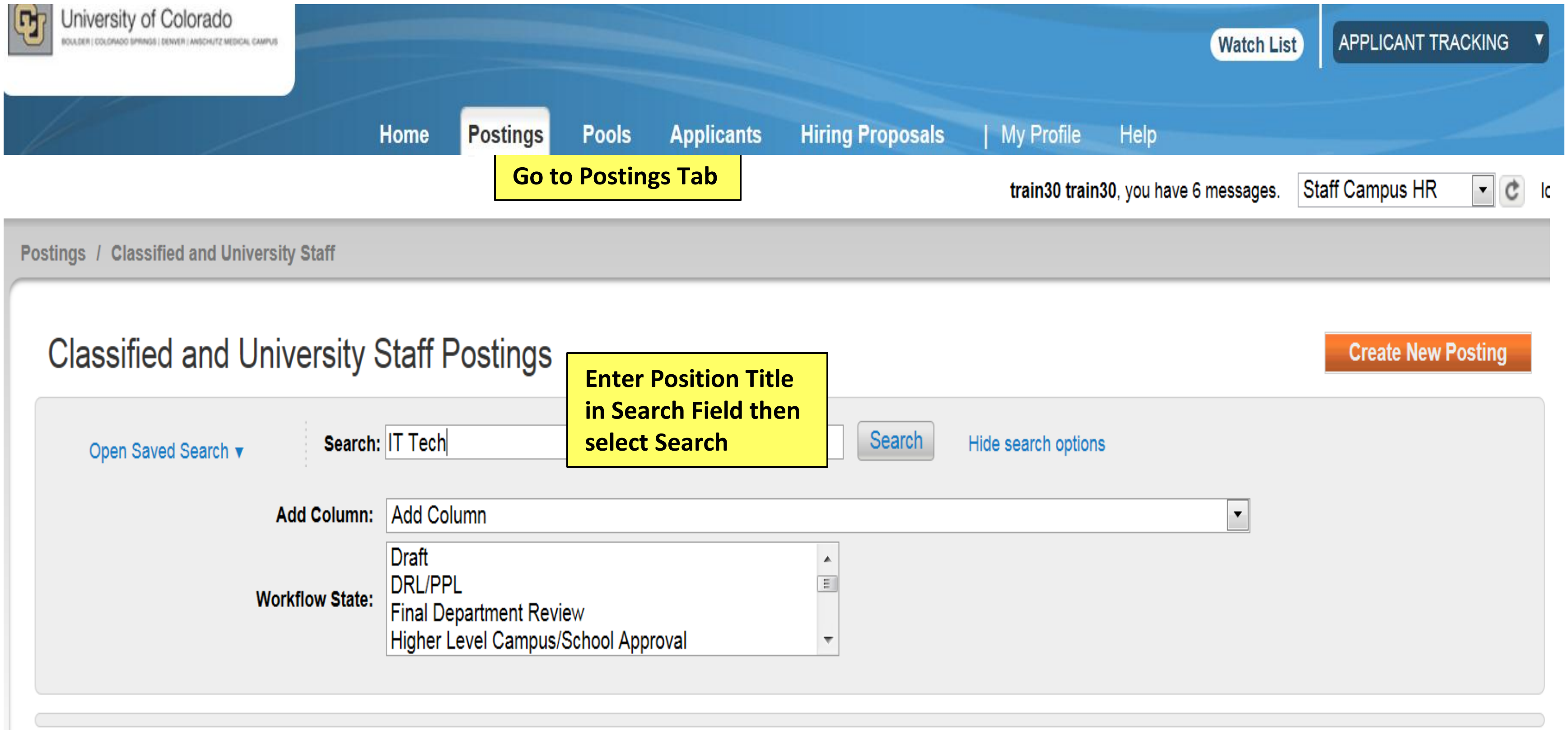
Once the job is posted you can see the current status of the posting. The Owner is Campus HR



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



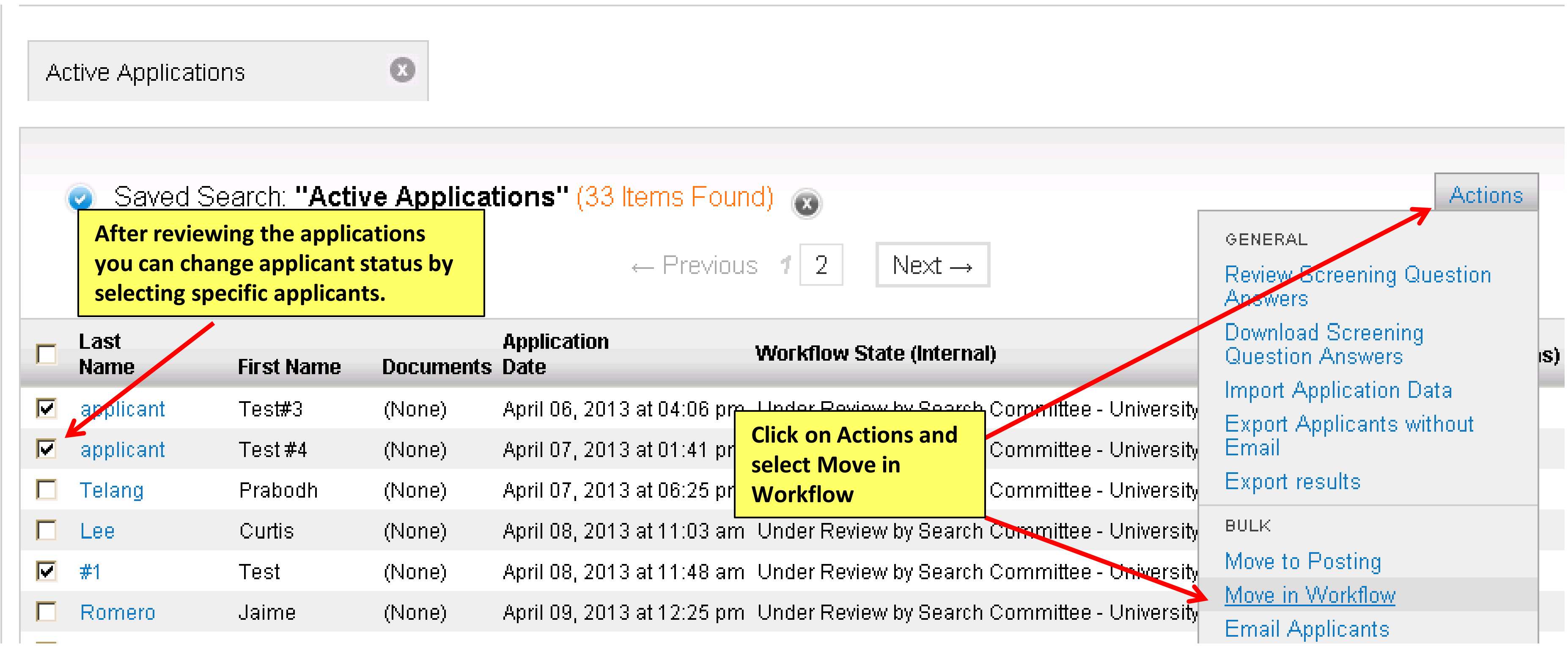
Ad hoc Search | All Postings

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

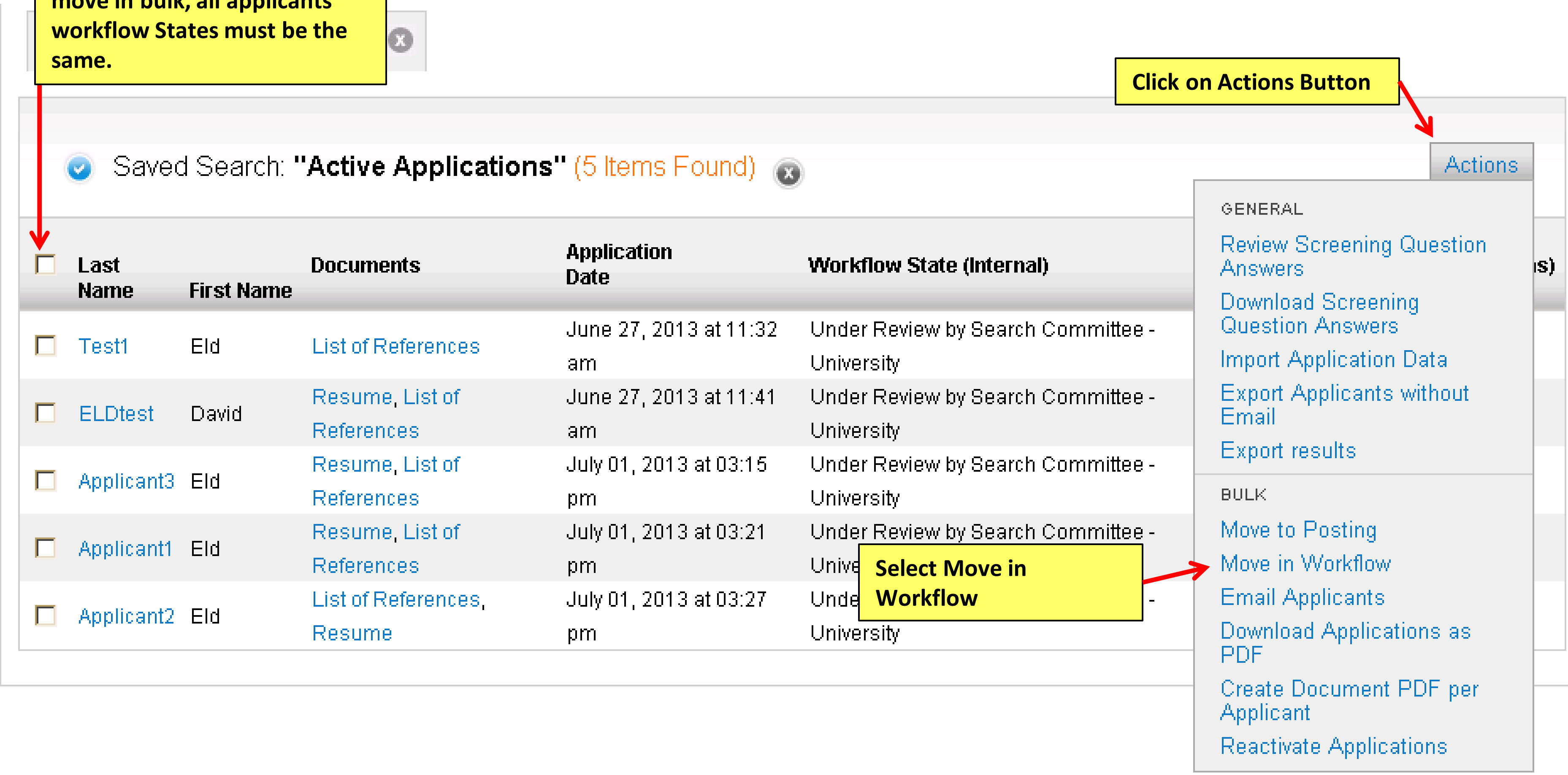

Active Applications
Saved Search: "Active Applications" (33 Items Found)
After reviewing the applications you can change applicant status by selecting specific applicants.
← Previous 1 2 Next →
Actions
GENERAL
Review Screening Question Answers
Download Screening Question Answers
Import Application Data
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 Under Review by Search Committee - University
applicant Test #4 (None) April 07, 2013 at 01:41 pm Committee - University
Telang Prabodh (None) April 07, 2013 at 06:25 pm Committee - University
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

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.

Click on Actions Button

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 Committee -	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

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

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

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

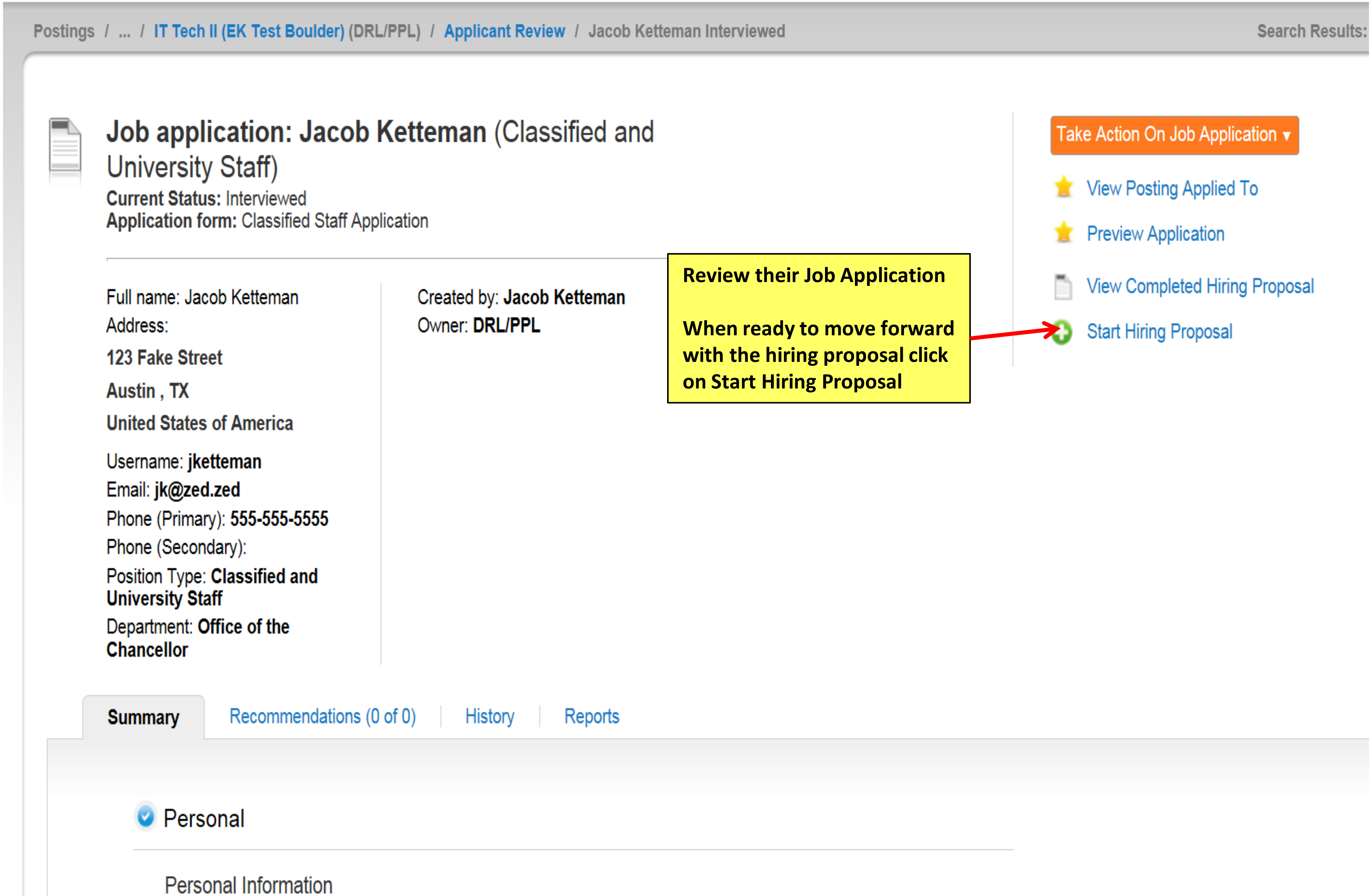
Active Applications

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

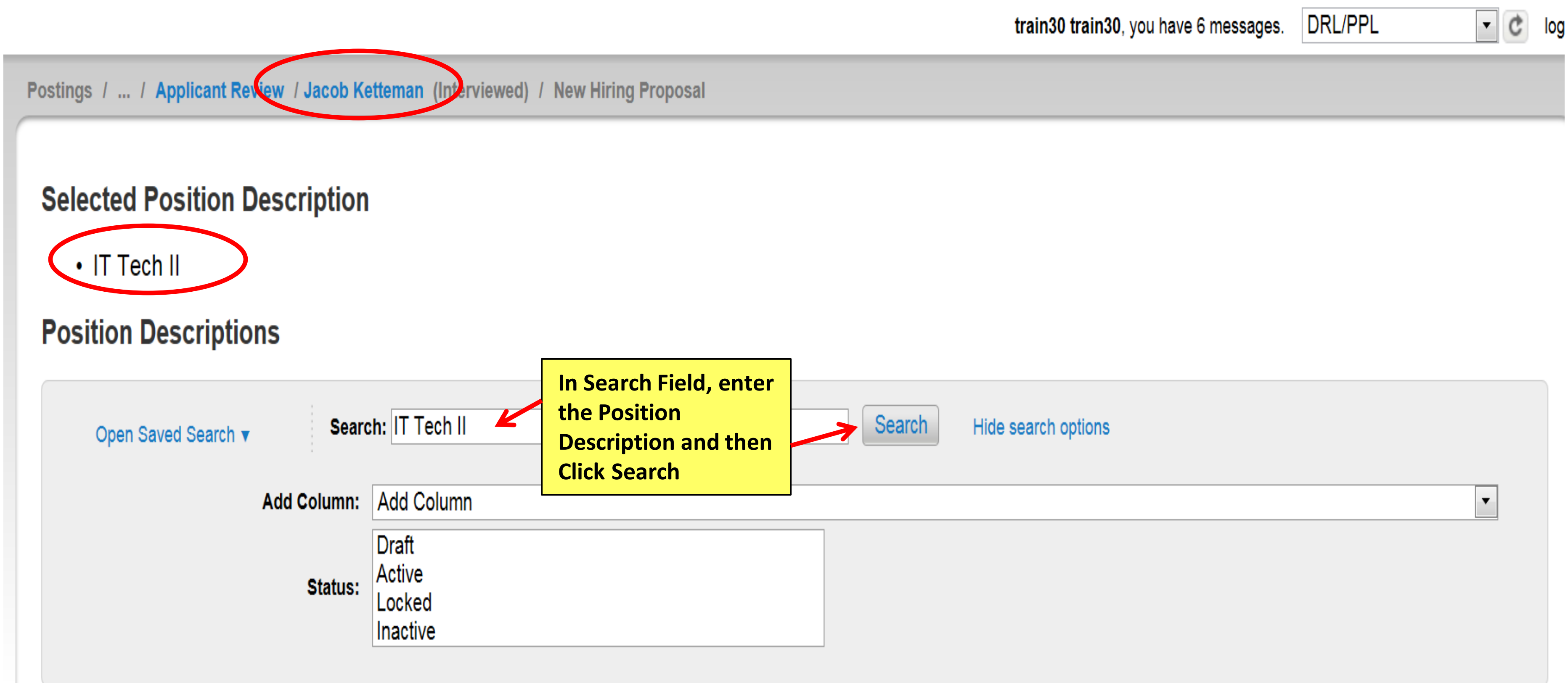
Actions

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 by selecting 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



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				

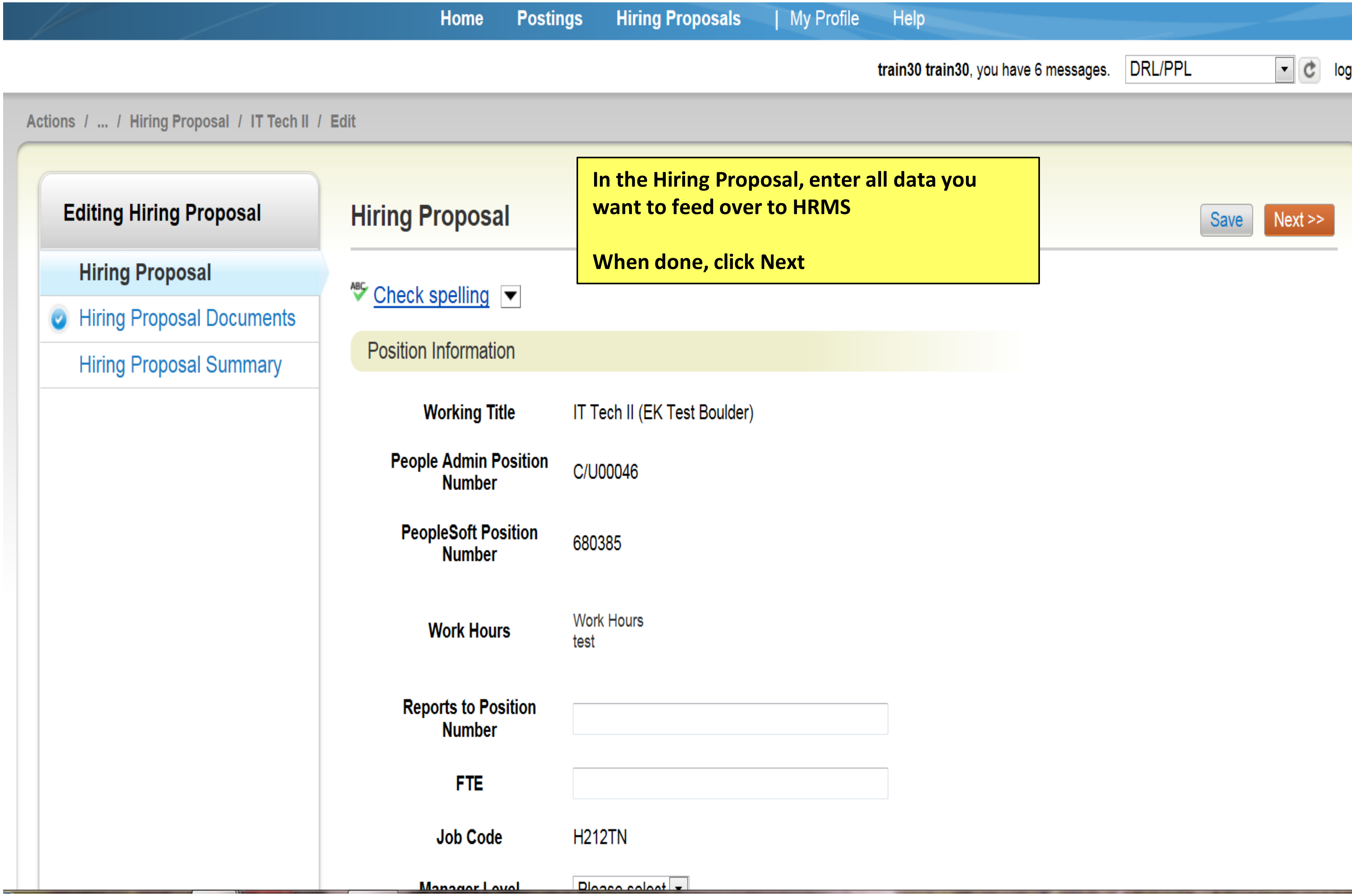
1 2 Next →

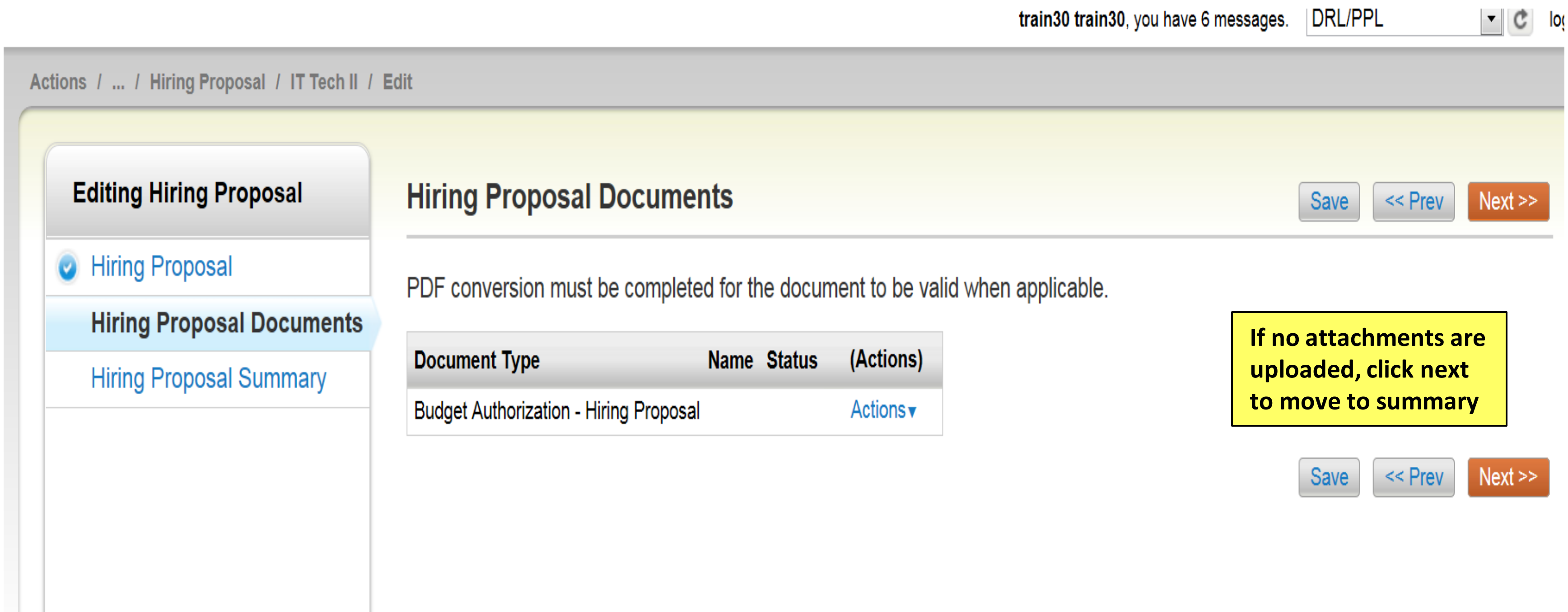
Select Position Description

You have now attached the applicant to the posting
To complete this function, click on Select Position Description

Hiring Proposal

After applicant has been selected and you are ready to start the hiring proposal, you may use these instructions on how to proceed with hiring proposal in PeopleAdmin


Home
Postings
Hiring Proposals
| My Profile
Help
train30 train30, you have 6 messages.
DRL/PPL
Actions / ... / Hiring Proposal / IT Tech II / Edit
Editing Hiring Proposal
Hiring Proposal
Hiring Proposal Documents
Hiring Proposal Summary
Hiring Proposal
In the Hiring Proposal, enter all data you want to feed over to HRMS
When done, click Next
Save
Next >>
Check spelling
Position Information
Working Title
IT Tech II (EK Test Boulder)
People Admin Position Number
C/U00046
PeopleSoft Position Number
680385
Work Hours
Work Hours test
Reports to Position Number
FTE
Job Code
H212TN



If no attachments are uploaded, click next to move to summary

Classified and University Staff / ... / Jacob Ketteman (Interviewed) / Hiring Proposal / Summary

Hiring Proposal: Jacob Ketteman (Classified and University Staff) Edit

Current Status: Draft

Position Type: **Classified and University Staff**

Department: **Office of the Chancellor**

Applicant: **Jacob Ketteman**

Posting: **IT Tech II (EK Test Boulder)**

Created by: **train30 train30**

Owner: **train30 train30**

After reviewing the Hiring Proposal Summary and ready to have the hiring proposal approved, click on Take Action on Hiring Proposal. Following your campus workflow, select the correct Approver

Take Action On Hiring Proposal ▾

WORKFLOW ACTIONS

- Keep working on this Hiring Proposal
- Cancel HP (move to Canceled)
- Send to Department Approver (move to Department Approver)
- Send for College/Division Approval (move to College/Division Approval)
- Send for HR Approval (move to HR Approval)

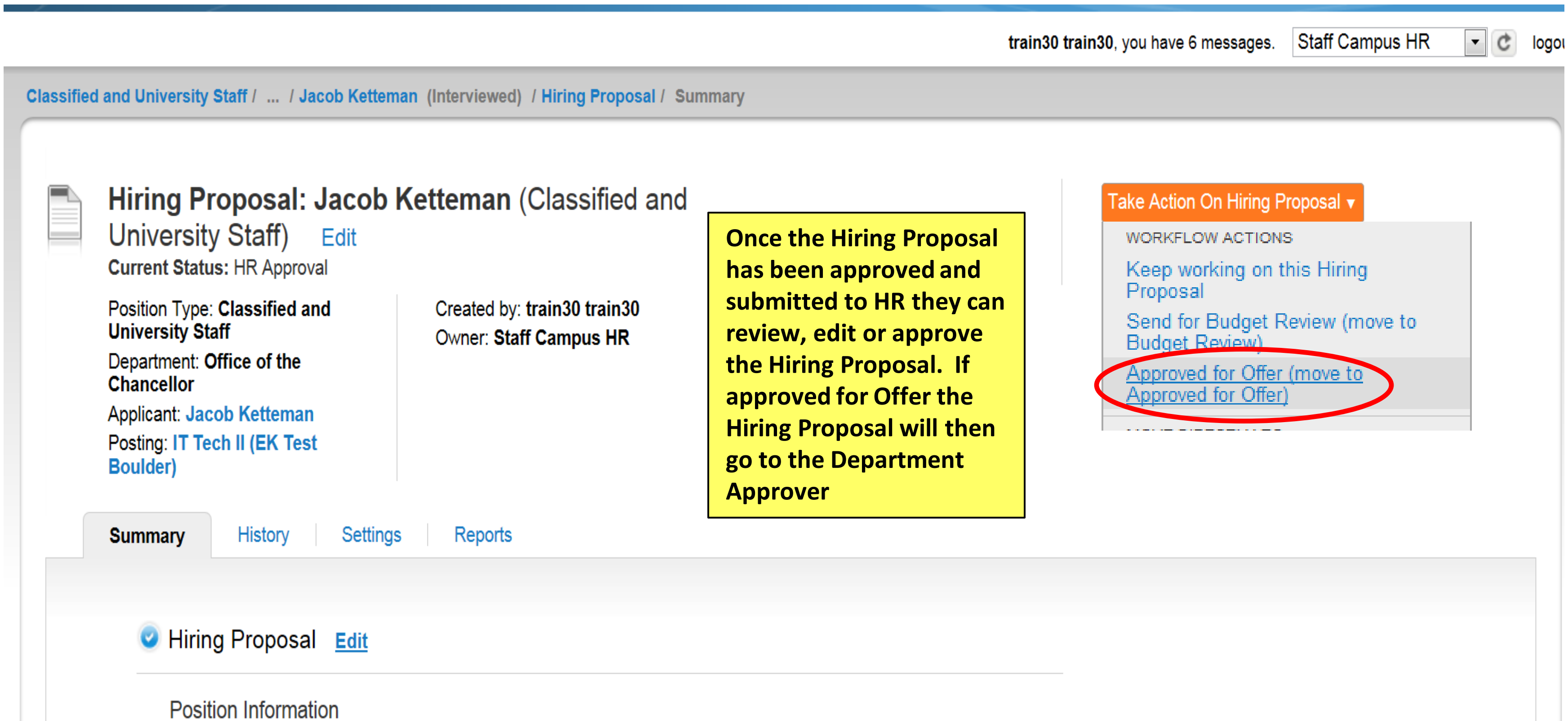
Summary History Settings

Hiring Proposal Edit

Position Information

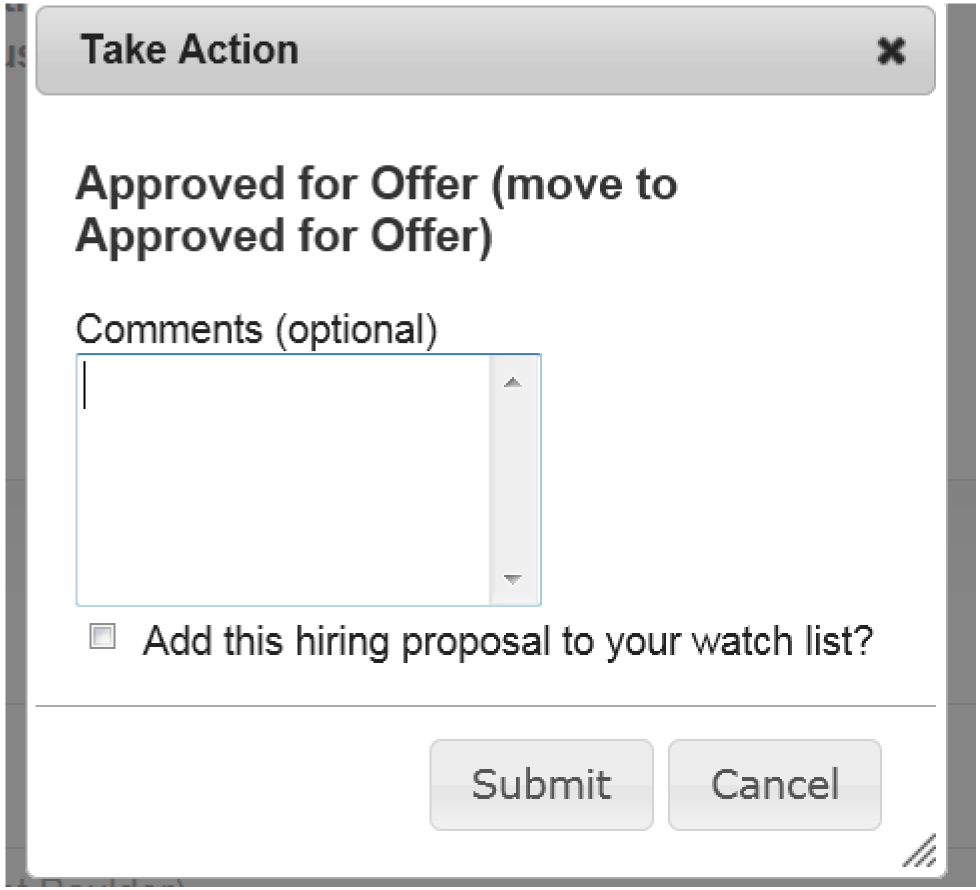
Working Title	IT Tech II (EK Test Boulder)
People Admin Position Number	C/U00046
PeopleSoft Position Number	680385
Work Hours	Work Hours test

Enter Comments (Optional) & add to watch list if needed



Once the Hiring Proposal has been approved and submitted to HR they can review, edit or approve the Hiring Proposal. If approved for Offer the Hiring Proposal will then go to the Department Approver

Enter comments or add to watch list (Optional)



train30 train30, you have 6 messages. Staff Campus HR logou

Classified and University Staff / ... / Jacob Ketteman (Interviewed) / Hiring Proposal / Summary

Hiring Proposal: Jacob Ketteman (Classified and University Staff) Edit

Current Status: Approved for Offer

Position Type: **Classified and University Staff**

Department: **Office of the Chancellor**

Applicant: Jacob Ketteman

Posting: IT Tech II (EK Test Boulder)

Created by: **train30 train30**

Owner: **Department Approver**

The department extends the job offer to the applicant. If the offer is accepted by the applicant, the Department Approver will finalize the process by clicking Take Action on Hiring Proposal and selecting Offer Accepted-Send to PeopleSoft (HRMS)

Take Action On Hiring Proposal ▾

WORKFLOW ACTIONS

Keep working on this Hiring Proposal

Offer Declined (move to Offer Declined)

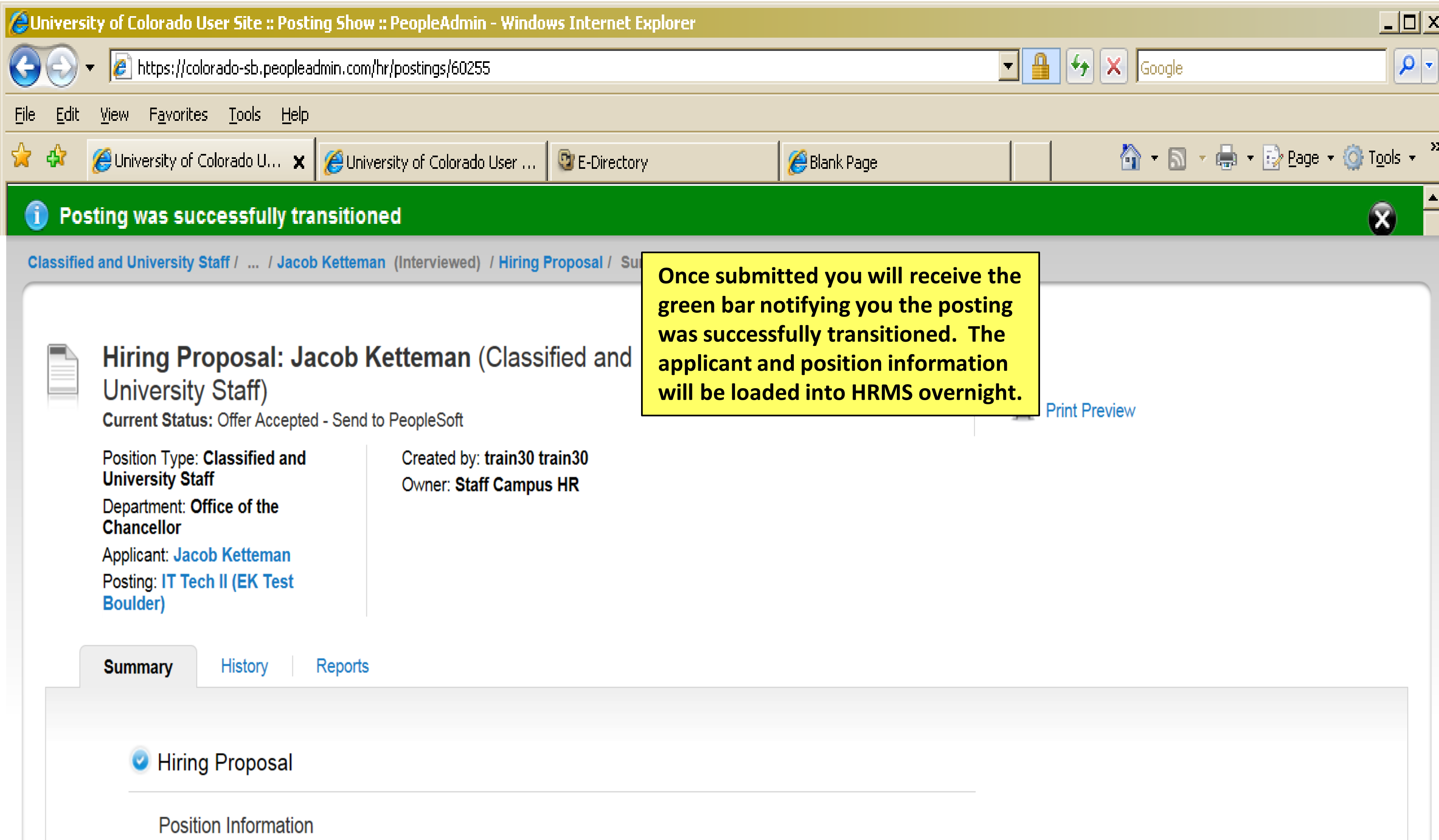
Offer Accepted - Send to PeopleSoft (move to Offer Accepted - Send to PeopleSoft)

Summary | History | Settings | Reports

Hiring Proposal Edit

Position Information


Take Action
Offer Accepted - Send to PeopleSoft (move to Offer Accepted - Send to PeopleSoft)
Comments (optional)
Add this hiring proposal to your watch list?
Submit
Cancel



Once submitted you will receive the green bar notifying you the posting was successfully transitioned. The applicant and position information will be loaded into HRMS overnight.

This concludes the Modify & Create position, Posting, Manage Applicants and Hiring Proposal processes

Thank You!

Any Questions? Please send to jobsatcuhelp@cu.edu