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
Go to your campus portal and login.

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

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

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

2- Click on Edit Button next to User Details
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
1.) Go to Position Management Module

2.) Change role to DRL/PPL
1- Select Position Descriptions Tab

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
When you find the working title you want to work with, click on the title.
1.) Review the position description to ensure you have the correct position

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

Start Modify Position Action on BUSINESS SERVICES PROGRAM MANAGER TEST?

Once it has been started, this action will lock the position description from other updates until the action has completed.
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.
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.
Please be sure that percentage of time for all duties equal 100%

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

To add additional duties, click Add Duties Entry
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

Note: Required field for Classified Position
I. Physical Demands

Please refer to definitions to the below selections to find the level of demand that BEST describes each of the selections.

Select all that apply.

- **Light**
- **Other**

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.

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

Select all functions that apply to the position.

Note: If you select “Other” please include text.
Note: If you enter this now, it will carry over to posting so you won't have to enter it there.
Additional Information

Multi-Select Field. Select all that apply

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

Background Check

In addition to a criminal background check

☐ Criminal
☐ Financial/Credit
☐ Motor Vehicle
☐ Other

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
To use search function here, click on Filter these results

Saved Search: "All Users" (50 Items Found)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Username</th>
<th>User Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>Sample</td>
<td>guest</td>
<td>Applicant, Employee</td>
</tr>
<tr>
<td>Test</td>
<td>Qa</td>
<td>guest</td>
<td>Applicant, Employee</td>
</tr>
</tbody>
</table>

Default Group: Employee
Status: Approved
Actions:
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.
Click on the correct supervisor and click on ‘Next’

<table>
<thead>
<tr>
<th>Business Services Program Mgr</th>
<th>Department</th>
<th>HRMS Position Number</th>
<th>Employee First Name</th>
<th>Employee Last Name</th>
<th>Employee Id</th>
<th>Supervisor Status</th>
<th>(Actions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll &amp; Benefit Services</td>
<td>00708475</td>
<td>Angelica Throckmorton</td>
<td>250180</td>
<td></td>
<td>Active</td>
<td></td>
<td>Actions▼</td>
</tr>
<tr>
<td>(51000)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To upload, remove or enter documents, click on Actions button.

Note: Documents will be converted to PDF.

**PowerPoint documents must be converted to PDF before it can be uploaded.**

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

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

To upload your document, provide a name and description of the document. To choose a file to upload, click the Choose File button and select the file from your computer. When you are ready to submit your document, click the Submit button.

Name: Org Chart 01-31-13 19:11

Here is an example of what you will see when you select Upload New
Click browse to find your document, then click Browse
If you are authorized to fill out the position budget information, enter the correct data in the appropriate fields.
Once you click on the Summary tab you will be able to review all the position information.

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

<table>
<thead>
<tr>
<th>Document Type</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Org Chart</td>
<td></td>
<td></td>
<td>Actions ▼</td>
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<td>Checklist</td>
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</tr>
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<td>Other</td>
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</tr>
<tr>
<td>UCE: Position Signature Page</td>
<td></td>
<td></td>
<td>Actions ▼</td>
</tr>
</tbody>
</table>
Status will be Draft since this is the initial draft and had not been approved.

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

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

Send for Appointing Authority Review (move to Appointing Authority Review)

Comments (optional)

Test

Add this action to your watch list?

Submit  Cancel
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
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

All Approvals Obtained (move to All Approvals Obtained)

Comments (optional)

Add this action to your watch list?

Submit  Cancel
Create Position

Please use these instructions to assist with creating a new position
1- Go to Position Management

2- Click on Position Descriptions
Select position type (Classified/University Staff, Faculty, Research Faculty)

3- Click on Create New Position Description
<table>
<thead>
<tr>
<th>Working Title</th>
<th>Department</th>
<th>HRMS Position Number</th>
<th>Employee First Name</th>
<th>Employee Last Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Test Classified position</td>
<td>Office of the Chancellor</td>
<td></td>
<td>Sample</td>
<td>Applicant</td>
<td>Active</td>
</tr>
<tr>
<td>A&amp;S Grad Cert &amp; Rods Officer</td>
<td>Academic Advising Center</td>
<td>00704564</td>
<td>Alana Cathleen</td>
<td>Davis-DeLario</td>
<td>Active</td>
</tr>
<tr>
<td>Academic Media Production Mgr</td>
<td>Cont. Ed - Dean's Admin</td>
<td>00702416</td>
<td>Nikolas</td>
<td>Hunnicutt</td>
<td>Active</td>
</tr>
<tr>
<td>Academic Services Manager</td>
<td>SOP-Administration</td>
<td>00876415</td>
<td>Gregory G.</td>
<td>Lee</td>
<td>Active</td>
</tr>
</tbody>
</table>

Choose the action you would you like to start.

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

If you are going to clone an existing position, select from the values under Position Descriptions.
On Proposed Title/Job Code Tab: Data fields will auto populate the classification you selected to clone. Review, then Click Next.
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
Position Review Information

HR Position Management Consultant

Type of Review

Select an Option

Is a classified employee electing exemption?

Please select

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 >>
Enter at least one duty to equal 100%.
Note: Can add more than one but must equal 100%
Select from drop down the option that best applies to this position
Fill in all required fields – Required for Classified positions

Required for Classified positions
Select all that describe essential functions of the position.
Any data fields entered here will carry 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.

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)?

[Blank]

[Save] [Prev] [Next>]
Additional Information

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

Background Check

In addition to a criminal background check

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

Background check is multi-select field

Additional Requirements

Pre-placement Physical

[ ] Yes

Colorado Driver’s License

[ ] Yes

Driver’s License Type

[ ] Please select

Driver’s license

Update all fields needed for this position as it applies
Driver's license required endorsements

Essential Services

Shift Work

On Call Hours

Call Back

Please describe additional requirements for shift work, on call or call back

No
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

If you need to search for a supervisor, click on “Filter these results”
Click on the correct supervisor and click on ‘Next’.

<table>
<thead>
<tr>
<th>Position</th>
<th>Department</th>
<th>HRMS Position Number</th>
<th>Employee First Name</th>
<th>Employee Last Name</th>
<th>Employee Id</th>
<th>Supervisor Status</th>
<th>(Actions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Services Program Mgr</td>
<td>Payroll &amp; Benefit Services (51000)</td>
<td>00708475 Angelica Garcia Throckmorton</td>
<td>250180</td>
<td>Hrms And Payroll Director (Lisa Affleck)</td>
<td>Active</td>
<td>Actions▼</td>
<td></td>
</tr>
</tbody>
</table>
To upload, remove or enter documents, click on Actions button

**Note: Documents will be converted to PDF.**

**PowerPoint documents must be converted to PDF before it can be uploaded**
This page will only be available to HR Staff

Is this position an Officer of the Administration?

No

Explain any modifications HR made to posting

BOTH
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
Enter Comments for next approver (Optional)

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

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

Comments (optional)

- test

Add this action to your watch list?

Submit  Cancel
The position has successfully transitioned to Dept. Approver for review and approval.
Enter Comments for next approver (Optional)

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

Send for Appointing Authority Review (move to Appointing Authority Review)

Comments (optional)

Test

Add this action to your watch list?

Submit  Cancel
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.

New Position: Academic Services Professional
(Classified and University Staff)

Current Status: All Approvals Obtained

Position Type: Classified and University Staff
Department: College of Nursing
Created by: Training 13
Owner: DRL/PPL

Proposed Title/Job Code

Career Family/Title: Admin Assistant I
Applicant Tracking

POSTING
Change module from Position Management to Applicant Tracking

Welcome to your Online Recruitment System

Inbox (50 items need your attention)

Displaying items for group "DRL/PPL".

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Type</th>
<th>Current State</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test AGT</td>
<td>Faculty</td>
<td>DRL/PPL</td>
<td>DRL/PPL</td>
</tr>
<tr>
<td>AA Biology Faculty</td>
<td>Faculty</td>
<td>DRL/PPL</td>
<td>DRL/PPL</td>
</tr>
</tbody>
</table>

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

Select Create New Posting

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

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

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

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

On the Actions dropdown Select Create From.
New Posting

* Required Information

Working Title *

Organizational Unit

Campus *

Division *

Applicant Workflow

Workflow State

When an application is submitted for this job, it will be processed through the following workflow:

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

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
If you are going to request reference letters for applicants or attach reference letters to applications, click on Accept References.

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

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

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

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

Online Applications
- Accept online applications?

Special offline application instructions

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

Accepted Application Forms
- Classified Staff Application
- Faculty and University Staff Application

Choose the correct application type

Click on Update Settings to continue filling out the posting
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**

**Job Posting Number**

HR Consultant: white, Malaika

**Recruiter**

This field is required.
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.

- Working Title: Academic Services Senior Professional

- 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

- Craig's list

- Posting date: 04/17/2013

- Closing date:

- Open Until Filled: Yes
If you have created the posting from the position, the posting description will auto fill.

<table>
<thead>
<tr>
<th>Posting Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Pass message**

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

**Fail message**

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

**Is this posting internal only?**

- [ ] Yes

**Fill Type**

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

**Waiver Reason**

Please select

**Waiver Reason explanation**

Type your reason for hiring this person by waiver.

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

If this posting will be filled by Waiver fill out the Waiver Reason boxes.
All applications must be submitted through the University’s online job application site: https://www.jobsatcu.com

Please prepare the following materials for submission.
1. A letter of application including the candidate’s interests, experiences, and qualifications related to the position

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

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

Specify applicant requirements to complete the posting.
Specify all background checks required for the position

Minimum Qualifications

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

Knowledge, Skills and Abilities:

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

Preferred Qualifications

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

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

These fields are optional but can assist in managing the posting

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

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

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

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

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

Included Supplemental Questions

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

Add a question
### Available Supplemental Questions

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any</td>
<td>If you can’t find a question you want to use, you can create a new question.</td>
</tr>
<tr>
<td>Any</td>
<td>Can’t find the one you want? Add a new one</td>
</tr>
</tbody>
</table>

Displaying 1 - 15 of 1037 in total

← Previous | Next →
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's Degree
Category: Education

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

Possible Answers
- Open Ended Answers
- Predefined Answers

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

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

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

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

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

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

Included Supplemental Questions

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

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

If you would like to rate the question or make it disqualifying, click on the blue question link.
Included Supplemental Questions

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.

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

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

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

To make a document optional only check the Included box.

You can rearrange the order of documents by changing the number.

<table>
<thead>
<tr>
<th>Order</th>
<th>Name</th>
<th>Included?</th>
<th>Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Resume</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Curriculum Vitae</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Cover Letter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>List Of References</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Class Or Student Evaluations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Course Materials</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
There are Guest User accounts and Search Committee accounts in the system

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

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

Find a User to assign as a Search Committee Member.

First Name
Last Name
Email Address

Search

New Search Committee Member

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

Required fields are indicated with an asterisk (*).

Account Information

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

* First Name
* Last Name
* Email
* Username

Submit

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

Find a User to assign as a Search Committee Member.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
<th>Add Member</th>
<th>Chair?</th>
<th>Status</th>
<th>(Actions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annette Sargent</td>
<td><a href="mailto:emailaddress@zed.zed">emailaddress@zed.zed</a></td>
<td>No</td>
<td>approved</td>
<td>Actions▼</td>
<td></td>
</tr>
<tr>
<td>Margaret Mistry</td>
<td><a href="mailto:emailaddress@zed.zed">emailaddress@zed.zed</a></td>
<td>No</td>
<td>approved</td>
<td>Actions▼</td>
<td></td>
</tr>
</tbody>
</table>

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

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.

### Ranking Criteria

**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

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Weight</th>
<th>Workflow State</th>
<th>Status</th>
</tr>
</thead>
</table>

[Add a Criterion]
You can search for a previously entered criteria by typing a keyword in the box.

If no matches are found you can Add a new criteria.
Fill out the required fields denoted by the red asterisk.

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

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

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

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

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

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

Click on the proper selection for your campus workflow.
You can type in a comment to your approver and, if you would like, Add this posting to your watch list. If you click on Submit it will send the posting to the approver you selected.
Once you have transitioned it to your approver the Owner of the posting has changed. If you are not the owner you can no longer make changes to a posting.
<table>
<thead>
<tr>
<th>Working Title</th>
<th>Job Posting Number</th>
<th>Department</th>
<th>Active Applications</th>
<th>Workflow State</th>
<th>(Actions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Services Manager</td>
<td>C/U00031</td>
<td>SOP-Administration</td>
<td>0</td>
<td>Posted</td>
<td>Actions▼</td>
</tr>
<tr>
<td>Academic Services Manager</td>
<td></td>
<td>SOP-Administration</td>
<td>0</td>
<td>Draft</td>
<td>Actions▼</td>
</tr>
<tr>
<td>Academic Services Senior Profe</td>
<td></td>
<td>Chancellors Office</td>
<td>0</td>
<td>Draft</td>
<td>Actions▼</td>
</tr>
<tr>
<td>Special Assistant - UCCS</td>
<td>C/U00044</td>
<td>StudentSuccess AdminOperations</td>
<td>0</td>
<td>HR Approval</td>
<td>Actions▼</td>
</tr>
<tr>
<td>Academic Services Principal Pr</td>
<td></td>
<td>Fiske Planetarium/SC CT</td>
<td>0</td>
<td>Draft</td>
<td>Actions▼</td>
</tr>
<tr>
<td>Academic Services Manager</td>
<td></td>
<td>AAVC-Faculty Records</td>
<td>0</td>
<td>Draft</td>
<td>Actions▼</td>
</tr>
<tr>
<td>TEST Sales Assistant III</td>
<td>C/U00046</td>
<td>Housing-Administration</td>
<td>0</td>
<td>Closed/Removed from Web</td>
<td>Actions▼</td>
</tr>
<tr>
<td>Academic Services Principal Pr</td>
<td></td>
<td>SOM - Dean DO</td>
<td>0</td>
<td>Draft</td>
<td>Actions▼</td>
</tr>
<tr>
<td>Academic Services Manager</td>
<td></td>
<td>SOP-Administration</td>
<td>0</td>
<td>Draft</td>
<td>Actions▼</td>
</tr>
<tr>
<td>Academic Services Manager</td>
<td></td>
<td>SOP-Administration</td>
<td>0</td>
<td>Draft</td>
<td>Actions▼</td>
</tr>
<tr>
<td>Academic Services Professional</td>
<td>C/U00050</td>
<td>College of Nursing</td>
<td>0</td>
<td>Final Department Review</td>
<td>Actions▼</td>
</tr>
</tbody>
</table>

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

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

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

<table>
<thead>
<tr>
<th>Posting Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Edit</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Posting Number</strong></td>
<td>C/U00050</td>
</tr>
<tr>
<td><strong>HR Consultant</strong></td>
<td>Malaika white</td>
</tr>
<tr>
<td><strong>Recruiter</strong></td>
<td>Test</td>
</tr>
<tr>
<td><strong>Recruiter telephone</strong></td>
<td>555.555.5555</td>
</tr>
<tr>
<td><strong>Recruiter fax</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Recruiter email</strong></td>
<td><a href="mailto:test@gmail.com">test@gmail.com</a></td>
</tr>
<tr>
<td><strong>Department Recruiting Liaison</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Job posting contact</strong></td>
<td>Testing</td>
</tr>
<tr>
<td><strong>Job posting contact telephone</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Job posting contact email</strong></td>
<td><a href="mailto:test1@gmail.com">test1@gmail.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position Number</strong></td>
<td>10006</td>
</tr>
</tbody>
</table>
When everything is correct you are ready to transition your posting through your campus workflow process. Click on the orange Take Action On Posting drop down.

Take Action On Posting

- Keep working on this Posting
- Send for Higher Level Campus/School Approval (move to Higher Level Campus/School Approval)
- Send for HR Approval (move to HR Approval)

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.
Send for HR Approval (move to HR Approval)

Comments (optional)
Moving to HR Approval

When you transition the posting, you can add comments for your HR Approver. You can put the posting on your watch list by checking the box or uncheck it to remove it from your watch list.
Once transitioned the owner of the posting has changed. If you are not the owner you can no longer make changes to a posting.
### Classified and University Staff Postings

Search: Academic Services

<table>
<thead>
<tr>
<th>Working Title</th>
<th>Job Posting Number</th>
<th>Department</th>
<th>Active Applications</th>
<th>Workflow State</th>
<th>(Actions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Services Manager</td>
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<td>SOP-Administration</td>
<td>0</td>
<td>Posted</td>
<td>Actions▼</td>
</tr>
<tr>
<td>Academic Services Manager</td>
<td></td>
<td>SOP-Administration</td>
<td>0</td>
<td>Draft</td>
<td>Actions▼</td>
</tr>
<tr>
<td>Academic Services Senior Profe</td>
<td></td>
<td>Chancellors Office</td>
<td>0</td>
<td>Draft</td>
<td>Actions▼</td>
</tr>
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<td>C/U00044</td>
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<td>0</td>
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<td>0</td>
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<td>Draft</td>
<td>Actions▼</td>
</tr>
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<td></td>
<td>SOP-Administration</td>
<td>0</td>
<td>Draft</td>
<td>Actions▼</td>
</tr>
<tr>
<td>Academic Services Manager</td>
<td></td>
<td>SOP-Administration</td>
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<td>Draft</td>
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<td>Academic Services Professional</td>
<td>C/U00050</td>
<td>College of Nursing</td>
<td>0</td>
<td>HR Approval</td>
<td>Actions▼</td>
</tr>
</tbody>
</table>

*HR approver will find and review the posting.*
Please review the details of the posting carefully before continuing.

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

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

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

**HR will review the posting and either approve, make changes, or transition it to the department so they can make changes.**
The HR approver can transition the posting to the appropriate state.
Once transitioned there is the option to add notes.

Post (move to Posted)

Comments (optional)

Staff Campus moving to Posting

This posting is currently in your watch list. Uncheck this box to remove it.

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

Once you have successfully transitioned the posting you will see this green bar across the top of the banner.
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.
Click on Actions, then select Select View Applicants
After reviewing the applications, you can change applicant status by selecting specific applicants. Click on Actions and select Move in Workflow.
To change all applicant’s status, click on the box next to the last name title to select all active applicants. NOTE: To move in bulk, all applicants workflow States must be the same.

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

Click on Actions Button

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

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

To manage applicants one by one use the drop down that corresponds to the applicant name.
If any of the Not Selected Values are selected, you will need to select a reason.

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

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

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

When ready to move forward with the hiring proposal click on Start Hiring Proposal
In this example, we are filling the position of IT Tech II and are proposing to hire Jacob Ketteiman.

In Search Field, enter the Position Description and then Click Search.
After you enter the search for the Position Description, the working title will show up here and will auto default as selected.

You have now attached the applicant to the posting. To complete this function, click on Select Position Description.
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.
In the Hiring Proposal, enter all data you want to feed over to HRMS

When done, click Next
If no attachments are uploaded, click next to move to summary.
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.
Send for HR Approval (move to HR Approval)

Comments (optional)

Add this hiring proposal to your watch list?

Submit  Cancel
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.
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).
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