

Jobs at CU

HIRING PROPOSAL 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. Please use this guide in conjunction with the DL Glossary.

You will use this system to:

- Create, modify and approve positions
- Advertise recruitments online
- Review applicants to your postings
- Allow search committee members to review and rank applications
- Communicate applicant statuses to Hiring Authorities and Campus HR Users
- Hire new employees from applicants
- Provide new employees information to begin their employment

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	People Admin Position Number	C/U00046						
	PeopleSoft Position Number	680385						
	Work Hours	Work Hours test						
	Reports to Position Number							
	FTE							
	Job Code	H212TN						
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Work Hours

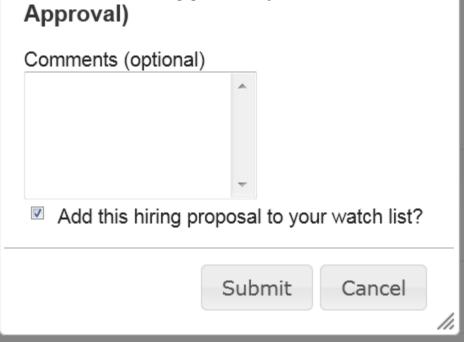
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Work Hours

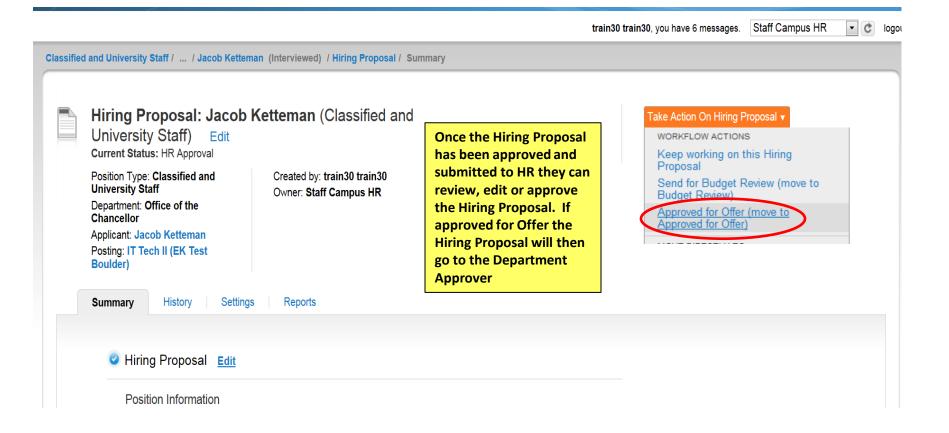
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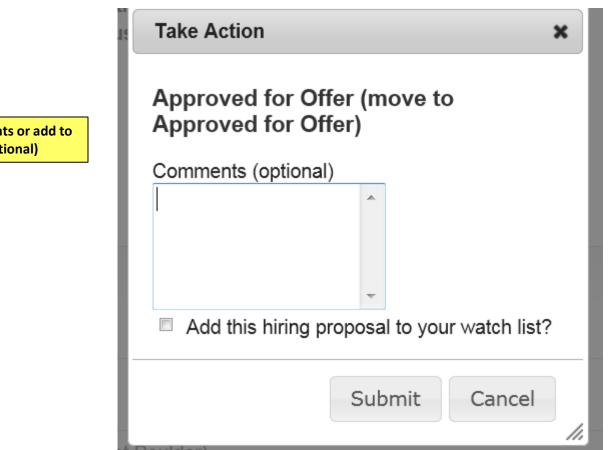
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Enter Comments (Optional) & add to watch list if needed





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

Hiring Proposal: Jacob 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) Summary History Settings	Ketteman (Classified and 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)
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Position Type: Classified and University Staff Owner: Staff Campus HR Department: Geological Sciences (10173) Once the Hiring Proposal was successfully transitioned you will be	AUniversity of Colorado User Site :: Posting Show :: I	eopleAdmin - Windows Internet Explorer		
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This concludes the Hiring Proposal process.

Thank You! Any Questions? Please send to jobsatcuhelp@cu.edu