CU Careers: Step-by-Step Guide

ACE Setup and Management

This guide shows how to configure prescreening questions using the ACE methodology to help identify top candidates. The ACE candidate alert allows users to set a threshold to identify the ideal candidate and to send an email to specific recipients to inform them that ACE candidates have applied. The ACE candidate alert identifies top candidates based on their responses to the prescreening questions they answered during the application process. Candidates are divided into three groups to help users determine which candidate files to review first:

- **ACE candidates:** Consider these candidates first because they meet all required criteria and some asset criteria.
- **Minimally qualified candidates:** Consider these candidates after the ACE candidates because they meet all required criteria but not asset criteria.
- **Other candidates:** Do not consider these candidates because they do not meet minimum qualifications.

**Note:** Refer to the Prescreening Questions step-by-step guide as you will need to have existing questions before beginning ACE configuration.

Configuring Requirements

A requirement is a criterion that must be fulfilled in order for the applicant to be considered for the role.

1. While editing a requisition, begin at the Prescreening section where you can view the questions added previously.

   5. Prescreening

<table>
<thead>
<tr>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>This requisition uses 0 of the 1 questions from the corresponding prescreening model.</td>
</tr>
<tr>
<td>Add</td>
</tr>
<tr>
<td>Question</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>
   | No | Not Applicable | 0 | (0%)
   | 2 | Do you have prior experience in management and configuration of Windows 10 and Max OS X? | | |
   | Yes | Required/Asset | Weight |
   | No | Not Applicable | 0 | (0%)

2. Begin with questions that include answers that are required in order for the candidate to meet minimum qualifications. Select **Required** from the **Required/Asset** drop down to the right of the answer that is required.

   **Note:** This applies to single answer or multiple choice questions.
3. For multiple choice questions, select **Required** next to each answer that is a minimum qualification that a candidate needs to have in order to be considered for the role.

### Configuring Assets

An asset is a skill or competency that is not required for a candidate to be considered for a role, but rather is nice-to-have. The utilization of assets in ACE configuration is essential in order to filter out top candidates who not only meet your requirements, but also have some or all of the desired skills.

1. Identify answer choices that are assets, or “nice to haves,” and click **Asset** from the drop down to the left of the answer choice.

Note: List the minimum requirement and all those above it as requirements, not assets. This will ensure candidates who have above the minimum requirement are not filtered out.
Configuring Asset Weight (Optional)

The weighting of assets is an optional configuration to help identify certain assets as more important than others. A percentage can be selected and based on the number of assets that are being weighted; the system automatically calculates the overall percentage and applies it to the configuration.

2. In order to identify assets that are of a higher importance than others, use the Weight column to the right of the Required/Assets dropdown box.

3. Select a question that has multiple assets.

4. In the Weight column to the right of the Requirement/Asset dropdown, select 100% for the asset of the highest importance.

5. For consequential assets, select a percentage lower than the first. (It is recommended to decrease by 10% for each asset.)

Note: The system automatically calculates the total overall weight of each asset in the area to the right of the Weight column.

6. After your configurations are complete, click Save and Close.
Creating the ACE Alert

After prescreening questions are configured, there are several ways to customize the types of alerts system users of your choice will receive.

7. From the Requisition page, click the Alerts tab:

   ![Requisition page interface with Alerts tab highlighted]

8. Click Modify Alert.

9. Select the Identify ACE candidates according to the following criteria checkbox.

   ![Check box for identifying ACE candidates]

10. **Optional:** If you are using the Weight functionality with Assets, select the A candidate meeting all of the required criteria achieves a result of at least checkbox and select a minimum weight that a candidate would need to meet in order to be considered ACE.

   ![Checkbox for minimum weight]

11. To identify a minimum number of assets, click the A meeting all of the required criteria has at least checkbox and select a number (out of the total amount of assets).

   ![Checkbox for minimum assets]

12. Depending on how restrictive you want the alert to be, select the correct option; you can select when either condition is met or when both conditions are met:

   ![Options for selecting conditions]

   **Note:** If weighting of assets is not being used and the checkbox next to “A candidate meeting all of the required criteria achieves a result of at least ___%” is not selected, these selections will be greyed out.

13. Click Next.
14. Use the **Quick Filters** to identify which system users you would like to receive the ACE alerts.

15. Click **Select** to the right of the recipient’s name to add him or her to the alert list.

**Note:** After your recipients have been added, notice their names appear under **Selected Recipients** at the top of the screen:

16. Click **Done**.
**Note:** Alert configurations will appear on the Alerts tab.

**ACE Candidate Alert**

The alert will be triggered when a candidate meets the following conditions:

1. A candidate meeting all the required criteria achieves a result of at least 80%.
2. A candidate meeting all the required criteria has at least 3 assets out of 4.

When an ACE candidate is identified, alert these recipients:

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shaler-3A, Brynn-3A</td>
</tr>
<tr>
<td>Eschler, Amosy</td>
</tr>
<tr>
<td>Hooker, Tacy</td>
</tr>
</tbody>
</table>

**Optional:** Click **Set Alert** under Request More Information to create a second alert.

**Request More Information**

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Star</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mountain, Copper (12120)</td>
<td>★</td>
</tr>
<tr>
<td>Basin, Arapahoe (11601)</td>
<td>★</td>
</tr>
</tbody>
</table>

**Note:** From a candidate list, ACE candidates are denoted with a star next to their name.