

# 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:

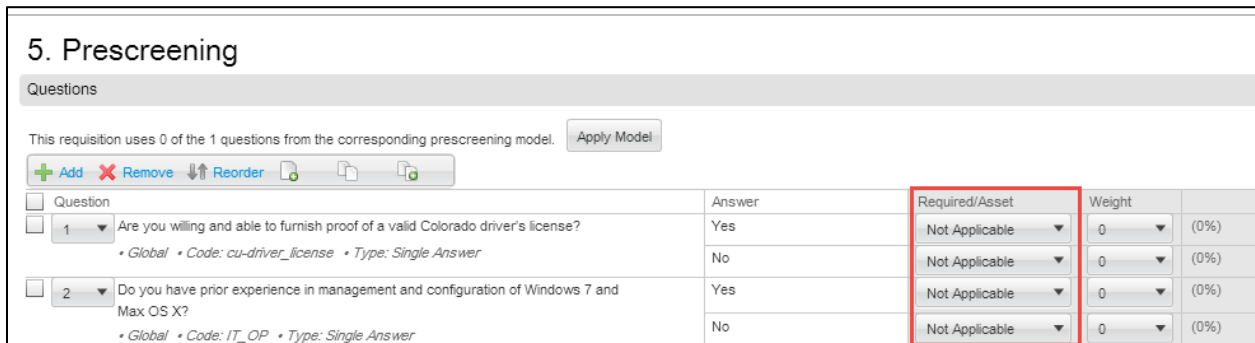
- **ACE candidates:** Consider these candidates first because they meet all required criteria and some asset criteria.
- **Minimally qualified candidates:** Consider these candidates after the ACE candidates because they meet all required criteria but not asset criteria.
- **Other candidates:** Do not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

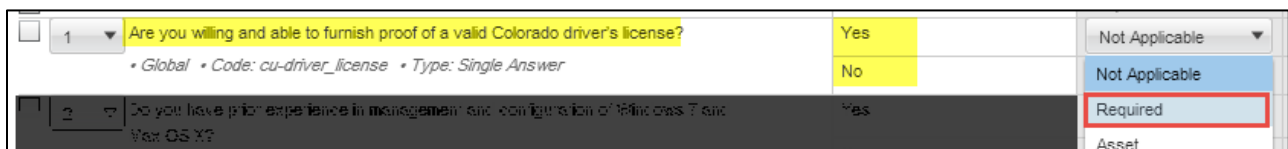
1. While editing a requisition, begin at the Prescreening section where you can view the questions added previously.



Question	Answer	Required/Asset	Weight
1 Are you willing and able to furnish proof of a valid Colorado driver's license? <i>• Global • Code: cu-driver_license • Type: Single Answer</i>	Yes	Not Applicable	0 (0%)
	No	Not Applicable	0 (0%)
2 Do you have prior experience in management and configuration of Windows 7 and Max OS X? <i>• Global • Code: IT_OP • Type: Single Answer</i>	Yes	Not Applicable	0 (0%)
	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.



1 Are you willing and able to furnish proof of a valid Colorado driver's license? <i>• Global • Code: cu-driver_license • Type: Single Answer</i>	Yes	Not Applicable
	No	Not Applicable
2 Do you have prior experience in management and configuration of Windows 7 and Max OS X? <i>• Global • Code: IT_OP • Type: Single Answer</i>	Yes	Required
	No	Asset

- 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.

<input type="checkbox"/> 4 Select the Operating System in which you are skilled: <small>* Global * Code: Operating System * Type: Multiple Answers</small>	Novell Netware	Not Applicable
	Windows 9X	Required
	Windows XP	Not Applicable
	Windows CE	Required
	Windows NT	Not Applicable
	Windows 2000	Required
	UNIX	Not Applicable
	None	Not Applicable

## 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.

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

<input type="checkbox"/> 4 Select the Operating System in which you are skilled: <small>* Global * Code: Operating System * Type: Multiple Answers</small>	Novell Netware	Asset
	Windows 9X	Required
	Windows XP	Asset
	Windows CE	Required
	Windows NT	Asset
	Windows 2000	Required
	UNIX	Asset
	None	Not Applicable

**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.

<input type="checkbox"/> 3 How many years of experience do you have? <small>* Global * Code: Experience * Type: Single Answer</small>	0-1	Not Applicable
	2-3	Required
	4+	Required

4+ years is a requirement, not an asset

## 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.

- 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.

Required/Asset	Weight	
Not Applicable ▼	0 ▼	(0%)
Not Applicable ▼	0 ▼	(0%)
Not Applicable ▼	0 ▼	(0%)
Not Applicable ▼	0 ▼	(0%)
Not Applicable ▼	0 ▼	(0%)

- Select a question that has multiple assets.
- In the **Weight** column to the right of the Requirement/Asset dropdown, select 100% for the asset of the highest importance.

Question	Answer	Required/Asset	Weight
1 ▼ Select the Operating System in which you are skilled:	Novell Netware	Asset ▼	100 ▼

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

Question	Answer	Required/Asset	Weight	
1 ▼ Select the Operating System in which you are skilled: <i>• Global • Code: Operating System • Type: Multiple Answers</i>	Novell Netware	Asset ▼	100 ▼	(29%)
	Windows 9X	Required ▼	0 ▼	(0%)
	Windows XP	Asset ▼	90 ▼	(26%)
	Windows CE	Required ▼	0 ▼	(0%)
	Windows NT	Asset ▼	80 ▼	(23%)
	Windows 2000	Required ▼	0 ▼	(0%)
	UNIX	Asset ▼	70 ▼	(20%)
	None	Not Applicable ▼	0 ▼	(0%)

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

Answer	Required/Asset	Weight	
Novell Netware	Asset ▼	100 ▼	(29%)
Windows 9X	Required ▼	0 ▼	(0%)
Windows XP	Asset ▼	90 ▼	(26%)
Windows CE	Required ▼	0 ▼	(0%)
Windows NT	Asset ▼	80 ▼	(23%)
Windows 2000	Required ▼	0 ▼	(0%)
UNIX	Asset ▼	70 ▼	(20%)
None	Not Applicable ▼	0 ▼	(0%)

- 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 Alerts Attachments Posting and Sourcing History Reports Interviews

8. Click **Modify Alert**.

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

Identify ACE candidates according to the following criteria:

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.

A candidate meeting all the required criteria achieves a result of at least 60%

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).

A candidate meeting all the required criteria has at least 3 assets out of 4

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:

Identify a candidate as an ACE when **either** condition is met.  
 Identify a candidate as an ACE when **both** conditions are met.

**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:

**Done**

16. Click **Done**.

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

Requisition	Alerts	Attachments	Posting and Sourcing	History	Rep
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### ACE Candidate Alert

Modify 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 60%.
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:

Name
Shader-SA, Brynn-SA
Eschler, Ashley
Hooker, Tracy

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

### Request More Information

Set Alert

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

Candidate	★
Mountain, Copper (12120)	★
Basin, Arapahoe (11601) 📄	★