Supervisor Pop Quiz

Recruitment

1. What is the system we use to recruit candidates called?
    a. JobsatCU
    b. People Admin
    c. HCM
    d. CU Careers
2. What form is required to start the recruitment process?
    a. Position From
    b. Budget Form
    c. Recruitment/Hire Form
    d. Position/Budget Form
3. Where do you send the completed form?
    a. Systemhr@cu.edu
    b. Ashley.frakes@cu.edu
    c. Tracy.hooker@cu.edu
    d. Gabrielle.sawusch@cu.edu

Onboarding

4. What is one thing a new hire must do on their first day of work?

    _____
5. What is one thing a new hire must do during their first month?

    _____
6. Who do all new hires have to meet with to kick off the onboarding process?
    a. Tracy Hooker
    b. Ashley Eschler
    c. Gabrielle Sawusch
    d. Ashley Frakes

FMLA

7. What does FMLA stand for?
    a. Family Medicinal Law Act
    b. Familial Medical Legal Act
    c. Family Medical Leave Act
    d. Family Medical Leave Association
8. What is the name of the single form that is required to start FMLA?
    a. Medical Leave Form
    b. Medical Certification Form
    c. Family Leave Form
    d. Family Medical Form

9. Is this Federal or State program?
   - e. Federal
   - f. State

My Leave

10. What is a proxy?
    - a. An additional approver that can be added to all approval types
    - b. Formerly known as a designate
    - c. An employee's supervisor
    - d. One of multiple approvers
11. What is the monthly leave deadline?
    - e. 5th of every month
    - f. 6th of every month
    - g. The 7th of every month
    - h. What's a deadline?
12. Does retroactive sick time have to be approved?
    - i. Yes
    - j. No

Notes