

Find previous job postings with reintroduced CU People Admin pages in HCM. ^[1]


July 27, 2017 by [Employee Services](#) ^[2]

HCM users can now view historical job postings and position descriptions from Jobs at CU within the reintroduced CU People Admin pages.

Users can find and view any position description added in the position management section of Jobs at CU from 2013 to 2015 (People Admin Version 7). This includes searches for classified, university staff and faculty postings by the corresponding job code. Searches are not limited to faculty positions, even though the page is titled CU PA Faculty posting.

How to access these pages:


1. In the HCM main menu, select the item **CU People Admin Positions**.




- ▶ My Favorites
- ▶ CU PETs and Funding
- ▶ CU Time
- ▶ Onboarding Process
- ▶ Smart Solutions
- ▶ Smart Employee Onboarding
- ▶ Smart PAF
- ▶ Self Service
- ▶ Manager Self Service
- ▶ Recruiting
- ▶ Workforce Administration
- ▶ Benefits
- ▶ Compensation
- ▶ Payroll for North America
- ▶ Workforce Development
- ▶ Organizational Development
- ▶ Administer Training
- ▶ Workforce Monitoring
- ▶ CU Student Info & Processes
- ▶ **CU People Admin Positions**
- ▶ Set Up HCM
- ▶ Enterprise Components
- ▶ Worklist
- ▶ Reporting Tools
- ▶ PeopleTools
- CU Benefits Dashboard
- Company Directory
- CU HCM User Workcenter
- My Preferences
- My System Profile

2. You will then have the option of choosing **CU People Admin Positions** or **CU People Admin Posting Details**.


CU People Admin Positions

 **CU People Admin Positions**

CU People Admin Position

 CU People Admin Positions

CU People Admin Positions

 CU

3. To search in **CU People Admin Positions**, enter either the position type name, HRMS Position Number or the CU Job Code into the search field.

CU People Admin Positions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Position Type Name

HRMS Position Number

CU Job code

Search

Clear

Basic Search

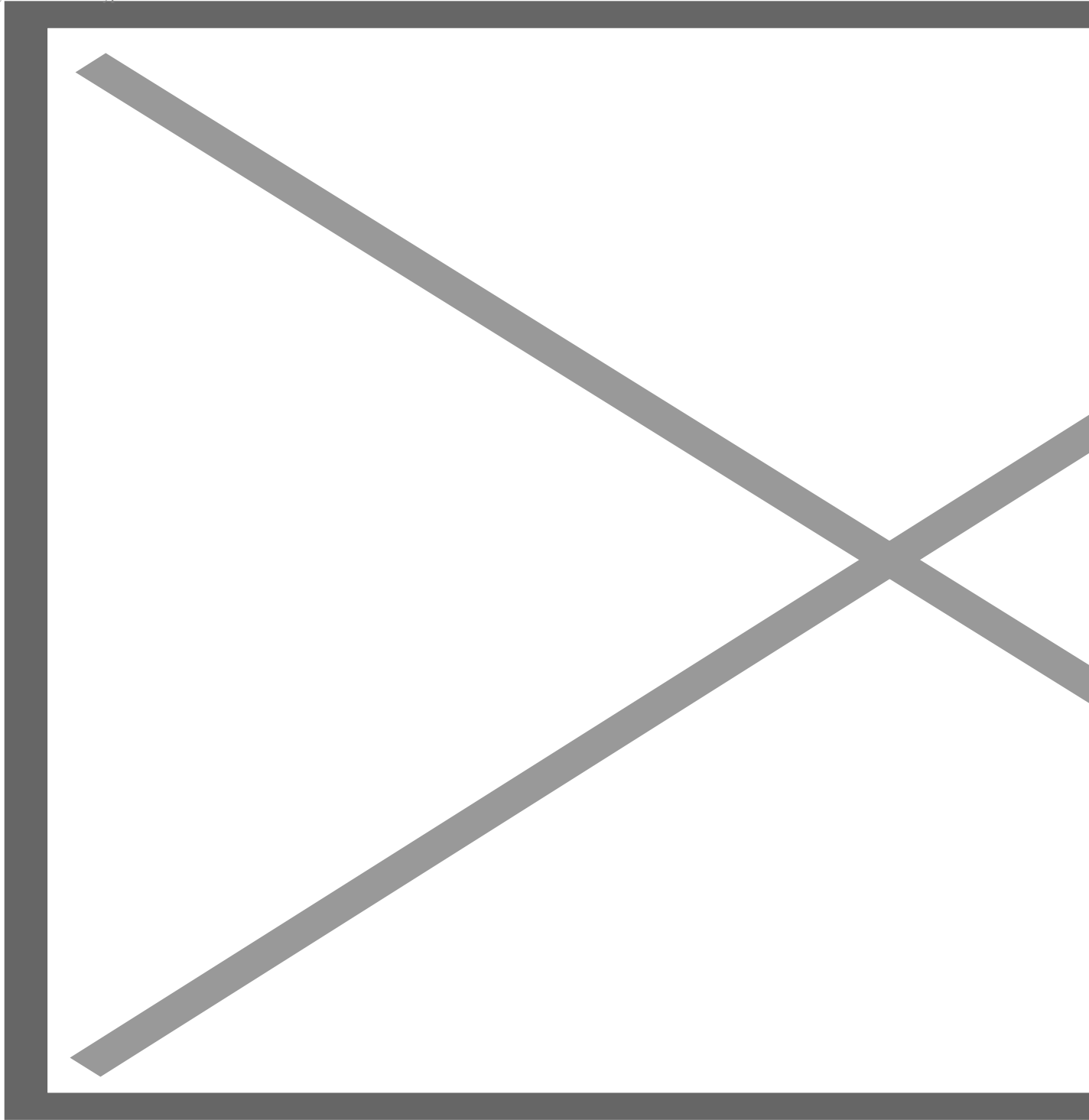


Save Search Criteria

Please note: When searching for a position with an HRMS Position Number, the field may require you to include the preceding two or four zeros before the four-digit or six-digit position number.

- a. **CU People Admin Positions** lets users view the position management side of past position descriptions. This includes HRMS Position Number, Working Title, Management team and more.

Image not found or type unknown



4. To search in **CU People Admin Posting Details**, enter either the position number or the CU Job Code.

Please note: When searching for a position with an HRMS Position Number, the field may require you to include the preceding two or four zeros before the four-digit or six-digit position number.

CU PA Faculty Posting

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Position Number

CU Job Code

Search

Clear

Basic Search



Save Search Criteria

On the navigational bar in **CU People Admin Posting Details**, the heading indicates faculty postings, which may be incorrect due to a system error. CU Admin Posting Details houses all university staff, classified staff and faculty positions.

- a. **CU People Admin Posting Details** will show information previously posted to Jobs at CU for recruitment.

Created at June 20, 2014 at 02:24 PM

Position Number

CU Job Code 2448

Job Title Human Resources Professional

Department Unit Identifier 51000

Department Display Label Employee Services

Recruiter

HR Consultant

User Section Field

Job Posting Contact

Job Summary¹ The department of Employee Services is currently seeking an HR Professional. This position is under the supervision of the Assistant Director of Human Resources and is responsible for the recruitment operations of System Administration. Additionally, this position will provide administrative support of day-to-day Human Resources operations in the department of Employee Services. The individual in this position must have the ability to communicate effectively both orally and in writing with employees and the general public, to maintain confidentiality in daily operations, and to conduct daily duties in a professional appearance and manner. This individual must also be a highly organized professional, self-directed, fast learner, able to respond well to high stress environments and

[HCM Position Profiles](#) ^[3], [CU People Admin Positions](#) ^[4]

Display Title:

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