

Special instructions for Classified Staff applicants ^[1]

Individuals eligible for transfer, non-disciplinary (voluntary) demotion, or reinstatement will be required to participate in the competitive assessment process in order to be considered for this vacancy.

Qualified veterans and surviving spouses are eligible for veteran's preference. If you were honorably discharged and served during one of the periods for which the federal government awards veterans preference, please fax a DD214 and other supporting documents to the HR Consultant listed in the job announcement, including the recruiter/job posting contact name and the job posting number on your cover sheet. *In order to be eligible to receive veteran's preference, you must submit your DD214 no later than the posting/application deadline.*

Your application will be reviewed by a qualified Human Resource Specialist and subject matter experts to determine if you meet the minimum qualifications and preferred qualifications listed in the announcement. PLEASE BE SURE YOUR APPLICATION MATERIALS ARE COMPLETE AND THAT YOU DOCUMENT YOUR CURRENT AND PAST WORK EXPERIENCE, KNOWLEDGE, AND SKILLS, AND HOW THAT DIRECTLY RELATES TO THIS POSITION AND ITS REQUIREMENTS. Provide thoughtful responses to any supplemental questions, as they will be used to assess your previous work experience.

Failure to include adequate information (INCLUDING SPECIFIC DATES AND HOURS WORKED) or follow instructions may affect your meeting minimum qualifications and score and prevent you from competing in subsequent measures used to arrive at a top group of applicants.

You will be notified if you do or do not meet the minimum qualifications for this position. Contact the recruiter/job posting contact within five (5) days of notice to discuss the decision. If you still do not agree with our decision regarding your qualifications and your elimination from consideration for the position, you may protest the action by filing an appeal with the State Personnel Board/State Personnel Director within ten (10) days from the date you receive notice of the elimination. Also, if you wish to challenge the comparative analysis process, including conduct or content of an examination, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice of elimination from consideration or knowledge of the action you are challenging. Scores and ranks are NOT appealable.

Refer to Chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR801, for more information about the appeals process. The State Personnel Board Rules and Personnel Director's Administrative Procedures are available at www.colorado.gov/spb ^[2]. A standard appeal form is available at: www.colorado.gov/spb ^[2]. If you appeal, your appeal must be submitted in writing on the official appeal form, signed by you or your representative, and received at the following address within ten (10) days of your receipt of notice or knowledge of the action: Colorado

State Personnel Board/State Personnel Director, Attn: A1525 Sherman Street, 4th Floor, Denver, CO 80203. Fax: 303-866-5038. Phone: 303-866-3300. The ten-day deadline and these appeal procedures also apply to all charges of discrimination.

Please note that this vacancy may, at the discretion of the appointing authority, be filled by another method of appointment for valid business reasons.

Groups audience:

CU Careers

Right Sidebar:

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CU Careers: Campus HR offices

CU Careers: Campus ADA Coordinators

Source URL: <https://www.cu.edu/cu-careers/special-instructions-classified-staff-applicants>

Links

[1] <https://www.cu.edu/cu-careers/special-instructions-classified-staff-applicants>

[2] <http://www.colorado.gov/spb>