

## Create/Modify a Position <sup>[1]</sup>

Start by creating or modifying the position you want to fill.

Learn how to create and update position data and the non-person profile (job description), and, if necessary, prepare to feed data to CU Careers for recruitment. The types of changes you can make include working with vacant positions, reactivating positions, updating positions, new positions, and moving position and non-person profile data to CU Careers.

### **Learn how to:**

Step-by-step: [Adding Required Training](#) <sup>[2]</sup>

Step-by-step: [Approving Transactions](#) <sup>[3]</sup>

Step-by-step: [Create a Position](#) <sup>[4]</sup>

Step-by-step: [Creating or Updating a Non-Person Profile](#) <sup>[5]</sup>

Step-by-step: [Updating a Position](#) <sup>[6]</sup>

Step-by-step: [Union Code Field in Position Data](#) <sup>[7]</sup>

Quick Reference Guide: [View Completed ePAR Transactions and Track their Status](#) <sup>[8]</sup>

### **Resources**

Please use the following lists and reference guides when building Non-Person Profiles. (**Hint:** To sort through these lists, click the dropdown arrow at the top of each column. )

[Standard Hours, FTE and Percent of Time \(PDF\)](#) <sup>[9]</sup>

[Job Definitions](#) <sup>[10]</sup>

[Classified Staff Minimum Qualifications List \(Excel\)](#) <sup>[11]</sup>

[Classified Staff Duties List \(Excel\)](#) <sup>[12]</sup>

[University Staff Auxiliary-Funded Minimum Qualifications \(Excel\)](#) <sup>[13]</sup>

[University Staff Duties List \(Excel\)](#) <sup>[14]</sup>

[Job Competencies List \(Excel\)](#) <sup>[15]</sup>

[Job Families/Job Codes Reference Table \(Excel\)](#) <sup>[16]</sup>

[Competencies Guide \(PDF\)](#) <sup>[17]</sup>

## How HCM and CU Careers work together

### Integration means simplified position creation

Using HCM and CU Careers, creating job descriptions will center on selection of duty statements, competencies, qualifications, training requirements and other additional position requirements. The Non-Person Profile is the basis of what will become our Job Descriptions.

Non-Person Profiles compile information from a variety of sources:

- HCM provides Position Data and Training Data (HIPAA, Hazardous Material);
- Kenexa provides job matches and competencies;
- CU Careers provides job summaries, duty statements and other information about posted positions.

Transaction pages let us create the position and the profile on the same page, so the Manager/HCM Department User/HR will not have to navigate to different pages. They enable automatic transactions between integrated systems. This means less data entry for everyone involved. Driving human resources by position lets us define specific attributes of various positions and then move workers in and out of those positions.

### Groups audience:

HCM Community

### Right Sidebar:

HCM: Resources Key

HCM: Campus Documentation

HCM: Recruit and Hire help

HCM: Feedback

HCM: Document Library

HCM: Submit a Ticket

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**Source URL:** <https://www.cu.edu/hcm-community/createmodify-position>

### Links

[1] <https://www.cu.edu/hcm-community/createmodify-position>

- [2] <https://www.cu.edu/docs/sbs-adding-required-training>
- [3] <https://www.cu.edu/docs/sbs-approving-transactions>
- [4] <https://www.cu.edu/docs/sbs-creating-position-funding>
- [5] <https://www.cu.edu/docs/sbs-creating-or-updating-non-person-profile>
- [6] <https://www.cu.edu/docs/sbs-updating-position>
- [7] <https://www.cu.edu/docs/union-code-field-position-data>
- [8] <https://www.cu.edu/docs/qrg-view-completed-epar-transactions-and-track-their-status>
- [9] <https://www.cu.edu/docs/jaid-standard-hours-fte-and-percent-time>
- [10] <https://www.cu.edu/hcm-community/job-definitions>
- [11] <https://www.cu.edu/sites/default/files/Classified-Staff-Minimum-Qualifications.xlsx>
- [12] <https://www.cu.edu/sites/default/files/Classified-Staff-Duties-List.xlsx>
- [13] <https://www.cu.edu/sites/default/files/University-Staff-Auxiliary-Funded-Minimum-Qualifications.xlsx>
- [14] <https://www.cu.edu/sites/default/files/University-Staff-Duties-List.xlsx>
- [15] <https://www.cu.edu/sites/default/files/Job-Competencies-List.xlsx>
- [16] <https://www.cu.edu/sites/default/files/Job-Code-Job-Family-Reference-Table.xlsx>
- [17] <https://www.cu.edu/sites/default/files/Competency-Reference-Guide.pdf>