CU Careers: Step-by-Step Guide

Reposting Positions in CU Careers from JobsatCU

This guide describes how to most efficiently repost faculty positions from JobsatCU to the new CU Careers system and continue the recruitment process. It is recommended to have the job posting in JobsatCU open so it can be copied from and pasted into CU Careers.

Non-Person Profile

To begin the process of creating a new job posting, begin in HCM in a Non-Person Profile transaction page. Refer to Position Profiles: Step-by-Step Guide on Creating a Faculty Position for more details.

Beginning the Transaction

2. Click the Smart ePAR Pay Actions tab.

As you start your transaction, the page displays the number of steps as you progress. In this procedure, you see 1 of 16 (shown below). As you progress through the transaction, the number of steps may change depending on whether you decide to update certain items.
**Step 1: Position Search**

To begin searching for the existing position:

1. Under Select Employee Type, select the type of action you want to take:
   - Vacant: Choose to update a currently vacant position.

2. Enter position number and choose the appropriate one that populates then Tab out of the field.
   **Note:** If the position number includes leading zeros (00 or 0000), you must include them.

3. Make sure the Select box is checked for your position.

4. Click Next.

**Step 2: Position Action/Reason**

Go to Action/Reason to select your action reason and enter comments about the position update:

1. Select **Vacant Position** from the Reason dropdown.

2. Choose an Effective Date.
   The Effective Date should be equal to today or future dated.
   **Note:** Profile Type is identified by employment group.

3. Add comments for the purpose of the transaction.

4. Click Next.
Step 3: Position-Change

Not all sections in position-change will need to be updated. However, it is recommended that all information is verified before sending the position to CU Careers for recruitment. Only edit the fields below if changes need to be made to update and verify position information:

1. Verify all fields.

2. Edit **Position Title**. This will be your working title on the posting.

   ![Position Data](image)

   - **Current Value**: Professor with Tenure
   - **New Value**: Accounting Professor

3. Deselect, or clear, **Update Incumbents** if you don’t want these updates to apply to the person currently holding the position.

   ![Update Incumbents](image)

4. Click **Next**.
Step 4: Non-Person Profile Questionnaire

This page allows users to choose which parts of the Non-Person Profile (NPP) to update. To choose the pages in the non-person profile to update:

1. In the **Description** field, update the description to match your Position Title (working title).

   ![Non-Person Profile Descriptions]

<table>
<thead>
<tr>
<th>Description:</th>
<th>Accounting Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Description:</td>
<td></td>
</tr>
</tbody>
</table>

2. **Short Description** can be an identifier of your choice.

3. Select **Yes** for the areas of the NPP you want to update.

   **Note:** Radio buttons that are greyed out and marked **Yes** have mandatory fields that must be filled out to save and submit to CU Careers for recruitment. The only fields that are required for **Faculty** include: Position Summary and the HR Consultant. It is recommended to select Yes for Background Check Types if background checks are required.

   ![Please choose Yes/No for the below Non-Person profile options that you wish to change/add/delete]

   Position Summary  Yes No
   HR Consultant  Yes No
   Required Training  Yes No
   Background Check Types  Yes No
   Additional Job Requirement  Yes No
   HR Only  Yes No
   Faculty Effort  Yes No
   Degrees  Yes No

4. Click **Next**.
Step 5: Position Summary and HR Consultant

Update the position summary page (required for CU Careers).

1. To add a new position summary, click Add New Position Summary or select the row currently populated to edit existing information. New rows will need to be added when first creating/updating these positions.

2. Click the look up next to Type of Review.

3. Choose from one of the following options
   - **New**: Use when creating a new position or adding the job summary for the first time.
   - **Vacant**: Use when filling a vacant position or soon to be vacant position.
   - **Update Pos**: Choose only if updating a position.
   - **Reallocation**: Use for a position change that is not a Promotion or Demotion (no change in pay).
   - **Promotion**: Use if position change is with more pay/responsibilities.
   - **Demotion**: Use if position change is with less pay/responsibilities.

4. Click the look up next to Exemption Statute.

5. Select the appropriate exemption statute.
6. If you are recruiting for the position, click the **Feed to CU Careers?** checkbox. This sends the position to CU Careers once approved. Leave unchecked if you are only updating the position/NPP and not sending to CU Careers for recruitment.

7. Enter a job summary. (This will feed to CU Careers as part of your job description.)

8. Click **OK**.

9. Click **Add New HR Consultant** (required for CU Careers).

10. Click the look up next to HR Consultant and select the correct HR Consultant appropriate for your campus (refer to your campus HR for more information).

11. Click **OK**.

12. Click **Next**.

13. On the next page, click **Add New Background Check Types**.

14. Click the look up for **Background Check Type**.

15. Click background check.

16. To add another Background Check Type click **Apply and Add Another**.

Or,

Click **OK**.
Step 6: Saving and Submitting a Position

1. Click **Save** from the top left corner.

   ![Save]

2. Click **OK**.

   ![OK]

3. Click **Submit**.

   ![Submit]

CU Careers

This section provides information about areas within the requisition in CU Careers.

**Note:** An asterisk (*) indicates a field that should not be edited.

1. Employment Group Indicator *
2. Organization *
3. Primary Location
   a. Click **Edit**.
   b. Click down arrow and choose location.
4. Job Field *
5. Job Posting Owner
   a. If different than who updated the position in HCM use direction below:
      i. Click down arrow.
      ii. Type the name and press arrows.
      iii. Click **Select** next to the user’s name.
6. Hiring Manager *
7. HR Consultant *
   a. If different than who updated the position in HCM use direction below:
      i. Click down arrow.
      ii. Enter the name and press arrows.
   b. Click **Select** next to the user’s name.
8. Search Committee/Collaborators
   a. To modify this list, click Modify.
   b. Add users from the list by clicking Select to the right of their name.
   c. Click Done.
9. External Reviewers (Reference only field. This does not send anything to this person.):
   a. Enter non-employee email
10. Position Number*
11. Job Code*
12. Working Title:
   a. Type the title of the position if different for posting
13. PS Title*
14. Justification*
   a. Change to New position, Replacement, or Transfer/Promotion.
15. Employment Group Posting Type*
16. Campus*
17. Department*
18. Posting Contact Name
   a. Enter the name of the person who candidates can contact.
19. Posting Contact Email
   a. Enter the email of the above posting contact.
20. Employee Status*
21. Schedule*
22. Application Materials Required (Inserts into posting language only)
   a. Check box for all materials you require to have for this requisition
23. Application Materials Instructions
   a. Type instructions for applicants to add materials requested above. Use this field to elaborate on the documents required to submit an application.
24. Special Instructions to Applicants
   a. Type any special instructions needed for applicant to complete application.

Note: Classified staff language will populate here.

Administration Section
1. Background Checks Required
   a. Background checks chosen in HCM will feed to this field as a reference, but a background check coordinator can add additional checks if needed although the completion dates for checks identified in CU Careers will NOT feedback to HC and will require manual addition.
Description (External) - Copy and Paste from JobsatCU

You must remove any prior formatting that was copied and pasted from your source document to ensure correct formatting.

To remove prior formatting, press CTRL+A to select all text and click the Erase button.

1. Description – External
   a. Field will auto-populate from HCM.
   b. Edit language if needed.

2. Qualifications – External
   o Field will auto-generate from HCM
   o Edit the language if needed.

Description (Internal) - Use the Copy From Button

To copy the language and formatting from the external description and qualifications boxes into the internal boxes:

1. Click on the Copy From box.

2. Select the option Paste information even if the field is not empty.

3. Click Done.
Prescreening Questions: Adding a Question From the Library

1. Click Add.
2. Choose a question from the library.
3. Click Select to the right of question.
4. Repeat if needed.
5. Click Done.

Prescreening Questions: Creating a New Question

1. Click here to view step-by-step guide on creating new prescreening questions.

Posting a Requisition

This section shows users how to post a requisition. The ability to post is determined by your access level. If you are unable to post a position, please contact your HR office, as they will be able to post the position.

1. Click on Requisitions in the green task bar.
2. From the requisitions list click the name of the requisition to be posted.
3. Click More Actions.
4. Click Save as Open.
5. Click Posting and Sourcing.
6. Click Modify.
7. Choose Start Date if future dated by clicking dropdown or clicking the calendar.
8. Choose End Date if this is not an ongoing posting, or leave defaulted as ongoing.
   Note: Choosing ongoing will require you to fill the position or remove the posting manually. See Un-posting a Position Step-by-Step for instructions.
9. **Select boxes next to posting status.** See definitions below for more information.

- **CU – External-Career Section:** Must be selected to post to CU Careers for external applicants.
- **DOB/SSN Collection-REQUIRED for POSTING:** Must be selected at all times. This allows the collection of the Date of Birth and Social Security Number.
- **Required for Request of Confidential Letters of Recommendation:** Must be selected if collecting confidential letters of recommendation.
- **CU-Student-Temp-Career Section:** Select only when using the Direct Hire workflow.
- **CU-HireVue:** Must be selected when using HireVue to interview candidates.
- **CU-Internal-Career Section:** Must be selected to post to CU Careers for internal applicants. If a requisition is posted externally, it must be posted internally.

10. **Click Done.** The status is updated to Posted.
Un-Posting a Position

To un-post a requisition from CU Careers:

5. Click **Requisitions** in the green task bar.

6. From the Requisitions list, select the name of the requisition to be un-posted.

7. Click **Posting and Sourcing**.

8. Click **Modify**.

9. Uncheck **CU – External Career Section** and **CU-Internal-Career Section** on the far right.

10. Click **Done**. The careers sections status will read un-posted.

**Note**: DOB/SSN Collection should never be unposted.