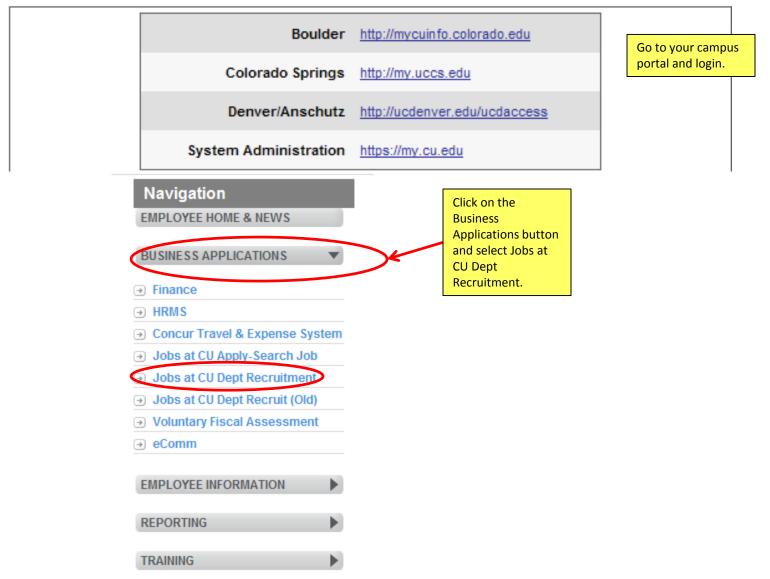


University of Colorado Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Jobs at CU

Search Committee STEP-BY-STEP GUIDE

Welcome to CU Resources



Login Page

<u>IMPORTANT</u>: Initial login will be your employee ID number for both Username & Password. You will then be prompted to modify your password.

University of Colorado

HR Users: Username is Employee ID

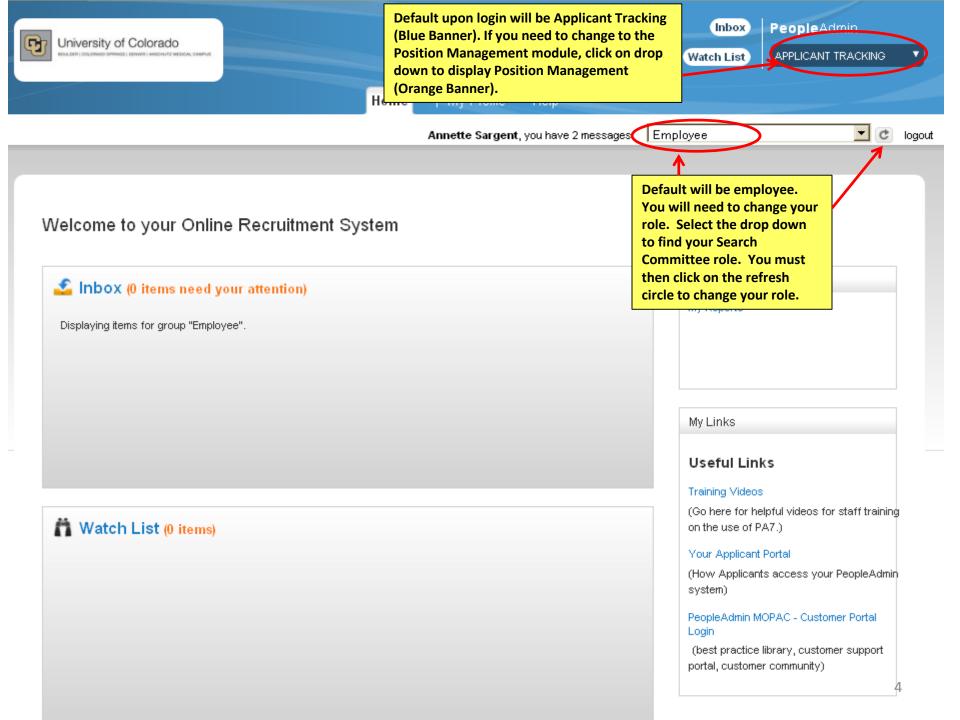
Guest Users: Username is User ID provided by HR

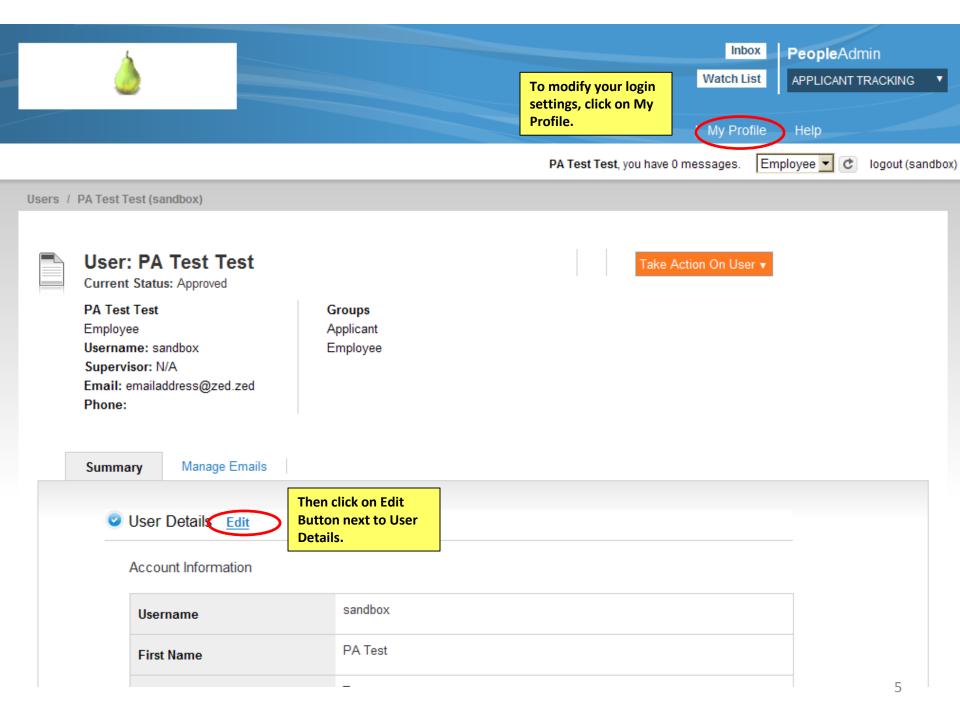
Username	192202
Password	•••••

Forgot your password? Request a password reset

Login

You will have a login link on the employee portal to access this page. From this page, you will then login with your employee ID number for both your user name and password.

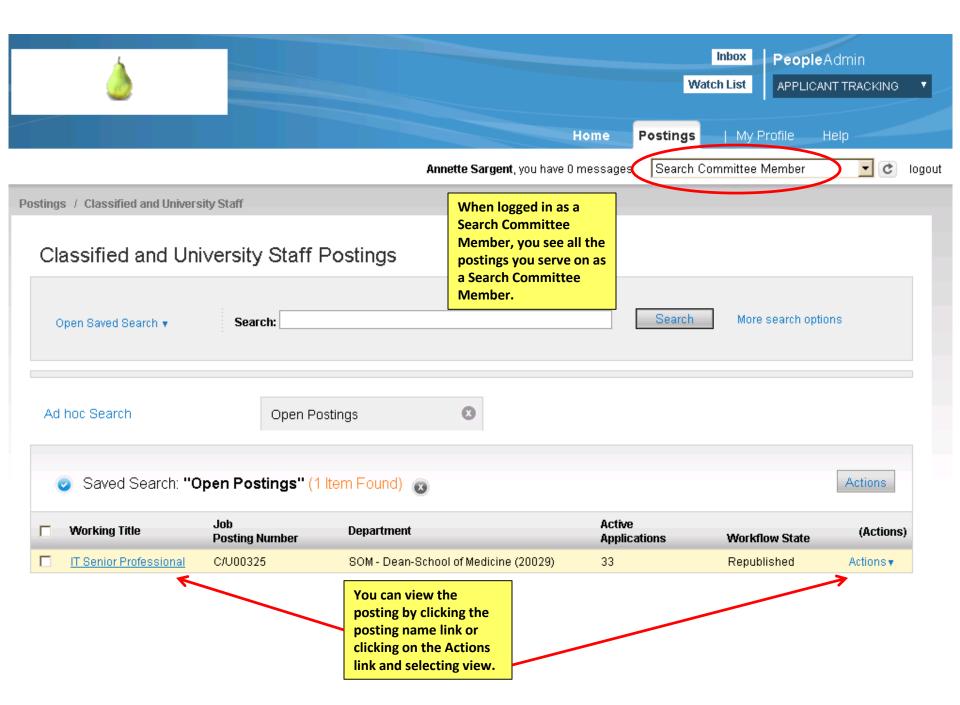


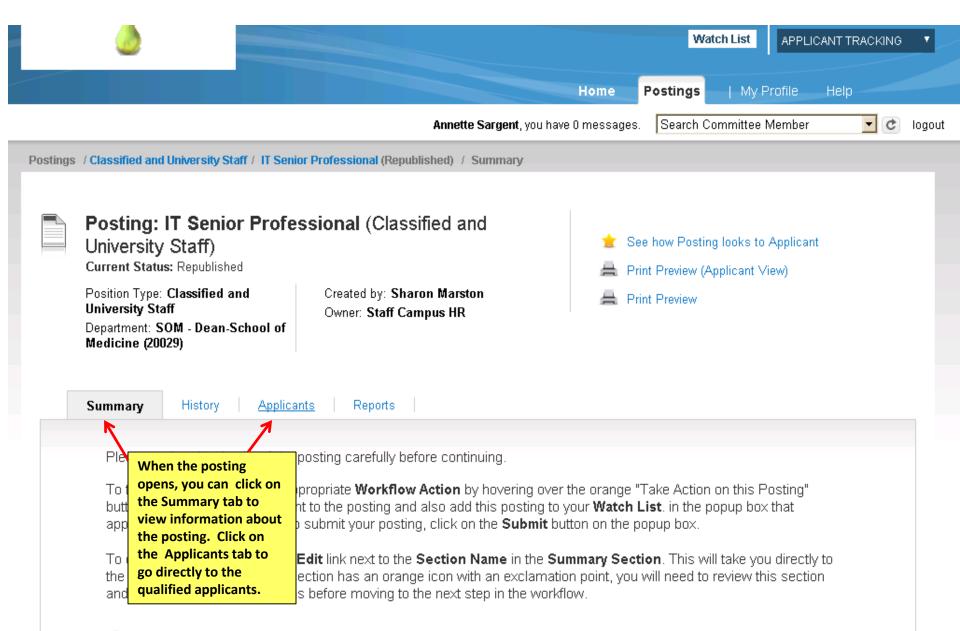


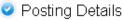
R	equired	fields	are	indicated	with	an	asterisk	(*)).

Account Information				
* Username	sandbox			
* First Name	PA Test			
* Last Name	Test			
* Email	emailaddress@zed.zed			
Employee Id	sandbox			
Org Unit Ids	University of Colorado (Root)		•	
Preferred Group On Login	Employee Applicant Employee	If you are mainly using a Search Committee M	lember, you	
Preferences	Search Committee Member	can change your defau Click the drop down ar Preferred Group On Lo	row for	
Default Product Module	Applicant Tracking	Search Committee Me		
Time zone	(GMT-07:00) Mountain Time (US a	& Canada) 💌		
			(Update User
				on Update User to your settings.

Cancel







Saved Search: "Active Applications" (3 Items Found)

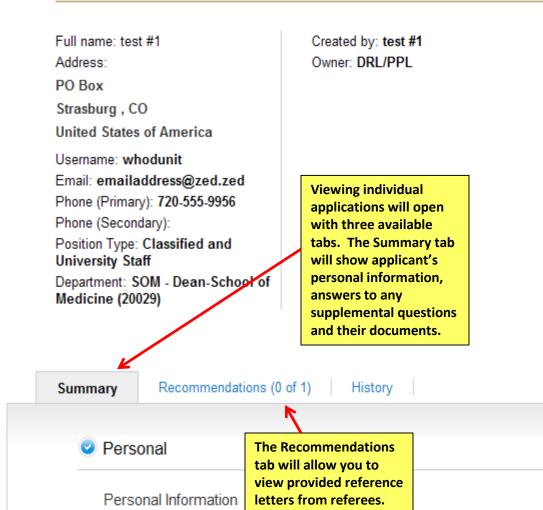
	Last Name	First Name	Documents	Application Date	Workflow State (Internal)	Workflow State (Exte	ernal) (Ac	tions)
	applicant	Test#3		April 06, 2013 at 04:06 pm	Under Review by Search Committee - University	Under Review by Sea - University	Acti	ons▼
	applicant	Test#4		April 07, 2013 at 01:41 pm	Under Review by Search Committee - University	Under Review by Sea - University	rch GENERAL View Application	n
	#1	Test	Resume, Cover Letter, List of References	April 08, 2013 at 11:48 am	Under Review by Search Committee - University	Under Review by Sea - University	Committee	
	Sava			the ap Downl	ant individually or download plications in bulk. oading applications in bulk ained later.			
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	Last Name	First Name Test#3		Application Date April 06, 2013 at	(Internal) Under Review by Search Committee -	Workflor Under R Universit Universit Evaluate A Download Review Sc Answers Download	Applicants Applicants is creening Question Screening Answers	
د	Last Name applicant	First Name Test#3		Application Date April 06, 2013 at 04:06 pm April 07, 2013 at	(Internal) Under Review by Search Committee - University Under Review by Search Committee -	Workflor Workflor Under R Universit Universit Universit Universit Universit Universit Universit Universit Download Question A Question A Download Question A Download Download Question A Download Question A Download Question A Download Download Download Download PDF	Applicants Applicants is creening Question Screening Answers	

Actions



Job application: Test #1 (Classified and University Staff)

Current Status: Under Review by Search Committee - University Application form: Faculty and University Staff Application



tiew Posting Applied To

Preview Application

Supplemental Questions

Required fields are indicated with an asterisk (*).

Certification

I certify that I possess the experience, education and/or licenses required for the job for which I am applying. I also certify that all statements, information and documents provided with this application are true, complete and correct to the best of my knowledge and are made in good faith. I understand that omissions, misleading, false or untrue information, or any attempt at fraud or deceit in any manner connected with this application and subsequent testing may result in my NOT being considered for jobs with the State of Colorado; may constitute grounds for discipline and/or termination after hire; and/or may constitute grounds for further actions pursuant to law. If requested, I can and will supply documentation that will confirm that the entries made on this application are true, complete and correct. Notice to Individuals applying for employment with a child care provider or facility, per Colorado Revised Statues (C.R.S.) 26-6-105.5, "Any applicant who knowingly or willfully makes a false statement of any material fact or thing in this application is guilty of perjury in the second degree as defined in section 18-8-503, Colorado Revised Statutes, and, upon conviction thereof, shall be punished accordingly." I am also aware that the State of Colorado has a payroll direct deposit requirement for employment. When needed I can supply the correct documentation for direct deposit.

I certify that I have read and agree with these statements. M

Please enter your initials to verify your identity.

Submitted on April 08, 2013 at 11:48 am by test #1

Required Documents

Document Type	Name		Conversion Status
Resume	Resume 07-22-13 16:47:54 (56.1 KB)		To view any applicant
Cover Letter	Cover Letter 07-22-13 16:51:27 (43 KB)		documents, click on the
 List of Reference 	List of References 07-22-13 17:05:15 (38	.6 K	blue link.

December 9, 2012

1 / 2

Ms. Mary Fentress Institute for Arctic and Alpine Research (INSTARR) University of Colorado Boulder Boulder, Colorado Documents will open in PDF format in a separate window.

Sign 🔻

Dear Ms. CU:

Thank you for taking the time to review my application for IT Support Technician at.

As Project Coordinator for the Presidential Climate Action Project (PCAP), I produced, coordinated and processed all necessary fiscal documents regarding procurement and finance including those for all grants, fundraising, project budgets and contracts. Included in my contracts work was ascertaining that we followed all applicable University and IRS non-profit 501(c)(3) rules as well as met any and all requirements of the donating party. I also negotiated and revised, with advice from University Counsel, the contract key to the publishing of the commercial version of the PCAPIan. (I was also the editor for this project.) I managed and constructed outreach communications to potential and existing donors as well as wrote and edited other project documents. Throughout the PCAP, I was responsible for grant writing and reporting as well as budget management. PCAP also had sponsored research with subcontracts for which I was responsible and on which I was assisted by Judy Jarrell who worked at that time in UCD Contracts and Grants.

The PCAP, in part in association with the Leadership Summits for a Sustainable America, was involved in four events held at the Johnson Foundation's Wingspread Conference Center. I organized all four, including assisting in agenda and materials development and attendee recruitment to create a constructive and balanced group environment in which to pursue the goals of both the Summits and the PCAP. Following the conference, I worked with our Research Director in developing post-conference materials summarizing the recommendations and issues raised and addressed during the meetings. During PCAP, I also devoted significant time to researching additional grant and funding situations in order to finance the project through its two-year term. In this way, I've become very familiar with the ins and outs of locating and pursuing appropriate funding matches while also meeting (or exceeding) all reporting requirements. Initially, my position with PCAP also involved managing travel and scheduling for the Project. I hold two degrees in writing – a Bachelor of Arts in Journalism and a Master of Fine Arts in Creative Writing.

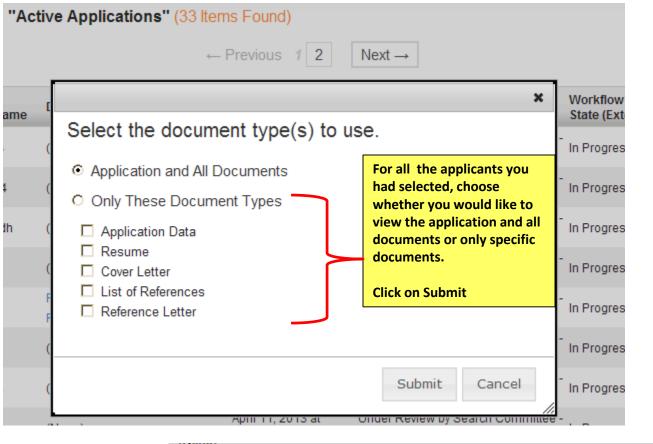
Most recently, I have worked at UC-Denver as a Human Resources Consultant responsible for processing all records related to hiring and termination of department employees. I was the main contact for employees for any questions or issues they might have had related to their staff status. This work also required that I manage search processes, review application materials and maintain the confidentiality of same. I also handled all of these matters in PeopleSoft (hiring, terminations) as well as searches through jobsatcu. Approximately 25% of this position involved addressing matters of salary compensation by: determining appropriate salary levels for vacant positions; processing termination pay-outs and confirming that our returned retirees were compensated appropriately by managing all these items in HRMS.

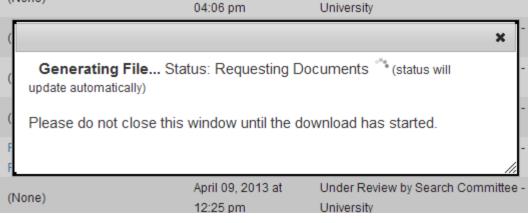
Previously, I was a sales representative in the Colorado Territory for Thomas Publishing Company's ThomasNet industrial advertising program. Initially, I was the main liaison on follow-up, billing and ad production for 85-100 industrial and manufacturing accounts. This work involved meeting with all clients, either in person or by phone, in order to gather information for programs. I acquired information You can download all applications or only specific applications. Delete: To select all, click on the box by Last Name.

To download in bulk, select all by clicking on the box by Last Name.

Select individual applications by clicking on the box next to the applicant.

	Save	d Searc	h: "Active Applications" (3 Items Found)			Ac	tions
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You will receive this message once you click the Submit button.

Watch List APPLICANT TRACKING
Home Postings My Profile Help
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★ See how Posting looks to Applicant▲ Print Preview (Applicant View)
Print Preview
Search More search options

Page 1 of 6 | Created 07-24-2013 16:55:28 | Test #1

I 💦 🖑 🥰 😑 🖲 Zoom In 🛛 87.2% 🔹 🥒 Sign 🔹

Application: Test #1

Posting number: C/U00325 Posting: IT Senior Professional (Classified and University Staff) Form: Faculty and University Staff Application Submitted: April 08, 2013 at 05:48 pm (confirmation number: CN000025394)

Personal

2

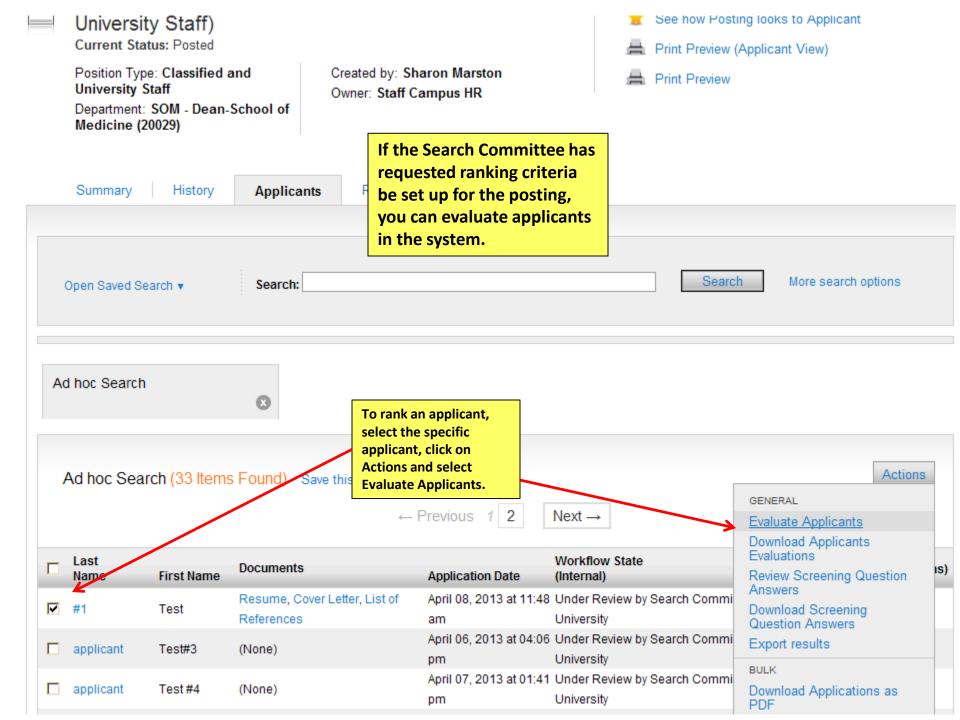
Personal Information

First Name	Test
Middle Name	
Last Name	#1
Street Address/P.O.Box	PO Box
Apt/Unit	
City	Strasburg
State	со
Zip Code	80136
Country	United States of America

The downloaded applications will open in several PDF pages.

Scrolling Pages

💮 One Full Page 🛛 Find



Evaluative Criteria

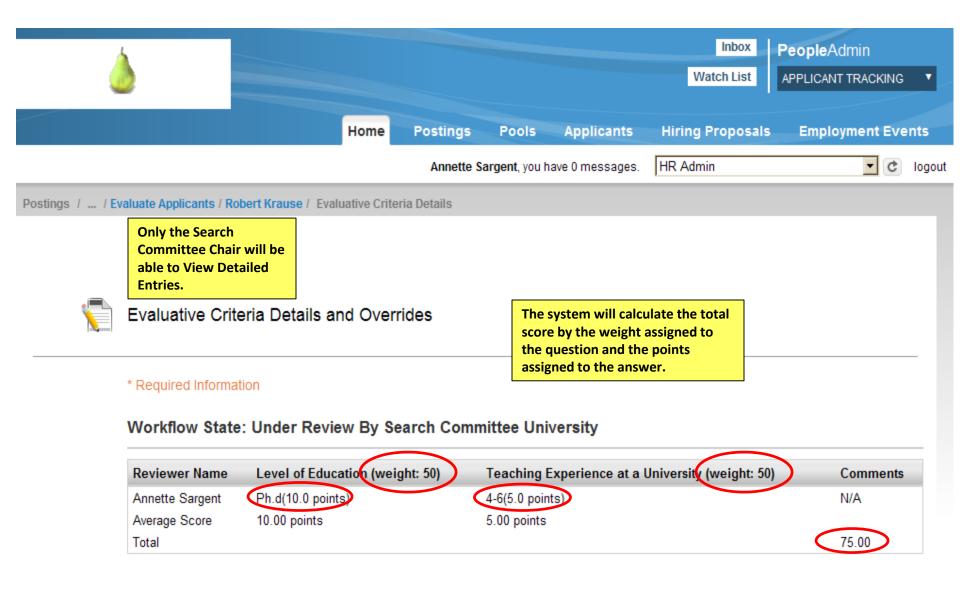
Under Review by Search ...

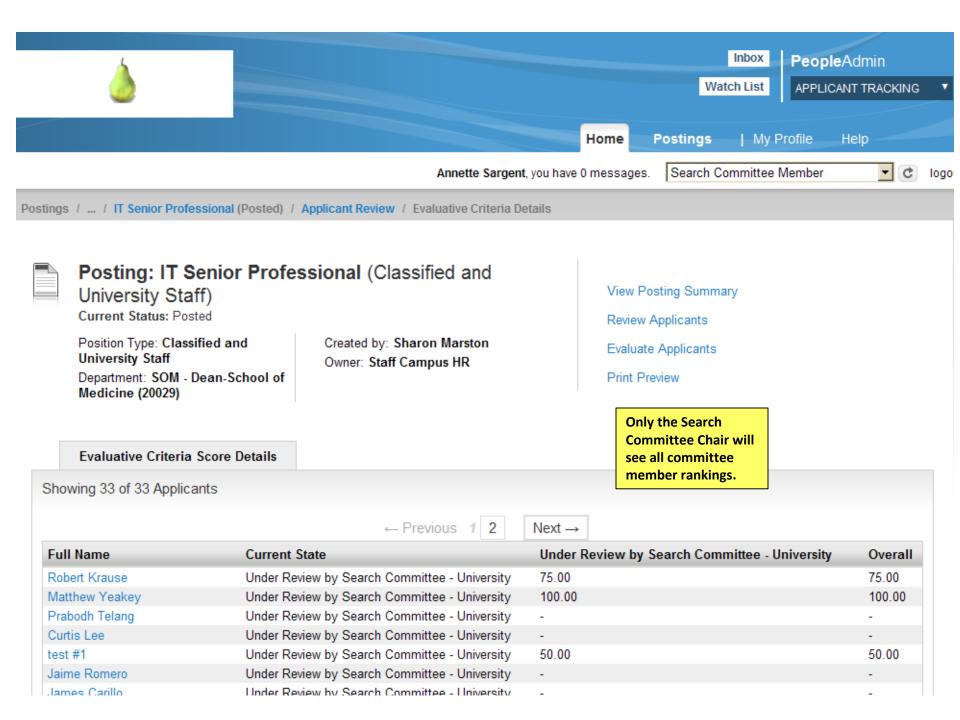
View Detailed Entries

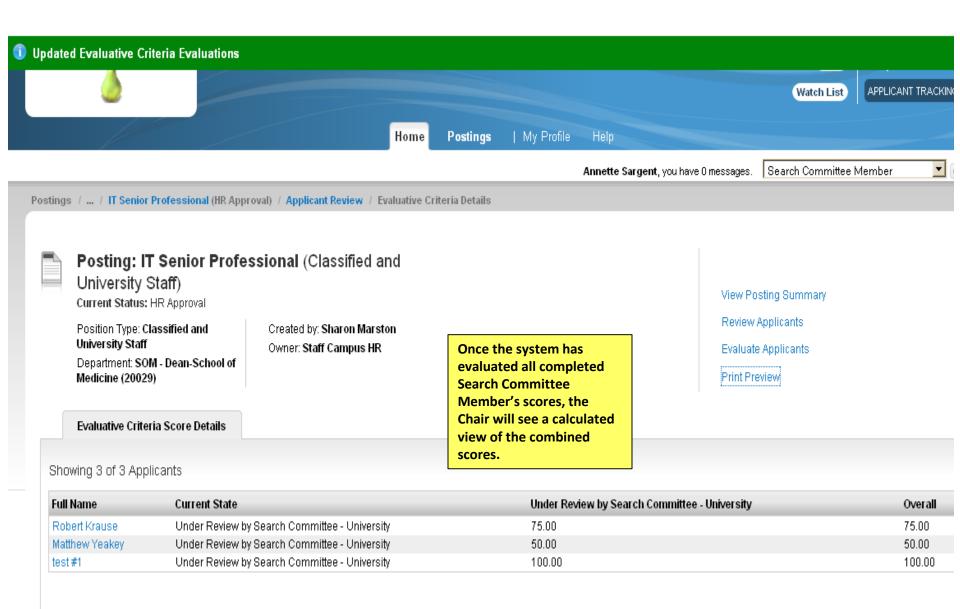
Only the Search Committee Chair will be able to View Detailed Entries.

Norkflow State: Under Review By Search Committee University		Save	Next >>
Showing 1 Applicant. Show More 🗲	To view all applicants, click on the Show More link.		
Evaluations			
Test #1 Education: What is your highest d	legree of education?	Click on the dropdown arrow and select the correct choice for the applicant you selected.	Overall: N/A
Please select			-
Education: What is your highe	est degree of education	on?	
Ph.d			<u>.</u>
Ph.d			Ŀ
Ph.d Masters			
Ph.d			
Ph.d Masters	ity: How many years of U	niversity teaching experi	ence do you
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Ph.d Masters Bachelors Teaching Experience at a Univers have?	ity: How many years of U	niversity teaching experi	ence do you

Click on Next







This concludes the Search Committee process

Thank You! Any Questions? Please send to jobsatcuhelp@cu.edu