



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

# Jobs at CU

## *Search Committee* **STEP-BY-STEP GUIDE**

# Welcome to CU Resources

Boulder	<a href="http://mycuinfo.colorado.edu">http://mycuinfo.colorado.edu</a>
Colorado Springs	<a href="http://my.uccs.edu">http://my.uccs.edu</a>
Denver/Anschutz	<a href="http://ucdenver.edu/ucdaccess">http://ucdenver.edu/ucdaccess</a>
System Administration	<a href="https://my.cu.edu">https://my.cu.edu</a>

Go to your campus portal and login.

## Navigation

EMPLOYEE HOME & NEWS

**BUSINESS APPLICATIONS** ▼

- Finance
- HRMS
- Concur Travel & Expense System
- Jobs at CU Apply-Search Job
- **Jobs at CU Dept Recruitment**
- Jobs at CU Dept Recruit (Old)
- Voluntary Fiscal Assessment
- eComm

EMPLOYEE INFORMATION ▶

REPORTING ▶

TRAINING ▶

Click on the Business Applications button and select Jobs at CU Dept Recruitment.

# Login Page

***IMPORTANT:*** 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**

**Password**

Login

*[Forgot your password? Request a password reset](#)*

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.



Default upon login will be Applicant Tracking (Blue Banner). If you need to change to the Position Management module, click on drop down to display Position Management (Orange Banner).



## Welcome to your Online Recruitment System

### Inbox (0 items need your attention)

Displaying items for group "Employee".

### Watch List (0 items)

Default will be employee. You will need to change your role. Select the drop down to find your Search Committee role. You must then click on the refresh circle to change your role.

#### My Links

##### Useful Links

###### [Training Videos](#)

(Go here for helpful videos for staff training on the use of PA7.)

###### [Your Applicant Portal](#)

(How Applicants access your PeopleAdmin system)

###### [PeopleAdmin MOPAC - Customer Portal Login](#)

(best practice library, customer support portal, customer community)



Inbox

PeopleAdmin

Watch List

APPLICANT TRACKING

To modify your login settings, click on My Profile.

My Profile

Help

PA Test Test, you have 0 messages.

Employee



logout (sandbox)

Users / PA Test Test (sandbox)



## User: PA Test Test

Current Status: Approved

PA Test Test

Employee

Username: sandbox

Supervisor: N/A

Email: emailaddress@zed.zed

Phone:

### Groups

Applicant

Employee

Take Action On User

Summary

Manage Emails

User Details [Edit](#)

Then click on Edit Button next to User Details.

### Account Information

Username	sandbox
First Name	PA Test
	-

Required fields are indicated with an asterisk (\*).

### Account Information

\* Username

\* First Name

\* Last Name

\* Email

Employee Id

Org Unit Ids

Preferred Group On Login

- Employee
- Applicant
- Employee
- Search Committee Member

If you are mainly using the system as a Search Committee Member, you can change your default login setting. Click the drop down arrow for Preferred Group On Login and select Search Committee Member.

### Preferences

Default Product Module

Time zone

Update User

Cancel

Click on Update User to save your settings.



Inbox

PeopleAdmin

Watch List

APPLICANT TRACKING

Home

Postings

My Profile

Help

Annette Sargent, you have 0 messages

Search Committee Member

logout

Postings / Classified and University Staff

## Classified and University Staff Postings

When logged in as a Search Committee Member, you see all the postings you serve on as a Search Committee Member.

Open Saved Search

Search:

Search

More search options

Ad hoc Search

Open Postings

Saved Search: "Open Postings" (1 Item Found)

Actions

<input type="checkbox"/>	Working Title	Job Posting Number	Department	Active Applications	Workflow State	(Actions)
<input type="checkbox"/>	<a href="#">IT Senior Professional</a>	CIU00325	SOM - Dean-School of Medicine (20029)	33	Republished	<a href="#">Actions</a>

You can view the posting by clicking the posting name link or clicking on the Actions link and selecting view.



Watch List

APPLICANT TRACKING

Home

Postings

| My Profile

Help

Annette Sargent, you have 0 messages.

Search Committee Member



logout

Postings / Classified and University Staff / IT Senior Professional (Republished) / Summary



## Posting: IT Senior Professional (Classified and University Staff)

Current Status: Republished

Position Type: **Classified and University Staff**

Department: **SOM - Dean-School of Medicine (20029)**

Created by: **Sharon Marston**

Owner: **Staff Campus HR**

See how Posting looks to Applicant

Print Preview (Applicant View)

Print Preview

Summary

History

Applicants

Reports

Please

To

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app

To

the

and

**When the posting opens, you can click on the Summary tab to view information about the posting. Click on the Applicants tab to go directly to the qualified applicants.**

posting carefully before continuing.

appropriate **Workflow Action** by hovering over the orange "Take Action on this Posting" button next to the posting and also add this posting to your **Watch List**. In the popup box that appears, click on the **Submit** button to submit your posting, click on the **Submit** button on the popup box.

**Edit** link next to the **Section Name** in the **Summary Section**. This will take you directly to the section. If the section has an orange icon with an exclamation point, you will need to review this section before moving to the next step in the workflow.

Posting Details



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

Actions

<input type="checkbox"/>	Last Name	First Name	Documents	Application Date	Workflow State (Internal)	Workflow State (External)	(Actions)
<input checked="" type="checkbox"/>	applicant	Test#3		April 06, 2013 at 04:06 pm	Under Review by Search Committee - University	Under Review by Search Committee - University	Actions ▾
<input type="checkbox"/>	applicant	Test #4		April 07, 2013 at 01:41 pm	Under Review by Search Committee - University	Under Review by Search Committee - University	GENERAL View Application
<input type="checkbox"/>	#1	Test	<a href="#">Resume, Cover Letter, List of References</a>	April 08, 2013 at 11:48 am	Under Review by Search Committee - University	Under Review by Search Committee - University	

You can either look at each applicant individually or download the applications in bulk. Downloading applications in bulk is explained later.

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

Actions

<input checked="" type="checkbox"/>	Last Name	First Name	Documents	Application Date	Workflow State (Internal)	Workflow State (External)	(Actions)
<input checked="" type="checkbox"/>	applicant	Test#3		April 06, 2013 at 04:06 pm	Under Review by Search Committee - University	Under Review by Search Committee - University	
<input checked="" type="checkbox"/>	applicant	Test #4		April 07, 2013 at 01:41 pm	Under Review by Search Committee - University	Under Review by Search Committee - University	
<input checked="" type="checkbox"/>	#1	Test	<a href="#">Resume, Cover Letter, List of References</a>	April 08, 2013 at 11:48 am	Under Review by Search Committee - University	Under Review by Search Committee - University	

- GENERAL
- Evaluate Applicants
- Download Applicants Evaluations
- Review Screening Question Answers
- Download Screening Question Answers
- Export results
- BULK
- Download Applications as PDF
- Create Document PDF per Applicant



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

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

[View Posting Applied To](#)

[Preview Application](#)

Full name: test #1

Address:

PO Box

Strasburg , CO

United States of America

Username: whodunit

Email: emailaddress@zed.zed

Phone (Primary): 720-555-9956

Phone (Secondary):

Position Type: Classified and University Staff

Department: SOM - Dean-School of Medicine (20029)

Created by: test #1

Owner: DRL/PPL

Viewing individual applications will open with three available tabs. The Summary tab will show applicant's personal information, answers to any supplemental questions and their documents.

Summary

[Recommendations \(0 of 1\)](#)

[History](#)

Personal

Personal Information

The Recommendations tab will allow you to view provided reference letters from referees.

## 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 Statutes ( 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.

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
<input checked="" type="checkbox"/> Resume	<a href="#">Resume 07-22-13 16:47:54 (56.1 KB)</a>	
<input checked="" type="checkbox"/> Cover Letter	<a href="#">Cover Letter 07-22-13 16:51:27 (43 KB)</a>	
<input checked="" type="checkbox"/> List of References	<a href="#">List of References 07-22-13 17:05:15 (38.6 KB)</a>	

To view any applicant documents, click on the blue link.

December 9, 2012

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.

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 PCAPlan. (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.

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

<input checked="" type="checkbox"/>	Last Name	First Name	Documents	Application Date	Workflow State (Internal)	Workflow
<input checked="" type="checkbox"/>	applicant	Test#3		April 06, 2013 at 04:06 pm	Under Review by Search Committee - Under R University	Universit
<input checked="" type="checkbox"/>	applicant	Test #4		April 07, 2013 at 01:41 pm	Under Review by Search Committee - Under R University	Universit
<input checked="" type="checkbox"/>	#1	Test	Resume, Cover Letter, List of References	April 08, 2013 at 11:48 am	Under Review by Search Committee - Under R University	Universit

**Choose the type of download you would like to view.**  
**NOTE: Depending on how many applicants you select, downloading in bulk will take a large amount of time.**

- GENERAL
  - Evaluate Applicants
  - Download Applicants Evaluations
  - Review Screening Question Answers
  - Download Screening Question Answers
  - Export results
- BULK
  - Download Applications as PDF
  - Create Document PDF per Applicant

"Active Applications" (33 Items Found)

Select the document type(s) to use.

Application and All Documents

Only These Document Types

- Application Data
- Resume
- Cover Letter
- List of References
- Reference Letter

Submit Cancel

For all the applicants you had selected, choose whether you would like to view the application and all documents or only specific documents.

Click on Submit

04:06 pm University

**Generating File...** Status: Requesting Documents (status will update automatically)

Please do not close this window until the download has started.

(None) April 09, 2013 at Under Review by Search Committee - University

You will receive this message once you click the Submit button.

You will receive this message on the green bar as the system processes your request.






## Posting: IT Senior Professional (Classified and University Staff)

Current Status: Posted

Position Type: **Classified and University Staff**  
Department: **SOM - Dean-School of Medicine (20029)**

Created by: **Sharon Marston**  
Owner: **Staff Campus HR**

-  [See how Posting looks to Applicant](#)
-  [Print Preview \(Applicant View\)](#)
-  [Print Preview](#)

[Open Saved Search](#) ▼

Search:

[More search options](#)

# Application: Test #1

The downloaded applications will open in several PDF pages.

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

### Personal Information

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





# University Staff)

Current Status: Posted

Position Type: **Classified and University Staff**

Department: SOM - Dean-School of Medicine (20029)

Created by: Sharon Marston

Owner: Staff Campus HR



See how Posting looks to Applicant



Print Preview (Applicant View)



Print Preview

Summary

History

Applicants

If the Search Committee has requested ranking criteria be set up for the posting, you can evaluate applicants in the system.

Open Saved Search ▼

Search:

Search

More search options

Ad hoc Search



To rank an applicant, select the specific applicant, click on Actions and select Evaluate Applicants.

Ad hoc Search (33 Items Found) Save this

Actions

← Previous 1 2

Next →

<input type="checkbox"/>	Last Name	First Name	Documents	Application Date	Workflow State (Internal)
<input checked="" type="checkbox"/>	#1	Test	Resume, Cover Letter, List of References	April 08, 2013 at 11:48 am	Under Review by Search Committee
<input type="checkbox"/>	applicant	Test#3	(None)	April 06, 2013 at 04:06 pm	Under Review by Search Committee
<input type="checkbox"/>	applicant	Test #4	(None)	April 07, 2013 at 01:41 pm	Under Review by Search Committee

GENERAL

[Evaluate Applicants](#)

[Download Applicants Evaluations](#)

[Review Screening Question Answers](#)

[Download Screening Question Answers](#)

[Export results](#)

BULK

[Download Applications as PDF](#)

### Evaluative Criteria

#### Under Review by Search...

[View Detailed Entries](#)

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

## Workflow 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

Click on the dropdown arrow and select the correct choice for the applicant you selected.

Overall: N/A

Education: What is your highest degree of education?

Please select

Education: What is your highest degree of education?

Ph.d

Ph.d

Masters

Bachelors

Teaching Experience at a University: How many years of University teaching experience do you have?

4-6

0-3

4-6

7+

Next >>

Click on Next



Inbox

PeopleAdmin

Watch List

APPLICANT TRACKING

Home

Postings

Pools

Applicants

Hiring Proposals

Employment Events

Annette Sargent, you have 0 messages.

HR Admin



logout

Postings / ... / Evaluate Applicants / Robert Krause / Evaluative Criteria Details

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



### Evaluative Criteria Details and Overrides

The system will calculate the total score by the weight assigned to the question and the points assigned to the answer.

\* Required Information

### Workflow State: Under Review By Search Committee University

Reviewer Name	Level of Education (weight: 50)	Teaching Experience at a University (weight: 50)	Comments
Annette Sargent	Ph.d(10.0 points)	4-6(5.0 points)	N/A
Average Score	10.00 points	5.00 points	
Total			75.00



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Help

Annette Sargent, you have 0 messages.

Search Committee Member



logo

Postings / ... / IT Senior Professional (Posted) / Applicant Review / Evaluative Criteria Details



## Posting: IT Senior Professional (Classified and University Staff)

Current Status: Posted

Position Type: **Classified and University Staff**

Department: **SOM - Dean-School of Medicine (20029)**

Created by: **Sharon Marston**

Owner: **Staff Campus HR**

[View Posting Summary](#)

[Review Applicants](#)

[Evaluate Applicants](#)

[Print Preview](#)

### Evaluative Criteria Score Details

**Only the Search Committee Chair will see all committee member rankings.**

Showing 33 of 33 Applicants

← Previous 1 2 Next →

Full Name	Current State	Under Review by Search Committee - University	Overall
<a href="#">Robert Krause</a>	Under Review by Search Committee - University	75.00	75.00
<a href="#">Matthew Yeakey</a>	Under Review by Search Committee - University	100.00	100.00
<a href="#">Prabodh Telang</a>	Under Review by Search Committee - University	-	-
<a href="#">Curtis Lee</a>	Under Review by Search Committee - University	-	-
<a href="#">test #1</a>	Under Review by Search Committee - University	50.00	50.00
<a href="#">Jaime Romero</a>	Under Review by Search Committee - University	-	-
<a href="#">James Carillo</a>	Under Review by Search Committee - University	-	-



Watch List

APPLICANT TRACKING

Home

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Help

Annette Sargent, you have 0 messages.

Search Committee Member

Postings / ... / IT Senior Professional (HR Approval) / Applicant Review / Evaluative Criteria Details



### Posting: IT Senior Professional (Classified and University Staff)

Current Status: HR Approval

Position Type: **Classified and University Staff**

Department: **SOM - Dean-School of Medicine (20029)**

Created by: **Sharon Marston**

Owner: **Staff Campus HR**

[View Posting Summary](#)

[Review Applicants](#)

[Evaluate Applicants](#)

[Print Preview](#)

Once the system has evaluated all completed Search Committee Member's scores, the Chair will see a calculated view of the combined scores.

#### Evaluative Criteria Score Details

Showing 3 of 3 Applicants

Full Name	Current State	Under Review by Search Committee - University	Overall
<a href="#">Robert Krause</a>	Under Review by Search Committee - University	75.00	75.00
<a href="#">Matthew Yeakey</a>	Under Review by Search Committee - University	50.00	50.00
<a href="#">test #1</a>	Under Review by Search Committee - University	100.00	100.00

# This concludes the Search Committee process

Thank You!

Any Questions? Please send to  
[jobsatcuhelp@cu.edu](mailto:jobsatcuhelp@cu.edu)