

Jobs at CU

Glossary of Terms

Roles in Jobs at CU

The role given to university users identifying their level of security. Each Campus may not use all roles.

User Type	Description
Appointing Authority	Approves positions, postings and classified staff hires
Budget	Approves funding for positions.
Department Approver	Approves positions and postings.
DRL/PPL	At the department level, person(s) responsible for entering specific posting and position related information and submitting positions and postings to higher level representatives for review/approval.
EEO	Person(s) who have the ability to view specific EEO (Equal Employment Opportunity) data associated with applicants
Employee	Anyone employed at the University
Faculty Campus HR - Functions for Faculty only on entire campus	Person(s) responsible for reviewing and posting postings; reviews and approves position descriptions; reviews and refers classified staff applicants to DRL/PPL's; closes/removes postings from the web and indicates when an applicant has been hired.
Faculty Dean/VC	Approves faculty positions and postings.
Faculty Position Approvals	Approves Position Descriptions for Faculty
Faculty Division Liaison	At the division level, responsible for entering specific posting and position related information and submitting positions and postings to higher level representatives for review/approval.
Grants	Approves Grant funded positions
HR Admin	Person(s) with the highest level of security access in Jobs at CU
Provost/VC/AVC/VP	Approves positions and postings.
Research Faculty Campus HR – Functions for Research Faculty only on entire campus	Responsible for reviewing and posting postings; reviews and approves position descriptions; reviews and refers classified staff applicants to DRL/PPL's; closes/removes postings from the web and indicates when an applicant has been hired.
Research Faculty Dean/VP	Approves research faculty positions and postings.
Research Faculty Position Approvals	Approves Position Descriptions for Research Faculty
Search Committee Member	Reviews and evaluates applications and selects candidate for hire
Staff Campus HR – Functions for classified and university staff only on entire campus	Responsible for reviewing, editing and posting postings; reviews, edits and approves position descriptions; reviews, selects and refers top classified staff applicants to department; closes/removes postings from the web and indicates when an applicant has been hired.

Staff Dean/VP	Approves classified and university staff positions and postings.
Supervisor	Reviews, edits and approves position descriptions

EEO Data – Inquire Only

Person(s) who have the ability to view specific EEO (Equal Employment Opportunity) data associated with applicants

DL - “Department Liaison”

At the department level, person(s) responsible for entering specific posting related information and submitting postings to Campus HR Representative for review/approval and posting. In some cases may be the same person who enters “REC” on position data in PeopleSoft HRMS.

Campus HR

Field Definitions

*indicates system required fields

BOLD indicates fields on Posting Details page that applicants will see

Job Posting Number

System assigned number which is associated with the position data fed from HRMS; this number should be included on all ads outside of Jobs at CU with instructions for applicants to apply at www.jobsatcu.com

HR Consultant

Person in the “Campus HR” role assigned to review and post information for intended recruitment; field is not available to DLs

Recruiter*

Person requesting the recruitment; may be a department supervisor or DL; will be the internal contact for Campus HR

Recruiter telephone*

Ten-digit telephone number of the recruiter

Recruiter fax

Ten-digit fax machine number of the recruiter

Recruiter email*

University email address of the recruiter

Job posting contact*

Person or department responsible for communicating with applicants about job-posting information

Department Recruiting Liaison

Person responsible for editing a specific posting and submitting it for approval; this field must be populated to activate internal email notifications, which inform DLs of some posting and applicant status changes.

Job posting contact telephone

Ten-digit telephone number of the job posting contact

Job posting contact email*

University email address of the job posting contact

Projected fill date

Date the recruiter hopes to have the open position occupied; for internal reference only

Search Committee

Names of persons assigned to assist recruiter in reviewing and/or interviewing applicants; persons on search committee may receive guest username and password; freeform field for internal reference only

Position Number*

Six-digit number auto-assigned to position in PeopleSoft HRMS

Position Title*

Formal title assigned to position based on job code; fed from PeopleSoft HRMS

Department*

Name and identification number of department recruiting for open position

Campus*

Campus and location the open position is associated with; the first number of a department id begins with the campus id number (1=Boulder, 2=HSC, 3=UCD, 4=UCCS, 5=SYS, 6=UCDHSC)

Name/EmplID of employee replacing

If recruitment is to fill an existing position, enter name and/or six-digit employee identification number of person last occupying position; field for internal reference only

Background Check Required?

Radio button indicating if background check will be required of selected candidate(s)

Job Code*

Identifies the type of position and specific position information; fed from PeopleSoft HRMS

Salary Administration Plan*

Three-digit number indicating the hourly, monthly, and/or annual salary information associated with a job group; fed from PeopleSoft HRMS

Regular/Temporary*

Radio button indicating whether position being recruited for is permanent or limited by a time restriction; fed from PeopleSoft HRMS

Essential Services

Positions that require employees to be on duty to perform essential and/or emergency services of the agency without delay and/or without interruption; select if applicable

Full/Part Time*

Radio button indicating if position being recruited for is full or part time; full time = 40 hrs/week, part time = less than 40 hrs/week; fed from PeopleSoft HRMS and should not be changed

Percent of Time*

The percent of a 40 hour workweek that the position requires; populated from PeopleSoft HRMS feed

Position Type*

The classification of a position, i.e. Classified Staff, Faculty, Research or Professional Exempt; based on job code; populated from PeopleSoft HRMS feed

Posting Title*

The “working title” of the position; entered by the DL

If sending this posting to InsideHigherEd.com, select the appropriate category

If DL selects a descriptive category for the position from the dropdown, the posting information will be automatically fed into InsideHigherEd.com for publication once the posting has been approved and posted in Jobs at CU

Posting location

Where the posting will be advertised, other than on jobsatcu.com; for internal reference only

Posting Medium

Free form field allows for recording of publications not in the provided list

Posting date*

Date posting will be viewable on www.jobsatcu.com

Closing date

Date posting will no longer be viewable on www.jobsatcu.com

Open Until Filled

Option associated with closing date; if Open Until Filled is selected, the posting will be viewable on www.jobsatcu.com until it is manually removed from the web by Campus HR

Posting Description

Used to communicate specific job related information to applicants such as the nature of work; enter text directly or copy/paste into field from an existing document; accommodates 3900 characters, including spaces (approximately 1.5 pages)

Required education/experience/skills

Used to communicate requirements of the position to applicants; enter text directly or copy/paste into field from an existing document; accommodates 3900 characters, including spaces (approximately 1.5 pages)

Desired qualifications

Used to communicate education, experience, and/or skills that are desired of an applicant but are not required; enter text directly or copy/paste into field from an existing document; accommodates 3900 characters, including spaces (approximately 1.5 pages)

Pass message (only viewable to Campus HR)

Displayed to applicants upon successful application and/or form submission to posting, if applicant is not disqualified and when applicant receives confirmation number

Fail message (only viewable to Campus HR)

Displayed to applicants upon automatic disqualification to posting; based on answer to posting specific question when disqualification is assigned to question (see disqualifying points)

Application types accepted* (only viewable to Campus HR)

Defaults from PeopleSoft HRMS; indicates which application or form is applicable to posting

Is this posting internal only?

If selected, indicates that only current employees are eligible to apply to posting and that this should be indicated in the Special Instructions to Applicants field; for internal reference only

Fill Type

Field that is used to identify if the posting will be filled by a transfer or a waiver; field is not editable by DLs

Special instructions to applicants

Used to communicate any additional information to applicants, such as other required documents to be included (transcripts, etc.) and testing and appeal information; enter text directly or copy/paste into field from an existing document; accommodates 3900 characters, including spaces (approximately 1.5 pages)

Required applicant documents

Indicates which type(s) of additional documentation is required of applicant upon submission of application/form

Optional applicant documents

Indicates to applicant which type(s) of additional documentation may be attached to application along with application/form

Quicklink for posting

Specific website address of posting; should only be used for waiver (when collecting an application from a single applicant)

Posting Details

Page where campus users will view or edit job/position and posting information

Letters of Recommendation

Confidential letters of recommendation can be uploaded directly into the system by the referee.

Posting Specific Questions

Assign, view, or edit questions to a posting; questions may be open-ended or closed-ended

Open Ended Posting Specific Question

Question that has no right or wrong answer; essay or sentence style; not a yes/no or multiple choice question

Closed Ended Posting Specific Question

Question that is answered using given options; yes/no or multiple choice

Disqualifying/Points (handled by Campus HR)

Points assigned to posting specific questions to rank and/or disqualify applicants based on answers to closed-ended questions

Guest User

Username and password activated on each posting which enables users other than DL or Campus HR to view applicants; may be given to search committee members; only one username and password per posting; username is assigned by the system and password is assigned by the DL.

Hiring Proposal

Optional field which may be populated with information about offer made to final candidate; for internal reference only

Notes/History

Page where posting statuses are tracked by date, time, and user; notes may be recorded to be viewed by DL and Campus HR users

Classified Staff Application

Application required of applicants to State of Colorado classified positions; all required fields as defined by the State of Colorado are represented

Faculty/Professional Exempt Form

Short form required of applicants to University of Colorado faculty, research or professional exempt positions requesting personal contact information

Status

See Posting Status, Applicant Status, and/or Application Status

External Status

When viewing applicant job histories in the Campus HR role, this is the applicant's current application status (see Application Status)

Confirmation Number

Number assigned by the system to an applicant who has successfully submitted an application or form to a specific job posting

Reports in Jobs at CU

Get Reports List link

Link which enables users to access applicant reports

Departmental EEO Summary

Applicant report that provides information about the number of applicants for each gender and race; does not identify the applicants

Applicant Status

Applicant report available to all users that gives applicants' names, the date they applied to a specific posting, their current applicant status, and all other statuses they have moved through

Applicant List (Classified Referral Only)

Applicant report available to DL users of all applicants who have reached the status of Classified Referral Only

Applicant List (All Classified Applicants)

Applicant report available to Campus HR only that gives the names, contact information, and current applicant status of all classified staff applicants to a specific posting

Applicant List (Faculty and Exempt Prof.)

Applicant report that gives the names, contact information, and current applicant status of all faculty or exempt professional applicants to a specific posting

Posting Status Definitions

Posting Status

The most current action taken on a posting indicating whether the posting is pending, active, or inactive

Active Posting

Requisitions that are currently posted on the applicant site or are no longer posted but still have applicants under review; includes the following posting statuses: Posted, Waiver, Closed/Removed from Web

Pending Posting

Requisitions that are waiting to be updated and approved or have been approved but are not yet posted on the applicant site; includes the following posting statuses: Posting Uploaded (Needs Update), Saved, Submitted for Approval, Req Returned to DL for Review, Approved for Later Posting

Historical Posting

Requisitions that have been filled or cancelled and are no longer on the applicant site; includes the following posting statuses: Cancelled, Position Filled

Posting Uploaded (Needs Update)

Default status assigned to posting when information is uploaded into Jobs at CU from PeopleSoft HRMS; indicates to DL that posting information has not yet been entered

Saved

Used when a posting is still being worked

Submitted for Approval

Assigned by DL when posting information has been entered and posting is ready for review; indicates to Campus HR that posting is ready for review

Req Returned to DRL for Review

Assigned by Campus HR when routed back to DL for update and/or review

Approved for Later Posting

Assigned by Campus HR when posting has been approved; will auto post on the posting date specified in posting details

Waiver

Assigned by Campus HR when posting has been approved for waiver and, therefore, will only be viewable by those who have been given the “quick link” (URL) for posting

Posted

Assigned by Campus HR when posting has been approved; will post information online immediately, regardless of the posting date

Closed/Removed from Web

Assigned by the system to a posting on its closing date; inactivates the posting and removes it from the web

Position Filled

Assigned when final candidate accepts terms of offer

Cancelled

Assigned when recruitment is suspended

Applicant Status Definitions

Applicant Status

The most current action taken on an applicant; indicates whether the applicant is active or inactive

Classified Referral

Assigned by Campus HR to the most qualified classified staff applicants; this status enables DLs to see the information associated with the applicants

Recommend for Hire

Assigned by DL to selected final candidate

Not Selected

Assigned to non-selected candidate by DL; this is a good “placeholder” status to give a candidate while acceptance of offer to final candidate is not yet final; may indicate that a formal letter should be sent or phone call should be made; will not generate an email notification

Under Review by Dept./Committee

Default status assigned by system when applicant has applied to a faculty or professional exempt posting

Did Not Meet Min Quals

Assigned to faculty or professional exempt applicants who do not meet minimum criteria; will not generate an email notification

Application Complete – Send Email

Assigned to faculty or professional exempt candidates under consideration when all required documentation has been received; will generate an email notification

Selected for Interview

Assigned to faculty or professional exempt candidates who have been selected for interviews

Finalist

“Placeholder” which identifies final candidates; typically used to inform search committee members

Not Selected – Send Email

Assigned to non-selected candidate; will generate an email notification

Under Review by HR

Default status assigned by system when applicant has applied to a classified staff posting

Hired

Assigned to selected final candidate after candidate accepts offer of employment

Did Not Meet Residency Req – Send Email

Assigned by Campus HR to classified staff applicants who are not State of Colorado residents; will generate an email notification

HR Detd Did Not Meet Min Quals – Send Email

Assigned by Campus HR to classified staff applicants who did not meet the minimum requirements of the position; will generate an email notification

Eligible, But Not Referred – Send Email

Assigned by Campus HR to classified staff applicants who met minimum requirements of the position but did not rank high enough to be referred to the DLs

Transfer/Reinstatement

Assigned by Campus HR to classified staff applicants who are eligible for transfer or reinstatement

System Detd Did Not Meet Min Quals

Assigned by the system to applicants who are automatically disqualified based on answers to posting specific questions with disqualifying points

Application Status Definitions

Application Status

Status seen by applicants when reviewing their application history

In Progress

Seen by applicants when other statuses are not applicable or when department/HR is still reviewing applications

Application Withdrawn

Indicates that applicants have voluntarily removed their applications from consideration; once this action is taken, applicants may not reapply to the same position

Did Not Meet Residency Requirements

Applicants who apply for classified staff positions but are not residents of the State of Colorado

Incomplete – Finish Applying

Applicants who have not submitted all required information to a posting

Not Qualified

Applicants who are automatically disqualified by the system when posting specific questions and disqualifying points are used

Position Filled

Posting is inactivated at time of final candidate's acceptance of employment offer

Recruitment Cancelled

Recruitment is inactivated before the specified closing date

Applicant Statuses Accessible to DLs

Classified Staff Postings:

1. Classified referral (default)
2. Transfer/Reinstatement (default)
3. Recommend for hire
4. Not selected
5. Not selected – send email
6. Letters of Recommendation Requested – send email
 - i. Selection reasons:
 - Declined position
 - No response
 - Unsatisfactory employment record
 - Employment conditions
 - Did not appear for interview
 - Applicant not interested
 - Less relevant skills
 - Less relevant experience
 - Less relevant education
 - Other

Faculty and Exempt Professional Postings:

1. Under review by dept./committee (default)
2. Did not meet min quals
3. Application complete – send email
4. Selected for interview
5. Recommend for hire
6. Finalist
7. Not selected
8. Not selected – send email
9. Letters of Recommendation Requested – send email
 - i. Selection reasons:
 - Declined position
 - No response
 - Unsatisfactory employment record
 - Employment conditions
 - Did not appear for interview
 - Applicant not interested
 - Less relevant skills
 - Less relevant experience
 - Less relevant education
 - Other

Email Text to Applicants:

Classified Staff Postings

Not selected – send email

Dear <applicant first name> <applicant last name>:

Thank you for your interest in employment at the University of Colorado. The review of applications, for the position of <position title>, job posting number <job posting number>, has been completed, and we regret to inform you that you were not selected for further consideration for this position. If you have further questions please contact <job posting contact> at <job posting contact email>.

We wish you success in your job search and encourage you to visit our website, www.jobsatcu.com, to view current job postings.

Faculty/Exempt Professional Postings

Application complete – send email

Dear <applicant first name> <applicant last name>:

Your application, for the position of <position title>, job posting number <job posting number>, has been completed. All required materials have been received, and your application is currently under review.

If you have any questions, please contact <job posting contact> at <job posting contact email>.

Not selected – send email

Dear <applicant first name> <applicant last name>:

Thank you for your interest in employment at the University of Colorado. The review of applications, for the position of <position title>, job posting number <job posting number>, has been completed, and we regret to inform you that you were not selected for further consideration for this position. If you have further questions please contact <job posting contact> at <job posting contact email>.

We wish you success in your job search and encourage you to visit our website, www.jobsatcu.com, to view current job postings.

LETTERS OF RECOMMENDATION EMAILS

Applicant email

Dear [Applicant Name],

Your application for posting number [posting number], [posting title] is being reviewed for further consideration. At this time the reference providers that you listed at the time of application have been emailed with a request to submit a reference letter.

The reference provider will receive an email from jobsatcuhelp@cu.edu.

As an applicant, you are able to login to www.jobsatcu.com and monitor the status of letters received for this posting.

If you have any questions, please contact jobsatcuhelp@cu.edu, 303-735-6000 or 1-888-472-9236.

Thank you.
Jobs at CU

Provider email

Dear [Recommendation Provider],

[Applicant] is applying for a position at University of Colorado and has listed you as an intended provider of a reference letter relevant to his/her candidacy for the position of [posting title]. You can see the details of this position at [quicklink].

We respectfully request that you visit the link below to submit a Letter of Reference for [Applicant].

Referral Link
[Referral link]

Your reference letter will remain completely confidential.

If you have any questions about this process, please call 303-735-6000 or 1-888-472-9236 or email jobsatcuhelp@cu.edu.

Sincerely,
Jobs at CU

Job Title
[Posting title]

Candidate
[Applicant]

Personal Note from Candidate
[Note from candidate]

Department Notes
Please provide a reference for this candidate by July 5th. We would appreciate your experience of the candidate's teaching skills and research expertise.

Referral Link
[Referral link]

Referral Portal

Thank you for using our online portal to submit a letter of recommendation for this candidate. Use of this portal will facilitate the immediate receipt of your letter of recommendation by the hiring department, and allow candidates to see when the letter has been uploaded.

Your letter of recommendation will be kept strictly confidential.

Please review the instructions below to upload your letter of recommendation. If you have any questions or concerns utilizing this portal, please call 1-888-472-9236.

To attach a Letter of Reference, Please click the link called **ATTACH** below.

Once you have attached your document, please click the View link to verify that it uploaded correctly. If your document appears to have formatting problems, please click the Remove link to remove the document. You can adjust your original document using the following formatting tips and then reattach the document.

- Please use "standard" fonts, such as Times New Roman, Arial and other common fonts.
- Avoid the use of complex tables and shading
- Avoid the use of several columns in one document.
- Avoid embedded images, such as pictures or graphics

NOTES FROM THE DEPARTMENT

We would appreciate your thoughts and experiences regarding this candidate's abilities. Please provide a recommendation letter by uploading it using the link below.