Jobs at CU

HIRING PROPOSAL STEP-BY-STEP GUIDE

INTRODUCTION

Welcome to Jobs at CU, the University of Colorado's online position description, employment application and onboarding new employees system. Please use this guide in conjunction with the DL Glossary.

You will use this system to:
- Create, modify and approve positions
- Advertise recruitments online
- Review applicants to your postings
- Allow search committee members to review and rank applications
- Communicate applicant statuses to Hiring Authorities and Campus HR Users
- Hire new employees from applicants
- Provide new employees information to begin their employment

train30 train30, you have 6 messages.　　DRL/PPL　　▼　↻　logou

Actions / ... / **Hiring Proposal** / **IT Tech II** / **Edit**

Editing Hiring Proposal

Hiring Proposal
- Hiring Proposal Documents
- Hiring Proposal Summary

Hiring Proposal

In the Hiring Proposal, enter all data you want to feed over to HRMS

When done, click Next

Save　　Next >>

✔ Check spelling ▼

Position Information

Working Title	IT Tech II (EK Test Boulder)
People Admin Position Number	C/U00046
PeopleSoft Position Number	680385
Work Hours	Work Hours test
Reports to Position Number	
FTE	
Job Code	H212TN
Manager Level	Please select ▼

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Editing Hiring Proposal

- ☑ Hiring Proposal
- **Hiring Proposal Documents**
- Hiring Proposal Summary

Hiring Proposal Documents

Save   << Prev   Next >>

PDF conversion must be completed for the document to be valid when applicable

If no attachments are uploaded, click next to move to summary

Document Type	Name	Status	(Actions)
Budget Authorization - Hiring Proposal			Actions▾
Offer Letter			Actions▾

Save   << Prev   Next >>

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Hiring Proposal: Jacob Ketteman (Classified and University Staff) Edit

Current Status: Draft

Position Type: **Classified and University Staff**
Department: **Office of the Chancellor**
Applicant: Jacob Ketteman
Posting: **IT Tech II (EK Test Boulder)**

Created by: **train30 train30**
Owner: **train30 train30**

After reviewing the Hiring Proposal Summary and are ready to have the hiring proposal approved, click on Take Action on Hiring Proposal. Following your campus workflow, select the correct Approver.

Take Action On Hiring Proposal ▾

WORKFLOW ACTIONS

Keep working on this Hiring Proposal

Cancel HP (move to Canceled)

Send to Department Approver (move to Department Approver)

Send for College/Division Approval (move to College/Division Approval)

Send for HR Approval (move to HR Approval)

| Summary | History | Settings |

Hiring Proposal Edit

Position Information

Working Title	IT Tech II (EK Test Boulder)
People Admin Position Number	C/U00046
PeopleSoft Position Number	680385
Work Hours	Work Hours test

Enter Comments (Optional) & add to watch list if needed

Take Action ✖

Send for HR Approval (move to HR Approval)

Comments (optional)

☑ Add this hiring proposal to your watch list?

Submit   Cancel

Classified and University Staff / ... / Jacob Ketteman (Interviewed) / Hiring Proposal / Summary

Hiring Proposal: Jacob Ketteman (Classified and University Staff)   Edit
Current Status: HR Approval

Position Type: **Classified and University Staff**

Department: **Office of the Chancellor**

Applicant: **Jacob Ketteman**

Posting: **IT Tech II (EK Test Boulder)**

Created by: **train30 train30**
Owner: **Staff Campus HR**

Once the Hiring Proposal has been approved and submitted to HR they can review, edit or approve the Hiring Proposal. If approved for Offer the Hiring Proposal will then go to the Department Approver

Take Action On Hiring Proposal ▼

WORKFLOW ACTIONS

Keep working on this Hiring Proposal

Send for Budget Review (move to Budget Review)

Approved for Offer (move to Approved for Offer)

Summary   History   Settings   Reports

✔ Hiring Proposal   **Edit**

Position Information

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Take Action ✖

Approved for Offer (move to Approved for Offer)

Comments (optional)

☐ Add this hiring proposal to your watch list?

Submit   Cancel

Classified and University Staff / ... / Jacob Ketteman (Interviewed) / Hiring Proposal / Summary

Hiring Proposal: Jacob Ketteman (Classified and University Staff)　Edit

Current Status: Approved for Offer

Position Type: **Classified and University Staff**

Department: **Office of the Chancellor**

Applicant: Jacob Ketteman

Posting: IT Tech II (EK Test Boulder)

Created by: **train30 train30**
Owner: **Department Approver**

The department extends the job offer to the applicant. If the offer is accepted by the applicant, the Department Approver will finalize the process by clicking Take Action on Hiring Proposal and selecting Offer Accepted-Send to PeopleSoft (HRMS)

Take Action On Hiring Proposal ▼

WORKFLOW ACTIONS

Keep working on this Hiring Proposal

Offer Declined (move to Offer Declined)

Offer Accepted - Send to PeopleSoft (move to Offer Accepted - Send to PeopleSoft)
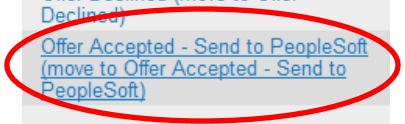
Summary　History　Settings　Reports

✓ Hiring Proposal　Edit

Position Information

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Take Action ✕

Offer Accepted - Send to PeopleSoft (move to Offer Accepted - Send to PeopleSoft)

Comments (optional)

☐ Add this hiring proposal to your watch list?

Submit   Cancel

This concludes the Hiring Proposal process.

Thank You!

Any Questions? Please send to
jobsatcuhelp@cu.edu