Faculty, and Research Faculty (PRA, Sr. PRA, Research Associate series)

Campus Specific Information to be Populated in Non-Person Profile

(Job Description)

Review and populate all fields. Ensure you populate the following information.

**Step 1** – Select appropriate action/position number

**Step 2/Position/Action/Reason**

Effective date: select date you are entering

Select Vacant Position – Taleo Hire in in reason box

**Step 3/ePAR Position-Change**

Update incumbent should be unchecked

If new – Ensure FLSA is set to Exempt

**Step 4/NPP Questionnaire** – Select “Select All Yes” at the bottom of the non-person profile options. Do not populate anything in the HR only page

**Step 5/Position Summary** – Populate a brief summary of the position.

*Important:* Populate Minimum Qualifications, preferred qualifications and knowledge, skills and abilities here. You will be able to identify the required degree and preferred degree in the Education page

Make sure to check “Feed to CU Careers”

Select New, Vacant or Update Position.

Add Bobby Pinter as HR Consultant for Faculty positions

Add Sean Clark as HR Consultant for Research Faculty (PRA, Sr. PRA, Research Associate) positions

**Page 6/Required Training** – Populate any/all required training for the position (the following are required for all employees: U00063 – IT Privacy and Security-User Responsibility, U00067 – Discrimination and Harassment). Note: only training available in SkillSoft is available at this time. HRMS code must be created if you want to add/select here.

**Step 7/Additional Information**

Populate required background checks

Under Add New Additional Job Requirements, populate applicable requirements (driver’s license, hazardous chemicals, Supervisor of Classified Staff ....)

**Step 8/HR Only** – leave blank

**Step 9/Faculty Effort** – Populate effort

**Step 10/Education** – Populate required degree and preferred degree

**Page 11/Funding** – Populate