Creating the University Staff Job Posting

Once you have received an approval e-mail from Human Resources, you can create the posting in Jobs at CU.

IMPORTANT: You must create the posting from the job description created earlier. Please do not create a job posting and populate the position number on your own.

**Navigation:**

Make sure you are in the applicant tracking module (blue header on screen). On the upper right side of your screen there is a drop-down menu. Please ensure you have selected DRL/PPL. **Remember to hit the “refresh” button next to the drop-down menu.**

1. Click on the **Postings** tab, select **Classified and University Staff**
2. Click on the orange box in the upper-right corner “Create New Posting” (a window will pop up)
3. Click “Create from Position Description”
4. Use the search box to search for a position number.
5. Select a position from the list below and click on the title to open the position.
6. In the upper-right, select “Create Posting from this Position Description” next to the **green + sign.**

A new screen will open and you need to complete the following information:

**Working Title:** If not already auto-populated, enter the working title for the position.
Organizational Unit
1.  **Campus**: Should default. If not, select the location where the position resides.
2.  **Division**: Should default. If not, select the appropriate Division.
3.  **Department**: Should default. If not, select the appropriate Department.

Applicant Workflow
1.  **Workflow State**:
   a.  **IMPORTANT** - “Under Review by Search Committee” status. If you do not put into this status, you will not be able to see applicants.
   b.  Appointments based on previous search, promotion, transfer, or rehire of former employee, affiliate, state employee, or student worker - use “Under Review by HR” status.

References
1.  **Accept References**: Click to accept only if you are accepting letters of recommendation – typically for faculty positions.

Online Applications
1.  **Accept online applications**: leave checked
2.  **Special offline instructions**: leave blank
3.  **Accepted Application Forms**: check Faculty and University Staff (exempt professional) Applications

Click orange “Create New Posting” button. This will take you to the Posting Details page. See below for the tabs that require information:

**Posting Details Tab:**

**Contact Information**: complete the required fields
- **Job Posting Number**: Department Recruiting Liaison
- **HR Consultant**: Job Posting contact (DRL or Search Committee Chair)
- **Recruiter (Appointing Authority)**: Job Posting contact telephone
- **Recruiter telephone**: Job posting contact email
- **Recruiter fax**: 

**Recruiter email**

**Position Information**: Most information should have been auto-populated. Complete any remaining required fields.
- **Position Number**: Full/Part Time*
- **Career Family/Title**: Percent of Time
- **Background Check Required**: Position Type
- **Job Code**: Campus*
- **CU Job Code**: City*
- **Essential Services**: Division

* Items with an asterisk indicate that the field feeds over the external job posting sites including InsideHigherEd and HigherEd Jobs.
JobsatCU Guide – Creating the University Staff Job Posting – Rev. 5/2015

Classification Title

Posting Information: complete any other required fields.
HR will edit this information as appropriate.

Working Title*
Job Summary
Send to IHE
InsideHigherEd.Com...
HigherEd Jobs
Please list other postings mediums
Posting date*
Closing date*
Open Until Filled
Posting Description*
Pass Message
Fail message

Is this posting internal only? – IMPORTANT:
Check this if you would like the position open to
CU employees only. You may limit to Denver
campus or all CU campus locations – Notify
your HR Consultant and ask that language be
added to the posting to limit the search and
create a supplemental question prior to posting.

Fill Type (see note below)

Waiver Reason
Waiver Reason Explanation
Special Instructions to applicants

Qualifications Tab:
HR will edit this information as appropriate.
Minimum Qualifications*: Should default
Competencies/Knowledge, Skills & Abilities*: Should default
Preferred Qualifications*: Should default

Additional Information Tab:
In addition to a criminal background check: Check any other types of background checks that
are required for the position. HR will make final determination if additional checks are
necessary.

Letter of Recommendation Tab: (Only need to enter info here if requiring letters of
recommendation). If requiring applicants to submit letters of recommendations, enter the
information requested. This is typically used for faculty positions.

Documents Tab:
You should not need to attach any documents to the posting. Contact your HR Consultant if
there is a document you would like to attach.

Supplemental Questions Tab:
This tab is used to require applicants to provide specific information related to qualifications
and experience. See instructions on page Error! Bookmark not defined, if you would like to use.

Applicant Documents Tab:

* Items with an asterisk indicate that the field feeds over the external
job posting sites including InsideHigherEd and HigherEd Jobs.
For all documents: Select “Required” if a required document. Select “Optional” if you want to give applicants the option to include the selected materials. Leave “Not Used” selected if you do not want to use particular documents.

**Guest Users Tab:**
HR will ensure that guest user access is activated prior to posting positions for you. IMPORTANT: List Search Committee Member names here.

**Search Committee Tab:**
Currently not using.

**Ranking Criteria Tab:**
Currently not using.

IMPORTANT: Once complete review/ensure all fields are complete. If you have blue circles to the right of each section, you can proceed. If Orange circle, check to see what information should be added.

Once posting is complete, submit to HR for approval by clicking the orange “Take action on Posting” button, select send for “HR Approval” and email your consultant to inform him/her that this process has been completed in Jobs at CU. IMPORTANT: If not in HR Review or HR Informal Review status, the action will not show up in our inbox.

The HR Consultant assigned to the search will work with you to post the position once the search committee charge is delivered.

Once the position is posted, you will receive an e-mail from the HR Consultant assigned to the search.

Please follow the instructions in the approval e-mail to ensure you complete all steps in the search process.