Welcome to the Jobs at CU position management and applicant tracking system.

For instructions on how to add or remove Jobs at CU system access, click here.

In the system, position descriptions must be created and approved (workflow status must be in “all approvals obtained”) prior to creating a job posting. This guide will walk you through each process and assist you in determining what information is needed and where to include it.

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Position Number Tips

To avoid using the same position number twice, be sure to check your posted positions before selecting a number in the position management module.

**When searching for existing position numbers, remember to add 00 before the position number.**

1. **If position is occupied:** Search for and select current position number and populate job description.
2. **If vacant:** Search for and select vacant position number. Use vacant classified position if creating Classified position. Use vacant University Staff (exempt professional) position for creating University Staff position. Use vacant Faculty or Research Faculty position if creating Faculty or Research Faculty position.
3. **If classified employee electing exemption:** Use vacant University Staff position number or create a new one and reference current classified position number in type of review section.
4. **If exempting vacant classified position due to funding:** Use current classified position number to create job description.
5. **Creating a new University staff or Classified position:** When you submit a request to create a new job description vs. modifying a vacant job description, HR will move the action into “all approvals obtained” to generate a position number.
   a. The position information (new position number, job code) will upload into HRMS overnight. Once updated, you must populate the funding distribution information.
   b. HR will e-mail you and ask that you populate the funding.
   c. HR will verify the funding and then proceed with the review and submit for second level review approval (if state funded).
6. **Creating a new Faculty or Research Faculty position:** When you create a job description and you are ready to approve, you will change your role from DRL to Faculty position approvals or Research Faculty position approvals and click refresh and. Then move the status into all approvals obtained. Once you do this, a position number will be generated and the position information (new position number and job code) will upload into HRMS overnight. Once HRMS updates, you must populate the funding distribution information. Once you have completed this step, you can create the job posting for submission to HR.

**Please use a vacant position number instead of creating a new one if you have one available.**
Creating a University Staff (Exempt Professional) Job Description

**Navigation:**
Make sure you are in the position management module (orange header on screen). In the upper right side of your screen there is a drop-down menu. Please ensure you have selected DRL/PPL (click the refresh button after you make a selection from the drop-down menu).

1. Click on the Position Descriptions tab, select Classified and University Staff.
2. To modify an existing position, use the search box to search for a position number.
3. Select a position from the list below.
4. Click on the title to open the position for editing (this will take you to a new page).
5. On the top, right-hand side of the screen, click “Modify Position”, click “Start.”

6. To create a brand new position you will need to click on the orange box in the upper-right, “Create New Position Description.”

You should now be able to edit the position (or add all information if creating a new position). On the left-hand side of the screen, you will see a table titled Editing Action. You will move through this table to update and edit the job description. Use the “Save” button if you need to exit Jobs at CU before you finish (see image below).
IMPORTANT NOTE: If you are not able to complete the entire job description and you have to come back to working on it at a later time, please save your changes before exiting.

To access the job description you were working on, click on the Position Descriptions/Classified and University Staff Actions tab. Search for the position number by typing the number into the search field and then selecting the position below. Doing this will eliminate the possibility of creating multiple descriptions for the same number (see image below).
Populate the Job Description Information

Proposed Title/ Job Code Tab:

1. Title Details
   (The below information should be pre-populated when Modify Position is used)

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NOTE: If you need to change the proposed job code/working title, scroll down the page to search for a new title in the list of positions. Narrow the search by using the “filter these results” function and typing in the proposed position title or class (example: if you type in program assistant it will display all levels). Select appropriate title by checking the radio button and hit save. The job code information/title will populate above. If you are not sure what title to select, choose one and HR will update when the request is reviewed.

Position Description Tab:

General Information

1. Working Title: Enter proposed working title. HR uses this field to keep track of actions while under HR Review. The position number, action, and DRL name will appear here while HR reviews the action. Once review is complete, the working title will appear.
2. Funding: select all that apply/add others not listed if applicable when you modify OR create a new description – Type in all speed types from HRMS in other field. Ensure that funding entered matches the funding for the position you are using in HRMS.
   a. HR will e-mail you and ask that you populate the funding once the information feeds into HRMS from Jobs at CU.
3. HRMS Position Number: defaults if “Modify Position” was used. New positions will not have a position number until HR moves description to status “All Approvals Obtained.”
4. Campus: (should default)
5. Division: (should default)
6. Department: (should default)
7. Work Unit: enter work unit if different than what has defaulted in the field.
8. Job Summary: Briefly describe the purpose of this position. Describe any staffing or organizational changes, duties added or eliminated and any effect on other positions (include position #’s). To expedite your request, please provide as much information as you can (this will be on the actual job posting)
Position Review Information for appointments based on previous search, promotion, transfer, or rehire of former employee, affiliate, state employee, or student worker:

1) HR Position Management Consultant (dropdown of HR names): select the HR Consultant that has been assigned to your unit. If you are not sure who your HR Consultant is, click here.

2) Type of Review: Select “Other”

3) Additional information (Please use the following as a guide to explain what you need and are trying to do): IMPORTANT: Please provide as much information as possible in this section.

   a. Proposed salary range for position and/or the amount you would like to offer
   b. Identify the type of appointment you are requesting (based on previous search, promotion, transfer, rehire, student worker, or spouse of newly hired faculty member) as outlined below:

   **Appointment Type 1** Appointing based on previous search – Include name of proposed hire, job posting number and title (job descriptions must be similar)

   **Appointment Type 2** Promotion to a different position number or transfer to a different position number for current employee or student worker; hire of a current affiliate or state employee; or rehire of a former employee, affiliate, state employee, or student worker.

   Include name of employee, affiliate employee and affiliate name, state employee and state agency name, or student worker name.

   When appointing student workers ensure the following:

   Include name of student worker and ensure he or she meets the following criteria:
   - Has worked for CU as a student for at least a semester (% does not matter)
   - Meets all minimum qualifications for the position
   - Job is related to duties performed as a student worker
   - Must have graduated

   **Appointment Type 3** – Spousal Hire

   Include name of proposed hire, name of newly hired faculty member or Officer, and attach offer letter of faculty member or Officer

4) Add to Document (document section):

   ***IMPORTANT*** Attach resume under “Other 1” and include name of person you wish to appoint and current date in both name and description fields when uploading. Please ensure that proposed hire meets the minimum qualifications you included in the description.

Position Review Information for creating new description or updating description for search, update with increase, or update only:
1. **HR Position Management Consultant** (dropdown of HR names): select the HR Consultant that has been assigned to your unit. If you are not sure who your HR Consultant is, click here.

2. **Type of Review**: Select the best answer (see below for definitions).

3. **New**: Create new job description and start search for University Staff (exempt professional) position.

4. **Vacant**: Use current job description/PDQ and start search for University Staff (exempt professional) position.

5. **Occupied Promotion**: Request update to Job description to higher level for University Staff.

6. **Occupied Salary Increase**: Update with increase – update job description for University Staff, include current and proposed salary in document section.

7. **Occupied No Salary Increase**: Update only to job description for University Staff.

8. **Additional information** (Please use the following as a guide to explain what you need and are trying to do): IMPORTANT: Please provide as much information as possible in this section.
   - If search, do you want recruiting services, full-service or consulting from HR?
   - Proposed salary range for position
   - If occupied position and you are requesting an update with increase, please include the name of the incumbent and proposed salary.

   If update with increase, there must be substantive duties added to justify an out of cycle increase. Please include a detailed description of what has changed.

   If you are adding duties to an employee and not backfilling the position, using update with increase is appropriate vs. creating a new number. If you are backfilling a position that we recently reviewed, let us know here that the description is identical.

9. **Is a Classified employee electing exemption?** (Yes/No) If yes, include incumbent’s name and old classified position number in field below. We must create a University Staff position (or reuse an existing vacant number) and abolish the employee’s current Classified position.

   NOTE: The classified employee must initiate this request BEFORE HR will review.

10. **Full/Part Time** (dropdown): select Full- or Part-Time status of position. If part-time, include % of time in the field below.

11. **Will these changes require an update to the existing incumbent record in HRMS?** (Yes/No)

    Always select “No” to avoid changing the incumbents information in HRMS.

**Duties Tab:**

1. **Brief Description**: Add duties in bullet form.

2. **Percentage of time**:

3. **Provide specific examples of regular, on-going decisions made by this position related to this duty**: You do not need to complete this field for University Staff positions.

4. **In performing this duty, provide examples of typical problems or challenges...**: You do not need to complete this field for University Staff positions.
NOTE: To add additional duties, you must click on the “Add Duties Entry” button at the bottom of the page to create a new duty statement box. To remove duties, check the “Remove Entry” box for the duty you wish to remove.

Line/ Staff Authority Tab:
1. Authority Category (dropdown): enter proposed line/staff authority
2. Supervision received and exercised: list titles and position numbers for the direct reports
3. For Staff and Senior Authority: You do not need to complete this field for University Staff positions.

Essential Functions Tab:
1. General Physical Demands Definition: Select level of physical demand in drop down menu.
2. Physical Demands Specific: Check boxes of physical activity that is required and essential to the job function.
3. Mental Functions Selections: Check boxes of mental functions that are required and essential to the job function.
4. Environmental Conditions and Physical Surroundings: Check boxes of any environments the employee will be frequently exposed to.
5. Hazards: Check boxes of any hazards the employee may be exposed to.

NOTE: If “other” is selected, text is required.

Qualifications Tab:
(Information entered here will appear on the job posting)
1. Minimum Qualifications: enter the proposed minimum qualifications for the position. HR will review prior to posting and may make changes.
2. Required Competencies: Knowledge, skills & abilities.
3. Preferred Qualifications: Please describe any highly desirable experience for the position (experience, education, licensure).

NOTE: Qualifications are easily measurable items and can be screened for on paper, such as education and experience. Competencies (or KSAs) are soft skills like “customer service oriented” or “strong interpersonal skills.”

4. Do you think this position requires special qualifications that differ from the established minimum qualification for other positions in the class?: You do not need to complete this field for University Staff positions.
5. If yes, please describe the special qualification: You do not need to complete this field for University Staff positions.
6. Can the special qualification not be obtained through training during the probationary/trial service period (between six and twelve months)?: You do not need to complete this field for University Staff positions.

Additional Information Tab:
Drug Free Workplace
1. For the purposes related to the Drug Free Workplace Act of 1988 and the Colorado State Employee Substance Abuse Policy, is this position safety related? (yes/no): Select yes or no from dropdown.

**Background check**
1. In addition to a criminal background check: check boxes for, Motor Vehicle or Other. Criminal background check requirement will appear on the posting.

NOTE: Financial/credit checks are conducted for Officers only. If motor vehicle is selected, we must justify based on duties in job description. HR will make final determination for all.

**Additional Requirements**
1. Pre-placement Physical: (yes/no)
2. Please describe any special physical requirements: include special physical requirements here.
3. Colorado Driver’s License: (yes/no) – HR makes final determination
4. Driver’s License Type: (select from drop-down menu if applicable)
5. Driver’s License required endorsements: Include any required endorsements here if applicable.
6. Essential Services: (yes/no) This information will appear on the posting.
7. Shift Work (check box): This normally only applies only to Classified positions eligible for overtime.
8. On Call Hours (check box): This normally only applies only to Classified positions eligible for overtime. HR makes final determination
9. Call back (checkbox): This normally only applies only to Classified positions eligible for overtime. HR makes final determination
10. Please describe additional requirements for shift work, on call hours or call back: Enter this information in the box provided if applicable.
11. Health Insurance Portability and Accountability Act (HIPPA): Check all that are applicable.
12. Hazardous Chemicals: (yes/no)
13. Radioactive Materials/lionizing Radiation: (yes/no)
14. Infectious Matls/Human Blood or Bodily: (yes/no)

**Employee Tab:**
If occupied, name of employee should populate. If vacant, search for employee.

**Supervisor Tab:**
Name of supervisor should populate. If incorrect search for supervisor.

**Documents Tab:**
1. Org Chart: required at time of submission of request.
   a. To upload the org chart, select actions, upload new, select file to upload, submit. Please include a detailed org chart so we understand the structure/supervision (if applicable).

NOTE: Since Hiring Proposal function/feed is not working, you may not be able to populate with an employee or supervisor hired after February 2013.

NOTE: You cannot attach an org chart created in PowerPoint. You can attach if you convert to PDF first.

3. *Denver Campus Second level justification: for state funded positions.* If fully or partially state funded (610 speedtype) include second level justification request here.

4. **Navigation:** action > create new > type in justification > submit > confirm.
   a. Add the following information:
      i. Department name
      ii. Position #
      iii. Position Title
      iv. Action requested (announcement, promotion, or offer)
      v. Funding distribution (speed type/%)
      vi. Justification for the action including why the position is essential to the functioning of the unit, if non-State funds are available for supporting the position and how the unit will be able to cover a shortfall in State funding should a mid-year budget recession occur.

   **For AMC** - Please attach a copy of e-mail you sent to the Dean and CFO with the information above.  
   **For Denver Campus** – Please include the information above and HR will forward the request for approval.  
   **For SOM** – If creating a new position or requesting an update with increase attach e-mail approval from Dean’s office.

5. Hit submit.

After you have added all documents, click “next.”

**IMPORTANT:** Once complete review/ensure all fields are complete on the summary tab. If you have blue circles to the right of each section, you can proceed. If there is an orange circle, check to see what information should be added. Go to the orange “Take Action on Position Description” and change the status to “HR Approval.”

**IMPORTANT:** If not in HR Review or HR Informal Review status, the action will not show up in our Inbox.

Approval e-mail will be sent once review and second level approval is received (if state funded).

A. Denver signed job description: Once you receive notification from HR that we have reviewed the job description and it has been approved, please print out the action summary sheet, on the last page of the summary sheet, print the approver’s name, and have the approver sign and date on the last page. Please e-mail signed job descriptions for University Staff positions to HR.Exempt-Request@UCDenver.edu.

**NOTE:** The Dean, Assistant Vice Chancellor, Associate Vice Chancellor or Vice Chancellor must sign the job description.

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**Top of the Document**
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**
- **HR Consultant**
- **Recruiter (Appointing Authority)**
- **Recruiter telephone**
- **Recruiter fax**
- **Department Recruiting Liaison**
- **Job Posting contact** (DRL or Search Committee Chair)
- **Job Posting contact telephone**
- **Job posting contact email**

**Recruiter email**

**Position Information**: Most information should have been auto-populated. Complete any remaining required fields.

- **Position Number**
- **Career Family/Title**
- **Background Check Required**
- **Job Code**
- **CU Job Code**
- **Essential Services**
- **Full/Part Time***
- **Percent of Time**
- **Position Type**
- **Campus**
- **City***
- **Division**
- **Classification Title**

* Items with an asterisk indicate that the field feeds over the external job posting sites including InsideHigherEd and HigherEd Jobs.
**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**:
- **Competencies/Knowledge, Skills & Abilities**:
- **Preferred Qualifications**:

**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 38 if you would like to use.

**Applicant Documents Tab:**
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.

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* Items with an asterisk indicate that the field feeds over the external job posting sites including InsideHigherEd and HigherEd Jobs.
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.
Creating a Classified Job Description

**Navigation:**
Make sure you are in the position management module (orange header on screen). In the upper right side of your screen there is a drop-down menu. Please ensure you have selected DRL/PPL.

1. Click on the **Position Descriptions** tab, select Classified and University Staff.
2. Use the search box to search for a position number.
3. Select a position from the list below.
4. Click on the title to open the position for editing (this will take you to a new page).
5. On the top, right-hand side of the screen, click “Modify Position”, click “Start.”

Here is where you will select a position number and click on the job title to edit the position if modifying an existing position.

You should now be able to edit the position. On the left-hand side of the screen, you will see a table titled **Editing Action**. You will move through these items to update and edit the job description.
IMPORTANT NOTE: If you are not able to complete the entire job description and you have to come back to working on it at a later time, please save your changes before exiting.

You can access the job description you were working on by going into the Position Descriptions/Classified and University Staff Actions tab, searching for the position number by typing the number into the search field and then selecting the position below. Doing this will eliminate the possibility of creating multiple descriptions for the same number (see diagram below).
**Proposed Title/Job Code Tab:**

1. **Title Details** *(the below information should be pre-populated)*
   - Career Family/Title
   - CU Job Code
   - State Job Code
   - Statutory Exemption Reason
   - Career Family Definition
   - Title Definition
   - Market Salary for Title
   - Survey Data
   - Comp Frequency
   - Standard Hours
   - Reg/Temp Status
   - FLSA Status
   - Worker’s Comp Code
   - Position Type

   **NOTE:** If you need to change the proposed job code/working title, scroll down the page to search for a new title in the list of positions. Narrow the search by using the “filter these results” function and typing in the proposed position title or class (example: if you type in program assistant it will display all levels). Select appropriate title by checking the circle and hit save. The job code information/title will populate above. Be sure to change the working title in the job description so it matches the change. If you are not sure what title to select, choose one and HR will update when the request is reviewed.

**Position Description Tab:**

**General Information**

1. **Working Title:** Enter proposed working title. HR issues this field to keep track of actions while under HR Review. The position number, action, and DRL name will appear here while HR reviews the action.
2. **Funding:** select all that apply/add others not listed if applicable when you modify OR create a new description – **Type in all speed types from HRMS in Other field. Ensure that funding entered matches the funding for the position you are using in HRMS.** If creating a new position, we will e-mail you and ask that you populate the funding once the information feeds into HRMS from Jobs at CU.
3. **HRMS Position Number:** defaults if “modify position” was used. New positions will not have a position number until HR moves to status “All Approvals Obtained.”
4. **Campus:** (should default from Create New Position Description)
5. **Division:** (should default from Create New Position Description)
6. **Department:** (should default from Create New Position Description)
7. **Work Unit:** enter work unit if different than what is in the field.
8. **Job Summary:** Briefly describe the purpose of this position (this will be on the actual job posting). Describe any staffing or organizational changes, duties added or eliminated and any effect on other positions (include position #’s).

   **NOTE:** Describe any staffing or organizational changes, duties added or eliminated and any effect on other positions (include position #’s). To expedite your request, please provide as much information as you can.
Position Review Information
1. **HR Position Management Consultant** (dropdown of HR names): select your departments assigned HR Consultant. If you’re not sure who your HR Consultant is, click here.
2. **Type of Review**: Select the best answer for this posting. (see below for definitions)
   a. **New**: Create new job description for Classified staff.
   b. **Vacant**: Use current job description/PDQ and start search.
   c. **Occupied Promo**: Request reallocation of position to higher level (update only/no increase) – will rarely use this.
   d. **Occupied Salary Increase**: Update with increase – reallocation for Classified staff, include current and proposed salary in document section.
   e. **Occupied No Salary Increase**: Update only to job description for Classified staff.
3. **Additional information**: Provide any additional information that you will be helpful in the job posting and selection process.
4. **Is a Classified employee electing exemption? (Yes/No)**: You do not need to complete this field for Classified Staff positions.
   a. **Full/ Part Time** (dropdown): select Full- or Part-Time status of position. If part-time, include % of time in the field below.

**Duties Tab:**
1. **Brief Description**: Add duty statements for each area of work.
2. **Percentage of time**: Include the percentage of time spent on each duty (ensure that all duty percentages add up to 100%).
3. **Provide specific examples of regular, on-going decisions made by this position related to this duty**: Include examples of decision making for each duty statement.
4. **In performing this duty, provide examples of typical judgements, problems or challenges...**: Include examples of typical problems/challenges and the guidance used to resolve said problems/challenges.

NOTE: To add duties, you must click on the “add duties” button at the bottom of the page to create a new duty statement box. To remove duties, check the “remove entry” box for the duty you wish to remove.

**Line/ Staff Authority Tab:**
1. **Authority Category** (dropdown): enter proposed line/staff authority
2. **Supervision received and exercised**: IMPORTANT: list titles and position numbers for the direct reports
3. **For Staff and Senior Authority (if applicable)**: please describe why this position qualifies for the respective category.

**Essential Functions Tab:**
1. **General Physical Demands Definition**: Select level of physical demand in drop down menu.
2. **Physical Demands Specific**: Check boxes of physical activity that is required and essential to the job function.
3. **Mental Functions Selections:** Check boxes of mental functions that are required and essential to the job function.
4. **Environmental Conditions and Physical Surroundings:** Check boxes of any environments the employee will be frequently exposed to.
5. Hazards: Check boxes of any hazards the employee may be exposed to.

**NOTE:** If “other” is selected, text is required.

**Qualifications Tab:**

1. **Minimum Qualifications:** HR will determine the minimum qualifications based on the State minimum qualifications. You can include proposed minimum qualifications and HR will review and finalize before posting.
2. **Required Competencies:** You can include proposed competencies: knowledge, skills and abilities and HR will review and finalize before posting.
3. **Preferred Qualifications:** You can propose any highly desirable experience for the position (experience, education, licensure). Information entered here will appear on the job posting. HR will review and finalize before posting.

**NOTE:** Qualifications are easily measurable items, such as education and experience. Competencies are softer skills like “customer service oriented” or “strong interpersonal skills.”

4. **Do you think this position requires special qualifications that differ from the established minimum qualification for other positions in the class?:** (yes/no)
5. **If yes, please describe the special qualification:** if applicable, enter information about the special qualifications.
6. **Can the special qualification not be obtained through training during the probationary/ trial service period (between six and twelve months)?:** if applicable, explain why or why not and how.

**Additional Information Tab:**

**Drug Free Workplace**

1. For the purposes related to the Drug Free Workplace Act of 1988 and the Colorado State Employee Substance Abuse Policy, is this position safety related? (yes/no): Select yes or no from dropdown.

**Background check**

1. In addition to a criminal background check: check boxes for Motor Vehicle or Other. Criminal background check requirement will appear on the posting.

**NOTE:** HR will determine if an additional check is necessary. If motor vehicle is selected, we will justify based on duties in job description. HR will make final determination.

**Additional Requirements**

1. Pre-placement Physical: (yes/no)
2. Please describe any special physical requirements: include special physical requirements here.
3. Colorado Driver’s License: (yes/no) – HR makes final determination
4. Driver’s License Type: (select from drop-down menu if applicable)
5. **Driver’s License required endorsements:** Include any required endorsements here if applicable.

6. **Essential Services (yes/no):** This information will appear on the posting.

7. **Shift Work:** (check box) This normally only applies to positions eligible for overtime.

8. **On Call Hours:** (check box) HR makes final determination. This normally applies only to Classified positions eligible for overtime.

9. **Call back:** (checkbox) HR makes final determination. This normally applies only to Classified positions eligible for overtime.

10. **Please describe additional requirements for shift work, on call hours or call back:** Enter this information in the box provided if applicable.

11. **Health Insurance Portability and Accountability Act (HIPPA):** Check all that are applicable.

12. **Hazardous Chemicals:** (yes/no)

13. **Radioactive Materials/lionizing Radiation:** (yes/no)

14. **Infectious Matls/Human Blood or Bodily:** (yes/no)

**Employee Tab:**
If occupied, name of employee should populate.
If vacant, search for employee.

**Supervisor Tab:**
Name of supervisor should populate. If incorrect search for supervisor.

**Documents Tab:**
Please do not attach copies of the job description. All job description information is already included in the system.

1. **Org Chart:** required at time of submission of request. To upload the org chart, select actions, upload new, select file to upload, submit.

**NOTE:** You cannot attach an org chart created in PowerPoint. You can attach if you convert to PDF.

2. **Denver Campus - HR approval of job description:** HR Use Only. You do not need to complete this field for Classified Staff positions.

3. **Denver HR approval of job description:** - HR Use Only.

4. **Denver Campus Second level justification: for state funded positions.** If fully or partially state funded (610 speedtype). IMPORTANT: Please send the following information to your HR Consultant:
   i. Department name
   ii. Position #
   iii. Position Title
   iv. Action requested (announcement, promotion, or offer)
   v. Funding distribution (speedtype %)

   Justification for the action including why the position is essential to the functioning of the unit, if non-State funds are available for supporting the position and how the unit will be able to cover a shortfall in State funding should a mid-year budget recession occur.

**NOTE:** Since Hiring Proposal function/feed is not working, you may not be able to populate with an employee or supervisor hired after February 2013.
For AMC - Please send a copy of e-mail you sent to the Dean and CFO with the information above.

For Denver Campus – Please include the information above and HR will forward the request for approval.

5. Hit submit.

After you have added all documents, click “next.”

IMPORTANT: Once complete review/ensure all fields are complete on the summary tab. 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 complete, go to the orange “Take Action on Position Description” and change the status to “HR Approval.”

IMPORTANT: If not in HR Approval status, the action will not show up in our inbox.

The position may need to be paneled to determine the proper classification. Your HR Consultant will notify you and work with you/the supervisor if changes are needed before creating the posting.

A. Your HR Consultant will create the posting for classified positions. Once the position is posted, you will receive an email from the HR Consultant assigned to the search.

B. Denver signed job description: Once you receive notification from HR that we have reviewed the job description and it has been approved, please print out the action summary sheet, on the last page of the summary sheet, print the approver’s name, and have the approver sign and date on the last page. Please e-mail signed job descriptions for Classified positions to your designated HR Consultant.
Creating a Faculty/Research Faculty (PRA) Job Description to Initiate Search Process

PLEASE NOTE: When you create the job description for Faculty/Research Faculty, you will approve it and then create the posting before submitting to HR.

Navigation:
Make sure you are in the **position management** module (orange header on screen). In the upper right side of your screen there is a drop-down menu. Please ensure you have selected DRL/PPL (click the refresh button after you make a selection from the drop-down menu).

1. Click on the **Position Descriptions** tab, select Faculty or Research Faculty.
2. To modify an existing position, use the search box to search for a position number.
3. **Select a position from the list below.**
4. Click on the title to open the position for editing (this will take you to a new page).
5. On the top, right-hand side of the screen, click “Modify Position”, click “Start.”
6. To create from a vacant, existing position, search the positions listed to find a vacant, existing position. Use the search field and the position number to find the position number you want. A position is vacant if there is no employee name listed with the position.
7. **To create a brand new position you will need to click on the orange box in the upper-right, “Create New Position Description.”**
You should now be able to edit the position (or add all information if creating a new position). On the left-hand side of the screen, you will see a table titled **Editing Action**. You will move through these items to update and edit the job description. Use the “Save” button if you need to exit Jobs at CU before you finish the job description.

![Editing Position Description](image)

**IMPORTANT:** If you are not able to complete the entire job description and you have to come back to working on it at a later time, please save your changes before exiting.

To access the job description you were working on, click on the Position Descriptions/Faculty Actions tab or Position Descriptions/Research Faculty Actions tab. Search for the position number by typing the number into the search field and then selecting the position below. Doing this will eliminate the possibility of creating multiple descriptions for the same number (see image below).
Proposed Title/Job Code Tab: Title Details *(the below information should be pre-populated)*

<table>
<thead>
<tr>
<th>Career Family/ Title</th>
<th>Default Standard Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CU Job Code</td>
<td>Default Reg Temp Status</td>
</tr>
<tr>
<td>Default Comp Frequency</td>
<td>FLSA Status</td>
</tr>
<tr>
<td></td>
<td>Worker’s Comp Code</td>
</tr>
</tbody>
</table>

NOTE: If you need to change the proposed job code/working title, scroll down the page to search for a new title in the list of positions. Narrow the search by using the “filter these results” function and typing in the proposed position title or class (example: if you type in program assistant it will display all levels). Select appropriate title by checking the circle and hit save. The job code information/title will populate above. Be sure to change the working title in the job description so it matches the change.

Position Description Tab:

General Information

1. Working Title: Enter proposed working title.
2. Funding: select all that apply/add others not listed if applicable when you modify OR create a new description – Type in all speed types from HRMS in other field. Ensure that funding entered matches the funding for the position you are using in HRMS.
3. HRMS Position Number: defaults if “Modify Position” was used. New positions will not have a position number until DRL moves description to status “All Approvals Obtained.“
4. Campus: (should default). For a new position, select the campus.
5. Division: (should default). For a new position, select the division.
6. Department: (should default)
7. Job Summary: Briefly describe the nature of work.
8. Full/ Part Time (dropdown): select Full- or Part-Time status of position. If part-time, include % of time in the field below.
9. Default FLSA status: auto populates
10. HR Consultant (dropdown of HR names):
   - Faculty/Post Docs – Shala Massey
   - Research Faculty (Senior PRA, PRA, Research Associate) – Dennis Evans

Duties Tab:

NOTE: To add duties, you must click on the “Add Duties Entry” button at the bottom of the page to create a new duty statement box. To remove duties, check the “Remove Entry” box for the duty you wish to remove. These fields are NOT visible to the applicant; please add detailed duty information to the Posting Description Box.

1. Brief Description: Add duties in bullet form.
2. Percentage of time: You do not need to complete this field for Faculty/PRA/Post Doc Positions
3. **Provide specific examples of regular, on-going decisions made by this position related to this duty:** You do not need to complete this field for Faculty/PRA/Post Doc positions.

4. **In performing this duty, provide examples of typical problems or challenges...:** You do not need to complete this field for Faculty/PRA/Post Doc positions.

5. Once duties are entered, click “Save,” then “Next”

### Qualifications Tab:

1. **Minimum Qualifications:** enter the proposed minimum qualifications for the position. Information entered here will appear on the job posting. **Required Competencies:** Knowledge, skills & abilities. Information entered here will appear on the job posting.

2. **Preferred Qualifications:** Please describe any highly desirable experience for the position (experience, education, licensure). Information entered here will appear on the job posting.

NOTE: Qualifications are easily measurable items and can be screened for on paper, such as education and experience. Competencies (or KSAs) are soft skills like “customer service oriented” or “strong interpersonal skills.”

### Additional Information Tab:

**Background check**

1. **In addition to a criminal background check: check boxes for, Motor Vehicle or Other.** Criminal background check requirement will appear on the posting.

NOTE: Financial/credit checks are conducted for Officers only. If motor vehicle is selected, you must justify based on duties in job description. HR will make final determination for all.

### Employee Tab:

If occupied, name of employee should populate. If vacant, search for employee.

### Supervisor Tab:

Name of supervisor should populate. If incorrect search for supervisor.

### Documents Tab:

No need to attach anything.

---

A. **IMPORTANT:** Once complete review/ensure all fields are complete on the summary tab. 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.

B. *****IMPORTANT*** you must now change your role from DRL to Faculty Positions Approval or Research Faculty Positions Approval and refresh your role by clicking the circular arrow.
C. Once you have changed your role, go to the orange “Take Action on Position Description” and change the status to “All Approvals Obtained.” Once in this status, you can create the job posting and submit to HR for posting (see instructions in next section).

If state funded, you MUST email your second level justification information to Human.Resources@ucdenver.edu and include the following:

i. Department name
ii. Position #
iii. Position Title
iv. Action requested (announcement, promotion, or offer)
v. Funding distribution (speedtype %)
vi. Justification for the action including why the position is essential to the functioning of the unit, if non-State funds are available for supporting the position and how the unit will be able to cover a shortfall in State funding should a mid-year budget recession occur.
Creating a Faculty/Research Faculty (PRA) Job Description to Initiate Appointment Type Hiring Request

IMPORTANT – PLEASE NOTE: When you create the job description for this action, you will submit to HR for review. You will no longer be required to create a search waiver posting. You will not need to change your role to submit the description to HR.

Navigation:
Make sure you are in the position management module (orange header on screen). In the upper right side of your screen there is a drop-down menu. Please ensure you have selected DRL/PPL (click the refresh button after you make a selection from the drop-down menu).

1. Click on the Position Descriptions tab, select Faculty or Research Faculty.
2. To modify an existing position, use the search box to search for a position number.
3. Select a position from the list below.
4. Click on the title to open the position for editing (this will take you to a new page).
5. On the top, right-hand side of the screen, click “Modify Position”, click “Start.”

6. To create from a vacant, existing position, search the positions listed to find a vacant, existing position. Use the search field and the position number to find the position number you want.
7. To create a brand new position you will need to click on the orange box in the upper-right, “Create New Position Description.”

You should now be able to edit the position (or add all information if creating a new position). On the left-hand side of the screen, you will see a table titled Editing Action. You will move through these items to update and edit the job description. Use the “Save” button if you need to exit Jobs at CU before you finish the job description.
IMPORTANT: If you are not able to complete the entire job description and you have to come back to working on it at a later time, please save your changes before exiting.

To access the job description you were working on, click on the Position Descriptions/Faculty Actions tab or Position Descriptions/Research Faculty Actions tab. Search for the position number by typing the number into the search field and then selecting the position below. Doing this will eliminate the possibility of creating multiple descriptions for the same number (see image below).

Proposed Title/Job Code Tab: Title Details (the below information should be pre-populated)

- Career Family/Title
- CU Job Code
- Default Comp Frequency
- Default Standard Hours
- Default Reg Temp Status
- FLSA Status
- Worker’s Comp Code
NOTE: If you need to change the proposed job code/working title, scroll down the page to search for a new title in the list of positions. Narrow the search by using the “filter these results” function and typing in the proposed position title or class (example: if you type in Professional Research Assistant it will display all levels). Select appropriate title by checking the circle and hit save. The job code information/title will populate above. Be sure to change the working title in the job description so it matches the change.

Position Description Tab:

General Information

1. Working Title: Enter proposed working title.
2. Funding: select all that apply/add others not listed if applicable when you modify OR create a new description – **Type in all speed types from HRMS in other field. Ensure that funding entered matches the funding for the position you are using in HRMS.**
3. HRMS Position Number: defaults if “Modify Position” was used. New positions will not have a position number until DRL moves description to status “All Approvals Obtained.”
4. Campus: (should default). For a new position, select the campus.
5. Division: (should default). For a new position, select the division.
6. Department: (should default)
7. In Job Summary Section: Briefly describe the nature of work. AND (Please use the following as a guide to explain what you need and are trying to do): IMPORTANT: Please provide as much information as possible in this section.

Identify the type of appointment you are requesting (based on previous search, promotion, transfer, rehire, student worker, or spouse of newly hired faculty member as outlined below):

Example: We would like to hire [FULL NAME, EID (if applicable)] using an appointment #[APPOINTMENT TYPE] from posting [POSTING NUMBER].

**Appointment Type 1)** Appointing based on previous search – Include name of proposed hire, job posting number and title (job descriptions must be similar)

**Appointment Type 2)** Promotion to a different position number or transfer to a different position number for current employee or student worker; hire of a current affiliate or state employee; or rehire of a former employee, affiliate, state employee, or student worker. Include name of current employee and employee ID, affiliate employee and affiliate name, state employee and state agency name, or student worker name.

**When appointing student worker ensure the following:**

Include name of student worker and ensure he or she meets the following criteria:
- Working for CU as a student for at least a semester (% does not matter)
- Meets all minimum qualifications
- Job is related to duties performed as a student worker
- Must have graduated

**Appointment Type 3) – Spousal Hire**

Include name of proposed hire, name of newly hired faculty member or Officer, and attach offer letter of faculty member or Officer

8. **Full/ Part Time** (dropdown): select Full- or Part-Time status of position. If part-time, include % of time in the field below.

9. **Default FLSA status:** auto populates

10. **HR Consultant** (dropdown of HR names):
    - Faculty/Post Docs – Shala Massey
    - Research Faculty (Senior PRA, PRA, Research Associate) – Dennis Evans

**Duties Tab:**

NOTE: To add duties, you must click on the “Add Duties Entry” button at the bottom of the page to create a new duty statement box. To remove duties, check the “Remove Entry” box for the duty you wish to remove. Please add detailed duty information to the Posting Description Box.

1. **Brief Description:** Add duties in bullet form.
2. **Percentage of time:** You do not need to complete this field for Faculty/PRA/Post Doc Positions
3. **Provide specific examples of regular, on-going decisions made by this position related to this duty:** You do not need to complete this field for Faculty/PRA/Post Doc positions.
4. **In performing this duty, provide examples of typical problems or challenges...:** You do not need to complete this field for Faculty/PRA/Post Doc positions.
5. Once duties are entered, click “Save,” then “Next”

**Qualifications Tab:**

1. **Minimum Qualifications:** enter the proposed minimum qualifications for the position.
2. **Required Competencies:** Please outline required knowledge, skills & abilities.
3. **Preferred Qualifications:** Please describe any highly desirable experience for the position (experience, education, licensure).

NOTE: Qualifications are easily measurable items and can be screened for on paper, such as education and experience. Competencies (or KSAs) are soft skills like “customer service oriented” or “strong interpersonal skills.”

**Additional Information Tab:**

**Background check**

In addition to a criminal background check: check boxes for, Motor Vehicle or Other.

NOTE: Financial/credit checks are conducted for Officers only. If motor vehicle is selected, you must justify based on duties in job description. HR will make final determination for all.
Employee Tab:
If occupied, name of employee should populate.
If vacant, search for employee.

Supervisor Tab:
Name of supervisor should populate. If incorrect search for supervisor.

Documents Tab:
***IMPORTANT*** Attach resume under “Other 1” include name of person you wish to appoint and current date in both name and description fields. Please ensure that proposed hire, meets the minimum qualifications you included in the description.

A. IMPORTANT: Once complete, review/ensure all fields are complete on the summary tab. 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.

WHEN MODIFYING A CURRENT POSITION:
WHEN YOU HAVE MODIFIED A CURRENT POSITION, you will submit the description to Human Resources at this point. Stay in the DRL/PPL role and select “take action on action” and move status to “Send to HR for Informal Review”

WHEN CREATING A NEW POSITION
WHEN YOU HAVE CREATED A NEW POSITION, you will need to change your role to Faculty Position Approvals or Research Faculty Position Approvals and move into “All Approvals Obtained” to generate the position number. Please make note of the position number.

NOTE: Since Hiring Proposal function/feed is not working, you may not be able to populate with an employee or supervisor hired after February 2013.
Change your role back to DRL/PPL and search for position by selecting position description/research faculty or faculty and typing in the position number in the search field. Select the description by clicking the working title.

Once you pull up the position description select “modify position” on the right, select start, then scroll down to action summary on the left.

Select “take action on action” and move status to “Send for HR Approval (Move to HR Approval).”
HR will review and notify you via e-mail once the action has been approved.

If state funded, please email your second level justification prior to submitting your request in Jobs at CU. E-mail the information to Human.Resources@ucdenver.edu and include the following:

vii. Department name
viii. Position #
ix. Position Title
x. Action requested (announcement, promotion, or offer)
xi. Funding distribution (speedtype %)
xii. Justification for the action including why the position is essential to the functioning of the unit, if non-State funds are available for supporting the position and how the unit will be able to cover a shortfall in State funding should a mid-year budget recession occur.
Changing Applicant Status/Closing out the Search – University Staff/Faculty and Research Faculty

**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.

1. Click on the **Postings** tab, select **Classified/University Staff**
2. Use the search box to search for a position number.
3. Select a position from the list below and click on the title to open the position.
4. Select “Applicants” tab.
5. Select “Actions” button (middle right of screen), select bulk/move in workflow.
6. The initial state will be “under review by search committee university.”
7. When selected for interview move status to interviewed.
8. When interviewed by search committee and **not selected**, select “not selected e-mail immediately” – add reason.
9. If applicant is a finalist, leave in “interviewed” until final interviews with hiring authority are completed.
10. For those not selected and notified by phone, select “not selected no e-mail” or for those not selected at this stage who you wish to notify via the system select “not selected e-mail immediately” and add reason.

**To Close out the search:**

1. For candidate selected for the position, change status to “Recommended for Hire” (must be in this status in order to start the hiring proposal process). IMPORTANT: Hiring Proposal feed is not working at this time. Once working, we will notify you and you may then begin using.
2. E-mail **search summary** to HR Consultant assigned to the search. The consultant will remove the posting from the web for you. For School of Medicine Faculty and Research Faculty positions, you will receive an e-mail from Duane Trantham (Faculty) or Stephanie Perez (Research Faculty) once the position has been filled.
Jobs at CU Helpful Hints and Tips

Setting preferences for default screen once logged in

User (Profile) Settings:
Upon logging in to Jobs at CU the default user role will be “Employee.” You can change your role so that you don’t have to update the user role each time you log in.

a. Select the “My Profile” tab
b. Click “Edit” in User Details (a new screen will open)
c. Use the dropdown under “Preferred Group On Login” to DRL/PPL
d. If you want Jobs at CU to always open to either Applicant Tracking (blue banner) OR Position Management (orange banner) select the preferred module in the dropdown under “Default Product Module.”
e. Click “Update User.”
Saving a Customized Search

You can create saved searches in Jobs at CU in order to easily find positions/postings/applicants easily.

a. Click “Search Options” next to the search bar

b. Select the filter you would like to search by
c. Click “Search”

d. Once search has generate results, click “Save this search?” in order to easily run the same search at a later time.

e. Name your search so that you will be able to locate it.

f. To run the saved search next time, click “Open Saved Search” and select the search you would like to run.
If you would like to export your search results into Excel:

Click the Action button, select export results and open Excel spreadsheet.
Adding Supplemental Questions to Job Postings

This tab is used to require applicants to provide specific information related to qualifications and experience. You can click the orange “Add a question” button to add new supplemental questions or to use existing supplemental questions. See screen shots below for more information on adding supplemental questions.
When adding a new question, you will create the question in this box. Title the question, select a category for the question, and insert the question text in the box.

You can choose and open ended answer (provides text box for applicant to fill out), or predefined answers. You would enter your pre-defined answers in the provided boxes below. Click “Submit” once the question information has been completely entered.

You can choose to make the question required by checking the “Required” box. Click on the question itself to display options for the question. If you’d like to make a predefined answer disqualifying, you can select which answer would disqualify a candidate should they choose that answer. Click “Save” after making any changes to the question.
How to Locate a Job Description You Were Working On and Did Not Complete

If you are not able to complete the entire job description and you have to come back to working on it at a later time, please save your changes before exiting.

You can access the job description you were working on by going into the Position Descriptions/Classified and University Staff Actions tab, Position Descriptions/Faculty Actions, or Position Descriptions/Research Faculty Actions tab, searching for the position number by typing the number into the search field and then selecting the position below. Doing this will eliminate the possibility of creating multiple descriptions for the same number.
Cloning a Job Description

Navigation:
Make sure you are in the position management module (orange header on screen). In the upper right side of your screen there is a drop-down menu. Please ensure you have selected DRL/PPL (click the refresh button after you make a selection from the drop-down menu).

1. Click on the Position Descriptions tab, select Classified and University Staff, Faculty or Research Faculty.
2. On the top, right-hand side of the screen in an orange box, click “Create New Position Description.”
4. Towards the middle of the screen click on “Filter These Results” to search for the position you would like to clone; enter position # to be cloned.
5. Click the radio button next to the position to be cloned.
6. Click the “Start Action” button.
7. Review all the cloned information to make sure it is what you want. Modify any categories necessary, i.e. if you want the cloned PRA position to say “PRA Cell Biology,” fill out all required information.

8. Attach required documents in document section (org chart, department approval)

9. Choose Take Action on Action and select the appropriate action
   a. Classified and University Staff – Send for HR Approval/Send for HR Informal Review
   b. Faculty and Research Faculty Staff – Switch role to Faculty or Research Faculty Position Approvals and then choose All Approvals Obtained from the Take Action on Action button. You may now create the posting from the job description.

10. The screen will gray out and a white box will appear. Enter “Cloned from position number #######” in the comments section.
Managing your Email Notifications

As a default, user accounts are set to automatically receive system generated email messages when certain trigger events happen. For example, if you are a DRL (Department Recruit Liaison) and you initiate a posting that is transitioned to HR for approval, this action will trigger an email or system event. Another example, of a trigger event is if a user requests a password reset. This action will trigger the system to send email notification of the password reset to the user.

By following the steps below, the user can select which generated email notifications they choose to receive and which ones they no longer want to receive.

1. **Click on My Profile Tab**
2. Open the Take Action on User menu and then select Manage System Emails

For each notification type (Event column), you will receive a system generated email if the Opt Out box is not checked.

To stop receiving the email, select the events you do not want to receive notice and click the Opt Out box. Select each box if you do not want any email notifications sent.

If you decide at a later time you want to start receiving the notification, uncheck the Opt Out box.
## System Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Template</th>
<th>Position Type</th>
<th>Opt Out?</th>
</tr>
</thead>
<tbody>
<tr>
<td>New User Approved</td>
<td>System User Account Approved</td>
<td>—</td>
<td>□</td>
</tr>
<tr>
<td>Standard Posting Transition</td>
<td>Posting Status Update</td>
<td>—</td>
<td>□</td>
</tr>
<tr>
<td>Share Posting</td>
<td>Email to A Friend</td>
<td>—</td>
<td>□</td>
</tr>
<tr>
<td>Job Application Submitted</td>
<td>Application Submitted</td>
<td>—</td>
<td>□</td>
</tr>
<tr>
<td>Search Committee Member Assigned</td>
<td>Search Committee Member Account Notification</td>
<td>—</td>
<td>□</td>
</tr>
<tr>
<td>Search Committee Chair Assigned</td>
<td>Search Committee Chair Assigned</td>
<td>—</td>
<td>□</td>
</tr>
<tr>
<td>Search Committee Member Account Created</td>
<td>Search Committee Member Account Created</td>
<td>—</td>
<td>□</td>
</tr>
<tr>
<td>Password Reset Requested For HR Account</td>
<td>Password Reset Request</td>
<td>—</td>
<td>□</td>
</tr>
<tr>
<td>Password Reset Requested For Applicant Account</td>
<td>Applicant Password Reset Request</td>
<td>—</td>
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</tr>
<tr>
<td>Notify Applicant to Revisit Application</td>
<td>Notify Applicant to Revisit Application</td>
<td>—</td>
<td>□</td>
</tr>
<tr>
<td>Guest User Enabled</td>
<td>Guest User Account Notification</td>
<td>—</td>
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</tr>
<tr>
<td>Applicant Requests Username Reminder</td>
<td>Applicant User Name</td>
<td>—</td>
<td>□</td>
</tr>
<tr>
<td>Share Pool</td>
<td>The pool has been posted</td>
<td>—</td>
<td>□</td>
</tr>
<tr>
<td>Pool Closed</td>
<td>The pool is now closed</td>
<td>—</td>
<td>□</td>
</tr>
<tr>
<td>Standard Action Transition</td>
<td>Action Status Update</td>
<td>—</td>
<td>□</td>
</tr>
<tr>
<td>Position Description Created</td>
<td>Position Description was created</td>
<td>—</td>
<td>□</td>
</tr>
<tr>
<td>Position Description Updated</td>
<td>Position Description has been updated</td>
<td>—</td>
<td>□</td>
</tr>
<tr>
<td>Hiring Proposal Transition</td>
<td>Hiring Proposal Status Update</td>
<td>—</td>
<td>□</td>
</tr>
<tr>
<td>Employee Seated In Position</td>
<td>Employee has been seated in the position description</td>
<td>—</td>
<td>□</td>
</tr>
<tr>
<td>Applicant Request for Classified and University Staff</td>
<td>Reference Request</td>
<td>—</td>
<td>□</td>
</tr>
<tr>
<td>Applicant Request for Faculty</td>
<td>Reference Request</td>
<td>—</td>
<td>□</td>
</tr>
<tr>
<td>Applicant Request for Research Faculty</td>
<td>Reference Request</td>
<td>—</td>
<td>□</td>
</tr>
<tr>
<td>Applicant Request for Temporary</td>
<td>Reference Request</td>
<td>—</td>
<td>□</td>
</tr>
</tbody>
</table>

## Position Type Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Template</th>
<th>Position Type</th>
<th>Opt Out?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Task Assigned</td>
<td>Employment Task Assigned</td>
<td>all</td>
<td>□</td>
</tr>
<tr>
<td>Employment Task Completed</td>
<td>Employment Task Completed</td>
<td>all</td>
<td>□</td>
</tr>
<tr>
<td>Employment Task Reminder</td>
<td>Employment Task Reminder</td>
<td>all</td>
<td>□</td>
</tr>
<tr>
<td>Reference Letter Reminder from Applicant</td>
<td>Reference Reminder</td>
<td>all</td>
<td>□</td>
</tr>
<tr>
<td>Reference Letter Confirmation to Reference Provider</td>
<td>Reference Confirmation to Reference</td>
<td>all</td>
<td>□</td>
</tr>
<tr>
<td>Reference Letter Confirmation to Applicant</td>
<td>Reference Confirmation to Applicant</td>
<td>all</td>
<td>□</td>
</tr>
<tr>
<td>Standard Posting Transition</td>
<td>Posting Status Update</td>
<td>all</td>
<td>□</td>
</tr>
<tr>
<td>Search Committee Member Assigned</td>
<td>Search Committee Member Account Notification</td>
<td>all</td>
<td>□</td>
</tr>
<tr>
<td>Search Committee Chair Assigned</td>
<td>Search Committee Chair Assigned</td>
<td>all</td>
<td>□</td>
</tr>
<tr>
<td>Search Committee Member Account Created</td>
<td>Search Committee Member Account Created</td>
<td>all</td>
<td>□</td>
</tr>
<tr>
<td>Job Application Submitted</td>
<td>Application Submitted</td>
<td>all</td>
<td>□</td>
</tr>
<tr>
<td>Pool Closed</td>
<td>The pool is now closed</td>
<td>all</td>
<td>□</td>
</tr>
<tr>
<td>Pool Posted</td>
<td>The pool has been posted</td>
<td>all</td>
<td>□</td>
</tr>
<tr>
<td>Standard Action Transition</td>
<td>Action Status Update</td>
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<td>Position Description Created</td>
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<td>Hiring Proposal Status Update</td>
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<td>□</td>
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<tr>
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<td>Employee has been seated in the position description</td>
<td>all</td>
<td>□</td>
</tr>
</tbody>
</table>

Note: On the Position Type Events emails, if you opt out it applies to ALL position types.

Top of the Document
Creating a Posting for a Temporary Position

1. Submit request for temp to HR.NewTemp@UCDenver.Edu along with job description.
   a. Follow specific process for University (Exempt) temp or Classified temps at: http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Pages/Processes.aspx
2. Create position number in HRMS or use vacant temp position number from HRMS.

**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.

3. Click on the **Postings** tab, select **Temporary**
4. Click on the orange box in the upper-right corner “Create New Posting” (a window will pop up)
5. Click “Create from Classification"

6. Use the search box to search for the HR approved position.
7. Select a position from the list below and click on the title to open the position.
8. In the upper-right, select “Create Posting from this Classification” next to the green + sign.
9. 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. Leave in “Under Review by HR” status.

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

**Online Applications**
1. **Accept online applications:** leave checked
2. **Special offline instructions:** leave blank
3. **Accepted Application Forms:** check Temporary Application

**Editing the Posting**
1. In the Editing Posting box under the “Posting Details” tab, insert position number from HRMS.
2. Click “save”, then go to the “Summary” tab.
3. Click the orange “Take action On Posting” button and move to HR approval.
4. In the box that pops up, click the check box next to “add this posting to your watch list?”
5. Click submit
6. Send posting number to HR.NewTemp@UCDenver.Edu along with request to post the position
7. HR will review and post your position.

Please contact HR.NewTemp@ucdenver.edu if you have questions.