



# University of Colorado at Boulder

Office of the Vice Chancellor for Research  
and Dean of the Graduate School

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[www.colorado.edu/VCResearch/researchfaculty.html](http://www.colorado.edu/VCResearch/researchfaculty.html)

## [JOBSatcu "help" document](#)

(February 2009, SAJ)

Information which must be entered into Jobsatcu for the "1300 jobcode series":

Job Posting Number HR Consultant (Jensen, Sheryl for 1300 jobcodes): THIS INFORMATION IS ENTERED BY THE "CAMPUS HR", rather than the "DL". Recruiter: Recruiter Telephone:	Recruiter Fax: Recruiter Email: Job Posting Contact: Department Recruiting Liaison:	Job Posting Contact Telephone: Job Posting Contact Email: Projected Fill Date: Search Committee: (only if applicable)
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## **JOB/POSITION INFORMATION**

Position Number: Position Title: Department Campus	Name/EmplID of employee replacing: (if applicable, otherwise "N/A") Background Check Required: YES Job Code:	Salary Administration Plan: Regular/Temporary Essential Services: Full/Part Time: Pct. of Time: enter ONLY numbers!! Position Type:
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## **POSTING INFORMATION**

Posting Title: Other Posting Locations: if applicable Posting Date:	Closing Date: Posting Description: Required Education/Experience/Skills(Minimum Qualification):	Desired Qualifications: (if applicable) Is this posting internal only? (if applicable) Fill Type: if applicable
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**Special instructions to applicants:** use this section to include the following information:

**TARGETED/WAIVE SEARCH** (*this wording should be added to this section ONLY IF A TARGETED/WAIVER is going to occur*)

The following information **MUST** be included in ALL postings:

The University of Colorado at Boulder is committed to diversity and equality in education and employment. The University of Colorado at Boulder conducts background checks on all final applicants being considered for employment.

**This is also the section where additional instructions can be provided to the candidates.**

### **Required applicant documents: STRONG RECOMMENDATION:**

- ◆ If you are conducting a Targeted/Waived Search: do NOT check any boxes!!!
- ◆ If you are conducting the search in Jobsatcu, check ONLY the "Resume/Vitae" and the "Cover Letter" in this section

### **Optional applicant documents: STRONG RECOMMENDATION:**

- ◆ If you are conducting a Targeted/Waived Search: do NOT check any boxes!!!
- ◆ If you are conducting the search in Jobsatcu, include the "List of References" in this section, along with the number of "Optional Documents" in this section