This guide is the technical process to feed a position to CU Careers for recruitment. For University & Classified staff positions, the best first step is to contact your department’s assigned recruiter, same as before. You can find your recruitment contact at: http://www.colorado.edu/hr/recruitment Your recruiter will be happy to schedule an intake meeting with you to learn about the position and recruitment needs and outline the process for you.

The technical aspect of feeding a position to the CU Careers website has significantly changed from the previous JobsatCU process. In JobsatCU the position description was processes and approved in that system. In CU Careers the position description and approvals reside in HCM non-person profile. Below is a quick guide to ensuring your position feeds to CU Careers.

You will need the full details of position creation, please reference the HCM guides for “Creating a University Staff Position,” “Creating a Classified Position,” “Creating a Faculty Position,” “Creating a Student or Temporary Position.” The feed to CU Careers allows you to advertise a position on CU Careers and proceed with a recruiting process, as well as process a Direct Hire for students & temporary hires.

NOTE the use of NPP, is for Non-Person Profile which is the position.

**Beginning the Transaction**

2. Click the Smart ePAR Pay Actions tab.
As you start your transaction, the page displays the number of steps as you progress. In this procedure, you see 1 of 16 (shown below). As you progress through the transaction, the number of steps may change depending on whether you decide to update certain items.

**Step 1: Position Search**

To begin searching for a position or to begin creating a new one:

1. **Under Select Employee Type**, select the type of action you want to take:
   - Vacant: Choose to update a currently vacant position.
   - Reactivate: Choose to update and reactivate an inactive position.
   - Update/Recruit filled position: Choose to update a filled position or send to CU Careers to begin a search.
   - New position: Choose to create a brand new position.

2. Select a **Business Unit** (campus) and press Tab. This step is optional; if you know the position number, skip Business Unit. **Note:** Pressing the Tab key allows HCM to register your data entry before moving to another field. If you click with your mouse and enter data without allowing HCM to register your entry, you may lose what you entered and may have to enter it again.

3. Under Search Criteria type or select the department number and press Tab. This step is optional; if you know the position number, skip Department.

   **Note:** If the Department field does not populate, click the look up next to the field to search for and select the department.

4. Type the position number then press Tab.
   **Note:** If the position number includes leading zeros (00 or 0000), you must include them.

5. Make sure the Select box is checked for your position.

6. Click **Next**.
Step 2: Position Action/Reason

Go to Action/Reason Selection to select your action reason and enter comments about the position update:

1. From the Reason dropdown select **Prep Position for Rec-Taleo**.

**Prep Position for Rec-Taleo**: This selection is used regardless of whether the position is vacant and ready for recruitment or if you are just updating the NPP. If using CU Careers to recruit/hire candidate, and collect candidate information, there is a separate checkbox (later in the document and process) that directs HCM to feed the data to CU Careers.

2. Select an Effective Date.
   The Effective Date should be equal to today or future dated. **Note**: Profile Type is identified by employment group.

3. Add comments for the purpose of the transaction.

4. Click Next.

Step 3: Position-Change

Not all sections in position-change will need to be updated. However, it is recommended that all information is verified before sending the position to CU Careers for recruitment. Only edit the fields below if changes need to be made to update and verify all position information is still valid:

1. Verify all fields.
2. Edit as needed the **Position Title**. Edit the Job Information.
3. Edit **Department, Company, Location, Reports To** (required) and **Appointing Authority**. **Note**: The Reports To field must be populated.
4. Edit **Standard Hours**.
5. Deselect, or clear, **Update Incumbents** if you don’t want these updates to apply to the person currently holding the position.
6. Update the **Budgeted FTE**, if necessary.
7. Update **Campus Box**.
8. Click Next.

Step 4: Non-Person Profile Questionnaire

This page allows you to choose which parts of the non-person profile (NPP) to update. To choose the pages in the non-person profile to update:

1. In the **Description** field, update the description to match your Position Title (working title).

2. **Short Description** can be an identifier of your choice.
3. Select **Yes** for each area of the NPP you want to update.
Note: Radio buttons that are greyed out and marked Yes have mandatory fields that must be filled out to save and submit to CU Careers for recruitment. Fields that HCM feeds to CU Careers for University Staff include: Position Summary (Job Summary), HR Consultant, Duty Statements (Samples of work), Job Competencies, Minimum Qualifications, Background Check Types, Additional Job Requirements, and Core Competencies. It is also important to check the Required Training as this tracks the position specific training as well as university-wide training.

4. Click Next.

Note: The following steps show the process as if all radio buttons have been set to Yes. If you chose Yes for only some pages, skip to the step that correlates to the name you see on the screen.

**Step 5: Position Summary**

Update the position summary page (required for CU Careers):

1. To add a new position summary, click Add New Position Summary or select the row currently populated to edit existing information. New rows will need to be added when first creating/updating these positions.

2. Click the look up next to Type of Review.
3. Select from one of the following options:
   - **New**: Use when creating a new position or adding the job summary for the first time.
   - **Vacant**: Use when filling a vacant position or soon to be vacant position.
   - **Update Pos**: Choose only if updating a position.
   - **Reallocation**: Use for a position change that is not a Promotion or Demotion (no change in pay).
   - **Promotion**: Use if position change is with more pay/responsibilities.
   - **Demotion**: Use if position change is with less pay/responsibilities.

4. Click the look up next to **Exemption Statute**.
5. Select appropriate exemption statute.
6. **This is where you find the feed to CU Careers. Click the Feed to CU Careers? check box. This sends the position to CU Careers once approved.**

   ![Feed to CU Careers?](image)

7. Enter a **Job Summary**. (This information will feed to CU Careers as part of your job description.)

   ![Job Summary](image)

8. Click **OK**.

9. Click **Add New HR Consultant** (required for CU Careers).
10. Click the look up next to HR Consultant and select the correct HR Consultant (which is your department Recruiter or HR approver) for your campus.
11. Click **OK**.
12. Click **Next**.