Creating a Lecturer Job Posting for CU Careers

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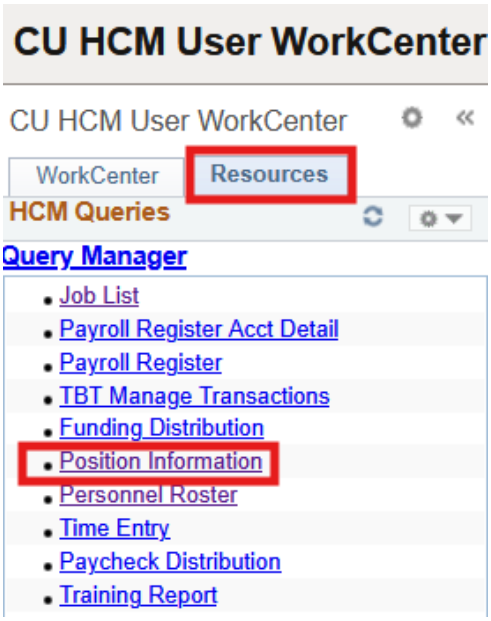
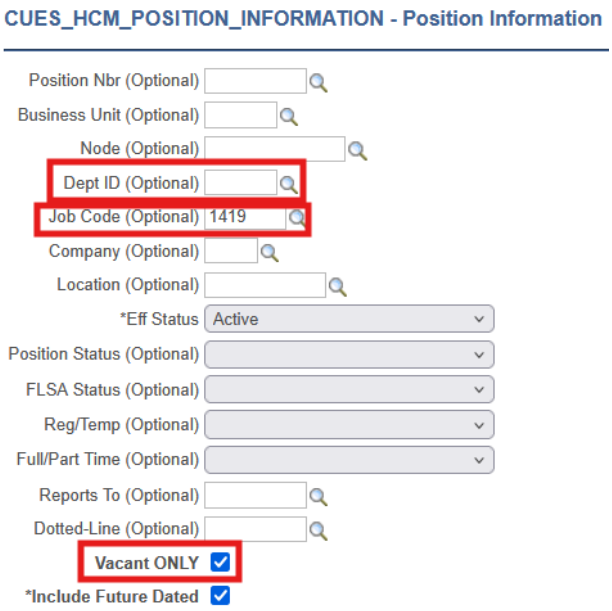
Edit the CU Careers Posting

1) Contact your HR Liaison to obtain the most current job description template and work with them to ensure that the job description meets the requirements for the job posting.
2) **Find a vacant position number**
    a. Go to the HCM WorkCenter then click the “Resources” tab. Then click “Position information”.

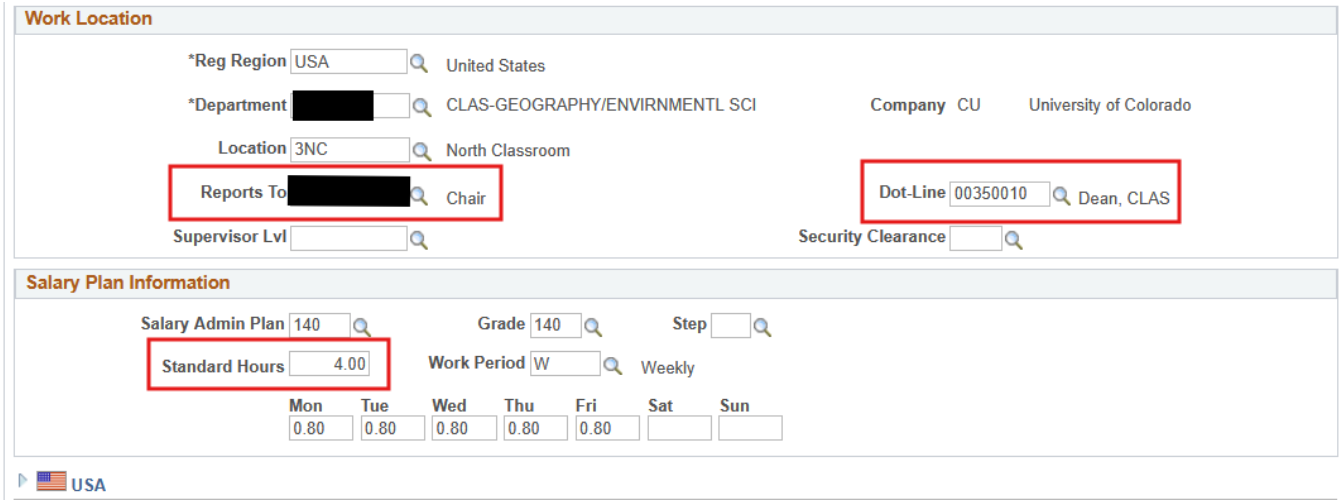


    b. Enter the Department ID and the lecturer job code 1419, then check the “Vacant ONLY” box.



c. A list of all vacant positions with this job code will populate
    i. NOTE: Since the list shows vacant positions, it is possible that you have already used one to set up another employee. To avoid using the same position number for more than one person, please refer to the "Action Date" column to see when a position number was last worked on.

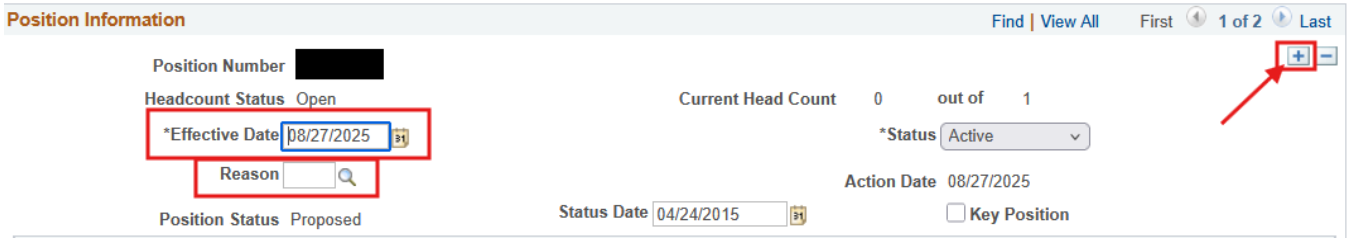
d. Click the position number that you want to use and the "Add/Update Position Info" page will open in a new tab.
e. Review the following information to make sure it is correct:
    i. Reports To
    ii. Dot-Line (should be the Dean's position number 00350010)
    iii. Standard Hours



f. If any information needs to be changed, please proceed to Step 3: Update position information. If the vacant position is already set up with the information you need, proceed to Step 4: Update position funding.

3) **Update position information**

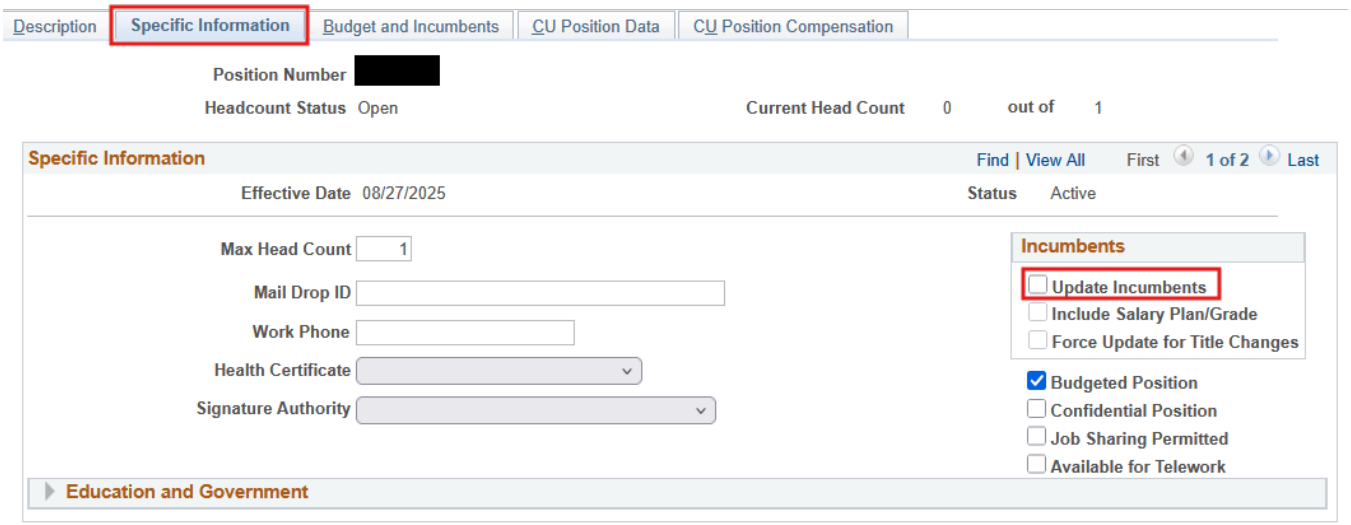
a. Click the plus (+) button to add a new row. Then enter the Effective Date and the Reason code.



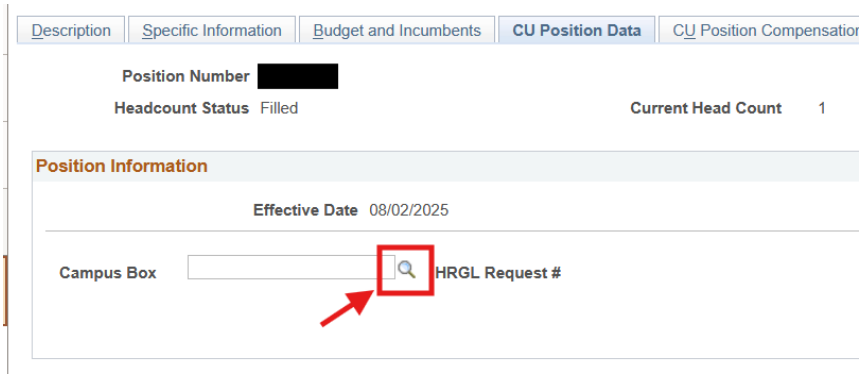
i. NOTE: You can use the current date for the effective date.

ii. NOTE: Common Reason codes for position changes are PCT (Change Percent Time/Std Hours) and RPT (Reports to Change). If you need to change both, use PCT and then make all changes in one request. Consult with your HR liaison if any other reason codes are needed.

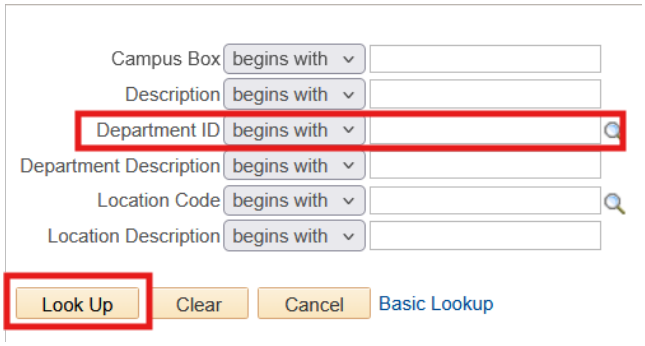
b. Make the necessary updates to the position. Once the information has been updated, go to the "Specific Information" tab and uncheck the "Update Incumbents" box.



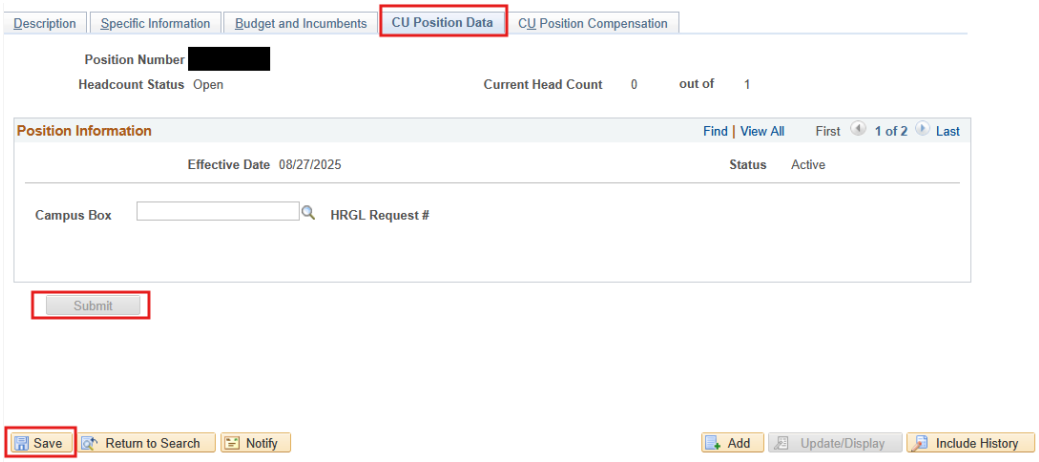
c. Then go to the “CU Position Data” tab and add the Campus Box by clicking the Magnifying Glass icon.



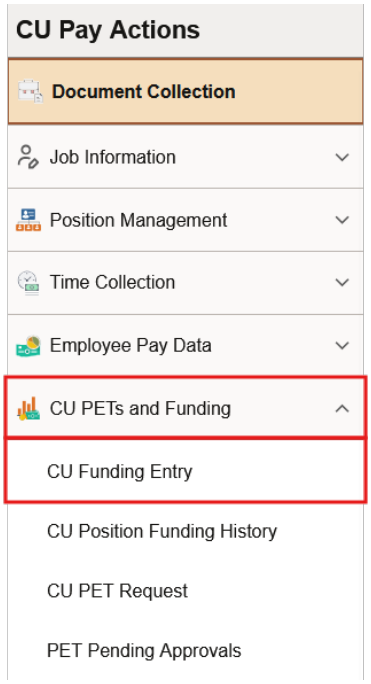
d. Enter the Department ID then click “Look Up” and the Campus Box will pop up for selection.



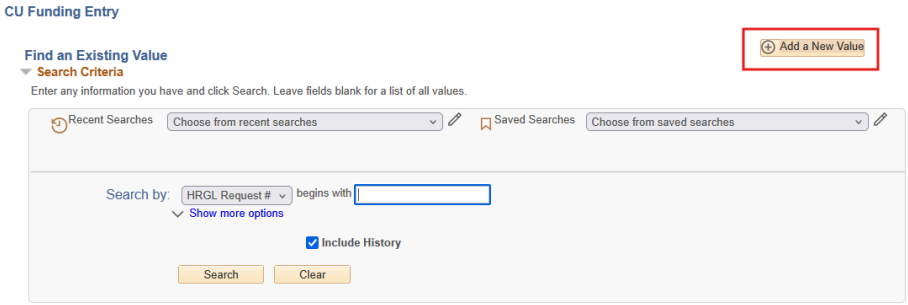
e. After the Campus Box has been selected click “Save” and “Submit”.



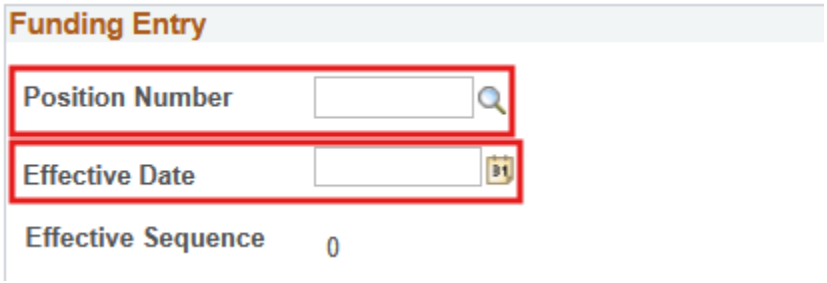
4) **<u>Update position funding</u>**
   a. Go to the "Pay Actions" tile, then click "CU PETs and Funding", then "CU Funding Entry".



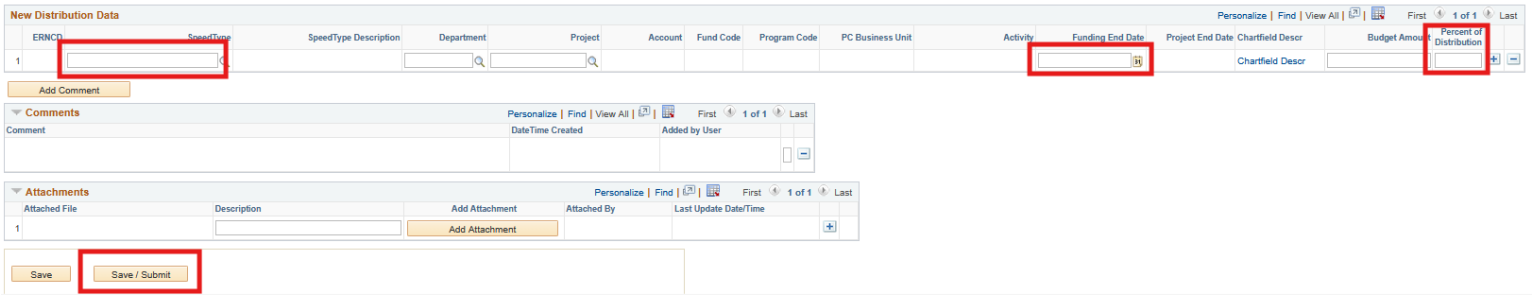
   b. Click "Add a New Value".



   c. Enter the Position Number and the Effective Date. (NOTE: The effective date should be the first of the month the appointment will begin in.)



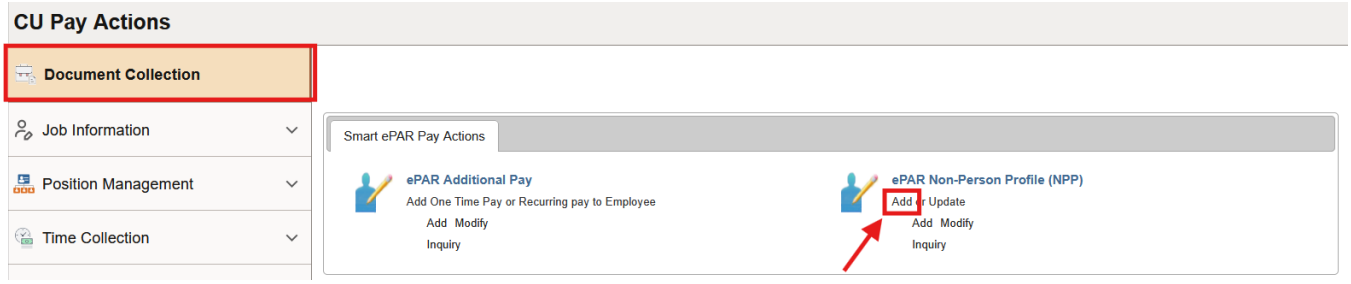
d. Enter the Speedtype, Funding End Date, and Percent of Distribution. (NOTE: The end date should be the last day of the month that the appointment ends in. Example 05/31/XXXX). Then click “Save/Submit”.



5) **Submit the NPP**

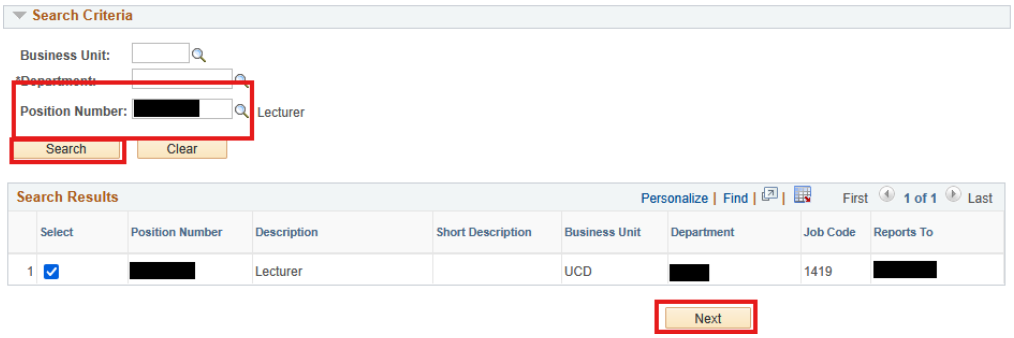
This step moves the job description into CU Careers as a job posting.

a. Go to the "Pay Actions" tile and in the "Document Collection" section click "Add" under the "ePAR Non-Person Profile (NPP)" section.



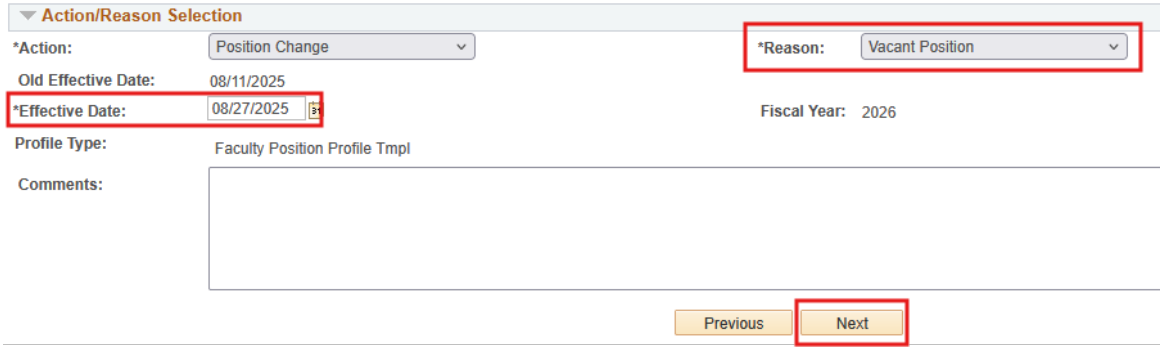
b. Step 1 of 8: ePAR – Position Search

Enter the Position Number then click "Search". Once your position shows up, click "Next".



c. Step 2 of 8: ePAR Position Action/Reason

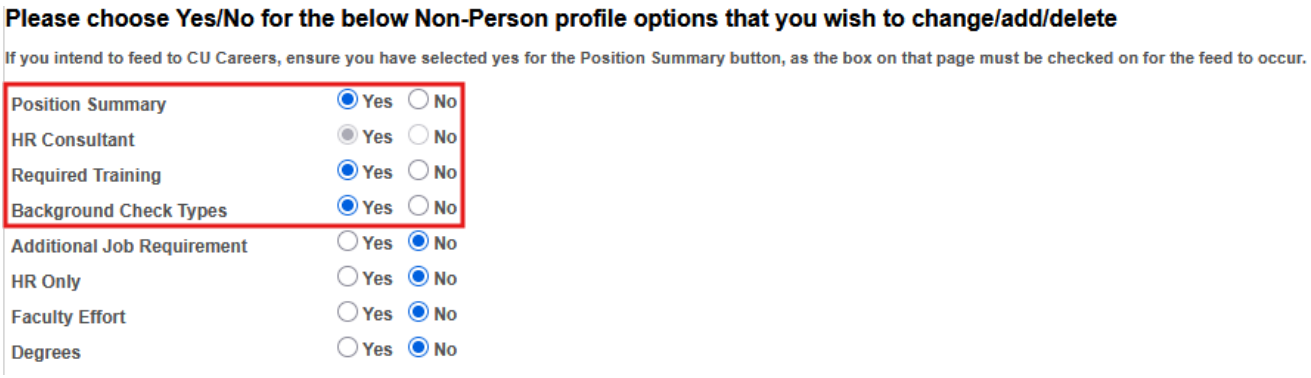
Select "Vacant Position" as the Reason and then enter the current date as the Effective Date. Then click "Next".



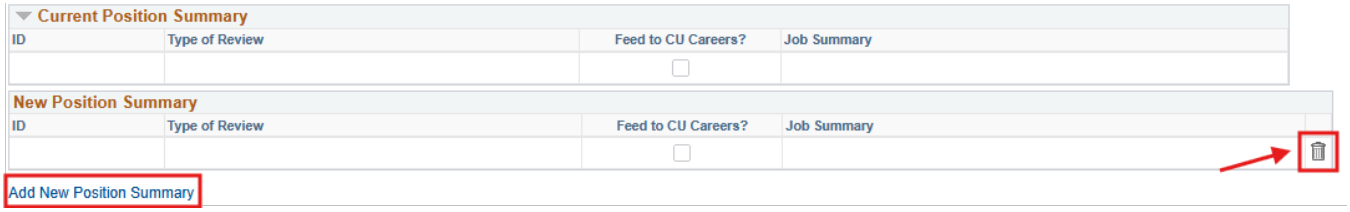
d. Step 3 out of 5: ePAR Position -Change

Review the position information on this screen. It will populate the position information. Click "Next".

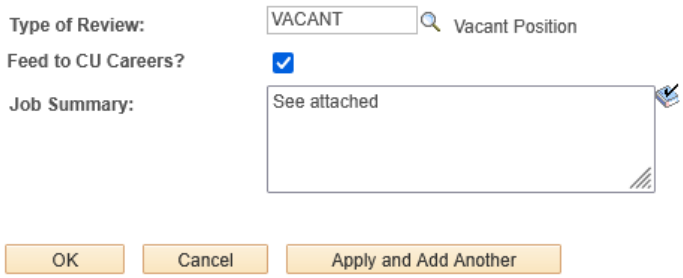
e. Step 4 of 8: ePAR NPP – Questionnaire
Select "Yes" for Position Summary, Required Training, and Background Check Types, then click "Next".



f. Step 5 of 8: ePAR NPP – Position Summary
If there is already information populated in the New Position Summary section, click the Trash Can icon to delete it and then click "Add New Position Summary".

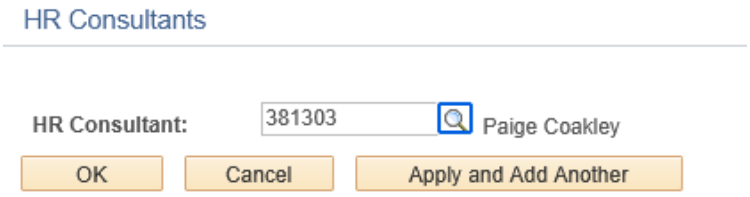


Enter VACANT as the Type of Review, check the "Feed to CU Careers?" box, and type "See attached" in the Job Summary box. Then click "OK".

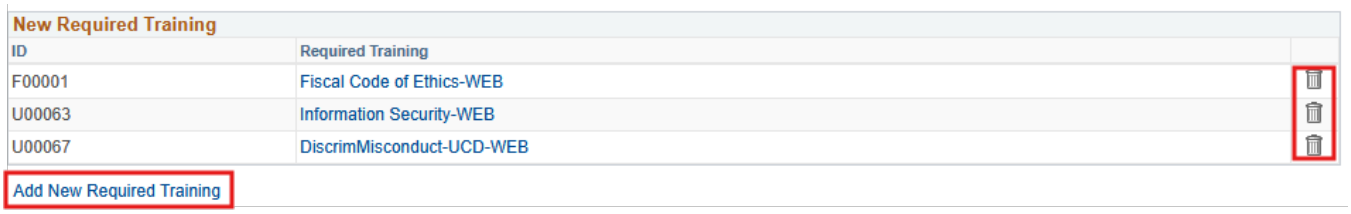


If Paige Coakley is not the name listed in the "New HR Consultants" section, click the Trash Can icon to delete the name, then click "Add New HR Consultants".

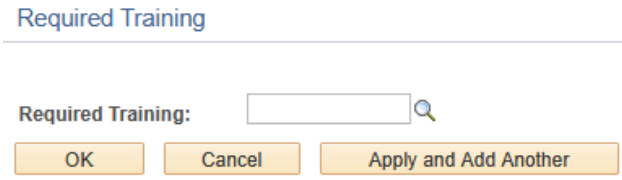
Enter 381303 into the HR Consultant Box to add Paige Coakley. Then click “OK”.



g. Step 6 of 8: ePAR NPP – Required Training
Confirm the required training IDs are listed in the New Required Training section: F00001, U00063, and U00067. If they are not listed, delete any other listed training with the Trash Can icon, then click “Add New Required Training”.

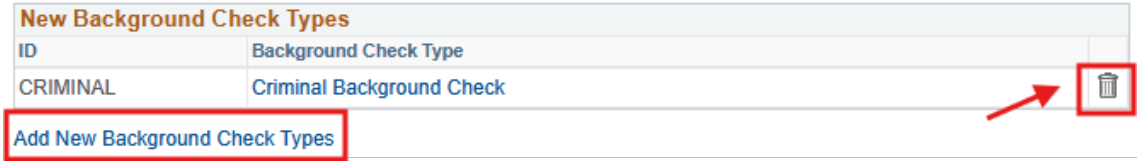


Enter the Training ID into the Required Training box, then click “Apply and Add Another.” Once you have added your last Training ID, then you can click “OK”.

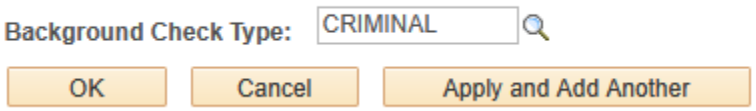


Click “Next”.

h. Step 7 of 8: ePAR NPP – Additional Information
Confirm the required Criminal Background Check is listed in the “New Background Check Types” section. If a different Background Check Type is listed, delete it using the Trash Can icon, then click “Add New Background Check Types”.



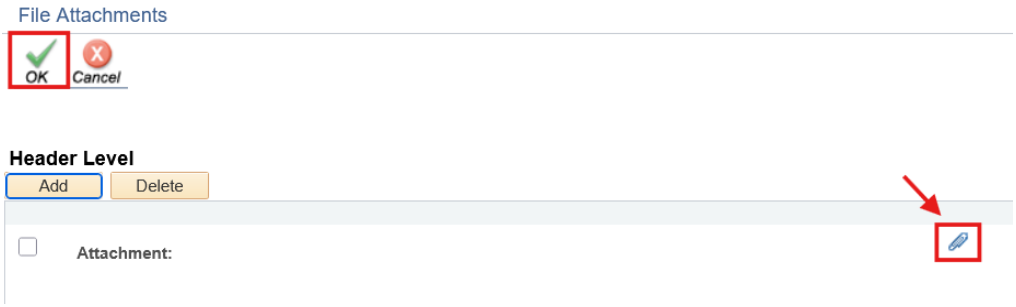
Type Criminal into the Background Check Type box, then click “OK”.



Click “Next”.

i. Step 8 of 8: ePAR New Department Budget Table – POSITION
Click the Paperclip icon in the top left corner to attach the Job Description.

Click the Paperclip icon again to attach the Job Description. Then click “OK”.

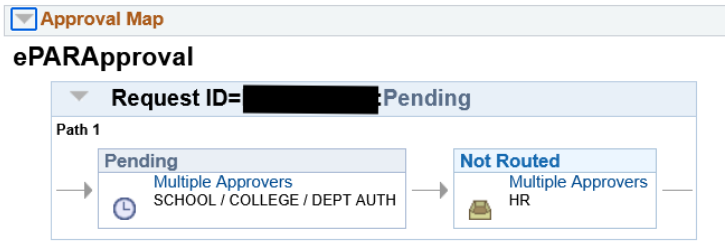


The Paperclip icon will have a sheet of paper in it once your attachment has saved.

Click the Floppy Disk icon to save.

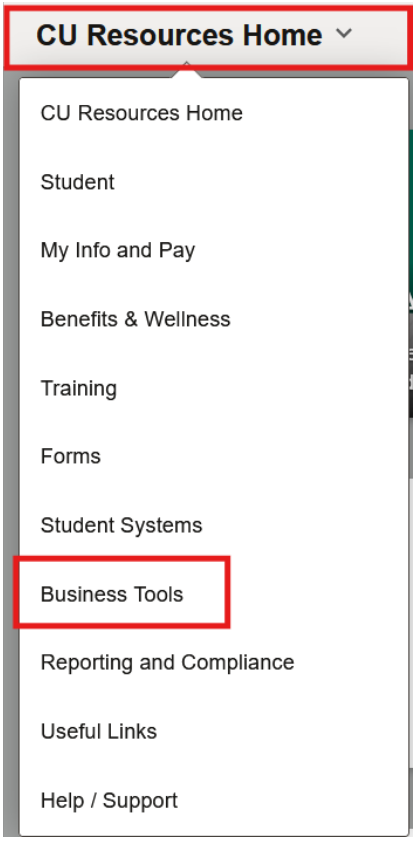
Click “OK”. Then click the blue Arrow icon to submit your NPP.

Click “OK”.



j. Copy the Request ID and email your HR liaison the ID and let them know that an NPP has been submitted for review and approval.
k. Once the NPP has been approved by your HR liaison, it will need to be approved by Central HR. Once the NPP has been approved by Central HR, you will be notified that the posting has been drafted in CU Careers.

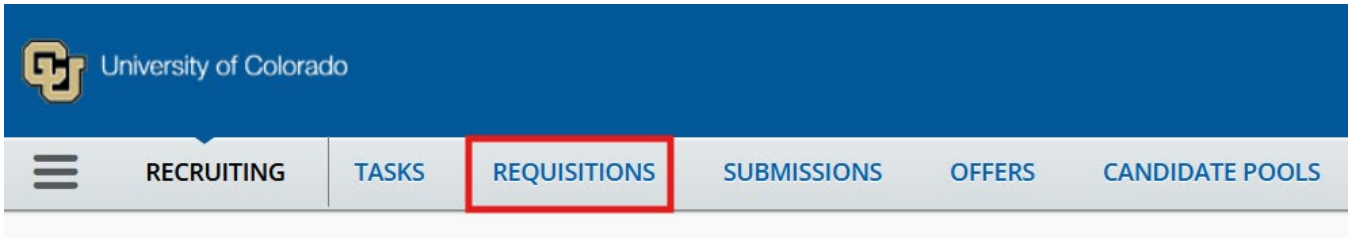
6) **<u>Edit the CU Careers posting</u>**
   a. Click “CU Resources” in the top left corner of your UCDAccess login, then click “Business Tools”.



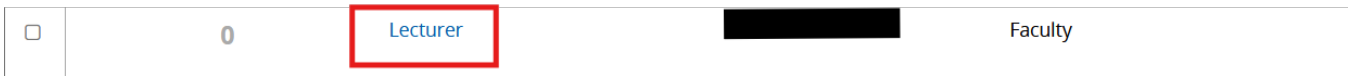
b. Click the “CU Careers – Recruiting” tile.

c. Click “Recruiting” in the top left corner.

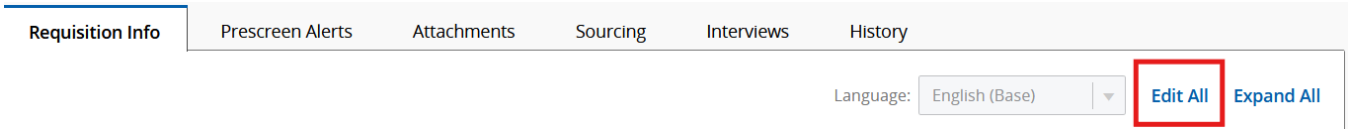
d. Click “Requisitions”.



e. Click the link to your Lecturer posting.

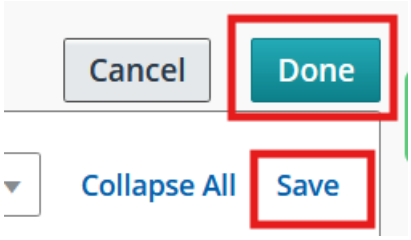


f. Click “Edit All” and review each section to ensure that the information is accurate. Make any corrections to any incorrect information.

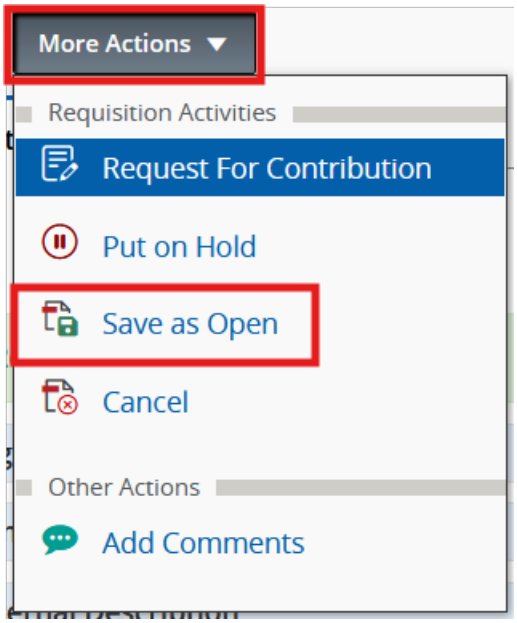


i. You can also refer to CU Careers: Working with Requisitions for additional details on editing requisitions.

g. Once the corrections have been made, click “Save” and then “Done”.



h. Click “More Actions”, then “Save as Open”.



i. Email Paige.Coakley-Sugihara@ucdenver.edu to let her know that the posting has been saved as open and ready for her to officially post. Once she posts the position, you will receive a link that applicants can apply to.