CU Denver | Anschutz Medical Campus: CU Careers Candidate Care Guide

Overview

The University of Colorado Denver | Anschutz Medical Campus is committed to providing an exceptional applicant experience created through inclusive, timely, and transparent communication. As a recruiter or HR Business Partner, you represent the University and play a key role in fostering a positive applicant experience. Applicant experience is crucial in the hiring process. As applicants can have multiple opportunities to consider, providing a positive applicant experience provides us with a competitive advantage to aid in the recruitment of current and future career opportunities.

This guide will provide a clear overview of the dispositioning and notification process in CU Careers. Following this guidance will help us create positive, lasting connections with applicants and fulfill our compliance obligations.

Investing in Internal Talent:

As part of our commitment to candidate care, the University of Colorado is dedicated to investing in and developing our internal community (including CU Boulder, Colorado Springs, Denver, and Anschutz Medical Campus). Some ways that we can foster internal talent include:

- Developing preferred qualifications that speak to a candidate's experience working within the University of Colorado system (all locations)
- Identify internal candidates through CU Careers by adding pre-screening questions, reviewing email addresses
 provided as part of the application and/or experience outlined in a resume or cover letter
- Use custom notifications in Taleo, email or phone when communicating with internal candidates
- *Use candidate care to develop employees and continue to encourage their career progression at CU

*When possible, we highly recommend providing personal notifications that include professional development, feedback, encouragement, and support when working with candidates who are a member of your team/department/school/college.

The Talent Acquisition Team is here to help if you would like any support navigating candidate care for internal employees.

Accessing a Requisition in CU Careers

1. From the CU Careers Home Page, click the *Requisitions* option under the Quick Access section.

Recruiting Oracle Busine	sss Intelligence
	This is your Welcome Center. To navigate to an application, click the corresponding tab in the menu bar above or the corresponding link the left.
Centers Recruiting	As you navigate through the Talent Management suite, remember that you can always click "Home" at the top of the screen in order to re
Oracle Business Intelligence	Additional resources are available for training and step-by-step guides. Copy and paste the links below into your web browser:
equisitions	HCM Community - Recruit & Hire - https://www.cu.edu/hcm-community/recruit-hire
Submissions	• CU: Recruiting with CU Careers (online training course) - https://universityofcolorado.skillport.com/skillportfe/custom/login/sam
	CU Careers Practice Exercise (online practice exercise) - https://universityofcolorado.skillport.com/skillportfe/custom/login/sam
	Correcting Formatting Issues (job aid) - https://www.cu.edu/docs/correcting-formatting-issues-taleo
	If you have any questions or need technical assistance, please reach out to cucareershelp@cu.edu.

2. This will take you to a list of Requisitions that you own and/or collaborate on. You can narrow your search results by using the filter options on the left-hand side of the screen.

Filters 🗸 📀	🖹 R	equisitions (1)						
Show requisitions:	FILTERS	Show requisiti	ons: I own 🛛	Requisition ID: 23636	Clear All				
I own 🔻	9 -	More Action	15 ▼				List Format	Default requisition	list format 🔹 👻
Include inactive requisitions Requisitions		i * @		Title	2 🔺 I[D 1 A Position	Number Employment Gr	oup Posting Type	Department
Status		4 10		Professional Writing C (Part-Time)	onsultant II 2	3636 078022	0 University Staff		30098 - CLAS- English
Pending Open	4								•
On Hold Requisition ID	0 item(s) selected.					Page 1 of 1 (1	of 1 items)	< 1 > X
23636									

3. Once you find the corresponding Requisition, click into the blue position title. This will take you the recruitment home page and allow you to disposition and notify candidates tied to this specific search.

Summary 📀	Professional	Writing Consultan	t II (Part-Time) (ID: 23636)					
Status: Open - Unposted Latest Number of Positions Action: Modified Hired Candidate(s): 0 out of 3	💬 🖶 More Actio	ns 🔻	Attachments	Sourcing	Interviews	History		All Ca	andidates 10
Active Candidates New candidates						Language:	English (Base)	Edit All	Expand All
TRUCTURE	Logistics								ø
Organization 30098 CLAS-English	Employment T							 	
Primary Location Denver, United States	University St	Group Indicator aff							
Job Field	Department In	formation							

4. Throughout the search process, you can use the filter options on the left-hand side of your screen to select, disposition and notify candidates. Note: Candidates are batched by their step/status. If you plan to disposition and notify more than one candidate you must select individuals in the same step/status or batch.

You are here > <i>Requisition List</i> > <i>Req</i>	uisition View >	Submis	sion List									K Back to	o Requisition
Filters 🗸	\mathbf{O}	11	Submi	ssions for: Professional Writin	ng Consu	ltant II (Part-Tir	ne) (Requis	sition ID: 23636) 🔂				
 Selection process 		FILTER	s In sele	ection process 😆 Clear All									
Step New (9)		<u>•</u>	•	More Actions 🔻						List Form	iat Job	Function	•
Under Review Interviews (1)			j≈	Candidate	1 🔺	*	Â	Step	Selection Status	Residence	0	Date, Sender	Message
Offer Checks Offer													Job-Speci Applicatio Acknowle
Hire Candidates				Daly, John (1813027) 📕				New	To be Reviewed	US > CO > Denver	Ø	Nov 18, 2021 - System - User	- Professi Writing Consulta

Dispositioning & Notifying Candidates (Candidate Care)

5. In alignment with the University's commitment to candidate care, we ask that Departments disposition and **notify** candidates at the conclusion of each major stage of the recruitment process.

Major Stage of the Recruitment Process	Groups to Disposition
Applicant Screening	Meets Min Quals, Does not Meet Min Quals, Not
Applicant Screening	Selected, & Selected for Interviews
1 st Round Interviews	2 nd Interview, Applicant Withdrew, & Not Selected
Ta Round Interviews	(including candidates waitlisted for interviews)
	Recommended for Hire, Applicant Withdrew, Not
2 nd Round Interviews	Selected (including candidates waitlisted for 2 nd
	interviews)
	Disposition all remaining active candidates
New Hire Identified	(*including candidates who applied late in the
	application process)

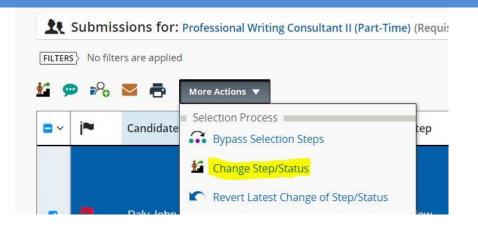
- 6. After applicant screening is complete, the Department will disposition and notify <u>all</u> candidates who applied within the full-consideration window.
- 7. Dispositioning & Notifications: Candidates who did not meet all of the minimum qualifications of the role.
 - Click into the "All Candidates" button.

ou are here > Requisition List > Requisition View							Back to	Requisition List	< >
Summary 📀	🖹 Professional	Writing Consultan	t <mark>II (Part-Time)</mark> (ID: 23636)					
Status: Open - Unposted Latest Number of Positions Action: Modified	💬 🖶 More Acti	1						All C	andidates 10
Hired Candidate(s): 0 out of 3	Requisition Info	Prescreen Alerts	Attachments	Sourcing	Interviews	History			
Active Candidates New candidates						Language:	English (Base)	▼ Edit All	Expand All
STRUCTURE	Logistics								ø
Organization	Employment	Гуре							
30098 CLAS-English Primary Location Denver, United States 	Employmen University S	t Group Indicator taff							
Job Field	Department l	nformation							
Academic Services	Hire Type Professiona	Ē.							

• Select all candidates who did not meet MQs by checking the box next to their name. Then click the **More Actions** drop down menu.

Selection process	FILTERS	> No filt	ers are applied								
Step New (10)	<u>\$</u>		More Actions 🔻						List Fo	ormat	Job Fu
Under Review Interviews		j~	Candidate	1▲	*	ñ	Step	Selection Status	Residence	Ø	C
Offer Checks Offer Hire	0		Daly, John (1813027) 🛋				New	To be Reviewed	US > CO > Denver	۲	N
Candidates Submissions											
▶ Radius		*	Eson, Lawrence Edward (53867	(5)			New	To be Reviewed	US > CO > Denver	B	1

• Within the drop-down menu select the "Change Step/Status" option.



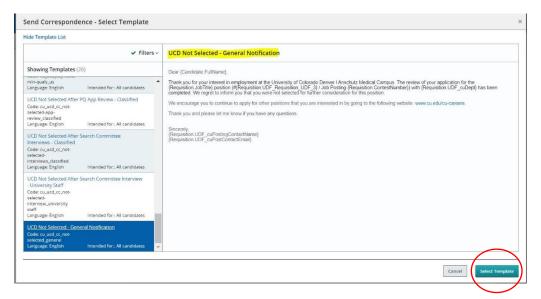
• Change the Status to "Not Selected", select the most appropriate Details of Disposition, and check the send correspondence box. Click on the **Apply and Proceed to Next Action** button.

Change Step a	nd Status							
Candidate Name Daly, John(181302)	7)			Requisition Title Professional Writing Consultant II (Part-Time) (23636)				
	Currently in				Change to			
Step			Step		Status			
New	New To be Reviewed		New		Not Selected*			
					* = completes the step			
Details or Dispositio	n *			Comments				
-	Does not meet min. requirements - Lack of Education		*	Please enter comments here				
	min. requirements - Lack of Experience							
	min. requirements - Skills/Competencies		•					
Not eligible to a	work in this country							
Select Other Ac	tion				×			
Send Corresport	ndence							
-								
					Cancel Apply and Proceed to Next Action			

• The following window will populate. No changes need to be made to this section. Just click Next.

Send Corresponder	nce			×
Candidate Name Daly, John (1813027)	Current Step New	Current Status Not Selected*	Requisition Title Professional Writing Consultant II (Part-Time)	
Send message by: Email Printed Letter Write a message From Scratch From T	emplate			
			Cancel	xt

• Scroll through the options on the left-hand side of the screen and select the following template: "UCD Not Selected: General Notification". Click the **Select Template** button. *NOTE: Please contact your TAC if you need assistance with candidate inquiries.*



• The system will populate a preview of the notification for your review. If all elements look accurate, click the **Send & Close** button.

Best Practice Tip: Please do not edit the subject line or email message, as the formulas listed will automatically pull information from CU Careers and customize your message for each candidate. Ex. Dear {Candidate.FirstName} will translate to Dear John, when you send the message.

8. Dispositioning & Notifications: **Candidates who met all MQs.** *NOTE: Candidates at this point in the recruitment process may be routed into three categories.*

Candidates who meet all MQs, but have not been identified for interviews.

- Select all applicable candidates by checking the box next to their name. Then click the **More Actions** drop down menu.
- Within the drop-down menu select the "Change Step/Status" option.

FILTERS N	o filters are applie	d	
i 🗭 🕯	% 🐱 🖶	More Actions 🔻	_
□ ~ *	Candidate	Selection Process Bypass Selection Steps	tep
		Change Step/Status	

• Confirm that "Meets Minimum Qualifications" is in the status bar. Then click **Apply and Continue**.

Change Step and Status		×
Candidate Name Daly, John(1813027)		Requisition Title Professional Writing Consultant II (Part-Time) (23636)
Currently in		Change to
Step Status New To be Reviewed	Step New	Status Meets Minimum Qualification * = completes the step
Comments Please enter comments here		
Select Other Action Send Correspondence		Cancel Apply and Continue Apply and Close

• Change the Status to "Not Selected", select the most appropriate Details of Disposition, and check the send correspondence box. Click on the **Apply and Proceed to Next Action** button.

Candidate Name Daly, John(181302	27)		Requisition Title Professional Writing Consultant II (Part-Time) (23636)							
	Currently in				Change to					
Step New	Status To be Reviewed	+	Step New		Status Not Selected* * completes the step					
Details or Dispositio	<mark>n</mark> *			Comments						
 Does not meet Does not meet 	t min. requirements - Lack of Education t min. requirements - Lack of Experience t min. requirements - Skills/Competencies work in this country.		-	Please enter comments here						
Select Other Ac										
					Cancel Apply and Proceed to	o Next Action				

• The following window will populate. No changes need to be made to this section. Just click Next.

Send Corresponder	nce			×
Candidate Name Daly, John (1813027)	Current Step New	Current Status Not Selected*	Requisition Title Professional Writing Consultant II (Part-Time)	
Send message by: Email Printed Letter				
Write a message From Scratch From T	emplate		Cancel	ext

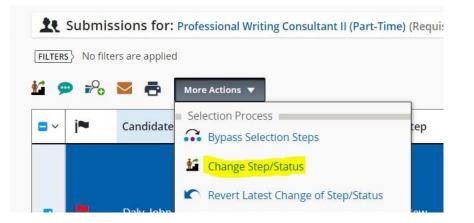
• Scroll through the options on the left-hand side of the screen and select the following template: "UCD Not Selected: General Notification". Click the **Select Template** button. *NOTE: Please contact your TAC if you need assistance with candidate inquiries.*

ide Template List		
✓ Filters ∨	UCD Not Selected - General Notification	
Showing Templates (26)	Dear (Candidate FullName),	
min-quals_us Language: English Intended for:: All candidates UCD Not Selected After PQ App Review - Classified	Thank you for your interest in employment at the University of Colorado Denver I Anschutz Medical Campus. The review of your application for the (Requisition. Job/Tite) position (#(Requisition. UDF_Requisition_UDF_3) / Job Posting (Requisition ContestNumber)) with (Requisition. UDF_cuDept) has been completed. We regret to inform you that you were not selected for further consideration for this position. We encourage you to continue to apoly for other positions that you are interested in by going to the following website: www.cu.edu/cu-careers.	
Code: cu_ucdcc_not- selected-app- review_classified Language: English Intended for:: All candidates	Thank you and please let me know if you have any questions. Sincerely,	
UCD Not Selected After Search Committee Interviews - Classified Code cu. ucd.cc.not- selected- interviews_classified Language: English Intended for:: All candidates	(Requisition UDF_cuPostingContactName) (Requisition UDF_cuPostContactEmail)	
UCD Not Selected After Search Committee Interview - University Staff Code: cu_ucd_cc_not- selected- interview_university staff		
Language: English Intended for:: All candidates		
UCD Not Selected General Notification Code: cu_ucd, cc_not- selected general Language: English Intended for:: All candidates		

- The system will populate an example of the notification for your review. If all elements look accurate, click the **Send & Close** button.
- 9. Dispositioning & Notifications: **Candidates who met all MQs.** *NOTE: Candidates at this point in the recruitment process may be routed into three categories.*

Candidates who meet all MQs and have been waitlisted for interviews.

- Select all applicable candidates by checking the box next to their name. Then click the **More Actions** drop down menu.
- Within the drop-down menu select the "Change Step/Status" option.



• Confirm that "Meets Minimum Qualifications" is in the status bar and check the send correspondence box. Click on the **Apply and Proceed to Next Action** button.

Candidate Name Pepe, Sarah(1942246) Step New	Currently in Status To be Reviewed		544	Requisition Title Professional Writing Consultant II (Part-Time) (23636) Change to
	Status	-	-	Change to
		-	Ch	
		-	Step New	Status Meets Minimum Qualification * = completes the step
Comments Please enter comments here	e			
Select Other Action				

• The following window will populate. No changes need to be made to this section. Just click Next.

Send Correspondence		×
Candidate Name Pepe, Sarah (1942246)	Current Step New	Current Status Meets Minimum Qualifications*
Requisition Title Professional Writing Consultant II (Part-T	ime)	
Send message by:		
O Email		
O Printed Letter		
Write a message		
From Scratch From Template		
		Cancel

• Scroll through the options on the left-hand side of the screen and select the following template: "UCD Met Minimum Qualifications - University Staff". Click the Select Template button.

ide Template List			
	✓ Filters	D Met Minimum Qualifications - University ff	
Showing Templates (2	5)		
UCD Classified Staff Offe Code: cu_ucd_ol_cs_template Language: English	r Letter 8 paragraphs Intended for:: All candidates	r {Candidate.FullName}, nk you for your interest in employment at the University of Colorado Denver Anschutz Medical Campus. Your application materials for the {Re ion (#Requisition UDF, Requisition, UDF, 3) / Job Posting {Requisition.ContestNumber}) with {Requisition.UDF, cuDept} have been received raids have undergone the initial minimum qualification screening and it has been determined that you have met the minimum qualifications for	Your application
UCD COVID19 - Suspende Code: cu_ucd_cc_COVID19 Language: English	ed Search Intended for:: All candidates	e notified further on the status of your application as the search process progresses. Se monitor your inbox for email communication from us in the near future regarding your status in the search. Let us know if you have any qu Regards. ersity of Colorado	estions.
UCD Did Not Meet Min Q Code: cu_ucd_cc_did- not-meet-min- quals_classified Language: English	uals - Classified Intended for:: All candidates		
UCD Met Minimum Quali Code: cu_ucd_cc_meets- min-quals_classified Language: English	fications - Classified		
UCD Met Minimum Quali Code: cu_ucd_cc_meets- min-quals_us Language: English	ifications - University Staff Intended for:: All candidates		
UCD Not Selected After P Code: cu_ucd_cc_not- selected-app-	Q App Review - Classified		\frown

• The system will populate an example of the notification for your review. If all elements look accurate, click the **Send & Close** button.

Best Practice Tip: Once first round interviews have concluded it is best practice that the HRBP notify these candidates of their Not Selected status. Please follow guidance outlined in Step 8, to finish the notification and dispositioning process.

10. Disposition Dispositioning & Notifications: **Candidates who met all MQs.** *NOTE: Candidates at this point in the recruitment process may be routed into three categories.*

Candidates who meet all MQs and have been selected for interviews.

- Select all applicable candidates by checking the box next to their name. Then click the **More Actions** drop down menu.
- Within the drop-down menu select the "Change Step/Status" option.

ILTERS		ers are applied	Professional Writing Consultant II (Part-Tim	e) (kec
, 2	j≈	Candidate	More Actions ▼ Selection Process ■ Bypass Selection Steps ■	tep
			 Change Step/Status Revert Latest Change of Step/Status 	Lances

• Confirm that "Meets Minimum Qualifications" is in the status bar. Then click **Apply and Continue**.

Candidate Name Daly, John(1813027) Currently in Step New Status To be Review Comments Please enter comments here		Requisition Title Professional Writing Consultant II (Part-Time) (23636) Change to
Step Status New To be Review		Change to
New To be Review		
	ed	Status Meets Minimum Qualification ▼ * = completes the step
Select Other Action		
Send Correspondence		

• Change the Status to "Selected for Interviews". Then click Apply and Continue.

Change Step	and Status	x
Candidate Name Pepe, Sarah		Requisition Title Professional Writing Consultant II (Part-Time) (23636)
	Currently in	Change to
Step New	Status Meets Minimum Qualifications	Step Status Under Review Selected for Interview* * = completes the step
Comments Please enter con	mments here	
Select Other A		Cancel Apply and Continue Apply and Close
		Cancer Apply and Continue Apply and Cose

• Change the Status to "Interview". Then click **Apply and Close**.

Best Practice Tip: Since these candidates will receive an invitation to interview, they will not need to receive a notification from the system.

andidate Name epe, Sarah				Requisition Title Professional Writi	ng Consultant II (Part-Time) (23636)
	Currently in				Change to
Step Under Review	Status Selected for Interview	+	Step Interviews	¥	Status Interview * * = completes the step
omments Please enter comments	here				
					<u> </u>
elect Other Action					
Send Correspondenc					X

- 11. Dispositioning & Notifications: Candidates who participated in 1st round interviews, but were not referred for 2nd round interviews.
 - Select all applicable candidates by checking the box next to their name. Then click the **More Actions** drop down menu.
 - Within the drop-down menu select the "Change Step/Status" option.

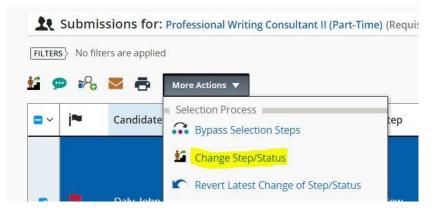


• Change the Status to "Not Selected" and select the most appropriate Details of Disposition. Then click **Apply and Close**.

Best Practice Tip: Candidates who interview should not receive a template notification from CU Careers. **Instead they** should receive a personal notification from the Department either over the phone or via email. Please contact TAC with any questions.

Change Step and S	tatus					×
Candidate Name Pepe, Sarah				Requisition Title Professional Writing Co	onsultant II (Part-Time) (23636)	
	Currently in				Change to	
Step Interviews	Status Interview	+	Step Interviews		Status Not Selected* * completes the step	
Details or Disposition *				Comments		
O Unsatisfactory emplo			^	Please enter comments here		
Position was canceled Natisfield to use of the second se						
Not eligible to work ir Less Relevant Experie			*			
Select Other Action						
Send Correspondence	e				\sim	
					Cancel Apply and Continue Apply a	and Close

- 12. Dispositioning & Notifications: Candidates who participated in 1st round interviews and were referred for 2nd interviews.
 - Select all applicable candidates by checking the box next to their name. Then click the **More Actions** drop down menu.
 - Within the drop-down menu select the "Change Step/Status" option.

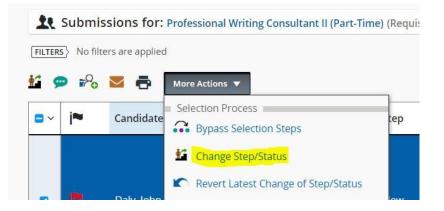


• Change the Status to "2nd Interview". Then click **Apply and Close.**

Best Practice Tip: Since these candidates will receive an invitation to interview, they will not need to receive a notification from the system.

Change Step and St	atus			;
Candidate Name Pepe, Sarah				Requisition Title Professional Writing Consultant II (Part-Time) (23636)
	Currently in			Change to
Step Interviews	Status Interview	+	Step Interviews	Status 2nd Interview * = completes the step
Comments Please enter comments h	ere			
Select Other Action				
Send Correspondence				\sim

- 13. Dispositioning & Notifications: Candidates who participated in 2st round interviews, but were not selected for the position.
 - Select all applicable candidates by checking the box next to their name. Then click the **More Actions** drop down menu.
 - Within the drop-down menu select the "Change Step/Status" option.

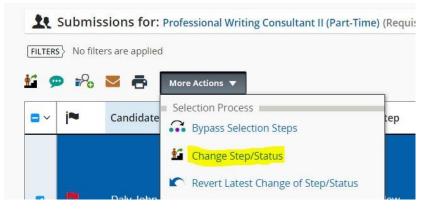


• Change the Status to "Not Selected" and select the most appropriate Details of Disposition. Then click **Apply and Close**.

Change Step and S	tatus					×
Candidate Name Pepe, Sarah				Requisition Title Professional Writing (Consultant II (Part-Time) (23636)	
	Currently in				Change to	
Step Interviews	Status Interview	+	Step Interviews		Status Not Selected* * = completes the step	
Details or Disposition *				Comments		
Unsatisfactory emplo Position was canceled Not eligible to work in Less Relevant Experie	d n this country		*	Please enter comments here		
Select Other Action	e					
					Cancel Apply and Continue	pply and Close

Best Practice Tip: Candidates who interview should not receive a template notification from CU Careers. Instead they should receive a personal notification from the Department over the phone or via email. Please contact TAC with any questions.

- 14. Dispositioning & Notifications: Candidates who applied after the full-consideration deadline or late in the recruitment process.
 - Select all applicable candidates by checking the box next to their name. Then click the **More Actions** drop down menu.
 - Within the drop-down menu select the "Change Step/Status" option.



 Change the Status to "Not Selected", select the most appropriate Details of Disposition (i.e. Application received past priority deadline), and check the send correspondence box. Click on the Apply and Proceed to Next Action button.

Candidate Name Daly, John(181302	7)			Requisition Title Professional Writin	g Consultant II (Part-Time) (23636)	
	Currently in				Change to	
Step New	Status To be Reviewed	+	Step New		Status Not Selected* *= completes the step	
 Does not meet Does not meet 	n * min. requirements - Lack of Education min. requirements - Lack of Experience tinin. requirements - Skills/Competencies work in this country.			Comments Please enter comments here	*	
Select Other Ac						

• The following window will populate. Since we do not have a saved template for this group, select the "Scratch" option and click **Next**.

Candidate Name Daly, John	Current Step New	Current Status To be Reviewed	Requisition Title Professional Writing Consultant II (Part-Time)	
Send message by:				
O Email				
O Printed Letter				
Vrite a message				
From Scratch Fr	om Template			
				\frown

• The following screen will populate. *NOTE:* Our office has created language for the subject line and body of the email. **This information contains formatting and text specific to CU Careers.**

te a mess	sage	Language: English		Preview Edit Message
No unres	olved tokens were found.			
Email Head	ler			
From: *	Human Resources University of Colorado <do_not_reply@< th=""><th>cu.edu></th><th></th><th></th></do_not_reply@<>	cu.edu>		
To: *	{Candidate.Email}		Cc Bcc	_
Subject: *	The field Subject: is mandatory You must include Subject: before proceeding			
Subject: *	The field Subject: is mandatory You must include Subject: before proceeding		Browse Upload]
achments: sage * Source }	(の) ⑥ ⑥ ◎ / ヘ ~ ヘ な = = = = -	图 · ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●	Browse Upload	
achments: sage * Source }	の回回回すずぬが罪てもます		Browse Upload	
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achments: sage * Source }	の回回回すずぬが罪てもます		Browse Upload	

- Subject Line: {Requisition.JobTitle} Applied After Consideration Date or Interviews
- Body of Email:

{Other.CompanyLogos1}

{Other.CurrentDate}

Dear {Candidate.FirstName},

Thank you for your interest in the {Requisition.JobTitle} position (Requisition #{Requisition.Number}) with the {Requisition.UDF_cuDept} at the University of Colorado.

Unfortunately, your application arrived after the search committee was already in the process of reviewing and interviewing applicants and we are moving forward with those other candidates.

We wish you success in your current job search and we encourage you to continue to apply for other positions that interest you. To view our current openings, please visit: www.cu.edu/cu-careers.

If you have any questions, please feel free to contact me directly.

Sincerely,

{Requisition.UDF_cuPostingContactName} {Requisition.UDF_cuPostContactEmail}

Please do not reply to this email. Replies to this message are undeliverable.

Best Practice Tip: We are still experiencing formatting issues in CU Careers. It is recommended that you use an HTML Striper when drafting notifications in CU Careers. Link to HTML Striper https://www.striphtml.com/.

• Once you have completed all required sections, click Send.