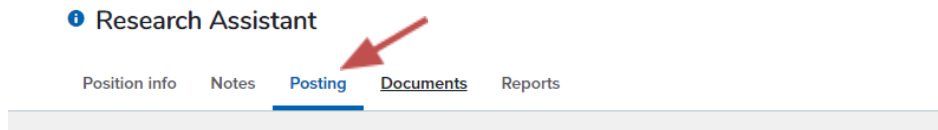


How to Post a Job as a Waiver

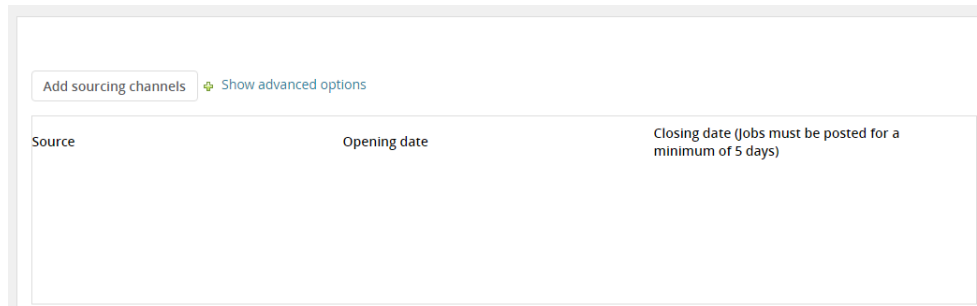
This job aid provides step-by-step directions for posting a job on the Careers website as a **waiver**. Permission groups Levels 3 and 4 can post jobs. If you have questions regarding your permission group, contact your Client Manager.

When posting a job, first complete all fields in the “Position Info” tab of the requisition. Refer to **How to Create a Requisition** for guidance.

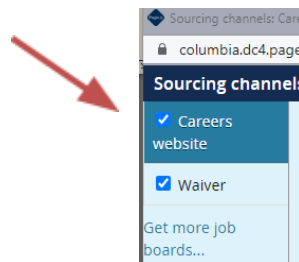
1. Click the “Posting” tab of the requisition in progress.



2. Click “Add sourcing channels” to start advertising a job to applicants.



3. Select “Careers Website” and “Waiver” in the left column of the **Sourcing channels** window. This box must always be selected to post a requisition on the Careers website.



4. **Do not change** the opening date. The posting is pre-filled to go live on the careers page the following day at 11:00 am. This will allow CUHR the opportunity to review the salary range posting.
 - o CUHR will be reviewing and releasing requisitions during the day. Any requisitions generated after 5 pm will be reviewed and released the following business day.
5. Confirm that the Salary Range information appears in the Job Ad field:

Opening date * Nov 1, 2022 at 9 : 00 AM Eastern Standard Time

Closing date (see reminder above): Nov 4, 2022 at 9 : 00 AM Eastern Standard Time

Posting Title: * Short-Term Casual (LIVE TEST)

Summary: * The Short-Term Casual will provide general support to the department.

Design template: Default

Text to appear in Job Ad: *

B *I* U ~~S~~

- Job Type: Short-Term Casual
- Bargaining Unit:
- Regular/Temporary: Temporary
- End Date if Temporary: 560 hours/4 months, whichever comes first
- Hours Per Week: 10
- Salary Range:\$20 - \$25 per hour

Position Summary

6. The **Closing date** for all waivers is 72 hours from the original posting date.
7. Select an Application form type:
 - **CU Application for Employment** – Standard application used for most postings. This form type will automatically disqualify applicants without high school diplomas or equivalent criteria.
 - **No HS Diploma Application** – Use for positions that do not require a high school diploma. This is typically for short term casual hires.
 - **HS Internship Application** – Use for high-school-student-paid internship postings.
8. Click the **Blind requisition for waiver** box. Clicking this box will make the posting unavailable to the public.

Title: * Research Assistant

Summary: * A research assistant is sought to provide support for assigned clinical trial and observational research protocols in the Huntington's disease Center.

Design template: Default

Text to appear in Job Ad: *

B *I* U ~~S~~

Position Summary

A research assistant is sought to provide support for assigned clinical trial and observational research protocols in the Huntington's disease Center. The candidate will work under supervision of the Principal Investigator and Senior Research Officer. Responsibilities include recruiting participants, obtaining informed consent, administering assessments, and follow-up of participants. In order to meet these responsibilities, duties include preparing for study visits, tracking participant visits, administering assessments, collecting clinical information, completing paper and electronic case report forms, processing, storing and shipping lab samples. The research assistant will work closely with the Senior Research Officer to ensure data quality, integrity and compliance with all regulatory, institutional, and departmental requirements. The research assistant will also help with preparation of documents for IRB renewals, modifications, annual submissions, and correspondence, assist with financial tracking and petty cash for assigned projects. In addition, the research assistant is expected to learn how to screening new patients, schedule patients, and handle routine phone calls and patient/participant requests for the HD Center. Performs additional duties as assigned.

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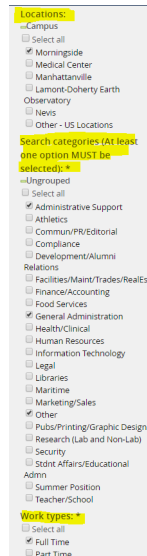
Include video: Yes No

Application form: * CU Application for Employment (Job -) Preview Question Library

Blind requisition for waiver (hidden from career site) (only visible when searched for by job number)

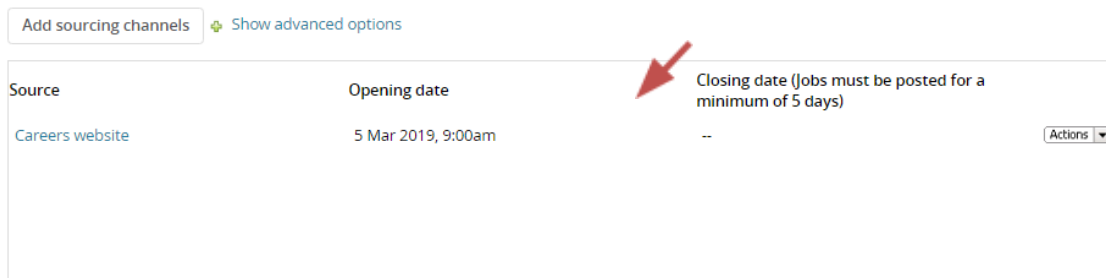
Save Cancel

- Go to the categories checklist in the right column. Select at least one option within “Search categories” appropriate to the position. **Location** and **Work Type** will already be selected.



Categories checklist view

- Click “Save” button after all fields are filled in.
- Confirm that the Careers website is listed under **Source**. If the **Careers website timestamp** is not listed, the requisition will not appear on the Careers website, nor will it be picked up by the external sourcing channels, Indeed, HERC and DirectEmployers.com. Review the details in the **Sourcing channels** window, correct any issues and save again.



- Click “Link”, also in the “Actions” dropdown, for the system-generated, direct link to the application (bypassing the job posting details). To send, copy (hit Ctrl and C on your keyboard or right click and follow prompts) and paste the link in an email.

Add sourcing channels [Show advanced options](#)

Source	Opening date	Closing date (Jobs must be posted for a minimum of 5 days)	Actions
Careers website	5 Feb 2019, 8:00am	6 Feb 2019, 9:15am	<ul style="list-style-type: none">EditCloseLinkJob previewBulk update sourcing text

TalentLink Tip: To send a direct link to job posting details, when viewing job posting on the Careers website, copy the complete URL in the address field of your browser, and paste in an email.

