

Common Mistakes on Non Person Profiles (NPPs)

For more information on Faculty processes please reference the Faculty workflow documents found here: https://www.ucdenver.edu/docs/librariesprovider188/document-archive/combined-campus-specific-flowchart.pdf?sfvrsn=385d02b9_6#page=13

1. The required attachments are not being attached to the NPP.

Please ensure the following attachments are included:

- For Appointment Types
 - Resume
 - Job description
 - Mission Critical approval email – must include the position number
 - ***** the individual should meet all minimum qualifications in the job description as they are written. Minimum qualifications in a job description or posting are meant to be literal*****
- For regular NPPs
 - Job description
 - Mission Critical approval email – must include the position number
 - **Review minimum qualifications to ensure they are not too restrictive**
 - **The example below shows qualifications that are less descriptive and more restrictive**

Minimum Qualifications

- Graduation from an accredited college or university with a Doctoral degree in Nursing
- Certified Nurse Practitioner, Certified Physician Assistant
- Licensed State of Colorado Nursing license or State of Colorado Physician Assistant License
- Acute Care Certification

- **The example below shows qualifications that are more descriptive and less restrictive**

Minimum Qualifications

- Graduation from an accredited college or university with a Master's or Doctoral degree in Nursing or equivalent education as a Physician's Assistant
- Certified Nurse Practitioner, Certified Physician Assistant, or other relevant/comparable advanced certification
- Licensed or ability to obtain State of Colorado Nursing license or State of Colorado Physician Assistant License
- Acute Care Certification

**If Acute Care Certification is not already possessed, you will need to enroll in an AC program within 2 years and complete the program within 5 years of start date.*

- This shows a thoroughly written minimum qualification section. This provides more leeway for the department to accept candidates with different degrees and education. It also allows flexibility for the department to accept equally qualified candidates and individuals who have not obtained their certification at the time of application.
- Please note all faculty postings will include the following language
 - *Applicants must meet minimum qualifications at the time of hire*

2. Missing information from the comments section

- For Appointment Types
 - Name
 - Appointment type (1 or 2)
 - EID or requisition # the candidate applied to
 - Percent of time
 - Salary

Reason #	Appointment Type Reasons
1	Qualified candidate is available from a previous search. Job descriptions must be similar. Must include the previous search's Job Posting/Requisition Number, proposed salary, and a copy of the candidate's resume in your submission.
2	Promotional, transfer, or rehire of a current or former University of Colorado employee, affiliate employee or state employee. Provide employee name, EEID# (if CU employee), proposed salary, and a copy of the employee's resume in your submission.

- For regular NPPs
 - Any special note (i.e. 5 day posting)
 - Position title
 - Salary range (for PRAs)
 - ******if you have an anticipated hire for a posting, DO NOT put that individual's name in the NPP or save any documents under the anticipated hire's name******

3. Percent of time

- On page 2 of the transaction, please ensure the percent of time matches
 - the comments box on page one
 - what is written in the job description.
- The full/part time status should reflect the percent of time.

Job Information				
	Current Value		New Value	
Business Unit:	UAMC	Anschutz Medical Center	UAMC	Anschutz Medical Center
Job Code:	1105	Instructor	1105	Instructor
Regular/Temporary:	Regular		Regular	
Full/Part Time:	Full-Time		Full-Time	
Regular Shift:	N		N	

Work Information				
	Current Value		New Value	
Department:	20259	SOM-ORTHO GENERAL OPERATIONS	20259	SOM-ORTHO GENERAL OPERATIONS
Company:	CU	University of Colorado	CU	University of Colorado
Location:	2FAOP	Anschutz Outpatient Pavilion	2FAOP	Anschutz Outpatient Pavilion
Reports To:	00729056	Asst Professor	00729056	Kummer, Jennifer
Appointing Authority:	00729049	Associate Professor-Theodore Schlegel	00729049	Associate Professor-Theodore Schlegel

Salary Plan Information				
	Current Value		New Value	
Salary Admin Plan:	110	Regular Faculty	110	Regular Faculty
Salary Grade:	110	Regular Faculty	110	Regular Faculty
Percent of Time:	100.0000		100.0000	
FLSA Status:	Exempt		Exempt	

4. Yes/No Boxes – page 3

- At a minimum the 3 boxes below should be marked: Position Summary, Background Check and Degrees

Please choose Yes/No for the below Non-Person profile options that you wish to change/add/delete

If you intend to feed to CU Careers, ensure you have selected yes for the Position Summary button, as the box on that page must be checked o

Position Summary	<input checked="" type="radio"/> Yes	<input type="radio"/> No
HR Consultant	<input type="radio"/> Yes	<input type="radio"/> No
Required Training	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Background Check Types	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Additional Job Requirement	<input type="radio"/> Yes	<input checked="" type="radio"/> No
HR Only	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Faculty Effort	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Degrees	<input checked="" type="radio"/> Yes	<input type="radio"/> No

Select All Yes Select All No

Previous Next

5. Feeding to CU Careers

- If this is a search and you would like to populate a Job Ad in CU Careers, please check this box. [If not, please ensure that the box is not checked.](#)

Position Summary

Type of Review: NEW New Position

Feed to CU Careers?

Job Summary: See attached job description

OK Cancel