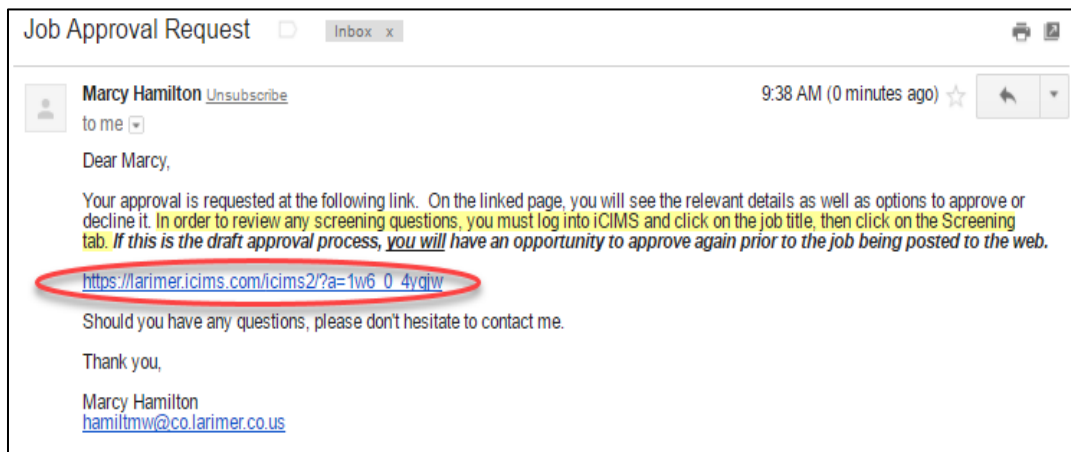


**Timeline:** Please allow up to 24 business hours to post your job once the approval process has been completed. Your hiring needs are important to us, and we will always do our best to complete your requests in a timely fashion.

1. Once your job is prepared by your HR Technician, you will receive an email titled “Job Approval Request” to review and approve your posting. The link will give you a quick view of the “Details” Tab and the “Description” tab, as well as approve and decline buttons. You will need to log into [iCIMS](#) to view the screening questions as well as make any changes yourself.



2. When you click the link in the email, please scroll down the page and review all information for accuracy. Any approvers are listed on this page well, please let your HR Technician know if there needs to be any changes to the approval list, including skipping someone if they are unavailable to approve. Next, please review screening questions in [iCIMS](#). You will want to leave this page open so that you can approve or decline the posting.

Job Approval

FTE/PAR Information

WHERE IS THE FTE COMING FROM?  
Existing/vacant regular or limited- term position

Requisition Information

JOB ID 2015-1925	# OF AVAILABLE POSITIONS 1
POSITION TYPE Full Time - Regular	EMPLOYEE CLASSIFICATION Full-Time
POSITION # (IF NOT ON BUDGET REPORT A PAR MAY BE NEEDED) HTTP://BBOARD.LARIMER.ORG/BCC/BUDGET/BUDRPT/ 99	SUPERVISOR A. Supervisor

Posting Information

EEO CODE (blank)	MIN HOURLY \$ 21.57
MAX HOURLY \$ 28.38	MIN MONTHLY \$ 3,738.47

Decline Approve

- Once you have logged in to [iCIMS](#), go to “My Pending Jobs” and click on the job that you are reviewing and then go to the “Screening” tab. Click on the globe and flag icon to view the answers, weights, and disqualifications that are currently being used. HR recommends disqualifying based off of minimum qualifications and using weighted answers for the other skills. HR will always add the two questions on the Larimer County Guiding Principles as requested by Linda Hoffman.











The screenshot shows the iCIMS interface with a 'Jobs' header. Under 'My Open Jobs', it says 'No Results'. Under 'My Closed Jobs', there is a table with columns: Job ID, Closing Date, Posting Title, and Hiring Manager 1 : Full Name: First Last. The rows are: 2017-2562 (Administrative Assistant II, 03/20/2017, Laurel Kubin), 2017-2531 (Farmers Market Assistant, Open Until Filled, Laurel Kubin), and 2016-2352 (Administrative Assistant II, 9/26/2016, Laurel Kubin). Under 'My Pending Jobs', which is circled in red, there is a table with columns: Job ID, Posting Title, Job Folder, and Closing Date. The row is: 2015-1925 (Test Job - Do Not Apply, Pending Approval, 4/30/2017). At the bottom, there is a 'Key Reports' section.

Job ID	Closing Date	Posting Title	Hiring Manager 1 : Full Name: First Last
<a href="#">2017-2562</a>	03/20/2017	<a href="#">Administrative Assistant II</a>	<a href="#">Laurel Kubin</a>
<a href="#">2017-2531</a>	Open Until Filled	<a href="#">Farmers Market Assistant</a>	<a href="#">Laurel Kubin</a>
<a href="#">2016-2352</a>	9/26/2016	<a href="#">Administrative Assistant II</a>	<a href="#">Laurel Kubin</a>

Job ID	Posting Title	Job Folder	Closing Date
<a href="#">2015-1925</a>	<a href="#">Test Job - Do Not Apply</a>	Pending Approval	4/30/2017

The screenshot shows the iCIMS Job Approval Process interface. The top navigation bar includes 'People', 'Detail', 'Screening' (highlighted with a red circle), 'Description', 'Approval', 'Notes', and 'Attachments'. Below the navigation is a '+ Add Questions' button. The main content area is titled 'Per-Job Screening Questions' and contains a table with the following data:

Question Text	Type	Required	
Do you have or have the ability to obtain a valid Driver's License?	Dropdown (Single-Select)	Yes	 
Do you currently possess at least a high school diploma or GED certificate?	Dropdown (Single-Select)	Yes	 
How many years of experience do you have in a directly related field or performing similar job duties?	Dropdown (Single-Select)	Yes	 
Please choose one of the Larimer County guiding principles listed that you feel most applies to you and this position - Larimer County will add value to the lives of its citizens today and in the future by:	Dropdown (Single-Select)	Yes	 
Based on your choice in the previous question, describe how you would apply this guiding principle in this position.	Text Area	Yes	 

The screenshot shows the 'Override Default Job Question Settings' page. The question text is 'Do you have or have the ability to obtain a valid Driver's License?' (circled in red). Below the question text is a dropdown menu with 'careers (Job Posting Disabled)' selected. The 'Post To Portals' section is empty. The 'Answer' section is set to 'Do Not Qualify (DNQ)'. The 'Weight' column is empty. The 'Yes' answer has an unchecked checkbox, and the 'No' answer has a checked checkbox (circled in red).

The screenshot shows the 'Override Default Job Question Settings' page. The question text is 'How many years of experience do you have in a directly related field or performing similar job duties?' (circled in red). Below the question text is a dropdown menu with 'careers (Job Posting Disabled)' selected. The 'Post To Portals' section is empty. The 'Answer' section is set to 'Do Not Qualify (DNQ)'. The 'Weight' column is populated with values 1, 2, 3, 4, and 0 (circled in red). The 'Yes' answer has an unchecked checkbox, and the 'No' answer has an unchecked checkbox.

- Once you have reviewed all of the information for the posting, add any comments if needed and approve or decline the job. If you have multiple approvers and are wondering where a job is in the approval process, you can click on the "Approval" tab in iCIMS. Occasionally, you may need to contact your HR Technician and request that we skip someone if an approver is out of the office. Your HR Technician is notified once the job approval process has been completed. If there are no changes needed, we will post your job as soon as possible.

• Must be capable of working under stressful situations.  
• Must have good cognitive skills and awareness of work accuracy.  
• Must have ability to concentrate on more than one task at a time and to make independent decisions.

Approver(s)

This approval process is currently in progress.

Approver	Phone	Date	Status
Marcy Hamilton	970-498-5977	5/19/2017 12:42 PM	Viewed
Brenna Strait	970-498-5988		Pending

Contact

Have any questions?  
Contact Marcy Hamilton  
WORK: 970-498-5977  
EMAIL: hamiltmw@co.larimer.co.us

You can approve or decline this pending job from this page.  
Please enter any comments or notes you have and then choose **Approve** or **Decline**.  
If you do not click one of the buttons below, the approval/decline will not complete.

Please add question on computer skills and Microsoft Office. Thanks!

Decline Approve

ID 2015-1925

JOB

Test Job - Do Not Apply  
Hiring Manager 1: Laurel Kubin

PENDING APPROVAL

PENDING OPEN CLOSED

# Pending: 1, # Started: 1, # Completed: 0, # Days In Pending Approval: 1

Marcy Hamilton, hamiltmw@c...  
Fort Collins, Colorado, United ...

People Detail Screening Description **Approval** Notes Attachments

Approver(s)

This approval process is currently in progress.

Approver	Phone	Date	Status	Resend
Marcy Hamilton	970-498-5977	5/19/2017 1:29 PM	Approved	
Brenna Strait	970-498-5988	5/19/2017 1:29 PM	Notified	

Job Approval Note (Approved)

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Please add question on computer skills and Microsoft Office. Thanks!