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Colorado State University - Pueblo
Frequently Asked Questions (FAQs)

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Thank you for your interest in employment at Colorado State University-Pueblo! We are seeking a diverse, highly qualified workforce to help us meet the needs of our students and to promote continued excellence. Below is a list of answers to frequently asked questions about our online Employment Center.

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The CSU-Pueblo employment process has changed. How do I apply for your openings?

Colorado State University – Pueblo (CSU-Pueblo) has a new employment system where you can now apply online. If you scroll down our current career opportunities page, you can search for jobs by category, keyword, or view an alphabetical listing of all current vacancies. If you are interested in seeing more detail about the position, you can click on the position title. If, after reviewing the position description, you are interested in applying, click on the Apply link to submit your application.

Where do I begin?

Everything starts in CSU-Pueblo's Employment Center website at CSU-Pueblo Employment. There you will find links to Current and Future Career Opportunities and Instructions on how to apply. Above all, remember to keep a record of your username and password once you have set up an account. You will use the same "username" and "password" each time you apply for other positions or check the status of previously submitted applications. Each time you re-enter the system, you will need to input the username and password exactly as it was originally entered. You can change a password in the system but may only have one username per e-mail address.

What if I do not have access to a computer or the Internet?

There are a number of ways to access CSU-Pueblo's online Employment Center:
1. You may use the public computers located at all Pueblo City-County Public Libraries. Evening and weekend hours are available. Click Here to see a listing of library branches and their hours.
2. You may also use the resources available at the Pueblo County Workforce Center located on 212 West 3rd Street. If you are not living in the Pueblo area, the State of Colorado Workforce Web Site can locate a center closer to you. If you are out of state, you can contact the local workforce center in your area.
3. Family and friends may also have Internet access available for you to use.

How do I get help with completing the online application and accessing the Employment Center?

The Human Resource office is committed to ensuring that this process is easy and user-friendly. We have developed several documents to help you with the application process. You can access these documents by clicking Applicant Instructions. If, after

reviewing these documents you still have questions, please call our office Monday – Friday 8am – 5pm at 719-549-2441 or email us at hr@colostate-pueblo.edu.

How do I create an account?

A step by step application guide can be can be found on our web site by clicking Application Guide.

An email address is required to complete the online application process. How do I get an email address?

If you do not already have an email address, free email is available through a number of providers. Though we cannot endorse any particular vendor, you may want to click on these links for more information: MSN Hotmail , Yahoo Mail, and AOL AIM Mail or do an internet search for free email and select an option.

How do I access my on-line account once it has been established?

Once you have established your account, you may access your account by clicking "Applicant Login" located on the main CSU-Pueblo Employment Center page. After logging into the system, you can check the status of your application(s), update your master profile, create a new application, and view all jobs that you have applied for.

What information will I need to complete the online employment application?

All our job postings require you to **attach** a cover letter addressing your interest; a curriculum vitae or resume; an unofficial transcript; and a list of three professional references including names, addresses and phone numbers to your online job application. Please ensure that the materials attached at the time of application are the materials you want considered. **Deleting, adding or changing an attached file in your profile will not delete it from previously submitted applications.**

I noticed you do not require completion of the education, work history, certifications and licenses, skills, additional information, and references sections of the online application. Am I only required to provide attachments in order to provide that information?

Yes, we require the attachments listed on the announcement or in the question above in lieu of completion of these sections of the online system.

How do I attach documents to my applicant profile?

To attach a document:
        1) Click on Job Application;

2) Scroll down to Attachments; click on "Add Attachment(s)".
3) In "File Description" type "Name of document".
4) Next to "File" click on Browse and double left click on the document you wish to attach.
5) Click on Upload.

Is there a size limit to my attachment?

There is a size limit of 5 MB on each individual attachment.

How long does it take to complete the online application?

It will take approximately 20 minutes to complete the online application.

What if I don't have time to finish the online application once I start?

You can select the "Save" button at the bottom of the application form at any time during the application process. This will save any information you have entered up to that point. You can return to complete your application by signing in using your username and password.

What if I forget my password?

If you forget your user name and/or password, click the "I Forgot My Username and/or Password" link, enter your email address to have your username sent to the email address on your account or enter your username to reset your password. You may answer your three security questions or have a password reset email sent to the email address on your account. If you forget the email address and your three security questions you used originally to create your account, you will not be able to retrieve your user name and/or password. You will need to create a new account.

Who has access to my online employment application once it is submitted?

Online applications are stored on a secure site. Only authorized employees, search committee members, and hiring authorities at CSU-Pueblo have access to the information you submitted.

Can I print my completed online employment application?

Yes, once your application has been submitted, you will see a link at the top of the page "Click here for a printable version of the application you just submitted". You may also

click on 'Application Status' link at anytime while in your account to print previously submitted applications.

If I have submitted an online employment application previously, will I automatically be considered for other positions when they become available?

No. You will only be considered for positions you have applied for. You should create a new application by attaching updated documents to apply for additional positions.

Note: You can be notified when positions of interest are posted. Select the Future Career Opportunities link in the Employment Center website and complete a job interest card. You will be notified via email when a position of interest has been posted. You can then view the posting and apply if interested.

Can I update and/or make changes to my online employment application?

- Changes can be made to your online employment application at any time before it is submitted.
- Once you submit an application for a specific position, you cannot make changes to the submitted online employment application.
- You may make changes to your online employment application before submitting your application for any new positions. These changes will only be shown on your application submitted for new positions. The changes will not update any previously submitted applications.
- You may make changes at anytime to the basic demographic data and contact information.

What is the deadline date to apply for a position?

We usually do not post positions with deadline dates. Each position will be posted with a full consideration date and will be 'open continuous'. If you apply before the full consideration date, your application will receive full review by the search committee. If you apply after this date, we cannot guarantee your application will be reviewed. Applications are accepted until the position is filled. If a deadline date is posted, applications must be submitted in the online system no later than the 4 p.m. MST on the deadline date. For open continuous positions, you only need to apply once.

Can I add additional information to my application after I have submitted my materials?

No. Changes can only be made to your application before submission.

I am waiting to receive my transcripts. How do I complete the application without this document?

A transcript is required for an application to be considered complete and the online system will not let an applicant proceed unless an attachment is marked as a transcript. Please note: CSU-Pueblo requires only unofficial transcripts during the application process. Most educational institutions provide access to your unofficial transcripts through the internet; however, if you do not have an unofficial transcript to attach to your application, you should attach a letter in place of the transcript (mark it as the transcript in the system) indicating you have requested the transcript. This will allow you to complete the process and submit your application. Applicants cannot attach new documents once an application is received for a position. Therefore, once you receive transcripts from your university or college, you must e-mail them to hr@colostate-pueblo.edu or send them by regular mail to the address on the first page so they can be loaded by the Human Resources Office into your application file. E-mailed copies are preferred. Candidates will not be advanced to the next stage of the selection process without copies of unofficial transcripts.

How do I find out the status of my application I submitted online?

Anytime after submitting an application, you can log back in, using your user name and password. Select the "**Application Status**" link to review positions you have applied for and the status of your application for that position.

When is the Current Career Opportunities list updated? I don't want to miss my chance to apply.

The list is updated every business day; however, most positions are posted for 30 days. If you check your own e-mail frequently, we suggest you create a Job Interest Card, noting which specific job categories are of interest to you. Each time a job opens in a selected category, you will receive email notification.

Can I apply for a position that isn't currently posted?

No. We are only able to process applicant information submitted in response to a posted vacancy. If you wish to receive email notification when a job you are interested in becomes available, create a Job Interest Card .

Can I apply by e-mail?

No. The CSU-Pueblo's recruitment process is fully automated. Applicants must submit application materials through the online system. Applications submitted via postal mail, email, fax or hand-delivered will not be accepted.

Can I apply for more than one job?

Yes. You can apply for each position that you are interested in. Please ensure you have attached all the required documents before you select submit and that your documents are specific to the position posted.

How will I know whether I am being considered for the job?

You will be able to login to check the status of your application by going to the Applicant Login page in the CSU-Pueblo Employment Center. A step by step instruction manual of this process is available on our web site by clicking [Applicant Instructions](#) .

Will you retain my application for future vacancies?

No, your application becomes part of the records for the hiring process in which you have applied. You will need to apply for each position of interest.

My college degree is from a school outside the USA. Does that make a difference?

Candidate's whose degree is awarded from outside the United States must submit a certified Education Credential Evaluation at the time of application, verifying that their degree equates to the requirements stated in the position. Sources for this service can be found on the Internet. Applicant's are responsible for any fee charged.

What is NEOGOV?

NEOGOV is an online hiring system that allows applicants to create a user account/profile, apply for current employment opportunities and check the status of their candidacy all online! This system has allowed CSU-Pueblo's recruitment and selection process become fully automated.