

# CU Careers: Step-by-Step Guide

## Posting and Unposting Requisitions

This document describes how to post (and unpost) requisitions, regardless of the CSW, to the internet. The ability to post to the internet is determined by your user access permissions. In order for system integrations to function correctly, including the collection of a candidate’s date of birth, Social Security number, and confidential letters of recommendation, you must post to those Career Sections as well as to the External and/or Internal career sites.

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## Before You Begin

Before posting a requisition, you should complete the following tasks:

- In HCM, create a position (or update a vacant position) for which you want to recruit a person to fill. Refer to [Creating a Position with Funding Step-by-Step Guide](#), or [Updating a Position Step-by-Step Guide](#) for more information.
- In HCM, create (or update) a Non-Person Profile (NPP) to feed details of the position over to CU Careers. Refer to [Creating or Updating and Non-Person Profile Step-by-Step Guide](#) for more information.
- In CU Careers, edit the requisition details and select prescreening questions. Refer to [Working with Requisitions Step-by-Step Guide](#). You will not be able to edit prescreening questions after posting the requisition.

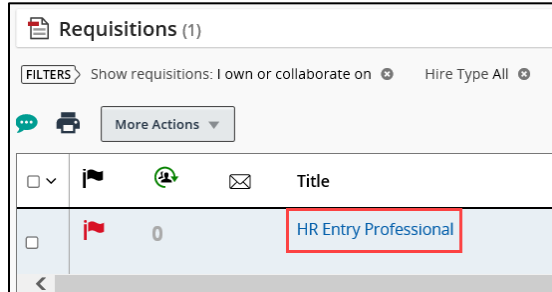
## Saving a Requisition as Open

A requisition must be saved as an open requisition before it can be posted. To save a requisition as open:

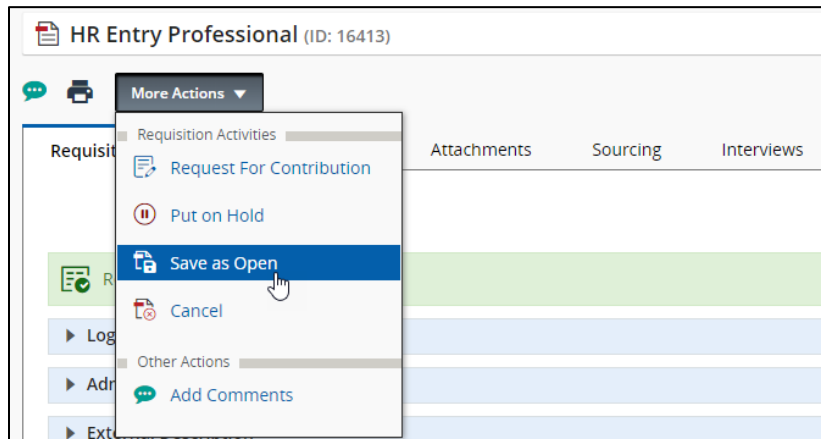
1. From CU Careers, click **Requisitions**.



2. From the Requisitions list, click the name of the requisition to be posted.



3. Click **More Actions**.

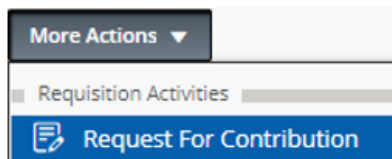
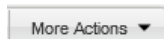


4. Click **Save as Open**.

## Requesting Assistance (if unable to post)

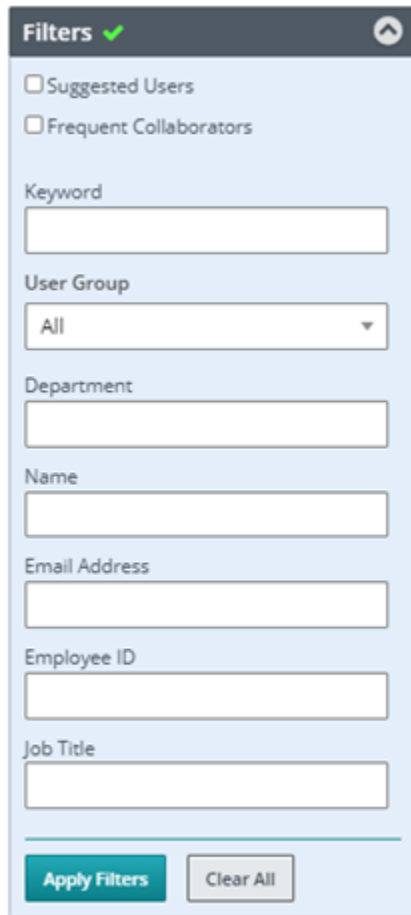
If you do not have access to post requisitions, notify the HR consultant responsible for posting the requisition.

1. Click **More Actions**.



2. Click **Request for Contribution**.

- From the **Quick Filters** on the left side of the page, type search criteria into a field.



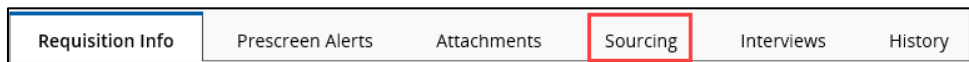
- Click the **Apply Filters** button to display your results.
- Click **Select** next to the person you would like to add.
- In the **Comments** field, enter details about what you need the contributor to do.
- Click **Request for Contribution**.

The system sends an email to the selected person indicating what task they need to complete based on what you entered in the Comments field.

## Posting a Requisition to the Internet

To post an open requisition to the internet:

- Click the **Sourcing** tab.



- Click **Add career sections**.

## 3. Select checkboxes next to posting status:

**Career Sections Selector** x

Please select the career sections for posting this requisition All (6) Selected (4)

6 Career sections are available  Select all across pages

	Name	Visibility	Display Type	Sequence
<input checked="" type="checkbox"/>	CU - External - Career Section	External	Public	2
<input checked="" type="checkbox"/>	CU - Targeted Hire - Career Section	External	Private	3
<input checked="" type="checkbox"/>	DOB/SSN Collection - HR use only - finalist DOB/SSN collection	External	Private	4
<input type="checkbox"/>	Required for Request of Confidential Letters of Recommendation	External	Private	5
<input type="checkbox"/>	CU - HireVue	External	Private	6
<input checked="" type="checkbox"/>	CU - Internal - Career Section	Intranet	Private	1

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Cancel Add / update career sections

- **CU - External - Career Section:** Select to post to CU Careers for external applicants. External requisitions must also be posted internally.
- **CU – Targeted Hire – Career Section:** Select for a direct hire of a previously identified candidate, such as a student, temporary employee, or lecturer. When posting to the Targeted Hire Career Section, make sure other career section checkboxes are not selected.  
**Note:** CU: Direct Hire must be chosen in the requisition’s Administration section to link a candidate to the position that was fed over from HCM.
- **DOB/SSN Collection (HR Use Only)-Finalist DOB/SSN collection:** When you are ready to collect DOB/SSN information from your selected finalist, contact your campus HR.
- **Required for Request of Confidential Letters of Recommendation:** Select if you are collecting confidential letters of recommendation.
- **CU - HireVue:** Select if you are using HireVue to interview candidates.
- **CU - Internal - Career Section:** Select to post to CU Careers for internal applicants. If a requisition is posted externally, it must also be posted internally.

4. Click **Add / update career sections**.5. For each career section, choose a start date from the **Post from** dropdown or calendar.

**Status** : To be posted

Post from

Post to

6. For each career section, choose an end date if this is not an ongoing posting, or leave the default of Ongoing. (Choosing Ongoing requires you to fill the position or remove the posting manually. See the section, [Unposting a Requisition](#), for more information.)
7. **Automatically invite when posting starts:** Select the box to have the system automatically send job posting invitations to matching candidates. You can view and include/exclude matching candidates in the list by clicking on the **matching candidate(s)** link, if needed.

**Note:** Invited candidates will still need to apply to the job posting in order to be reviewed.

Manage career sections and posting schedules for this requisition

Add  Select all across pages

<input checked="" type="checkbox"/> Career Section	Posting Status and Schedule (UTC -6:00)
<input checked="" type="checkbox"/> CU - Internal - Career Section Intranet Private	Status : To be posted Post from: Today Post to: Ongoing
<input checked="" type="checkbox"/> DOB/SSN Collection - HR use only - finalist DOB/SSN collection External Private	Status : To be posted Post from: Today Post to: Ongoing
<input checked="" type="checkbox"/> CU - Targeted Hire - Career Section External Private	Status : To be posted Post from: Today Post to: Ongoing
<input checked="" type="checkbox"/> CU - External - Career Section External Public	Status : To be posted Post from: Today Post to: Ongoing

Mark as Urgent

Automatically invite when posting starts: 2 matching candidate(s)

Page 1 of 1 (1-4 of 4 items)

8. Click **Save and apply**.  The status displays as Posted.

Career Sections

The list below contains the list of career sections along with their posting status for this requisition. Please click "Modify" to make necessary changes

[Modify](#)

Career Section	Posting Status and Schedule (UTC -6:00)
CU - External - Career Section External Public	Status : <b>Posted</b> Post from - Jul 7, 2020, 8:05:59 AM Post to - Ongoing

## Direct Hire: Inviting Identified Candidates to Apply to Targeted Posting

After posting the requisition to the Targeted Hire career section, you can invite an identified candidate to apply.

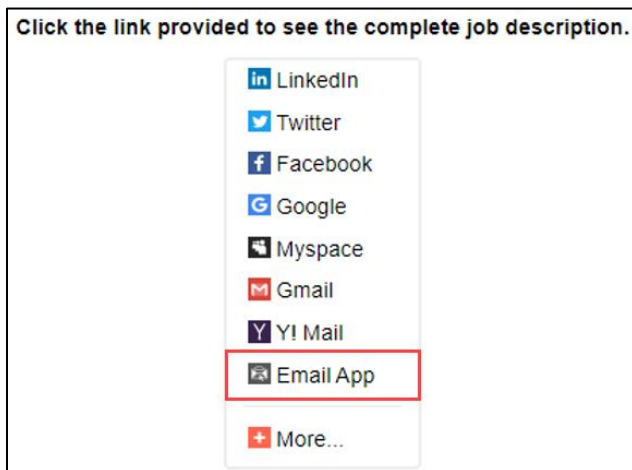
- Invite the candidate to apply, by sending an email to the candidate containing the direct link to the job posting. When the candidate receives the email, they can click the link to the job posting and enter their personal information.
- Depending on your campus process, you can invite the candidate to visit a campus specific website that has the direct link to the job posting.

For either option, to obtain the direct/target-hire link:

1. From the Sourcing tab click the **Share through social network** link.



2. Select **Email App**.



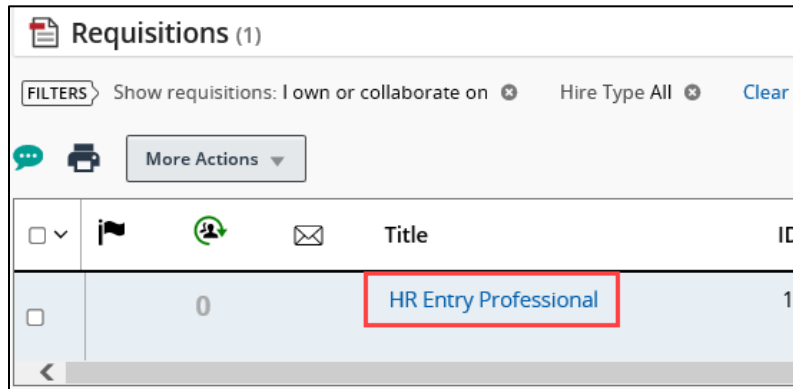
## Unposting a Requisition

This section describes how to unpost a requisition from the internet.

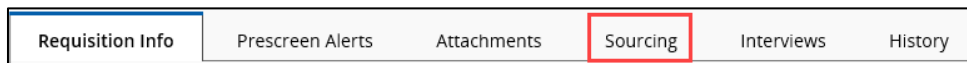
1. Click **Requisitions**.



2. From the Requisitions list, click the requisition to be unposted.



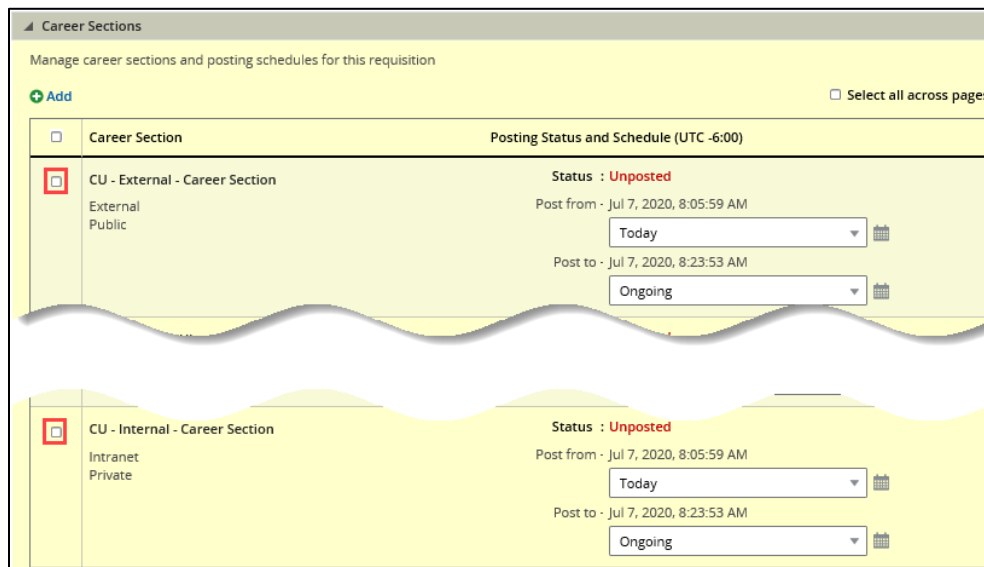
3. Click the **Sourcing** tab.



4. Click **Modify**.



5. Clear (deselect) the **CU - External - Career Section** and **CU - Internal - Career Section** checkboxes.



6. Click **Save and apply**. The Careers Sections status displays as Unposted.

Career Sections	
The list below contains the list of career sections along with their posting status for this requisition. Please click "Modify" to make necessary changes	
<a href="#">Modify</a>	
Career Section	Posting Status and Schedule (UTC -6:00)
CU - External - Career Section External Public	<b>Status : Unposted</b> Post from - Jul 7, 2020, 8:05:59 AM Unposted on - Jul 7, 2020, 8:23:53 AM