University of Colorado
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EMPLOYEE SERVICES

CU Careers: Step-by-Step Guide

Search Committee Experience

This guide describes actions that Search Committee Members can perform in the evaluation process of candidates. It also describes how department users can share candidates with search committee members to enable collaboration.

Contents

Navigating to CU Careers

1. Log in to the portal.

2. Click the **CU Careers – Recruiting** tile.

Accessing Candidates

CU employees and certain POI types, who have been identified by an HCM department user or HR as a Search Committee Member, can log into CU Careers through the portal and review the profiles of candidates who have applied to postings.

1. From the CU Careers welcome center, click **Requisitions**.
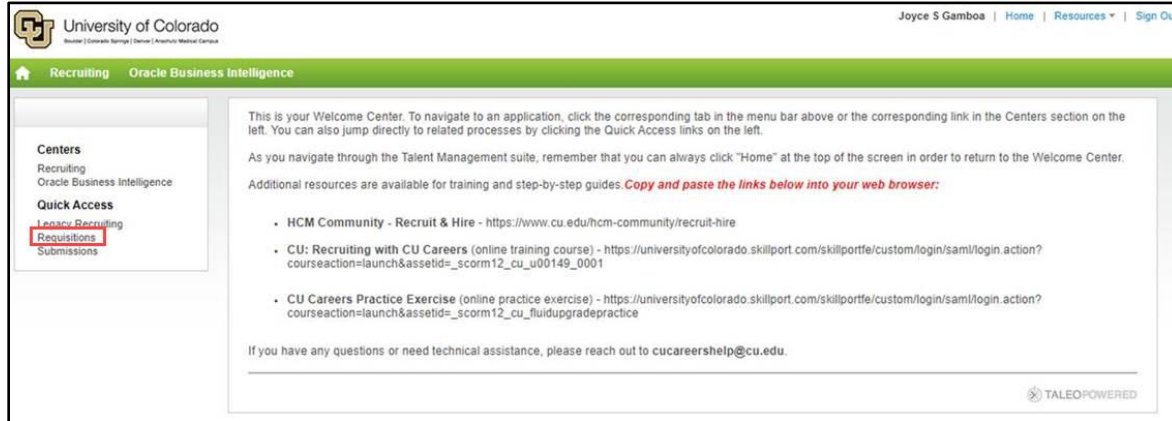
2. From the **Filters** panel, click the **Show requisitions** dropdown, select **I collaborate on**.
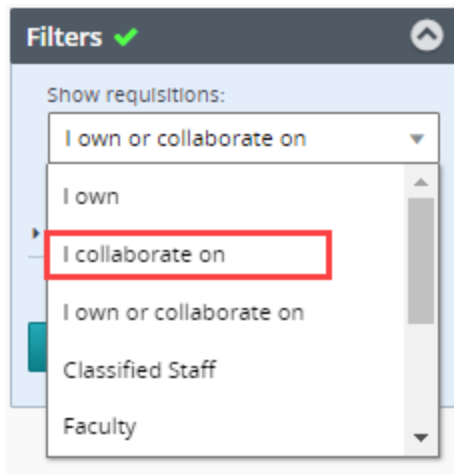
3. Click **Apply Filters**.

4. Click the numeric link that appears in the Candidate Count column to the left of the Title. This link indicates the number of candidates who have applied to the posting.

5. You can click the **Step** and **Selection Status** column headers to sort applicants so that priority candidates appear at the top.

| ☐ ∨	🚩	⊗	Candidate	★	🏠	Step	Selection Status ▲	Res

Reviewing Candidate Applications

When reviewing candidate applications within CU Careers, you can use the Prescreening section, within the candidate profile, and the Attachments tab that contains all application materials to review a candidate's qualifications.

1. Click the name of the candidate whose profile you would like to review.
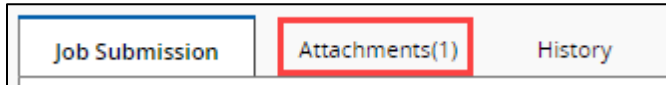
☐ ∨	🚩	⊗	Candidate
☐			Loman, Michael (1271417) ◢

2. Scroll down the page and expand the **Prescreening** section.

▶ Profile
▶ Prescreening
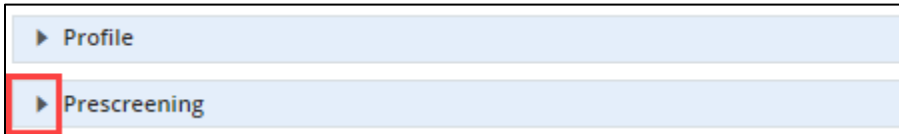
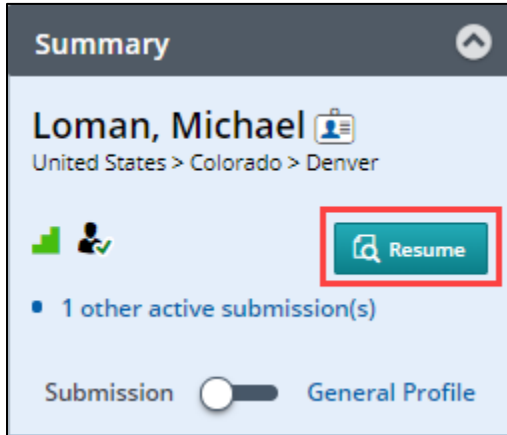The Prescreening Questionnaire appears and will display the candidate's selected answers.

◢ Prescreening   ✏️

Prescreening Questionnaire

	Question	Answer	Required/Asset	Result
1	I understand that I must attach the following required documents for the posting: cover letter, resume, and references, and check the "Job Specific Attachments" box next to each document on the following "Required Documents" page to ensure I submit all appropriate documents.	→ Yes	-	0/0
		No	-	0/0
2	Are you a current or previous University of Colorado employee?	Yes	-	0/0
		→ No	-	0/0
3	Are you legally authorized to work in the United States?	→ Yes	-	0/0
		No	-	0/0
4	Will you now or in the future require sponsorship for employment visa status (e.g. H-IB visa status)?	Yes	-	0/0
		→ No	-	0/0
5	Is the salary posted within your expectations?	→ Yes	-	0/0
		No	-	0/0

3. To review a candidate's attached documents associated with the job submission, click the **Attachments** tab from the candidate's profile.

You can also quickly view the candidate's resume by clicking Resume from the candidate's Summary panel.

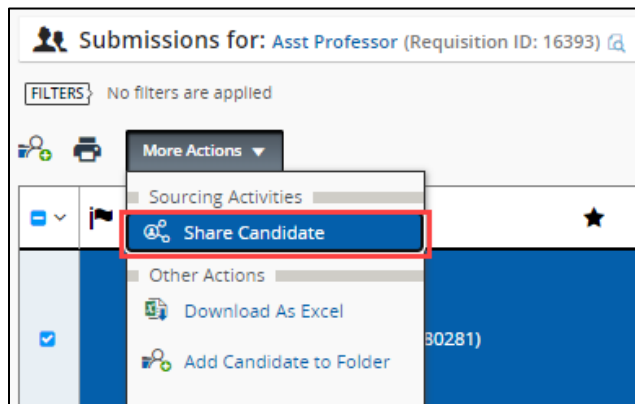4. You can either click **Preview attachment** 🔍 or **Download this attachment** ⬇.

Sharing Candidate Files

To share candidates:

1. From the list of candidates, select the checkboxes of the candidates you want to share.

2. From **More Actions**, select **Share Candidate**.

3. From the Filters panel, select and apply any filters to help narrow the list, if necessary.

4. Select the checkboxes of the people with whom you want to share the selected candidate profiles.

5. Click **Next**. The Share Candidate – Sharing Options window appears.

6. Select the candidate sections you want to share, such as Attachments to share resumes.

7. In the **Comments** field, type a message to the people you are sharing with.

8. Click **Share Candidate**.

Reviewing Candidate Files within PDF

Candidate applications and materials can be exported from CU Careers and shared in a PDF file. This method of reviewing candidate profiles can be used by both employees and non-employee search committee members who may not have access to review candidates within the system.

1. Check your email for a message from Human Resources University of Colorado with the subject line of [*Username*] has shared candidate information with you.
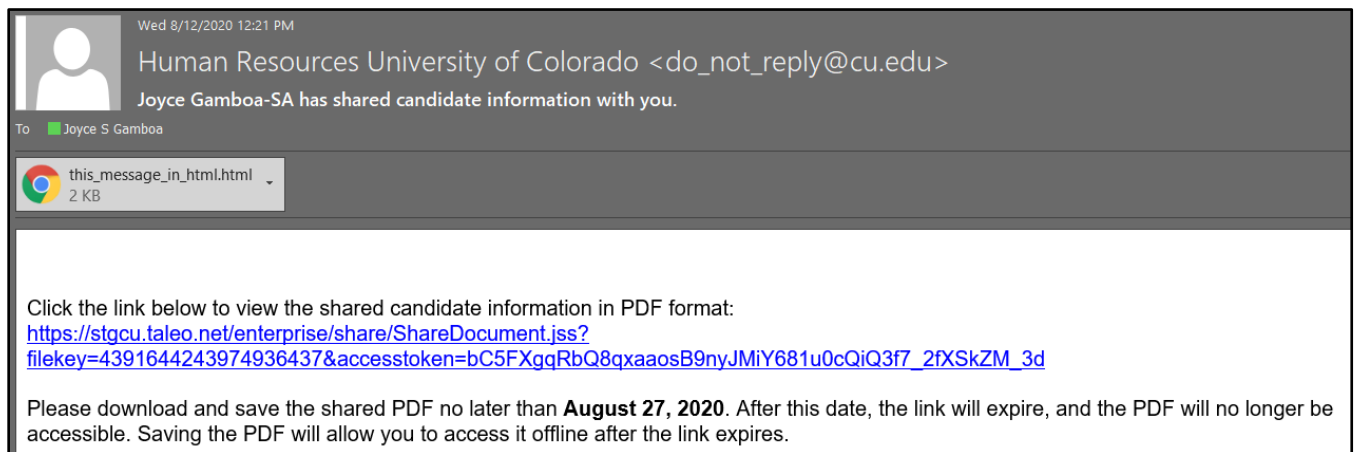
2. Click the link provided in the email message to begin downloading the PDF file. Make sure you download the PDF that contains candidate information by the expiration date in the email.

3. Once the file has downloaded to your computer, open the file. The file appears in your internet browser and displays a SharedDocument tab. This file contains candidate profiles and application materials.

4. Scroll down the page to review.

Candidate Information

Note: Due to the PDF conversion process, this PDF document may not accurately represent the formatting of the attachments that were converted. Please click on the attachment links for each candidate to view the original attachment.

5. As indicated in the note on the bottom of the first page, click the name of a candidate's file attachment to view that file in the best format.

Candidate Name
Winkle, Leslie (1280266)

Job Title
Asst Professor (16393)

Note: Due to the PDF conversion process, this PDF document may not accurately represent the formatting of the attachments that were converted. Please click on the attachment links for each candidate to view the original attachment.

The attachments will expire on August 27, 2020. Please save the attachments locally to access them after the expiration date.

Candidate Attachment List:

Resume

1. Resume_Test Attachment.docx