

CU Careers: Frequently Asked Questions

Candidate Questions

This guide lists some frequently asked questions and answers. If you have a question about CU Careers that is not listed here, email CUCareershelp@cu.edu.

You can search and apply for jobs at: www.cu.edu/careers.

Applications are only accepted via the CU Careers website. Please do not email the job posting contact person with your application documents.

Jobs at CU

Q. How can I check the status of my application that I applied for on the Jobs at CU site?

- A. Any questions you have regarding your applications submitted through Jobs at CU need to be directed to the Jobs posting contact or, for further assistance, you can contact jobsatcuhelp@cu.edu.

Q. Do I need to reapply for a job that I applied for in the old Jobs at CU site?

- A. You do not need to reapply for any jobs that you completed an application for in Jobs at CU on or before December 4, 2015.

Q. How do I find a position that I wanted to apply for in Jobs at CU, but did not complete the application before the transition?

- A. The best way to locate a position that has re-opened in CU Careers is searching with the Jobs at CU Posting number in the keyword search field. Enter this number (typically a combination of letters and numbers) into the keywords box and click Search. You can also enter the Posting Title in the keyword search, shown below. If the position you are searching for is not in CU Careers, the posting may have been closed or filled during the transition.


Advanced Job Search

Search Criteria

Please select the appropriate value below using the Employment Group Posting Type field in order to specify Classified Staff or Faculty posting search results. To narrow your search by city, use the Location field. To narrow your search by campus, use the Organization field.

Job Number

Keywords



Applying for a Career

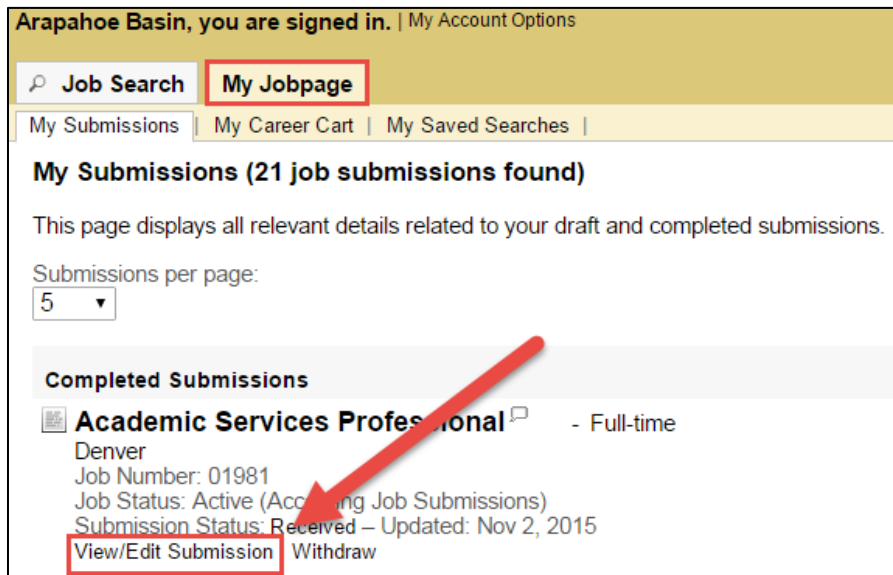
Q. How do I apply for a career with CU?

- A. Instructions for applying to the University of Colorado can be found at <https://www.cu.edu/cu-careers/how-apply>.

Q. Can I update my applications? How?

- A. You can update your application as long as the position is still posted to the web. Once an application is no longer on the web, you will not be able to update your application. To update an application that is still posted on the CU Careers site, follow the steps below.

1. Log into CU Careers.
2. Click **My Jobpage**.
3. Below the title of the position you have applied to, click **View/Edit Submission**.



4. Edit the information you want to change and click **Submit** at the end of the application process to send your updated information.

Q. What documents do I need to attach to my application?

- A. The “Application Materials Required” section of the job posting can tell you what documents you should attach for that specific jobs posting.

Q. How many documents can I upload to my candidate profile?

- A. Your document library can hold up to 25 documents, however we recommend only including the documents you will use for your applications.

Q. Can I save a job posting and complete my application at a later time?

- A. From within a job posting you can click the **Add to My Job Cart** button. This will save the posting to your Career Cart. You can then access the posting while it is still active in CU Careers.

Application Process

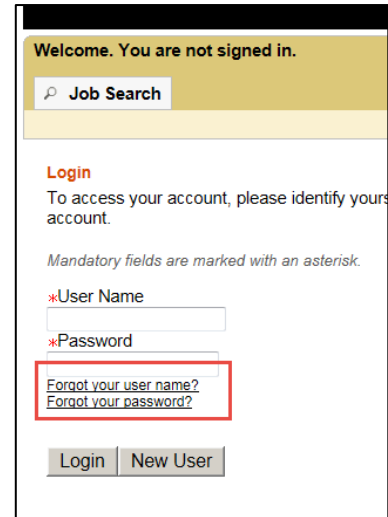
Q. Who can I contact for information about the status of my application and the hiring process?

- A. For all questions related to the status of your application, the hiring process, and the collection of confidential letters of recommendation please contact the job posting contact that is identified on the bottom of the posting.

Technical Questions

Q. How do I reset my password?

- A. To reset your password:
1. Click **Login** from the main screen.



The screenshot shows a web interface for user login. At the top, it says "Welcome. You are not signed in." Below that is a "Job Search" button. The main section is titled "Login" and contains the text: "To access your account, please identify your account." Below this is a note: "Mandatory fields are marked with an asterisk." There are two input fields: "*User Name" and "*Password". Below the password field, there are two links: "Forgot your user name?" and "Forgot your password?". At the bottom, there are two buttons: "Login" and "New User". A red box highlights the "Forgot your user name?" and "Forgot your password?" links.

2. Click **Forgot your password?** under the password box.
3. Enter your email address and submit.

You will receive an email with a link to create a new password.

Q. What if I cannot remember my username?

- A. To retrieve your username:
1. Click **Login** from the main screen.
 2. Click **Forgot your username?** under the password box.
 3. Enter your email address and submit.

You will receive an email with your username.