

## **CU Careers: Quick Reference**

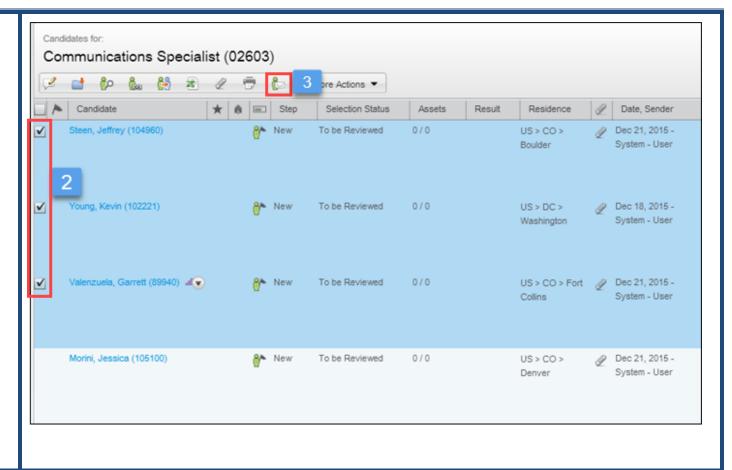
## **Sharing Candidate Applications**

## Navigation Shortcut: Requisitions> Requisition-specific Candidate List

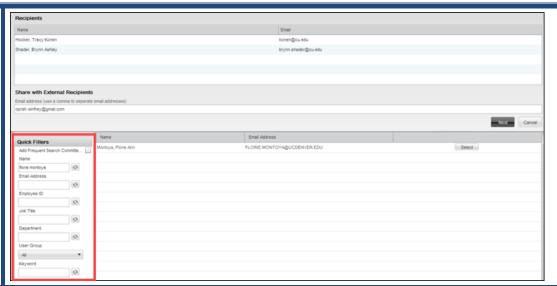
In order to share application-specific documents, candidates' files must be shared from within a specific requisition.

## To share candidate applications in a PDF file:

- Navigate to a requisitionspecific candidate list. (Click the numeral displayed next to a requisition.)
- Select the candidates whose application information you want to share.
- 3. Click Send Information.



4. Add recipients.
Search for and select users from within the **Quick Filters** panel, or type email addresses of external recipients (non-CU employees).



- 5. Select the candidate information and application materials you would like to share.
- 6. Click Share.

The system sends an email to the selected recipients containing a link to a PDF file that can be downloaded and printed.

