


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:

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

Candidates for:
Communications Specialist (02603)

 3 More Actions ▼

<input type="checkbox"/>	Candidate	Step	Selection Status	Assets	Result	Residence	Date, Sender
<input checked="" type="checkbox"/>	Steen, Jeffrey (104960)	New	To be Reviewed	0 / 0		US > CO > Boulder	Dec 21, 2015 - System - User
<input checked="" type="checkbox"/>	Young, Kevin (102221)	New	To be Reviewed	0 / 0		US > DC > Washington	Dec 18, 2015 - System - User
<input checked="" type="checkbox"/>	Valenzuela, Garrett (89940)	New	To be Reviewed	0 / 0		US > CO > Fort Collins	Dec 21, 2015 - System - User
<input type="checkbox"/>	Morini, Jessica (105100)	New	To be Reviewed	0 / 0		US > CO > Denver	Dec 21, 2015 - System - User

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

Recipients

Name	Email
Hooker, Tracy Konen	konen@cu.edu
Shader, Brynn Ashley	brynn.shader@cu.edu

Share with External Recipients
Email address (use a comma to separate email addresses):
oprah.winfrey@gmail.com

Quick Filters

Add Frequent Search Criteria: ☐

Name:

Email Address:

Employee ID:

Job Title:

Department:

User Group:

Keyword:

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.

Share Candidate

Options

Insert page break after:

☐ Each section

☐ Section

☒ Job Submission

☒ Personal Information

☒ Profile

☒ Prescreening

☒ Screening

☒ Attachments

Comments:

Reset Preview Previous **Share** Cancel