

CU Careers: Quick Reference

Viewing Requisitions and Statuses

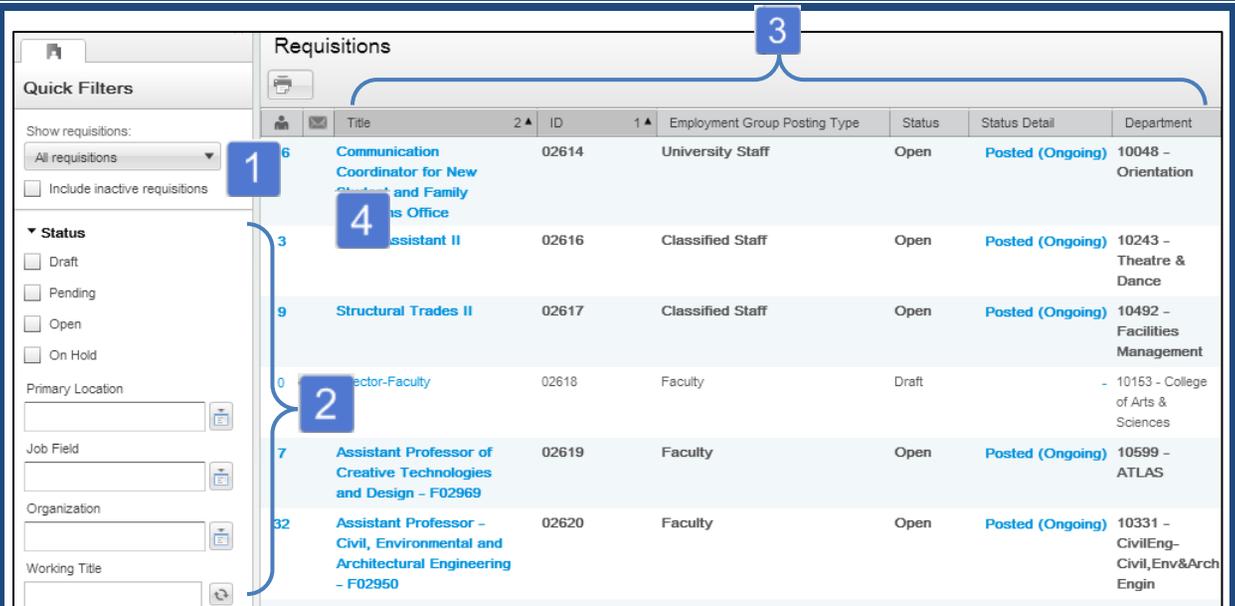
Navigation Shortcut: Requisition > Requisition Name

To view the statuses of current requisitions:

1. Click Requisitions from the green task bar or from the Welcome Center, then select **All requisitions** from the drop down in the Quick Filters tab.
2. Click the triangle next to **Status** to expand the filters displayed.
3. Drag and drop column headings to change the order the columns appear in.
Note: Changes to the order of columns are not permanent.

To view a single requisition:

4. Click the Title from the requisition list.



Quick Filters		Requisitions							
Show requisitions:		Title	ID	Employment Group	Posting Type	Status	Status Detail	Department	
All requisitions	<input type="checkbox"/> Include inactive requisitions	Communication Coordinator for New Student and Family Services Office	02614	University Staff		Open	Posted (Ongoing)	10048 - Orientation	
▼ Status		Assistant II	02616	Classified Staff		Open	Posted (Ongoing)	10243 - Theatre & Dance	
<input type="checkbox"/> Draft		Structural Trades II	02617	Classified Staff		Open	Posted (Ongoing)	10492 - Facilities Management	
<input type="checkbox"/> Pending		Director-Faculty	02618	Faculty		Draft		10153 - College of Arts & Sciences	
<input type="checkbox"/> Open		Assistant Professor of Creative Technologies and Design - F02969	02619	Faculty		Open	Posted (Ongoing)	10599 - ATLAS	
<input type="checkbox"/> On Hold		Assistant Professor - Civil, Environmental and Architectural Engineering - F02950	02620	Faculty		Open	Posted (Ongoing)	10331 - CivilEng-Civil,Env&Arch Engin	