University of Colorado
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EMPLOYEE SERVICES

CU Careers: Quick Reference

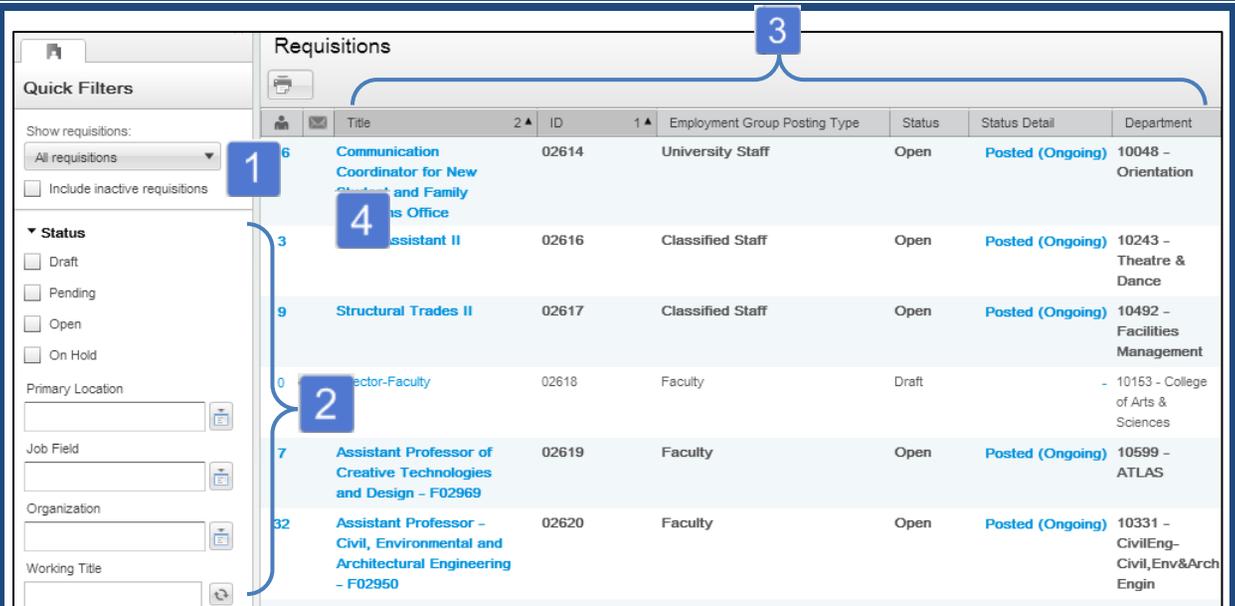## Viewing Requisitions and Statuses

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.

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