University of Colorado
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EMPLOYEE SERVICES

CU Careers: Step-by-Step Guide

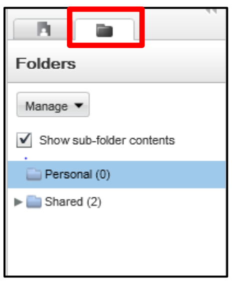
Candidate Folders

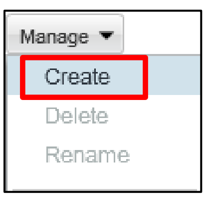
This guide describes how to create and share candidate folders. Folders can be used to store specific candidates for later use or to share with other users. Subfolders can also be created. When saving candidates to a personal folder, the candidate information is copied from the requisition and will remain in the original candidate list even after a position has been filled.

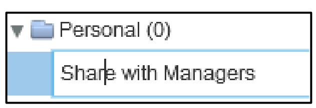
Creating a Candidate Folder or Subfolder

To create a folder for storing candidates:

1. Click **Candidates** from the green recruiting menu bar. 

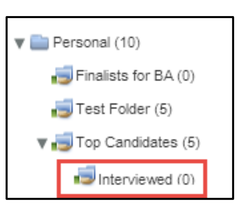
2. Select the folder icon located on the left side of the screen above the Quick Filters box.


3. From the **Manage** drop down, select **Create**.


4. Type a name for the folder. 

5. Press **Enter**.

To create a subfolder:

1. Click the personal folder for which you want to create a subfolder.
2. From the **Manage** drop down, select **Create**.
3. Type a name and press **Enter**. 

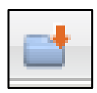
Adding Candidates to a Folder

To add candidates to a folder:

1. Click **Candidates** from the green recruiting menu bar to access all candidates.

Note: The steps below can also be performed from a candidate list within a specific requisition.

2. Select the checkbox next to the names of the candidates you want to copy into a candidate folder.

3. Click the **File In** button above candidates. 
4. You can choose a folder or click **Create Folder**.
5. Click **Done**.

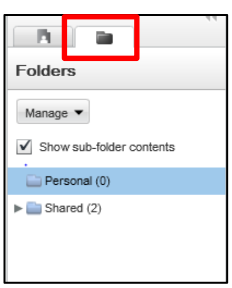
Sharing Candidate Folders

You can share folders you have created with other users to provide access to a specific group of candidates, such as finalists for a requisition.

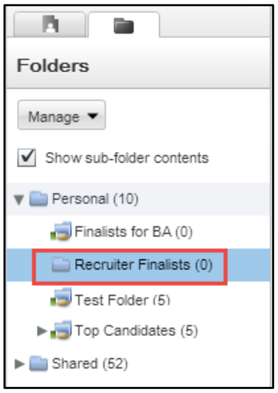
To share a folder:

1. Click **Candidates** from the green recruiting menu bar. 

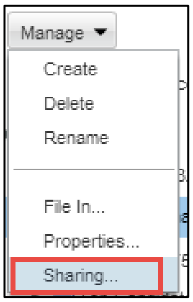
2. Click on the folder icon located on the left side of the screen above the **Quick Filters** box.



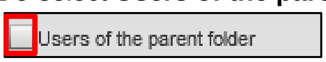
3. Click the folder you would like to share.



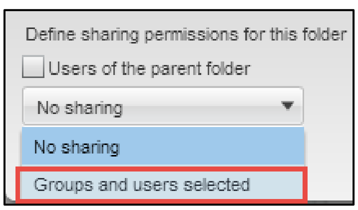
4. From the **Manage** drop down, select **Sharing**.



5. De-select **Users of the parent folder**.

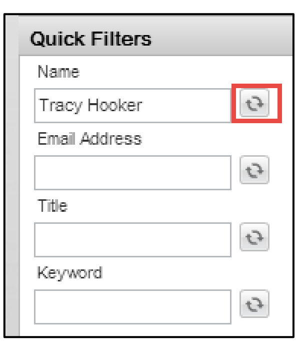


6. Select **Groups and users selected** from the drop down.



7. Click the **Users** tab from the top of the page.

8. Search for users using the **Quick Filters** on the left side of the page.
9. After entering data into a field, click the Refresh button to show your results.



10. Click **Select** to the right of each user you want to give access. 

11. Click **Done**.