University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
EMPLOYEE SERVICES

CU Careers: Step-by-Step Guide

Editing Requisitions

This guide describes how to edit requisitions that are fed over to CU Careers from HCM. This can be used for both the Recruit and Direct Hire Workflows. This guide also shows which fields in CU Careers are editable.

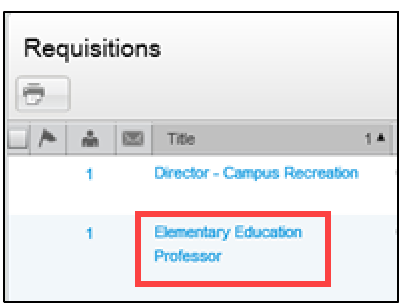
Note: Once a position is posted, you will not be able to edit prescreening questions.

Contents

Locating the Requisition

1. Click **Requisitions** in the green task bar. 

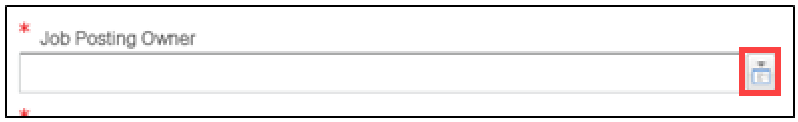
2. From the Requisitions list, click the name of the requisition to be edited.

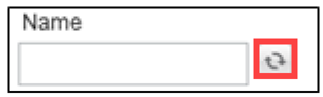


3. Click **Edit**. 

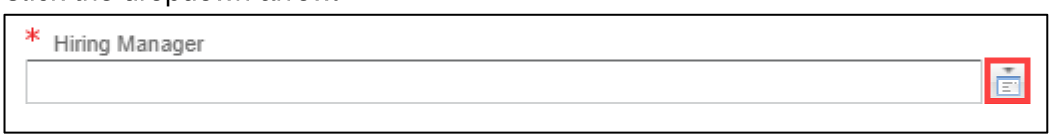
Logistics Section

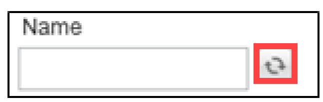
Note: In the following instructions, an asterisk (*) indicates a field that is not editable. Fields that feed over into CU Careers from HCM can be edited if necessary, but should be finalized in HCM and left unmodified in CU Careers.

1. Employment Group Indicator*
2. Organization*
3. Primary Location*
4. Job Field*
5. Job Posting Owner
   a. If different from who updated the position in HCM, then:
      i. Click the dropdown arrow. 

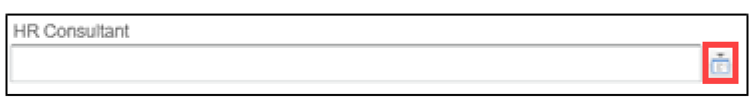
      ii. Type the name, and click refresh button. 

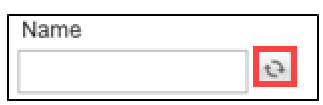
      iii. Click **Select** next to the user’s name. 

6. Hiring Manager
   a. If different from who updated the position in HCM, then:
      i. Click the dropdown arrow.


      ii. Type the name, and click refresh button. 

      iii. Click **Select** next to the user’s name. 

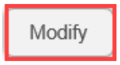
7. HR Consultant
   a. If different from who updated the position in HCM, then:
      i. Click the dropdown arrow. 

      ii. Type the name, and click refresh button. 

      iii. Click **Select** next to the user’s name. 

8. Search Committee/Collaborators

    To modify this list

    a. Click **Modify**. 

    b. Add users from the list by clicking **Select** to the right of their name**.** 

    c. To add Frequent Search Committee Members, click the **Add Frequent Search Committee/Collaborators** button.

    d. Click **Done**.

9. External Reviewers (Reference-only field. This does not send anything to this person.)

    a. Enter non-employee email address.

10. Position Number*

11. Job Code*

12. Working Title. Type the title of the position if different for posting.

13. PS Title*

14. Number of Openings. Editing this field lets you hire multiple candidates from one requisition.

15. Justification. Change to New positon, Replacement, or Transfer/Promotion. Can be used for reporting purposes.

16. Employment Group Posting Type*

17. Campus*

18. Department*

19. Posting Contact Name (Required to add)

    a. Enter the name of the person who candidates can contact.

20. Posting Contact Email (Required to add)

    a. Enter the email address of the above posting contact.

21. Employee Status*

22. Schedule*

23. Application Materials Required (Inserts into posting language only.)

    a. Select checkboxes of all materials you require to have for this requisition.

24. Application Materials Instructions

    a. Type instructions for applicants to add materials requested above. Use this field to elaborate on the documents required to submit an application.

25. Special Instructions to Applicants

    a. Type any special instructions needed for applicant to complete application.

Note: Required classified staff language will auto-populate here.

Administration Section

1. Candidate Selection Workflow

   Choose one of the following options:

   - CU Recruit: Complete workflow containing six steps for recruiting. Refer to the HCM glossary for full definition, or the *Candidate Selection Workflow-Recruit Job Aid* for more details.
   - CU Direct Hire: Simplified workflow containing only the steps needed to gather candidate profile information. Refer to the HCM glossary for full definition, or the *Candidate Selection Workflow-Direct Job Aid* for more details.

2. Background Checks Required

   Background checks chosen in HCM will feed to this field as a reference for the background check coordinator. Additional background checks run that were NOT identified in HCM can be run on an ad hoc basis. Completion dates for ad hoc checks must be entered manually into HCM because they are not included in the information sent back to HCM.

Description (External)

This section contains the two fields for you to include the bulk of your posting language.

1. Description – External
   - Field will auto-populate from HCM.
   - Edit language if needed.
2. Qualifications – External
   - Field will auto-generate from HCM.
   - Edit the language if needed.

Description (Internal)

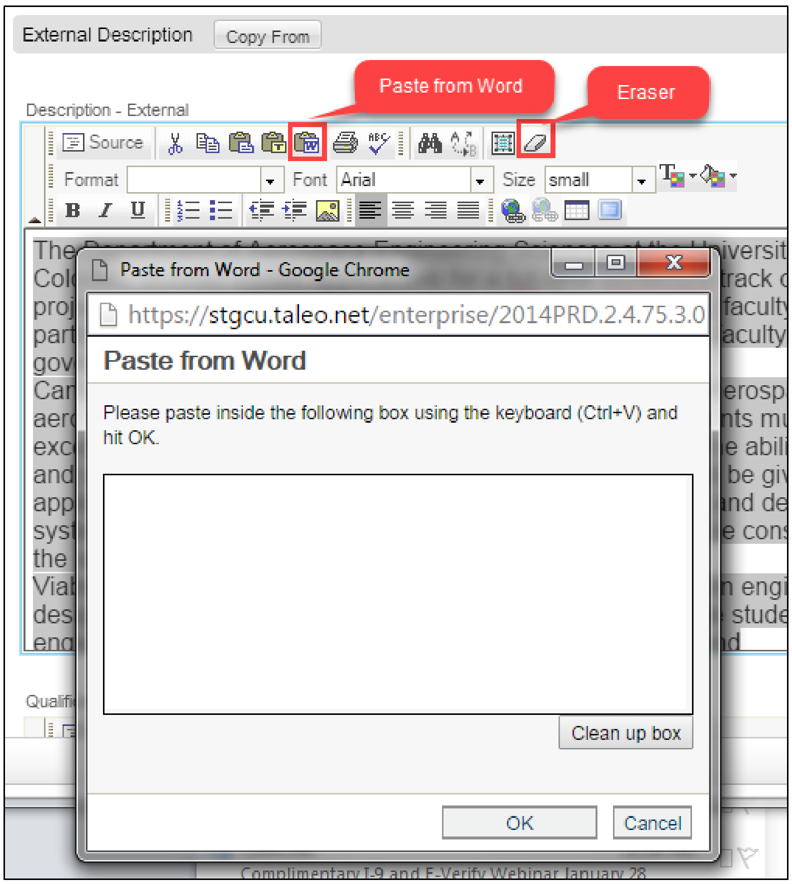
If a position is posted externally it must be posted internally, and it is recommended that these two fields mirror each other. However, it is possible to post only to the internal section, which is available to employees through their campus portal.

1. Description – Internal
   - Field will auto-generate from HCM.
   - Edit the language if needed.
2. Qualifications – Internal
   - Field will auto-generate from HCM.
   - Edit the language if needed.

Formatting a Posting

When pasting copied text directly into the requisition Description boxes, use one of the following methods to ensure correct and consistent formatting:

- Paste from Word
  1. Click the **Paste from Word** button.
  2. Paste text into the box that appears, and click **OK**. This removes all prior formatting to ensure your text is consistent in font and size.
- Eraser
  1. Paste text directly into the Description and Qualification boxes.
  2. Select all of your pasted text so it appears highlighted (press **Ctrl+A**).
  3. Click the **Eraser** button to remove all prior formatting and ensure consistent font and size.



Creating Prescreening Questions

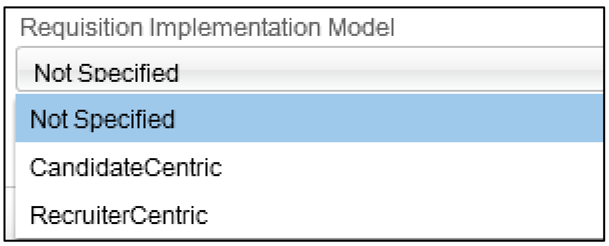
Refer to the *Creating Prescreening Questions Step-by-Step Guide* for more information about prescreening questions.

Screening

This section includes HireRight and HireVue screening information.

1. The Background check box will be selected if previously identified in HCM.
2. Assessment
    a. System HR Only: If you plan to use the integration with HireVue, select the **Video Interview** checkbox.

    b. Choose **Candidate Centric** or **Recruiter Centric**.



For more information, refer to the *HireVue Integration Step-by-Step Guide*.

3. Click **Save and Close**.
4. Go to **More Actions**, and click **Save as Open**.

Refer to the *Posting and Unposting a Requisition Step-by-Step Guide* for posting instructions.