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

CU Careers: Step-by-Step Guide

Performing a Direct Hire with Posting

This guide describes how to hire a previously identified student or temporary employee using the Direct Hire with Posting candidate selection workflow (CSW). The Direct Hire CSW is a shorter workflow than the regular CSW in which you post a position for anyone to apply. The Direct Hire with Posting process lets a user with HR access post the requisition to the Student-Temp career section and generate an email to the candidate containing a unique link where the candidate can apply.

Don't Have HR Access? There is also a method by which a user without HR access can perform a direct hire without posting. In this process, you can send the candidate a campus-specific link to a page where the candidate can supply personal information needed for hire. Refer to *Direct Hire without Posting Step-by-Step Guide* for more information.

The process for the Direct Hire involves the following actions:

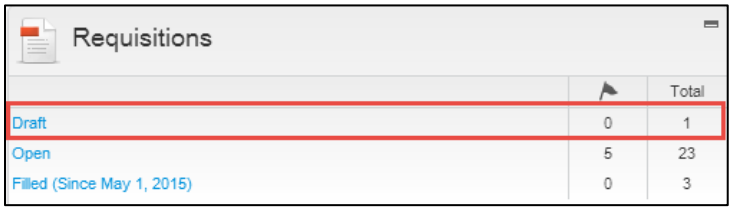
1. A user (with HR access) posts the requisition to the Student-Temp career section in CU Careers.
2. The candidate (student or temp) receives an email with a link to an online page where he or she can register as a CU Careers user and provide name, address, and other personal information needed to complete the hire.
3. The user who posted the requisition progresses the candidate to a Hire step with a status of Hired (Send to HCM).

User Experience: Posting the Direct Hire Requisition

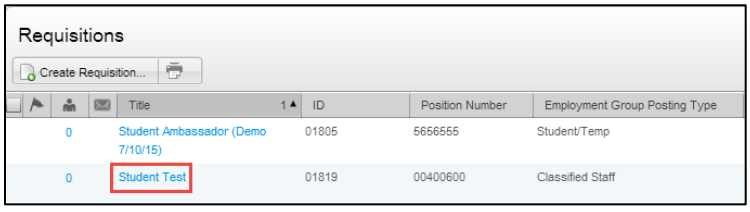
Direct Hire must be chosen on the requisition to match a candidate to the position that was fed over from HCM and disposition the candidate through the workflow.

To set up the direct hire workflow on the requisition:

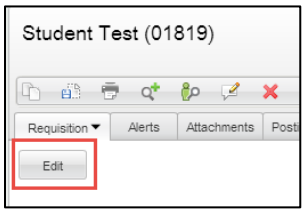
1. Log into CU Careers.
2. From the homepage, navigate to Draft requisitions.



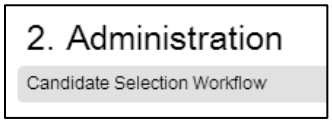
3. Click the title of the requisition.



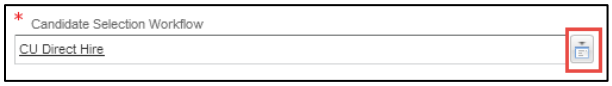
4. Click **Edit** to modify the requisition.

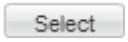


5. Scroll down to the **Administration** section.

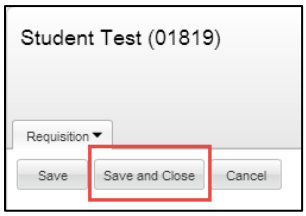


6. Click the search button that appears next to the **Candidate Selection Workflow** field.



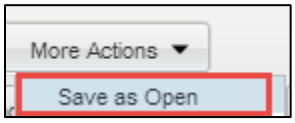
7. Click the **Select** button next to CU Direct Hire. 

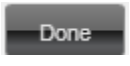
8. When you have finished editing your requisition, click **Save and Close** at the top of the page.

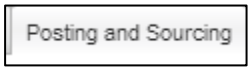


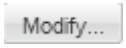
9. Click **More Actions**.

10. Click **Save as Open**.

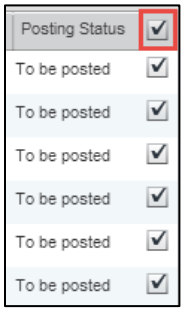


11. Within the Save as Open box that appears, click **Done**. 

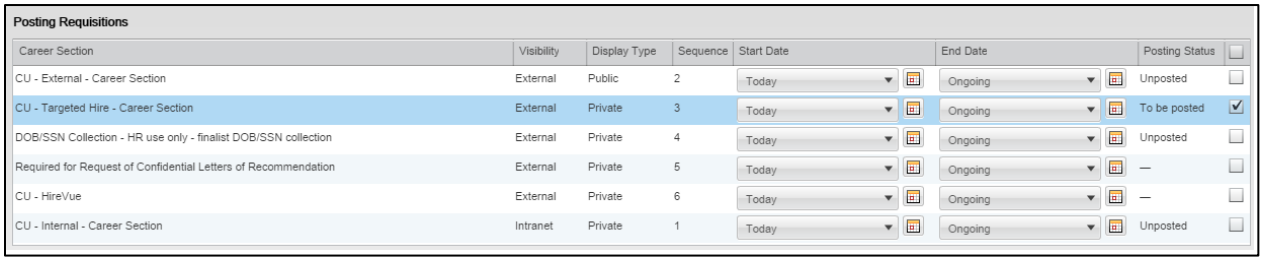
12. Click the **Posting and Sourcing** tab. 

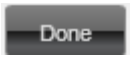
13. Click **Modify**. 

14. In the Posting Requisitions window that appears, deselect the **Posting Status** box at the top so that all Career Sections become unselected.



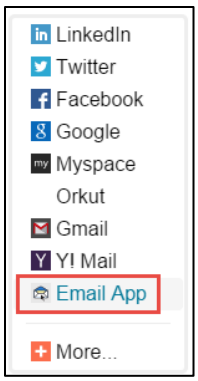
15. Under Posting Status, select the box that corresponds to the Career Section titled **CU - Targeted Hire - Career Section** so that **To be posted** appears next to the box.



16. Click **Done.** 

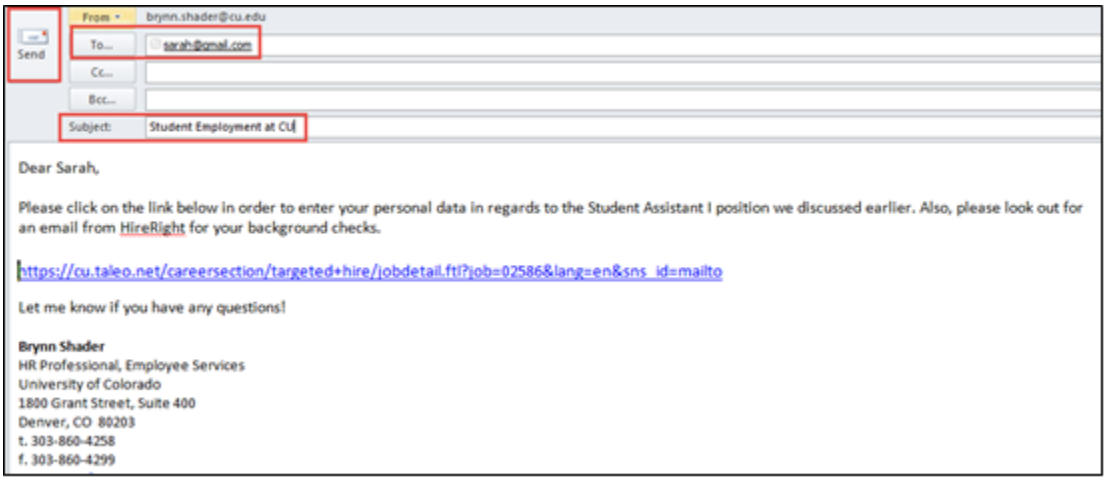
17. Click the **Share** link.

18. Click **Email App** from the drop down that appears.



An Outlook email message appears with a link in the message box.

19. Type your message, the applicant's email address, a subject line, and click **Send**.



Candidate Experience: Entering Personal Information

After you send the email message, as described in the previous section, the candidate will receive it and be able to enter personal information needed to apply for the position.

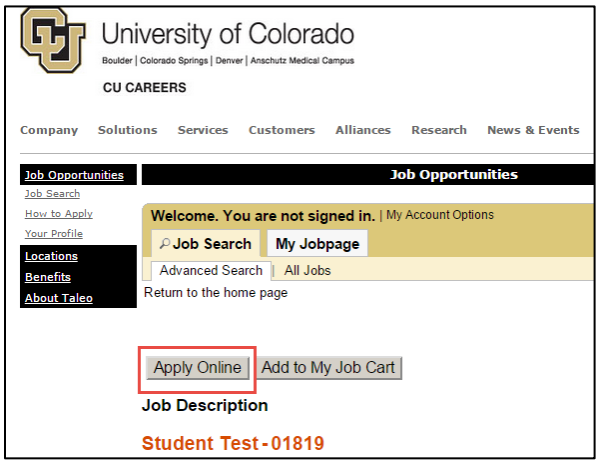
The following procedure describes how the candidate may respond to the email.

1. After receiving the email notifying the candidate of the position, he or she will click the link in the email:

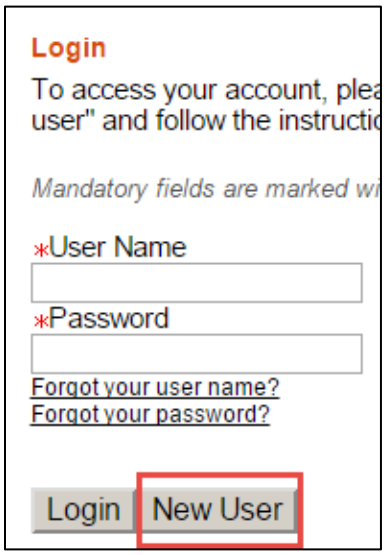
   https://cu.taleo.net/careersection/targeted+hire/jobdetail.ftl?job=02586&lang=en&sns_id=mailto

   The candidate's internet browser opens to a Posting page in the CU Careers website.

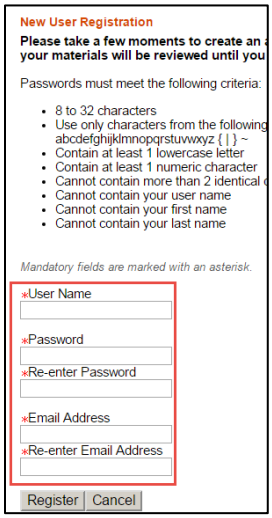
2. Click **Apply Online** to begin the process.



3. Click **New User** from the Login page to create a new profile.



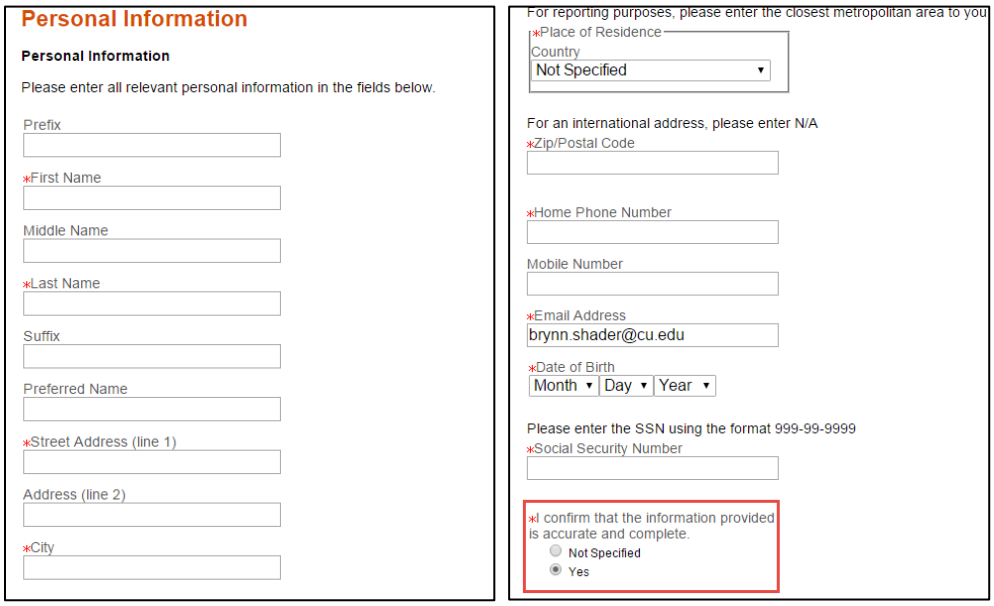
4. In the required fields, denoted by an asterisk, create a **User Name**, a **Password** and **Email Address**.

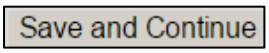


5. Click **Register**.

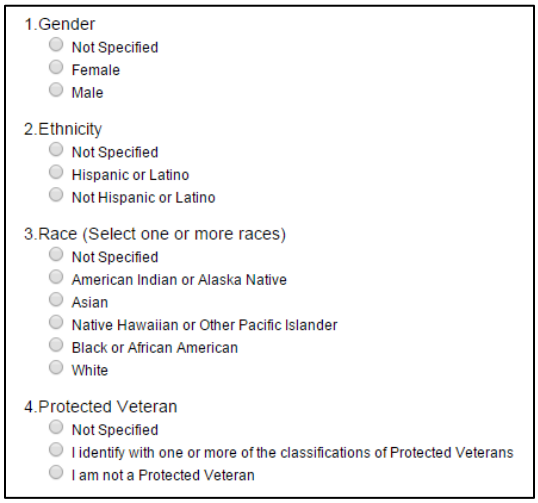
6. Review the Privacy Agreement and click **I Accept**.

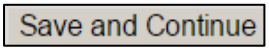
7. Enter personal information and select the **Yes** option to confirm submission.



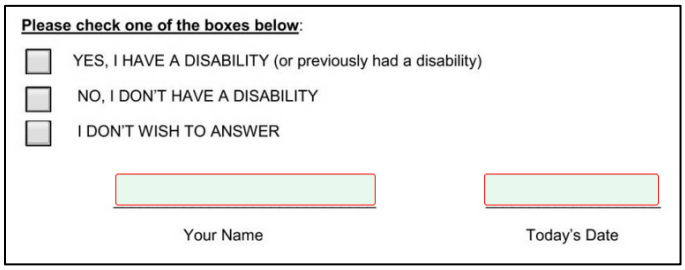
8. Click **Save and Continue**. 

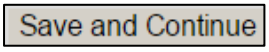
9. Review and answer gender and diversity questions.



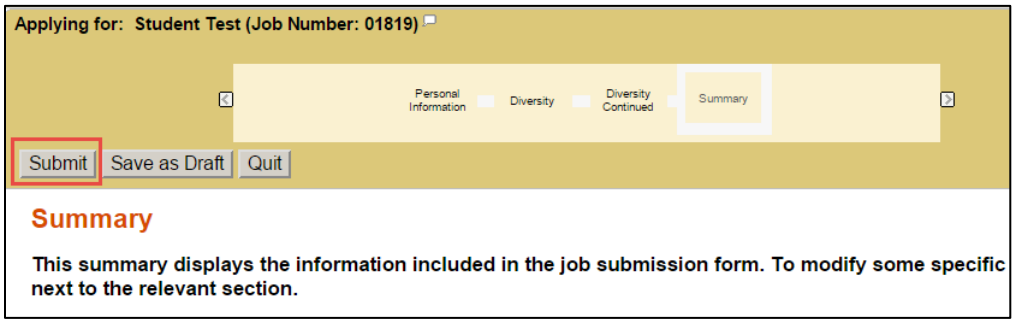
10. Click **Save and Continue**. 

11. Select a response regarding disability and provide your name and today's date.

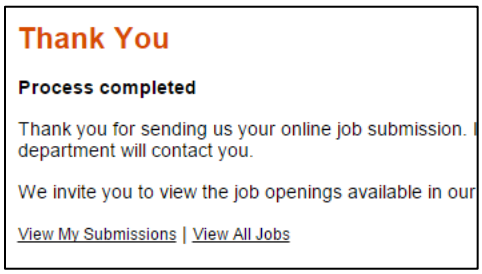


12. Click **Save and Continue**. 

13. Review the information provided, and click **Submit** to complete the process.



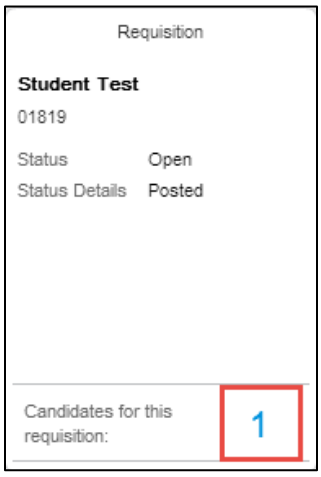
The Thank You page appears indicating the process is complete.



User Experience: Progressing the Candidate to Hired Status

This section describes how a user would progress the candidate to the Hire step and Hired status.

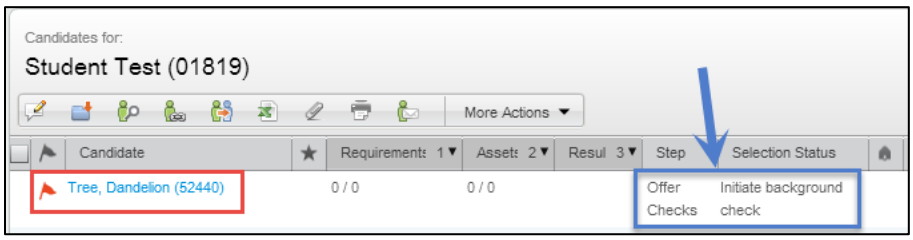
1. Refresh your browser to view the updated Requisition page.
2. Notice the left panel now shows there is one candidate for this requisition.



3. Click the number **1** to display the list of candidates.

4. Click the candidate's name.

   Note: The system has progressed the candidate to the Offer Checks step with an Initiate Background Check status.



   Note: At this point, the background check coordinator starts the integration between CU Careers and HireRight. Refer to *Background Check Process Step-by-Step Guide* for more information.

5. Click **More Actions**.

6. Select **Change Step/Status**.

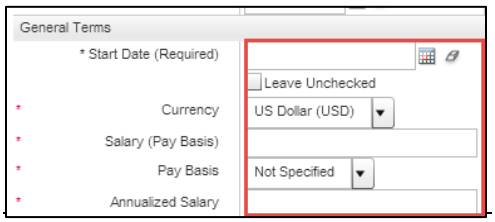
   Notice that New Step is **Offer** and New Status is **Offer to be made**.

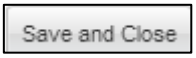
7. Click **Save and Close**.

8. Click **More Actions**.

9. Select **Create Offer**.

10. Under **General Terms**, complete the required fields.

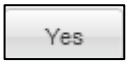


11. Click **Save and Close**. 

    Note: If you plan to use offer letters, refer to *Creating Offers Step-by-Step Guide* for more information about creating and sending offer letters.

12. Click **More Actions**.

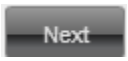
13. Select **Extend Offer**.

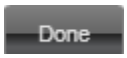
14. Click **Yes** to extend the offer without approval. 

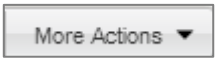
15. Click **Done** if you are extending the offer verbally.

16. Click **More Actions**.

17. Select **Capture Response**.

18. Click **Next** to indicate that the candidate has accepted the offer. 

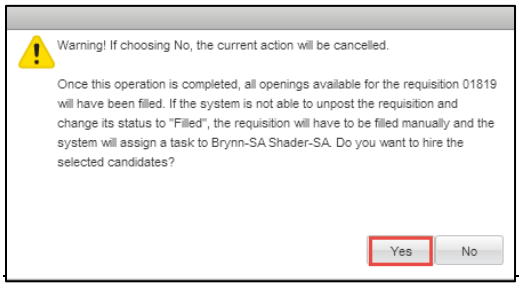
19. Click **Done**. 

20. Click **More Actions**. 

21. Select **Change Step/Status**.

22. Select **Hire** as the new Step.
23. Select **New Status – Hired (Send to HCM)** or **Hired (Do Not Send to HCM)**.
24. Add Comments
25. Click **Save and Close**.

26. Click **Yes** from the Warning box.



If the candidate was put into the step of Hire and status of Hired (Send to HCM) in CU Careers, the system initiates a near real-time feed of the new hire's personal information to HCM for approval. The hire process in HCM can now be completed. Refer to *Hiring an Employee Step-by-Step Guide* for more information.