

# 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:

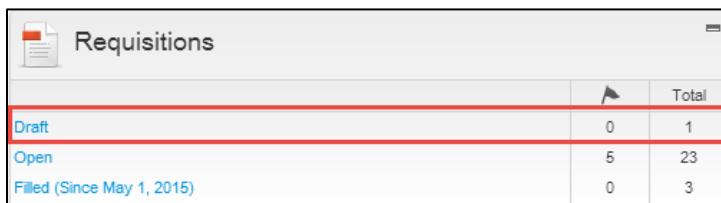
1. A user (with HR access) posts the requisition to the Student-Temp career section in CU Careers.
2. The candidate (student or temp) receives an email with a link to an online page where he or she can register as a CU Careers user and provide name, address, and other personal information needed to complete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

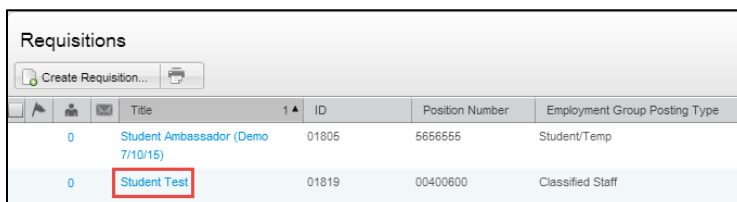
To set up the direct hire workflow on the requisition:

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



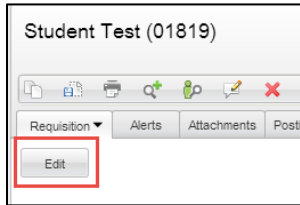
		Total
Draft	0	1
Open	5	23
Filled (Since May 1, 2015)	0	3

3. Click the title of the requisition.

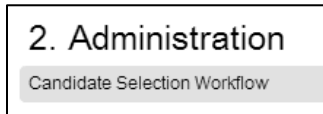


	Title	ID	Position Number	Employment Group Posting Type
0	Student Ambassador (Demo 7/10/15)	01805	5656555	Student/Temp
0	Student Test	01819	00400600	Classified Staff

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



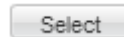
5. Scroll down to the **Administration** section.



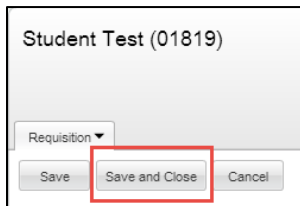
6. Click the search button that appears next to the **Candidate Selection Workflow** field.



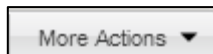
7. Click the **Select** button next to CU Direct Hire.



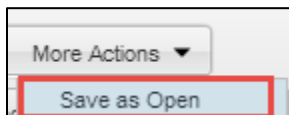
8. When you have finished editing your requisition, click **Save and Close** at the top of the page.



9. Click **More Actions**.



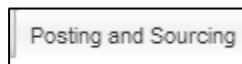
10. Click **Save as Open**.



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.

Posting Status ☒

To be posted ☒

To be posted ☒

To be posted ☒

To be posted ☒

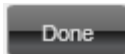
To be posted ☒

To be posted ☒

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.

Posting Requisitions							
Career Section	Visibility	Display Type	Sequence	Start Date	End Date	Posting Status	
CU - External - Career Section	External	Public	2	Today	Ongoing	Unposted	<input type="checkbox"/>
<b>CU - Targeted Hire - Career Section</b>	External	Private	3	Today	Ongoing	<b>To be posted</b>	<input checked="" type="checkbox"/>
DOB/SSN Collection - HR use only - finalist DOB/SSN collection	External	Private	4	Today	Ongoing	Unposted	<input type="checkbox"/>
Required for Request of Confidential Letters of Recommendation	External	Private	5	Today	Ongoing	—	<input type="checkbox"/>
CU - HireVue	External	Private	6	Today	Ongoing	—	<input type="checkbox"/>
CU - Internal - Career Section	Intranet	Private	1	Today	Ongoing	Unposted	<input type="checkbox"/>

16. Click **Done**.



17. Click the **Share** link.

Services

Career Sections

Post jobs on external and internal career sections.

Modify... **Share**

Career Section	Visibility
CU - Student-Temp - Career Section	External

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

☐ LinkedIn  
☐ Twitter  
☐ Facebook  
☐ Google  
☐ Myspace  
☐ Orkut  
☐ Gmail  
☐ Y! Mail  
☒ **Email App**  
☐ More...

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**.

From: brynn.shader@cu.edu

To: sarah@gmail.com

Cc:

Bcc:

Subject: Student Employment at CU

Dear Sarah,

Please click on the link below in order to enter your personal data in regards to the Student Assistant I position we discussed earlier. Also, please look out for an email from HireRight for your background checks.

[https://cu.taleo.net/careersection/targeted+hire/jobdetail.fti?job=02586&lang=en&sns\\_id=mailto](https://cu.taleo.net/careersection/targeted+hire/jobdetail.fti?job=02586&lang=en&sns_id=mailto)

Let me know if you have any questions!

Brynn Shader  
HR Professional, Employee Services  
University of Colorado  
1800 Grant Street, Suite 400  
Denver, CO 80203  
t. 303-860-4258  
f. 303-860-4299

## 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.fti?job=02586&lang=en&sns\\_id=mailto](https://cu.taleo.net/careersection/targeted+hire/jobdetail.fti?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.

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

CU CAREERS

Company Solutions Services Customers Alliances Research News & Events

Job Opportunities

Job Search  
How to Apply  
Your Profile

Locations  
Benefits  
About Taleo

Welcome. You are not signed in. | My Account Options

Job Search My Jobpage

Advanced Search All Jobs

Return to the home page

Apply Online Add to My Job Cart

Job Description

Student Test-01819

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

**Login**

To access your account, please enter your user name and password. If you are a new user, click on the New User link below.

Mandatory fields are marked with an asterisk (\*)

\*User Name

\*Password

[Forgot your user name?](#)  
[Forgot your password?](#)

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

**New User Registration**

Please take a few moments to create an account. Your materials will be reviewed until you are approved.

Passwords must meet the following criteria:

- 8 to 32 characters
- Use only characters from the following: abcdefghijklmnopqrstuvwxyz [ ] ~
- Contain at least 1 lowercase letter
- Contain at least 1 numeric character
- Cannot contain more than 2 identical characters
- Cannot contain your user name
- Cannot contain your first name
- Cannot contain your last name

Mandatory fields are marked with an asterisk.

\*User Name

\*Password

\*Re-enter Password

\*Email Address

\*Re-enter 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.

<p><b>Personal Information</b></p> <p><b>Personal Information</b></p> <p>Please enter all relevant personal information in the fields below.</p> <p>Prefix  <input type="text"/></p> <p>*First Name  <input type="text"/></p> <p>Middle Name  <input type="text"/></p> <p>*Last Name  <input type="text"/></p> <p>Suffix  <input type="text"/></p> <p>Preferred Name  <input type="text"/></p> <p>*Street Address (line 1)  <input type="text"/></p> <p>Address (line 2)  <input type="text"/></p> <p>*City  <input type="text"/></p>	<p>For reporting purposes, please enter the closest metropolitan area to you</p> <p>*Place of Residence  Country  <input type="text"/></p> <p>For an international address, please enter N/A</p> <p>*Zip/Postal Code  <input type="text"/></p> <p>*Home Phone Number  <input type="text"/></p> <p>Mobile Number  <input type="text"/></p> <p>*Email Address  <input type="text" value="brynn.shader@cu.edu"/></p> <p>*Date of Birth  Month <input type="text"/> Day <input type="text"/> Year <input type="text"/></p> <p>Please enter the SSN using the format 999-99-9999</p> <p>*Social Security Number  <input type="text"/></p> <p>*I confirm that the information provided is accurate and complete.</p> <p> <input type="radio"/> Not Specified  <input checked="" type="radio"/> Yes </p>
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8. Click **Save and Continue**.

## 9. Review and answer gender and diversity questions.

<p>1. Gender</p> <p> <input type="radio"/> Not Specified  <input type="radio"/> Female  <input type="radio"/> Male </p> <p>2. Ethnicity</p> <p> <input type="radio"/> Not Specified  <input type="radio"/> Hispanic or Latino  <input type="radio"/> Not Hispanic or Latino </p> <p>3. Race (Select one or more races)</p> <p> <input type="radio"/> Not Specified  <input type="radio"/> American Indian or Alaska Native  <input type="radio"/> Asian  <input type="radio"/> Native Hawaiian or Other Pacific Islander  <input type="radio"/> Black or African American  <input type="radio"/> White </p> <p>4. Protected Veteran</p> <p> <input type="radio"/> Not Specified  <input type="radio"/> I identify with one or more of the classifications of Protected Veterans  <input type="radio"/> I am not a Protected Veteran </p>
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10. Click **Save and Continue**.

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

<p><b>Please check one of the boxes below:</b></p> <p> <input type="checkbox"/> YES, I HAVE A DISABILITY (or previously had a disability)  <input type="checkbox"/> NO, I DON'T HAVE A DISABILITY  <input type="checkbox"/> I DON'T WISH TO ANSWER </p>	
<input type="text"/> Your Name	<input type="text"/> Today's Date

12. Click **Save and Continue**.

Save and Continue

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

Applying for: **Student Test (Job Number: 01819)**

Personal Information Diversity Diversity Continued Summary

Submit Save as Draft Quit

### Summary

This summary displays the information included in the job submission form. To modify some specific next to the relevant section.

The Thank You page appears indicating the process is complete.

### Thank You

**Process completed**

Thank you for sending us your online job submission. Our department will contact you.

We invite you to view the job openings available in our

[View My Submissions](#) | [View All Jobs](#)

## 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.

Requisition

**Student Test**

01819

Status Open

Status Details Posted

Candidates for this requisition: **1**

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.

Candidates for:  
Student Test (01819)

More Actions ▼

Candidate	Requirement: 1 ▼	Asset: 2 ▼	Result: 3 ▼	Step	Selection Status
Tree, Dandelion (52440)	0 / 0	0 / 0		Offer Checks	Initiate background check

**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**.

Change Step and Status

Current Step: Offer Checks  
Current Status: Initiate background check

Information

New Step: Offer ▼  
New Status: 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.

General Terms

\* Start Date (Required) [Calendar icon]

☒ Leave Unchecked

Currency: US Dollar (USD) ▼

Salary (Pay Basis): [Field]

Pay Basis: Not Specified ▼

Annualized Salary: [Field]



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**. 

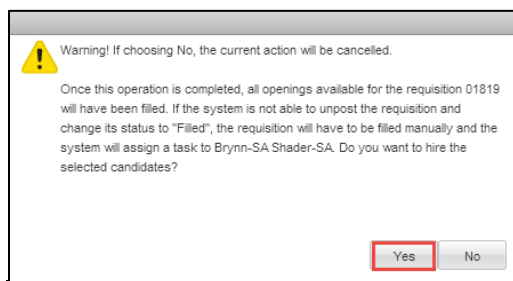
22. Select **Hire** as the new Step.

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.