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

CU Careers: Step-by-Step Guide

Performing a Direct Hire without Posting

This guide describes how to hire a previously identified student or temporary employee using the Direct Hire without 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 without Posting process lets you save a position from HCM as a requisition in CU Careers without posting it, and then invite the candidate to provide personal information needed for hire.

Saving the Requisition

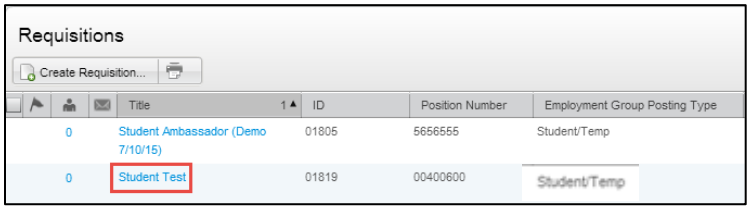
Before you can match the candidate to the position that was fed over from HCM, you must save the position as a requisition in CU Careers. The requisition must have the Direct Hire CSW specified in order to match the candidate and then disposition the candidate through the workflow. The position does not need to be posted to match the candidate.

To save the position fed over from HCM as a requisition.

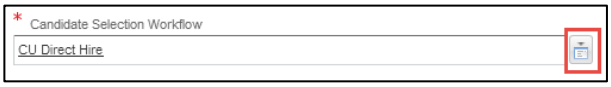
1. Log into CU Careers
2. From the homepage, navigate to Draft requisitions.



3. Click the title of the requisition.



Note: Make sure that CU Direct Hire is selected as the Candidate Selection Workflow within the Administration section of the requisition. If not selected, click **Edit** to modify the requisition, update this field, and then click **Save and Close**.



4. Click **More Actions**. 

5. Click **Save as Open**.
6. Within the Save as Open box that appears, click **Done**.

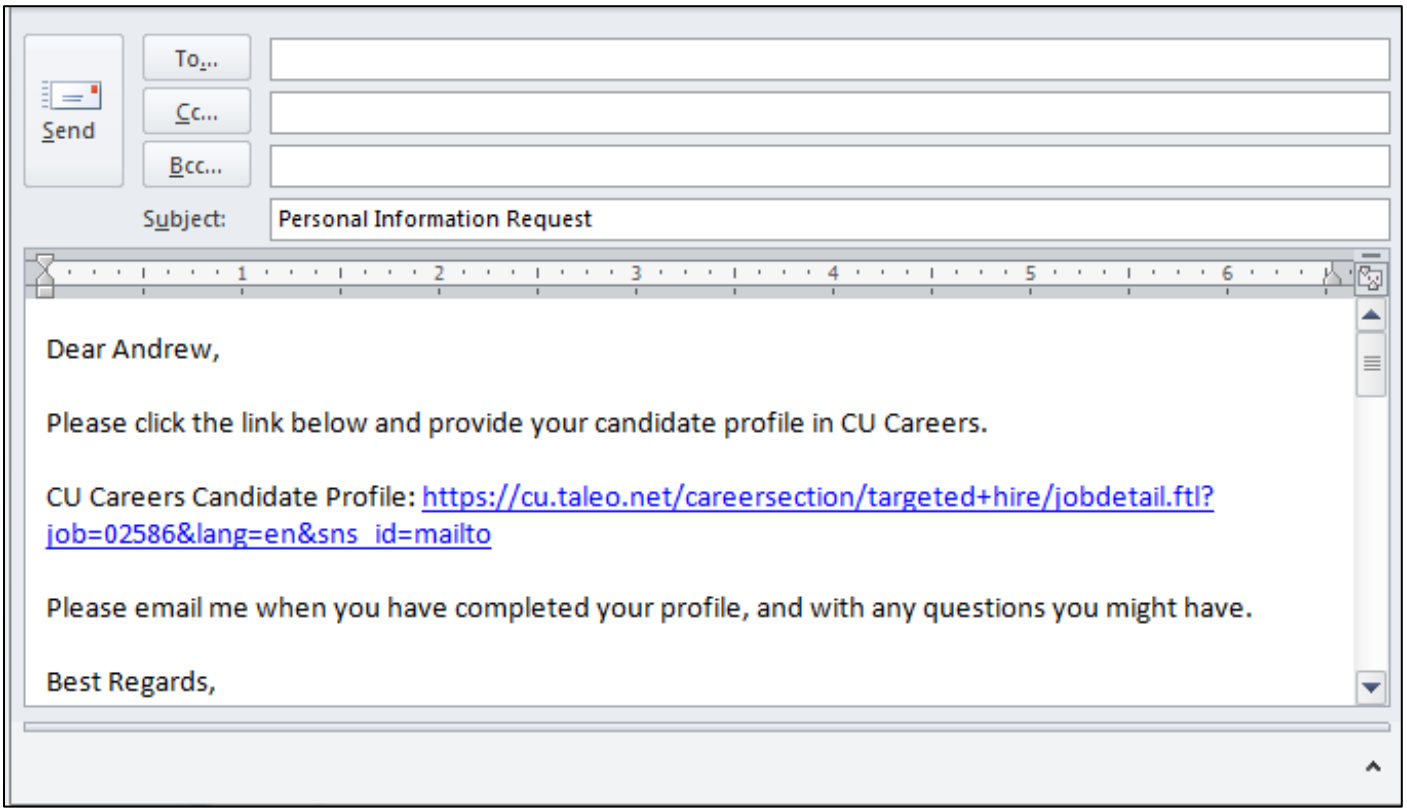
Sending a Link to the Candidate for More Information

To collect the candidate's profile, you will need to email the candidate a campus-specific link. The candidate can use this link to enter personal information in CU Careers. This information is then fed back over to HCM after you disposition the candidate to the Hire step.

Send an email to the candidate containing the appropriate campus link from the list below.

Note: The system will not notify you when the candidate has submitted the personal information. It is recommended that you ask the candidate to email you after completing the profile.

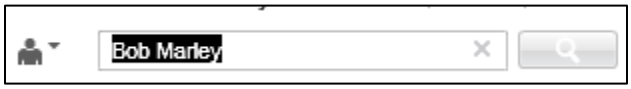
- **Boulder:**
  https://cu.taleo.net/careersection/targeted+hire/jobdetail.ftl?job=02586&lang=en&sns_id=mailto
- **Denver:**
  https://cu.taleo.net/careersection/targeted+hire/jobdetail.ftl?job=02589&lang=en&sns_id=mailto
- **AMC:**
  https://cu.taleo.net/careersection/targeted+hire/jobdetail.ftl?job=02588&lang=en&sns_id=mailto
- **UCCS:**
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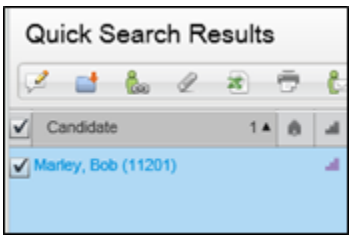
Matching the Candidate to the Position

After the candidate has created and submitted a profile, you will need to match the candidate to the position that you fed from HCM over to CU Careers.

1. Enter the candidate name in the **Search Candidate** field.



2. Check the box to the left of the candidate's name.



3. Click the **Match Candidate** icon. 

4. Click the **Select** button of the requisition for which the candidate is being hired.



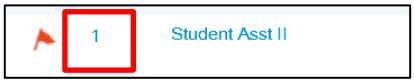
5. Click **Done**.

Dispositioning the Candidate

After the candidate has been matched to the requisition, you can disposition the candidate through the Direct Hire process. Candidates start in the New step. The next step is the Offer Check step where background checks can be initiated and an offer can be created and extended. The last step is to Hire the candidate and send the personal information back to HCM.

To disposition the candidate:

1. Click **Requistions** from the task bar. 

2. Click the candidate number to the left of the requisition title. 

3. Click the candidate's name. 

4. From within the candidate's profile, click **More Actions**. 

5. Select **Change Step/Status**. 

6. Click **Save and Continue**. 

   This places the candidate into the Offer Checks step with an Initiate Background Check status.

7. Click **Save and Close.**

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

Creating the Offer

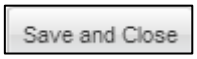
The candidate should be moved into the Offer step with a status of Offer to Be Made.

1. From within the candidate profile, click **More Actions**. 

2. Select **Create Offer**. 

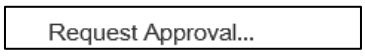
3. Under the **General Terms** section, complete the required fields.



4. 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.

5. Click **More Actions**. 

6. Select **Request Approval**. 

7. Search for approver in the Quick Search box.

8. Add department approver by clicking **Select** to the right of the candidate's name**.** 

   Note: If you are the department approver, you can choose yourself as the approver and select Approve from the dropdown.

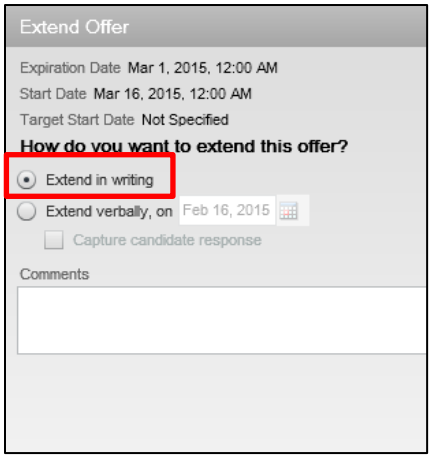
Extending an Offer in Writing (Optional)

You can extend an offer in writing or verbally. This section describes how to extend an offer in writing. The following section describes how to extend an offer verbally.

CU Careers lets you select different methods of extending the offer in writing, including e-offer, email, and printed letter. The e-Offer is the only option that does not require the manual capturing of the candidate's response.

1. From the candidate's profile, click **More Actions.** 

2. Click **Extend Offer**.
3. Select **Extend in Writing**.



4. Click **Done**.
5. Select your method of delivery for the offer letter. (Email, e-Offer, or Printed Letter).
6. Click **Next**. 

7. After reviewing the offer, click **Send**. 

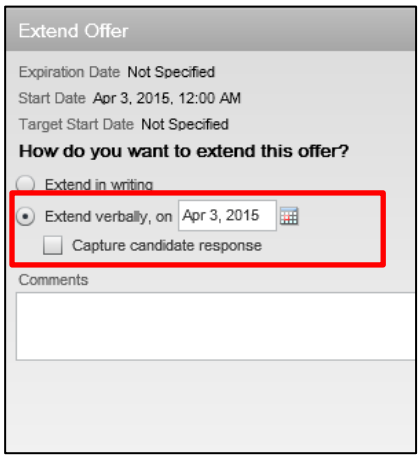
Extending a Verbal Offer (Optional)

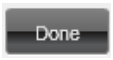
This section describes how to capture a verbal offer, if one was extended.

1. From the candidate's profile, click **More Actions.** 

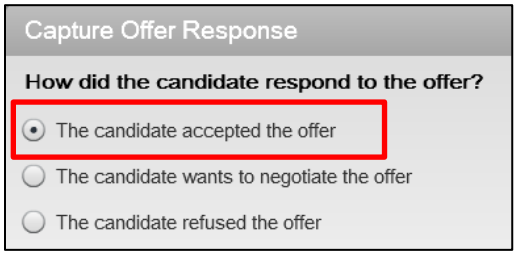
2. Click **Extend Offer**.
3. Select **Extend verbally** and indicate the date of the verbal offer.

4. Select the **Capture candidate response** checkbox.



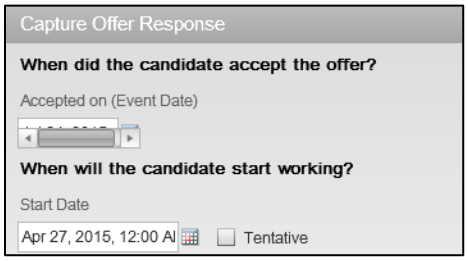
5. Click **Done.** 

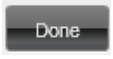
6. Select the candidate's response.



Note: This step is not necessary when using e-Offer as the system automatically notates the candidate's response when received electronically.

7. Enter the dates on which the offer was accepted and when the employee will start.



8. Click **Done**. 

Hiring the Candidate

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.