CU Careers: Step-by-Step Guide

Posting and Unposting a Requisition

This document describes how to post (and unpost) a requisition to the internet. The ability to post to the internet is determined by your user access permissions. In order for system integrations to function correctly, including the collection of a candidate's date of birth, social security number, and confidential letters of recommendation, you must post to those Career Sections as well as to the External and/or Internal career sites.

Before You Begin

Before posting a requisition, you should complete the following tasks:

- In HCM, create a position (or update a vacant position) for which you want to recruit a person to fill. Refer to *Creating a Position with Funding Step-by-Step Guide*, or *Updating a Position Step-by-Step Guide* for more information.

- In HCM, create (or update) a Non-Person Profile (NPP) to feed details of the position over to CU Careers. Refer to *Creating or Updating and Non-Person Profile Step-by-Step Guide* for more information.

- In CU Careers, edit the requisition details and select prescreening questions. Refer to *Editing Requisitions Step-by-Step Guide*, and *Creating Prescreening Questions Step-by-Step Guide* for more information. You will not be able to edit prescreening questions after posting the requisition.
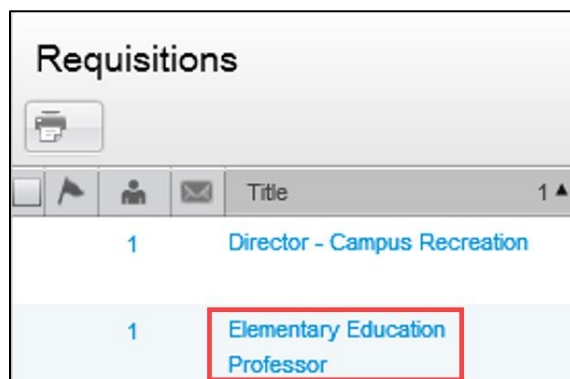
Preparing the Position for Posting

A requisition must be saved as an open requisition before it can be posted.

1. From CU Careers, click **Requisitions**.

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

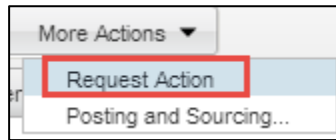3. Click **More Actions**.

4. Click **Save as Open**.

Requesting Action (if unable to post)

If you do not have access to post requisitions, notify the HR consultant responsible for posting the requisition.

1. Click **More Actions**.

2. Click **Request Action**.

3. Click the button next to the field **Select a contributor**.

4. From the **Quick Filters** on the left side of the page, type search criteria into a field.

5. Click the **Refresh** button to display your results.

6. Click **Select** next to the person you would like to add.

7. Click **Done**.

   The system sends an email to the selected person indicating the requisition is ready to be posted.

Posting a Requisition to the Internet

To post an open requisition to the internet:

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

2. Click **Modify**.

3. Choose a **Start Date**, if future-dated, by clicking the drop-down or the calendar icon.

4. Choose an **End Date** if this is not an ongoing posting, or leave the defaut of Ongoing. (Choosing Ongoing requires you to fill the position or remove the posting manually. See the following section, *Unposting a Requisition*, for more information.)

5. Select checkboxes next to posting status:

- **CU - External - Career Section:** Select to post to CU Careers for external applicants. External requisitions must also be posted internally.

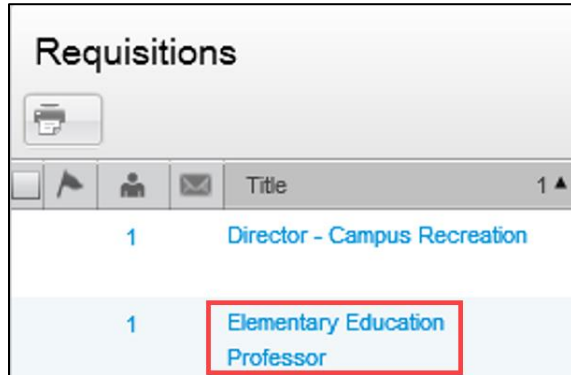- **DOB/SSN Collection (HR Use Only)-Finalist DOB/SSN collection:** When you are ready to collect DOB/SSN information from your selected finalist, contact your campus HR.

- **Required for Request of Confidential Letters of Recommendation:** Select if you are collecting confidential letters of recommendation.

- **CU - Student-Temp – Career Section:** Leave unselected.

- **CU - HireVue:** Select if you are using HireVue to interview candidates.

- **CU - Internal - Career Section:** Select to post to CU Careers for internal applicants. If a requisition is posted externally, it must also be posted internally.
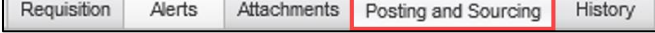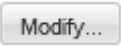
6. Click **Done**. The status will appear as Posted.
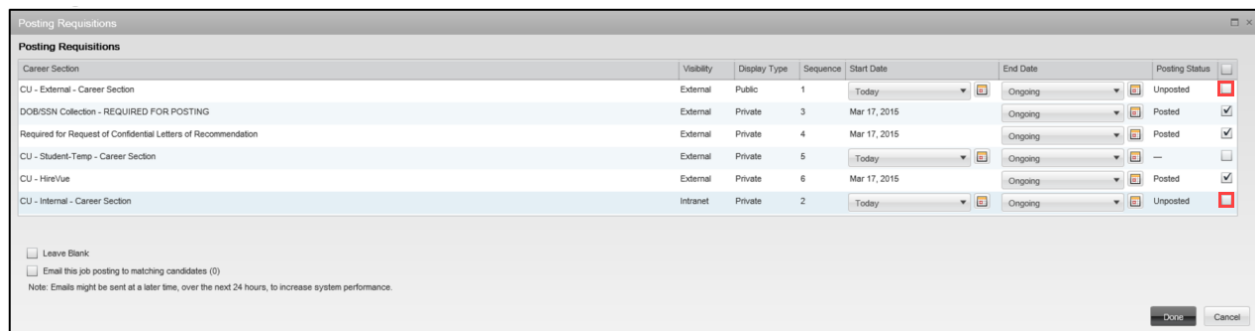
Unposting a Requisition

This section describes how to unpost a requisition from the internet.

1. Click **Requisitions**.

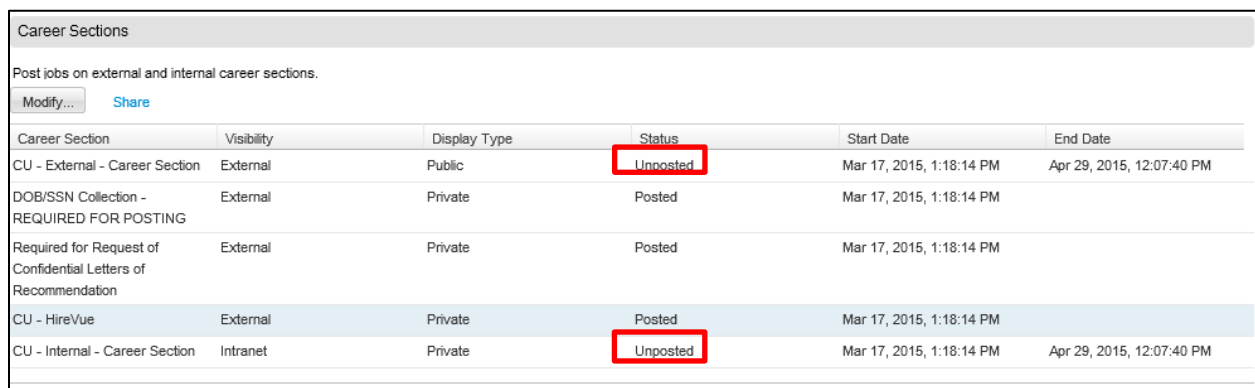2. From the Requisitions list, click the requisition to be unposted.

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

4. Click **Modify**.

5. Clear (deselect) the **CU–External-Career Section** and **CU-Internal-Career Section** checkboxes on the right side.

6. Click **Done**. The Careers Sections status displays as Unposted.