

# 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.

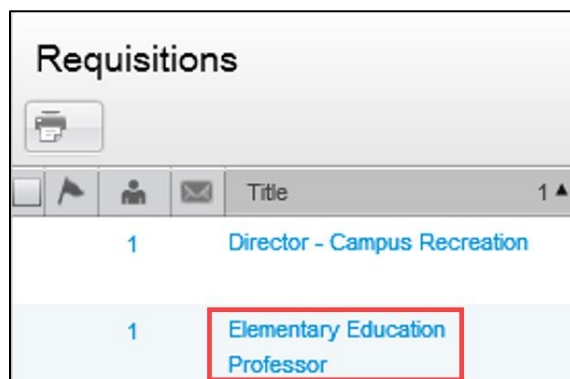
### Preparing the Position for Posting

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**.



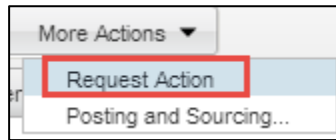
## Requesting Action (if unable to post)

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.

**Quick Filters**

Name  
Tracy Hooker

Email Address

Title

Keyword

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.

Start Date  
Today

4. Choose an **End Date** if this is not an ongoing posting, or leave the default 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.)

End Date  
Ongoing

5. Select checkboxes next to posting status:

Career Section	Visibility	Display Type	Sequence	Start Date	End Date	Posting Status
CU - External - Career Section	External	Public	1	Today	Ongoing	To be posted <input checked="" type="checkbox"/>
DOB/SSN Collection - REQUIRED FOR POSTING	External	Private	3	Today	Ongoing	To be posted <input checked="" type="checkbox"/>
Required for Request of Confidential Letters of Recommendation	External	Private	4	Today	Ongoing	To be posted <input checked="" type="checkbox"/>
CU - Student-Temp - Career Section	External	Private	5	Today	Ongoing	<input type="checkbox"/>
CU - HireVue	External	Private	6	Today	Ongoing	To be posted <input checked="" type="checkbox"/>
CU - Internal - Career Section	Intranet	Private	2	Today	Ongoing	To be posted <input checked="" type="checkbox"/>

Leave Blank  
 Email this job posting to matching candidates (0)  
 Note: Emails might be sent at a later time, over the next 24 hours, to increase system performance.

Done Cancel

- **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.

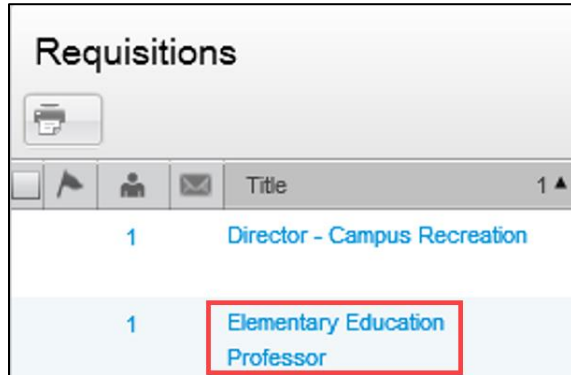
6. Click **Done**. The status will appear as Posted.

Career Section	Visibility	Display Type	Status	Start Date	End Date
CU - External - Career Section	External	Public	Posted	Apr 29, 2015, 12:51:05 PM	
DOB/SSN Collection - REQUIRED FOR POSTING	External	Private	Posted	Apr 29, 2015, 12:51:05 PM	
Required for Request of Confidential Letters of Recommendation	External	Private	Posted	Apr 29, 2015, 12:51:05 PM	
CU - HireVue	External	Private	Posted	Apr 29, 2015, 12:51:05 PM	
CU - Internal - Career Section	Intranet	Private	Posted	Apr 29, 2015, 12:51:05 PM	

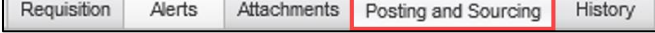
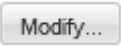
## Unposting a Requisition

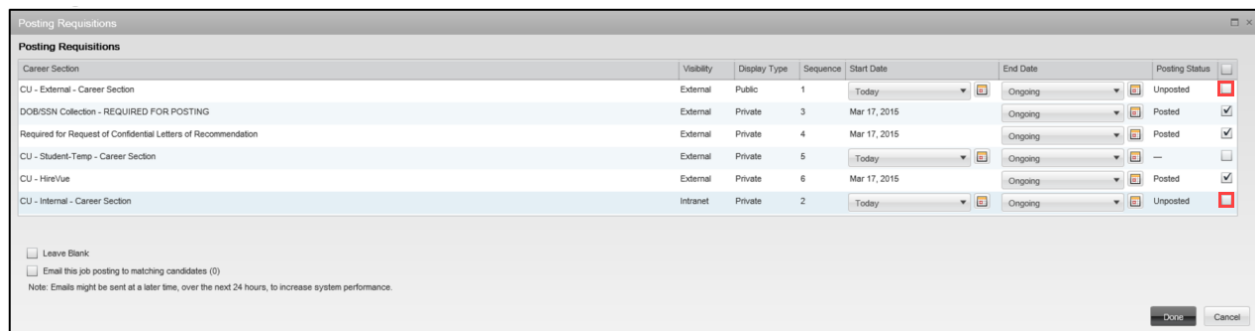
This section describes how to unpost a requisition from the internet.

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



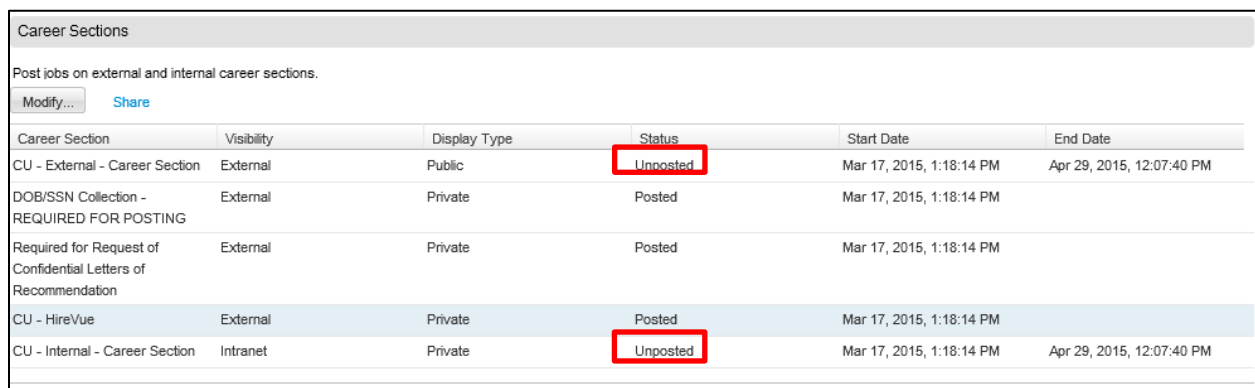
	Title
1	Director - Campus Recreation
1	Elementary Education Professor

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.



Career Section	Visibility	Display Type	Sequence	Start Date	End Date	Posting Status
CU - External - Career Section	External	Public	1	Today	Ongoing	Unposted
DOB/SSN Collection - REQUIRED FOR POSTING	External	Private	3	Mar 17, 2015	Ongoing	Posted
Required for Request of Confidential Letters of Recommendation	External	Private	4	Mar 17, 2015	Ongoing	Posted
CU - Student-Temp - Career Section	External	Private	5	Today	Ongoing	—
CU - HireVue	External	Private	6	Mar 17, 2015	Ongoing	Posted
CU - Internal - Career Section	Intranet	Private	2	Today	Ongoing	Unposted

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



Career Section	Visibility	Display Type	Status	Start Date	End Date
CU - External - Career Section	External	Public	Unposted	Mar 17, 2015, 1:18:14 PM	Apr 29, 2015, 12:07:40 PM
DOB/SSN Collection - REQUIRED FOR POSTING	External	Private	Posted	Mar 17, 2015, 1:18:14 PM	
Required for Request of Confidential Letters of Recommendation	External	Private	Posted	Mar 17, 2015, 1:18:14 PM	
CU - HireVue	External	Private	Posted	Mar 17, 2015, 1:18:14 PM	
CU - Internal - Career Section	Intranet	Private	Unposted	Mar 17, 2015, 1:18:14 PM	Apr 29, 2015, 12:07:40 PM