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.

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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 a 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.

![Requisitions List]

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**.

![Request Action]

3. Click **Select a contributor** dropdown button.
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]

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. 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.

4. Choose a **Start Date**, if future-dated, by clicking the dropdown or the calendar icon.

5. 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.)
6. Click **Done**. The status will appear as Posted.

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**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.