

# CU Careers: Step-by-Step Guide

## Posting and Unposting Requisitions

This document describes how to post (and unpost) requisitions, regardless of the CSW, 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 [Working with Requisitions Step-by-Step Guide](#). You will not be able to edit prescreening questions after posting the requisition.

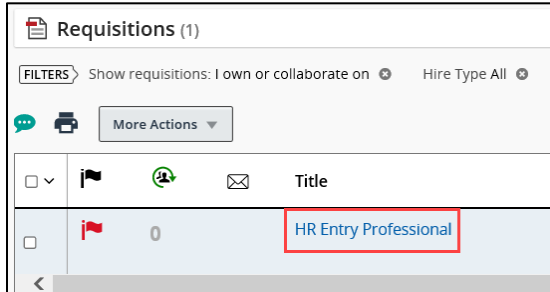
## Saving a Requisition as Open

A requisition must be saved as an open requisition before it can be posted. To save a requisition as open:

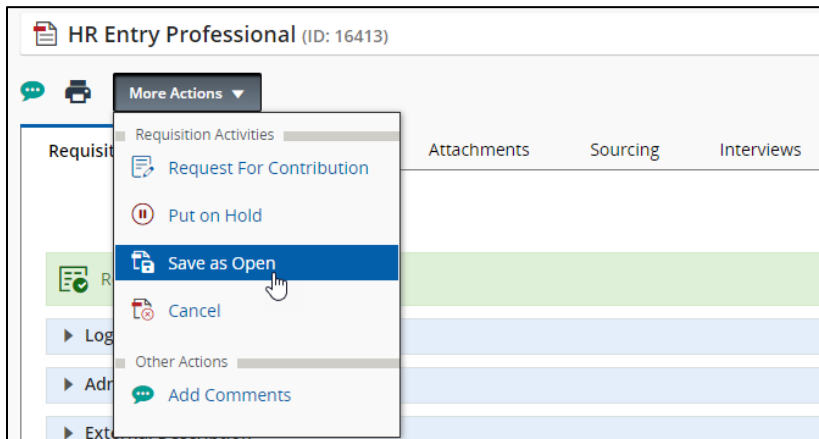
1. From CU Careers, click **Requisitions**.



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



3. Click **More Actions**.



4. Click **Save as Open**.

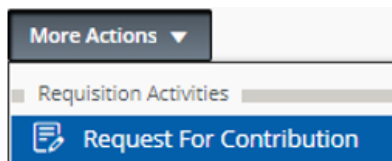
## Requesting Assistance (if unable to post)

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

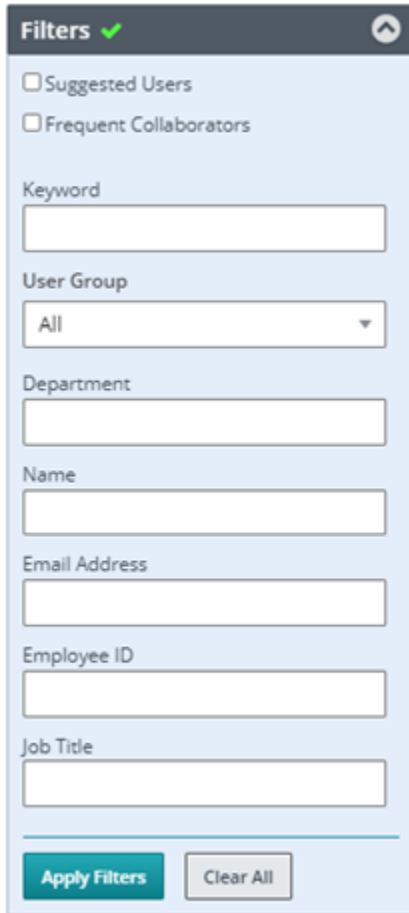
1. Click **More Actions**.



2. Click **Request for Contribution**.



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



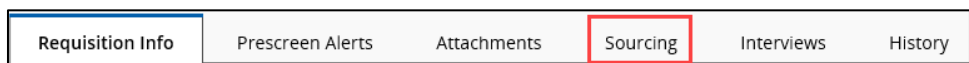
- Click the **Apply Filters** button to display your results.
- Click **Select** next to the person you would like to add.
- In the **Comments** field, enter details about what you need the contributor to do.
- Click **Request for Contribution**.

The system sends an email to the selected person indicating what task they need to complete based on what you entered in the Comments field.

## Posting a Requisition to the Internet

To post an open requisition to the internet:

- Click the **Sourcing** tab.
- Click **Add career sections**.



3. Select checkboxes next to posting status:

Please select the career sections for posting this requisition All (6) Selected (4)

6 Career sections are available  Select all across pages

| <input type="checkbox"/>            | Name   | Visibility | Display Type | Sequence |
|-------------------------------------|--|------------|--------------|----------|
| <input checked="" type="checkbox"/> | CU - External - Career Section                                 | External   | Public       | 2        |
| <input checked="" type="checkbox"/> | CU - Targeted Hire - Career Section                            | External   | Private      | 3        |
| <input checked="" type="checkbox"/> | DOB/SSN Collection - HR use only - finalist DOB/SSN collection | External   | Private      | 4        |
| <input type="checkbox"/>            | Required for Request of Confidential Letters of Recommendation | External   | Private      | 5        |
| <input type="checkbox"/>            | CU - HireVue   | External   | Private      | 6        |
| <input checked="" type="checkbox"/> | CU - Internal - Career Section                                 | Intranet   | Private      | 1        |

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Cancel Add / update career sections

- **CU - External - Career Section:** Select to post to CU Careers for external applicants. External requisitions must also be posted internally.
- **CU – Targeted Hire – Career Section:** Select for a direct hire of a previously identified candidate, such as a student, temporary employee, or lecturer. When posting to the Targeted Hire Career Section, make sure other career section checkboxes are not selected.  
**Note:** CU: Direct Hire must be chosen in the requisition’s Administration section to link a candidate to the position that was fed over from HCM.
- **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 - 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. Click **Add / update career sections**.


5. For each career section, choose a start date from the **Post from** dropdown or calendar.

Status : To be posted

Post from

Post to

6. For each career section, 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 section, *Unposting a Requisition*, for more information.)
7. Click **Save and apply**.  The status displays as Posted.

| Career Sections   |   |
|---|---|
| The list below contains the list of career sections along with their posting status for this requisition. Please click "Modify" to make necessary changes |   |
|  <a href="#">Modify</a>  |   |
| Career Section  | Posting Status and Schedule (UTC -6:00) |
| CU - External - Career Section  | <b>Status : Posted</b>                  |
| External  | Post from - Jul 7, 2020, 8:05:59 AM     |
| Public  | Post to - Ongoing                       |

## Direct Hire: Inviting Identified Candidates to Apply to Targeted Posting

After posting the requisition to the Targeted Hire career section, you can invite an identified candidate to apply.

- Invite the candidate to apply, by sending an email to the candidate containing the direct link to the job posting. When the candidate receives the email, they can click the link to the job posting and enter their personal information.
- Depending on your campus process, you can invite the candidate to visit a campus specific website that has the direct link to the job posting.

For either option, create the direct, targeted-hire link using the example below, and manually update the highlighted portion with the corresponding Requisition ID:

[https://cu.taleo.net/careersection/targeted+hire/jobdetail.ftl?job=00000&lang=en&sns\\_id=mailto](https://cu.taleo.net/careersection/targeted+hire/jobdetail.ftl?job=00000&lang=en&sns_id=mailto)

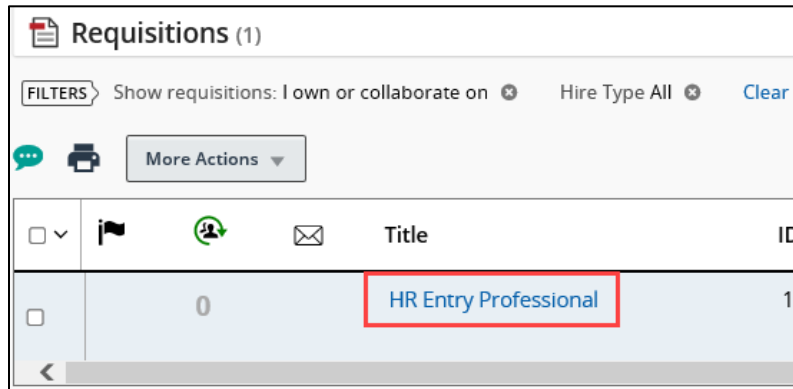
## Unposting a Requisition

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

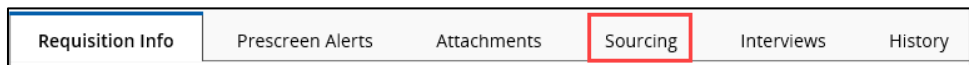
1. Click **Requisitions**.



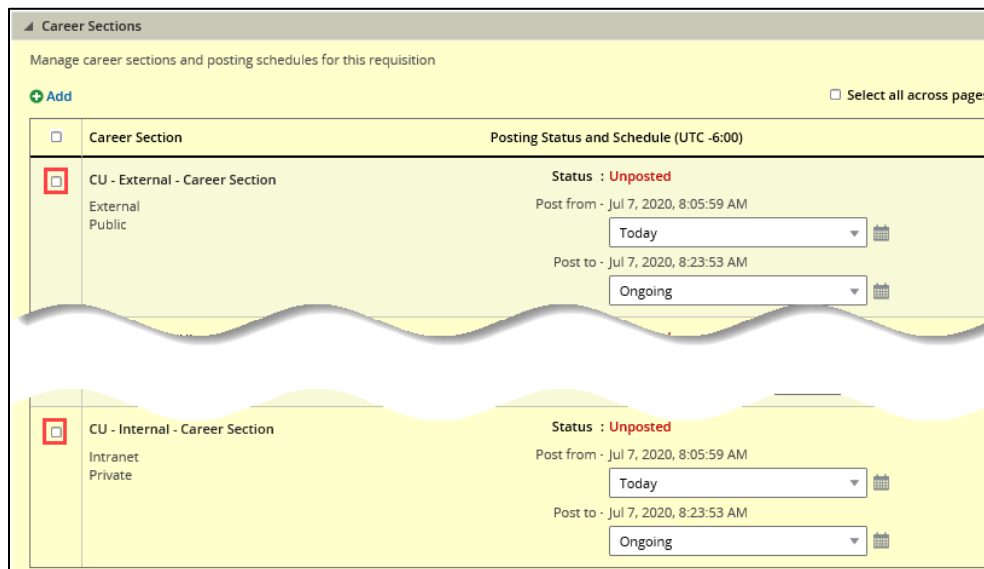
2. From the Requisitions list, click the requisition to be unposted.



3. Click the **Sourcing** tab.



4. Click **Modify**.  [Modify](#)
5. Clear (deselect) the **CU - External - Career Section** and **CU - Internal - Career Section** checkboxes.



6. Click **Save and apply**. The Careers Sections status displays as Unposted.

| Career Sections   |  |
|---|--|
| The list below contains the list of career sections along with their posting status for this requisition. Please click "Modify" to make necessary changes |  |
| <a href="#">Modify</a>  |  |
| Career Section  | Posting Status and Schedule (UTC -6:00)  |
| CU - External - Career Section<br>External<br>Public  | <b>Status : Unposted</b><br>Post from - Jul 7, 2020, 8:05:59 AM<br>Unposted on - Jul 7, 2020, 8:23:53 AM |