

CU Careers: Step-by-Step Guide

Working with Requisitions

This guide describes how to work with requisitions that are fed over to CU Careers from HCM. After a requisition is created in CU Careers, you should review and edit it, if necessary, as well as add or create prescreening questions.

Note: Once a position is posted, you will not be able to edit prescreening questions.

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Editing a Requisition

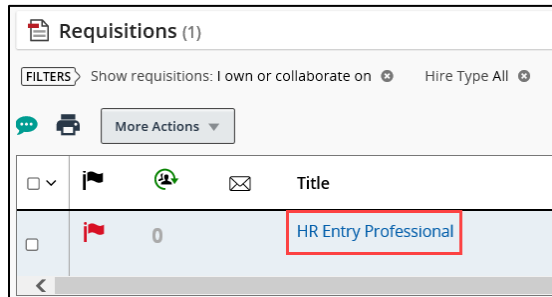
Much of the data that you enter in HCM through the non-person profile is sent to CU Careers. After CU Careers receives a position from HCM, it creates a requisition.

To open a requisition:

1. Click **Requisitions** from the navigation bar.




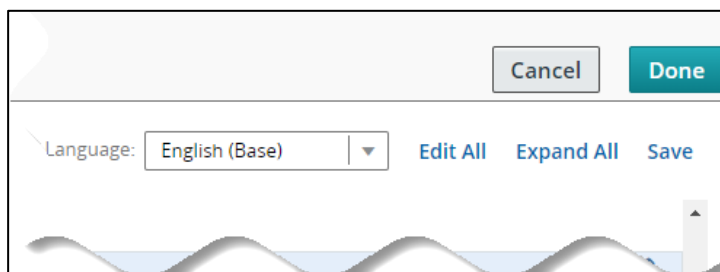
2. From the Requisitions list, click the name of the requisition.



The requisition opens to the **Requisition Info** tab with the Logistics section expanded.

Notes:


- You can click the name of any collapsed section to expand it. Similarly, you can click the name of an expanded section to collapse it. You can also click **Expand All** or **Collapse All** at the top of the tab.
- You can edit any of the sections by clicking the **Edit** icon . The background of a section changes color to indicate you are in editing mode. Clicking **Edit All** at the top of the tab expands all the sections for editing.
- When finished with your edits, click **Save** at the top of the tab if you want to save and continue with editing the requisition. Or click **Done** to save your changes and return to the Requisition listing.





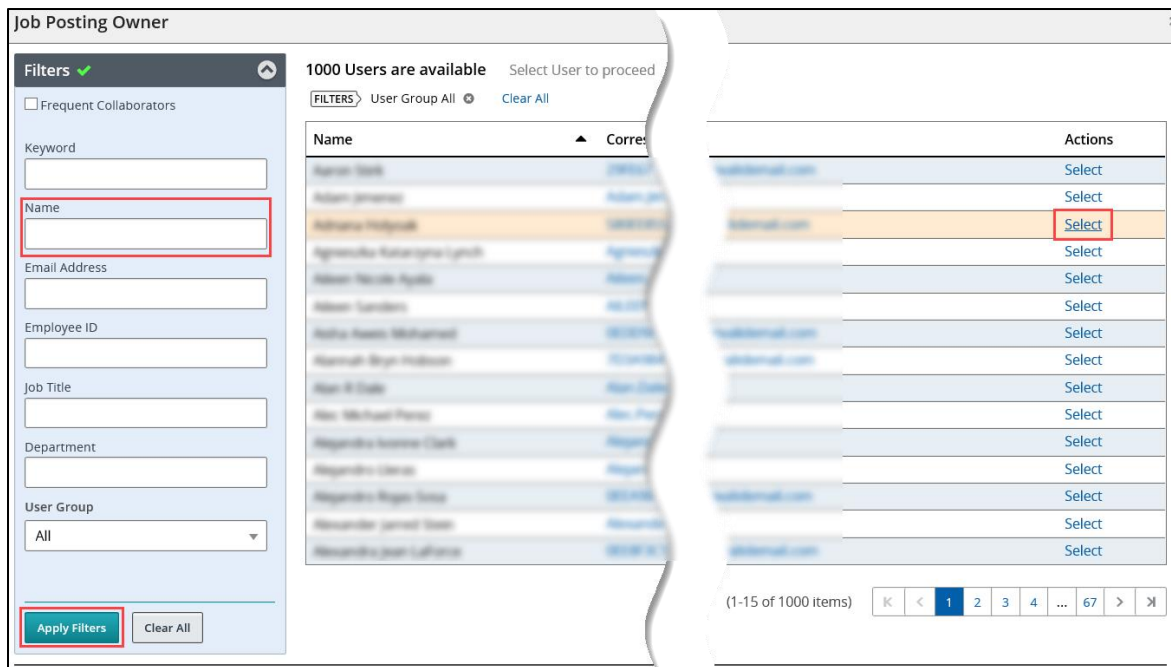
Logistics Section

The Logistics section shows information about the position and lets you update the working title and add people with whom you want to share the candidate information, such as committee members.



To edit the Logistics section:

1. Click the **Edit** icon . The background of the section changes color to indicate you are in editing mode.

Note: In the following instructions, an asterisk (*) indicates a field that is not editable. These fields feed over to CU Careers from HCM and can be edited if necessary, but should be finalized in HCM because updates made in CU Careers will not transfer back to HCM.
2. Confirm the **Employment Type** is correct (Classified Staff, Faculty, Research Faculty, Student/Temp, University Staff). If the Employment Type is incorrect, click the **Open Selector**  and click **Select** for the correct value.
3. Leave **Primary Location***, **Organization***, and **Job Field*** as they are from HCM.
4. If the **Job Posting Owner** is different from who updated the position in HCM, then select the correct person. The Job Posting Owner is the business partner who performs recruiter activities for the requisition.
 - a. Click the **Open Selector**  icon next to the field. A selection list of users appears.
 - b. In the Filters box on the left, type the person's name in the **Name** field (or other identifying criteria), and click **Apply Filters**.
 - c. From the Actions column, click **Select** for the correct Job Posting Owner.



Job Posting Owner

Filters   1000 Users are available Select User to proceed

Frequent Collaborators

Keyword

Name


Email Address

Employee ID

Job Title


Department


User Group

FILTERS > User Group All 

Name	Corre	Actions
Agnes Clark	20101	Select
Adam Jensen	20101	Select
Alicia Johnson	20101	Select
Agnesita Katherine Lynch	20101	Select
Alicia Nicole Taylor	20101	Select
Alicia Taylor	20101	Select
Alicia Anne Williams	20101	Select
Alannah Ryan Williams	20101	Select
Alan B Clark	20101	Select
Ala Michael Perez	20101	Select
Agnesita Katherine Clark	20101	Select
Agnesita Clark	20101	Select
Agnesita Ryan Clark	20101	Select
Alexander James Clark	20101	Select
Alexander James Clark	20101	Select

(1-15 of 1000 items) ...


5. Repeat the previous step for **Recruiter Assistant** and **Hiring Manager**, if necessary.
 6. If there are Search Committee/Collaborators with whom you want to share the candidate information for the requisition:
 - a. Click **Add Collaborators**.  **Add Collaborators**
 - b. Filter the list, if needed and select the checkbox of each collaborator.
 - c. To add Frequent Search Committee Members:
 - i. Select the **Frequent Collaborators** box checkbox in the Filters panel.
 - ii. Click Apply Filters.
 - iii. Select collaborators.

Note: Frequent Collaborators can be defined under your My Setup preferences available from the Welcome Center page in CU Careers.
 - d. Click **Add Collaborators**.
 7. In the External Reviewers field, type any additional collaborators' (outside of CU) names or non-employee email addresses. This field is for reference only and does not send anything to those listed.
 8. Update the **Working Title** of the position, if different for posting.
 9. Update the **Number of Openings** if you want to hire multiple candidates from one requisition.
 10. Click the **Open Selector**  for the **Justification** field, and click **Select** for New Position, Replacement, or Transfer/Promotion. This value can be used for reporting purposes.
 11. Leave **Employment Group Posting Type***, **Campus***, and **Department*** as they are from HCM.
 12. In the Posting Details section, enter a **Posting Contact Name** and **Posting Contact Email** of the person who candidates may contact.
 13. From the list of **Application Materials Required**, select checkboxes of all materials you require for this requisition. The selected items will be inserted into posting language only.
 14. In the **Application Materials Instructions** field, type instructions for applicants to add the materials requested above. Use this field to elaborate on the documents required to submit an application.
 15. In the **Special Instructions to Applicants** fields, type any special instructions needed for the applicant to complete application.
- Note:** Required classified staff language will auto-populate here.

Administration Section

The Administration section reflects the chosen candidate selection workflow (Recruit or Direct Hire) as well as the required background checks.

To edit the Administration section:

1. After expanding the section, click the **Edit** icon . The background of the section changes color to indicate you are in editing mode.
2. Notice the indicated Candidate Selection Workflow that was fed over from HCM. It should display either CU Recruit or CU Direct Hire.
 - CU Recruit: Complete workflow containing all steps for recruiting. Refer to the HCM glossary for full definition, or the *Candidate Selection Workflow-Recruit Job Aid* for more details.
 - CU Direct Hire: Streamlined workflow containing only the steps needed to gather candidate profile information. Refer to the HCM glossary for full definition, or the *Candidate Selection Workflow-Direct Job Aid* for more details.
3. From the **Background Checks Required** list, select checkboxes of each background check needed.

Note: Background checks selected in HCM will feed to this field as a reference for the background check coordinator. Additional background checks that were not identified in HCM can be run on an ad hoc basis. Completion dates for ad hoc checks must be entered manually into HCM because they are not included in the information sent back to HCM.

External and Internal Description Sections

Use the External Description fields to include the bulk of your posting language. The **Description – External** field and the **Qualifications – External** field are auto-populated from HCM. You can edit and format the content of these fields, if needed.

If a position is posted externally, it must be posted internally also. It is recommended that these two sections mirror each other. However, it is possible to post a job as internal only, which makes the posting available to employees through their campus portal.

The **Description – Internal** field and the **Qualifications – Internal** field are auto-populated from HCM. You can edit and format the content of these fields, if needed.

You can also click **Copy From** if you are planning to use the same description from one description in the other. You can even choose which description fields to copy:

Copy Data from External Description x

Copy the information from the following external description fields

Description

Qualifications

Paste this information into the following fields

Internal description fields

In the same language

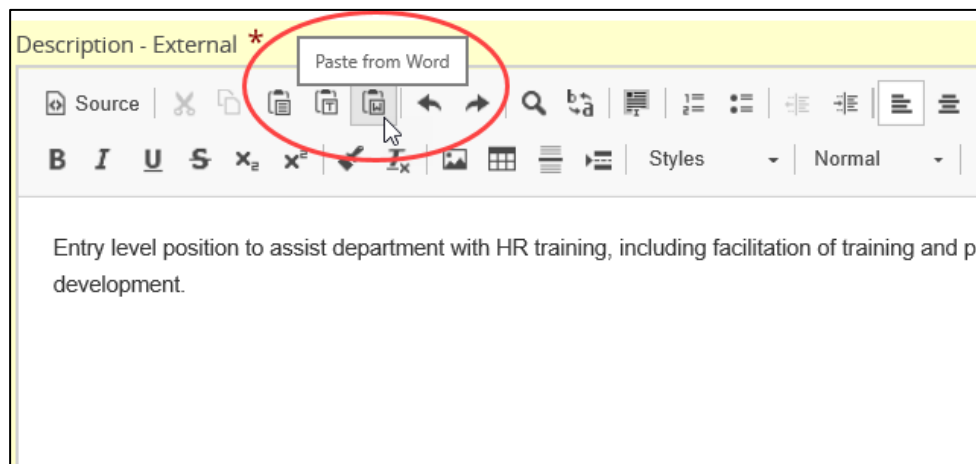
In all languages

External description fields in all remaining languages

Paste information only if the field is empty

Paste information even if the field is not empty

Note: When pasting copied text directly into the requisition Description boxes, use the Paste from Word button to ensure correct and consistent formatting.




Prescreening Section

The Prescreening section lets you create requisition-specific prescreening questions as well as add questions from the library of questions HR has created in order to make it easier to identify top candidates.

Adding a Prescreening Question

To add a prescreening question:

1. After expanding the section, click the **Edit** icon . The background of the section changes color to indicate you are in editing mode.
2. Click **Add**. The Question Selector window opens.
3. If needed, you can filter the list of questions by selecting options in the Filters panel and clicking **Apply Filters**.
4. Select checkboxes for those questions you want to add.
5. Click **Add Questions**.

Creating a Prescreening Question

1. While in editing mode for the Prescreening section, click **Create**.
2. In the **Question** field, type your question.
3. From the **Answer Type** list, select whether the applicant will have a Single Answer, Multiple Answers, or enter a Text Answer.
4. Under **Selection Method**, choose what the applicant will be presented with to choose an answer.

Answer Type	Selection Method	Description
Single Answer	Radio Buttons or Drop-down	Presents a list of options to applicant who can choose only one.
Multiple Answers	Checkbox or Multi select list	Present a list of options to applicant who can choose more than one.
Text Answer	n/a	Only lets you specify the number of lines you want to present the applicant for entering an answer.

5. In the **Possible Answers** section, type the answers the applicant will be able to select from.
6. Click **Save and Close**.

Duplicating a Prescreening Question

If you want to create a question that is similar to an existing question:

1. Select the checkbox of the question you want to copy.
2. Click **Duplicate**.
3. Edit the question and answers.
4. Click **Save and Done**.

Using Prescreening Questions to Identify ACE Candidates

Prescreening questions can be configured to set a threshold to identify ideal candidates based on their responses. When these candidates are identified, an alert automatically notifies specific individuals. Candidates are divided into three groups to help users determine which candidate files to review first:

- **ACE candidates:** Consider these candidates first because they meet all required criteria and some asset criteria.
- **Minimally qualified candidates:** Consider these candidates after the ACE candidates because they meet all required criteria but not asset criteria.
- **Other candidates:** Do not consider these candidates because they do not meet minimum qualifications.

Configuring Prescreening Questions for ACE Candidates

To configure prescreening questions to identify ACE candidates:

1. Expand and edit the Prescreening section. Your list of questions should already be selected and listed.
2. Identify those questions that have an answer that is required for the candidate to meet minimum qualifications.
3. Select the **Required** radio button for the answers that are required. (This applies to single answer and multiple answer questions.)
4. For multiple answer questions, select **Required** for each answer that is a minimum qualification that a candidate needs to have in order to be considered for the role.

Note: List the minimum requirement and all those above it as requirements, not assets. This will ensure candidates who have above the minimum requirement are not filtered out.

5. Identify those questions that have an answer that is not required, but preferred for the candidate to be considered beyond minimum qualifications, such as a skill or competency. These are considered assets.
6. Select the **Asset** radio button for the answers that are preferred.
7. Optionally, assign a **Weight** value to each of the assets to help identify those assets that are more important than others for a candidate to possess. Select 100% for the asset of the highest importance. For consequential assets, select a percentage lower than the first. (It is recommended to decrease by 10% for each asset.)

Note: The system automatically calculates the total overall weight of each asset in the area to the right of the Weight column.

8. Click **Done** to save and close your configurations.

Creating an ACE Alert

After prescreening questions are configured, you can create custom alerts for specific users to receive.

1. From the Requisition page, click **Prescreen Alerts**.
2. If an ACE Submission flagging has not been activated message appears, click **Activate**.

3. Click the **Flag ACE submissions** checkbox.
4. If you are using the weight functionality with assets, select the **Result: A submission meeting all the prescreening required criteria and obtaining a result of at least** checkbox, and select a minimum total weight percentage that a candidate would need to meet in order to be considered ACE.
5. To identify a minimum number of assets, click the **Assets: A submission meeting all of the prescreening required criteria and obtaining** checkbox, and select a number (out of the total amount of assets).
6. Depending on how restrictive you want the alert to be, indicate whether you want **Both Result and Assets must be met** or **Either Result or Assets must be met**.
7. Click **Add Recipients**.
8. Filter the list of recipients, select the checkboxes of those people you want notified, and click **Add Recipients**.
9. Click **Done**. The Prescreen Alerts tab appears with a description of the criteria and list of alert recipients. You can click **Modify** if you want to change the prescreen alert.

Note: When viewing candidates, ACE candidate appear with a star next to their name.

Screening Section

The Screening section includes HireVue and HireRight information.

HireVue is a video interviewing tool that lets recruiters and hiring managers screen candidates and conduct live interviews over the Internet. You can only access the CU Careers integration with HireVue if you currently hold an account in HireVue. By using this tool, you can request multiple interviews at once, and access the results from within a candidate's job specific profile in CU Careers.

1. If you are a System HR representative, indicate whether to use the integration with HireVue:
 - a. Select the **Video Interview** checkbox.

Assessment

Video Interview (provided by System HR Only)

- b. From the Requisition Implementation Model dropdown, select **Candidate Centric** or **Recruiter Centric**.

Candidate Centric:

- Requisition must be associated with a position that has been manually entered into HireVue.
- It is possible to send multiple interview requests at one time.
- Once the screening service is requested, HireVue sends an email to the candidate inviting them to complete an interview questionnaire; a candidate login is required.

Recruiter Centric:

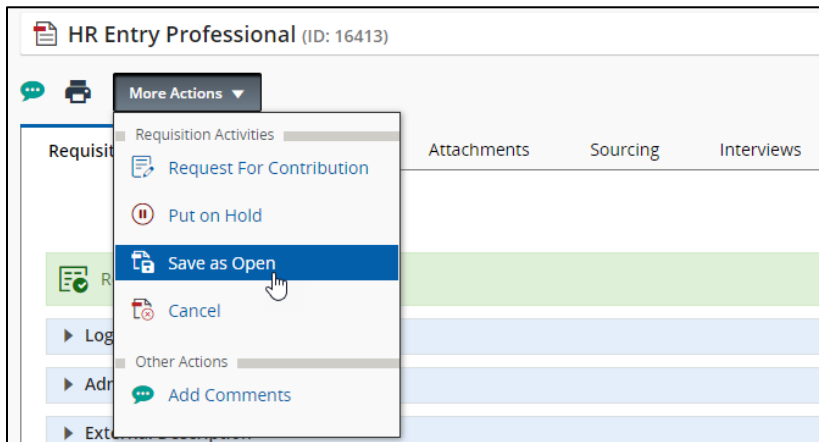
- Requisition must be associated with a HireVue position.
- When requesting a screening service, you will be prompted to associate the requisition number with a HireVue position.

- It is not possible to send the screening request to multiple candidates at one time.
 - It is not possible to set up an automated trigger to request the screening service; all requests must be manually sent by selecting More Actions> Request Screening Services directly from a candidate file.
 - Once the screening service is requested, HireVue sends an email to the candidate inviting them to complete an interview questionnaire; no login is required by the candidate.
2. The **Employment Screening (provided by HireRight)** check box will be selected if previously selected through the NPP in HCM.

Saving Your Completed Requisition as Open

Once your requisition is ready to post:

1. Select the requisition from the Requisitions list. Or, if you have been editing the requisition, click **Done** at the top of the page, to save the requisition and return to the requisition page.
2. From the **More Actions** dropdown menu, and click **Save as Open**.



Refer to the *Posting and Unposting a Requisition Step-by-Step Guide* for posting instructions.