University of Colorado
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EMPLOYEE SERVICES

CU Careers: Step-by-Step Guide

Search Committee Experience

This guide describes actions that Search Committee Members can perform in the evaluation process of candidates. It also describes how department users can share candidates with search committee members to enable collaboration.

Contents

Navigating to CU Careers

1. Log in to the portal.

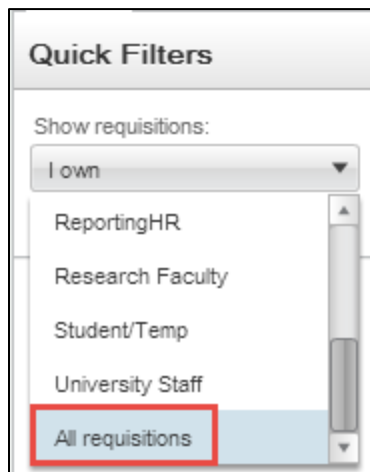2. Click the **CU Careers – Recruiting** tile.

Accessing Candidates: From Candidate List

CU employees and certain POI types, who have been identified by an HCM department user or HR as a Search Committee Member, can log into CU Careers through the portal and review the profiles of candidates who have applied to postings.

1. From the CU Careers welcome center, click **View Requisitions**.

2. Under **Quick Filters**, from the **Show requisitions** dropdown, select **All Requisitions**.

3. Click the numeric link at the left of the **Req Title** column. This link indicates the number of candidates who have applied to the posting.

	▶	👤	✉	Req. Title	1 ▲	ID	Position Number	Job Posting Owne	Status	Status Detail	Background Checks Required
		9		Program Assistant		01802	00400600	Shader–SA Brynn–SA	Open	Posted (Ongoing)	CRI – Criminal Background Check,FIN – Financial Background Check,MOT – Motor Vehicle Background Check,SEX – Sex Offender

4. Click the **Selection Status** column header **two times** to reorder applicants so that priority candidates appear at the top.

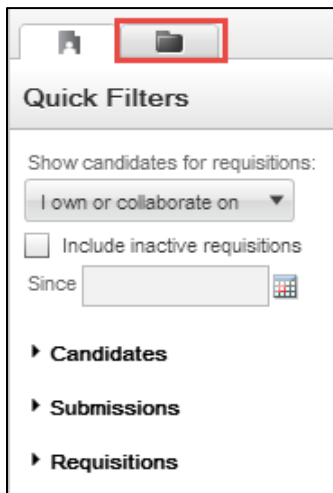|	▶	Candidate		★	🏠	📊	Step	Selection Status ▲	Assets	Result	Residence

Accessing Candidates: From Shared Folder (optional)

An alternative to accessing candidate profiles from the requisition and candidate list is through shared candidate folders. Your department user may use shared folders to store high-priority candidates waiting for your review.
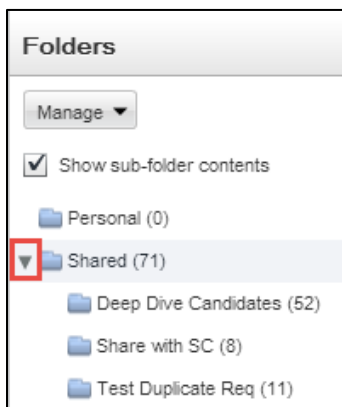
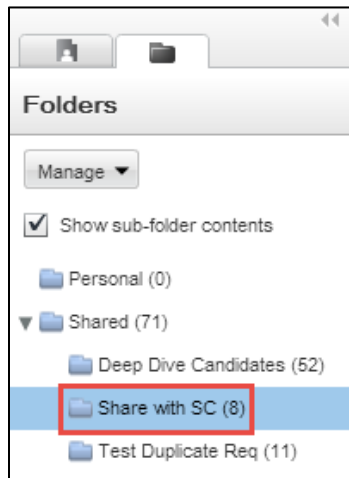1. From the CU Careers welcome center, click **View Candidates**.

2. From the **Quick Filters** panel, click the folder tab.

3. Click the arrow next to the **Shared** folder.

4. Click the folder containing the candidates you want to review.

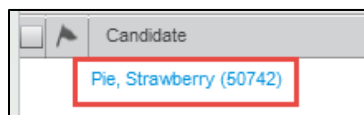The candidates in the folder appear in a list for your review.

Reviewing Candidate Applications

When reviewing candidate applications within CU Careers, you can use the Prescreening section, within the candidate profile, and the Attachments tab that contains all application materials to review a candidate's qualifications.

1. Click the name of the candidate whose profile you would like to review.

2. To view the candidate's answers to prescreening questions included in the application, click the small arrow to the right of the Job Submission tab at the top of the page.

3. From the dropdown, click **Prescreening Questionnaire** to go directly to the section.

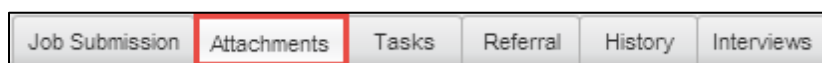4. Review prescreening questions and answers. A green check mark next to the answer indicates the candidate's response.

5. To review a candidate's attached documents associated with the job submission, click the **Attachments** tab form the candidate's profile.

6. You can either click the document from the **File Name** column to download it for review, or click the document from the **Converted File** column to view it in HTML using your browser.

File Name	Resume	Converted File	Date	Size
Resume.docx	☒ Yes	Resume.html	Sep 24, 2015, 4:23:36 PM	12 kb
Cover Letter.docx	Yes	Cover Letter.html	Sep 24, 2015, 4:23:45 PM	12 kb
List of references.docx	No	List of references.html	Sep 24, 2015, 4:23:59 PM	12 kb
Writing Sample.docx	No	Writing Sample.html	Sep 24, 2015, 4:24:09 PM	12 kb

Submission-specific Attachments — Add, Edit

Outside of CU Careers

Exporting Candidate Files via PDF

To export candidate files as a PDF, refer to this quick reference guide:
http://www.cu.edu/sites/default/files/Share-Candidates.pdf

Reviewing Candidate Files within PDF

Candidate applications and materials can be exported from CU Careers and shared in a PDF file. This method of reviewing candidate profiles can be used by both employees and non-employee search committee members who may not have access to review candidates within the system.

1. Check your email for a message from Human Resources University of Colorado (hr.stgcu@invalidemail.com) with the subject line of [*Username*] has shared candidate information with you.

From: Human Resources University of Colorado <hr-stgcu@invalidemail.com>   Sent: Thu 9/24/2015 5:31 PM
To: Brynn Shader
Cc:
Subject: Brynn-SA Shader-SA has shared candidate information with you.

Message   this_message_in_html.html (2 KB)

Click the link below to view the shared candidate information in PDF format:
https://stgcu.taleo.net/enterprise/share/ShareDocument.jss?filekey=-7105125242300184676&accesstoken=ixVfLamfPZmRJ0zda7XveX_2bkuIJi_2fo3b6GFvj1Tynfg_3d

Please download and save the shared PDF no later than **October 9, 2015**. After this date, the link will expire, and the PDF will no longer be accessible. Saving the PDF will allow you to access it offline after the link expires.

2. Click the link in the email message to begin downloading the PDF file.

https://stgcu.taleo.net/enterprise/share/ShareDocument.jss?filekey=-7105125242300184676&accesstoken=ixVfLamfPZmRJ0zda7XveX_2bkuIJi_2fo3b6GFvj1Tynfg_3d

3. Once the file has downloaded to your computer, open the file. The file displays as a page within your internet browser with a tab titled SharedDocument. Candidate profiles and application materials are contained within this file.

4. Scroll down the page to review.

Candidate Information

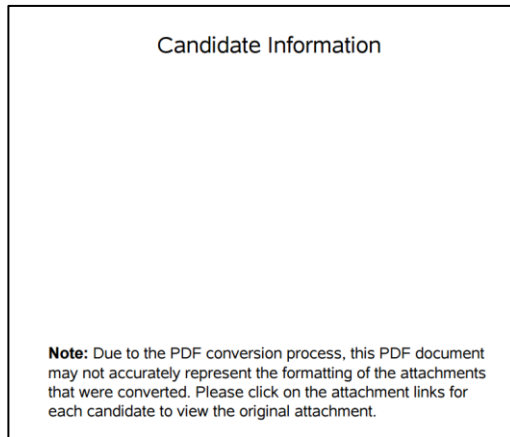Note: Due to the PDF conversion process, this PDF document may not accurately represent the formatting of the attachments that were converted. Please click on the attachment links for each candidate to view the original attachment.

5. As indicated in the note on the bottom of the first page, click the name of a candidate's file attachment to view that file in the best format.

Candidate Name
Tree, Pine (50604)

Job Title
Assistant Professor of Anthropology (01802)

Note: Due to the PDF conversion process, this PDF document may not accurately represent the formatting of the attachments that were converted. Please click on the attachment links for each candidate to view the original attachment.

The attachments will expire on October 9, 2015. Please save the attachments locally to access them after the expiration date.

Candidate Attachment List:

Resume

1. Writing Sample.docx