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.

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Navigating to CU Careers

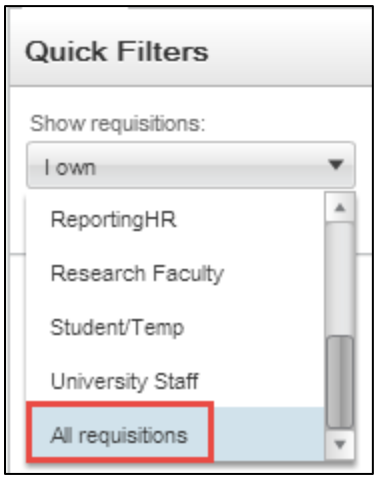
1. Log in to the portal.
2. Click the **CU Careers – Recruiting** tile.

Accessing Candidates: From Candidate List

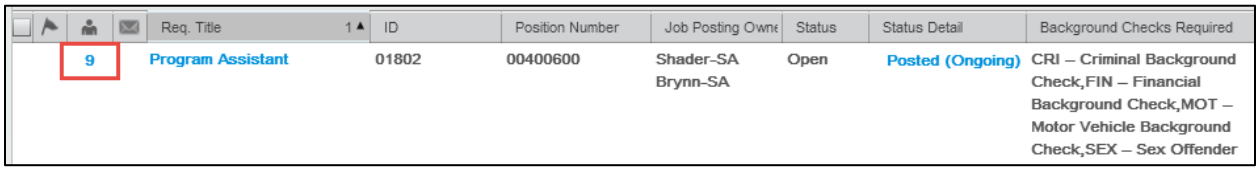
CU employees and certain POI types, who have been identified by an HCM department user or HR as a Search Committee Member, can log into CU Careers through the portal and review the profiles of candidates who have applied to postings.

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

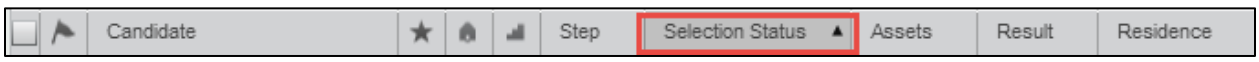
2. Under **Quick Filters**, from the **Show requisitions** dropdown, select **All Requisitions**.



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.



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

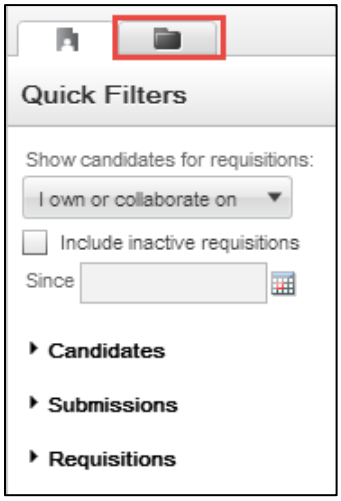


Accessing Candidates: From Shared Folder (optional)

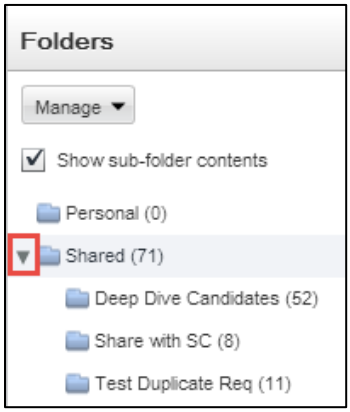
An alternative to accessing candidate profiles from the requisition and candidate list is through shared candidate folders. Your department user may use shared folders to store high-priority candidates waiting for your review.

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

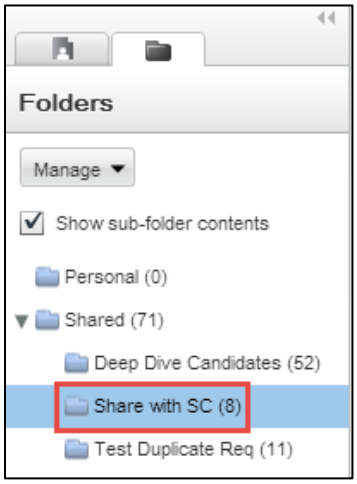
2. From the **Quick Filters** panel, click the folder tab.



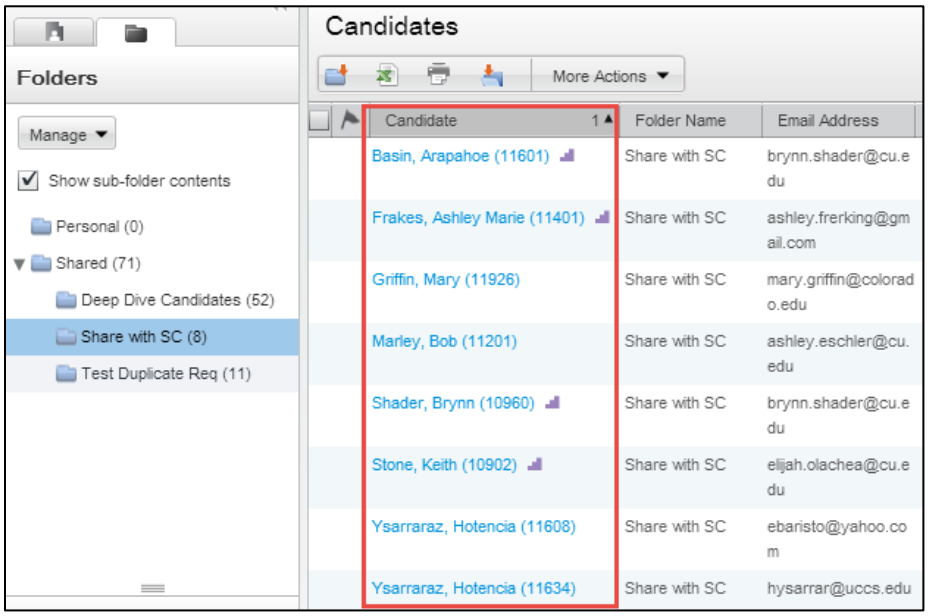
3. Click the arrow next to the **Shared** folder.



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



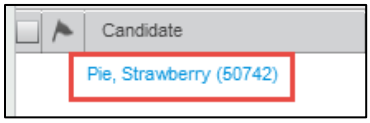
The candidates in the folder appear in a list for your review.



Reviewing Candidate Applications

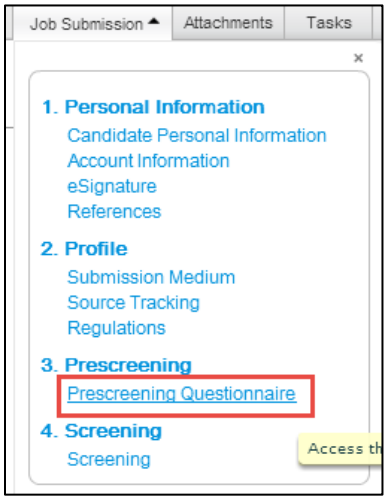
When reviewing candidate applications within CU Careers, you can use the Prescreening section, within the candidate profile, and the Attachments tab that contains all application materials to review a candidate's qualifications.

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

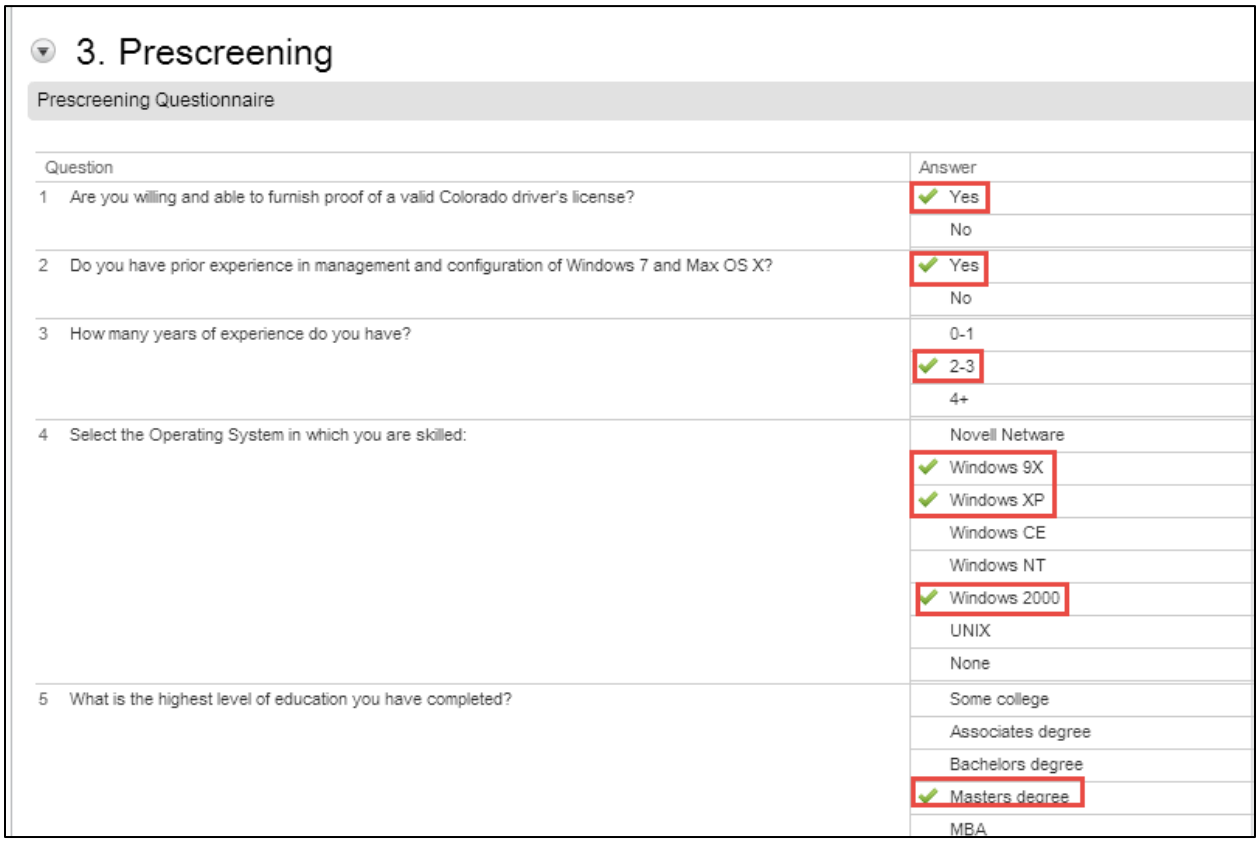


2. To view the candidate's answers to prescreening questions included in the application, click the small arrow to the right of the Job Submission tab at the top of the page.

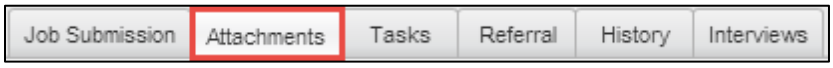
3. From the dropdown, click **Prescreening Questionnaire** to go directly to the section.



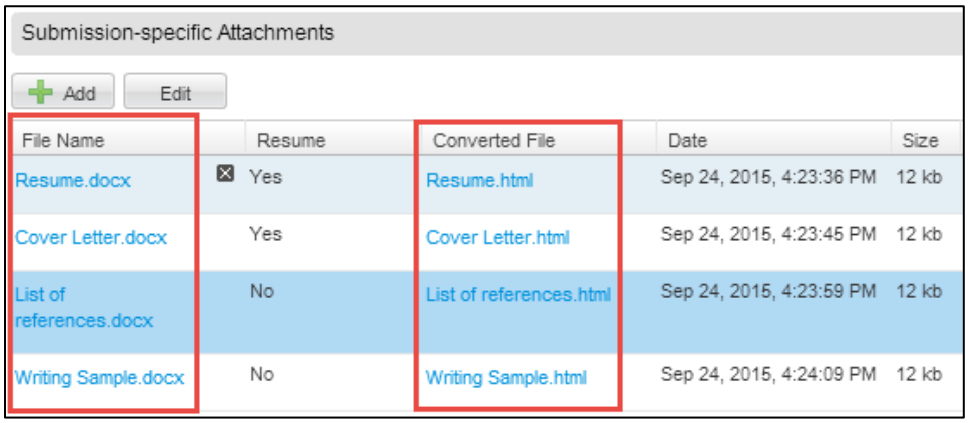
4. Review prescreening questions and answers. A green check mark next to the answer indicates the candidate's response.



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.



Outside of CU Careers

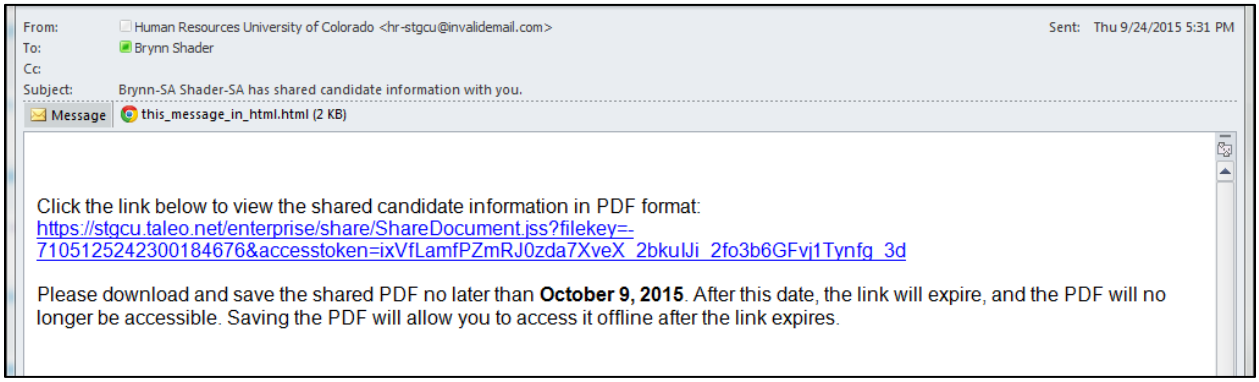
Exporting Candidate Files via PDF

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.

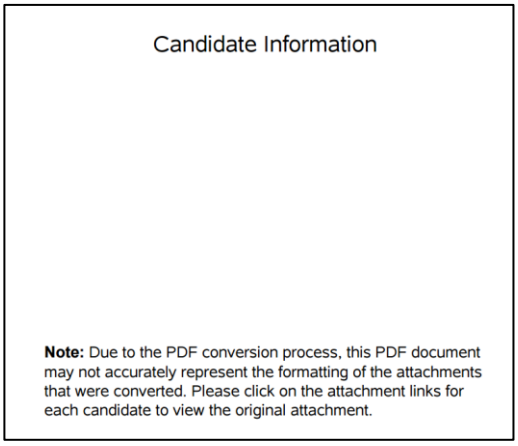
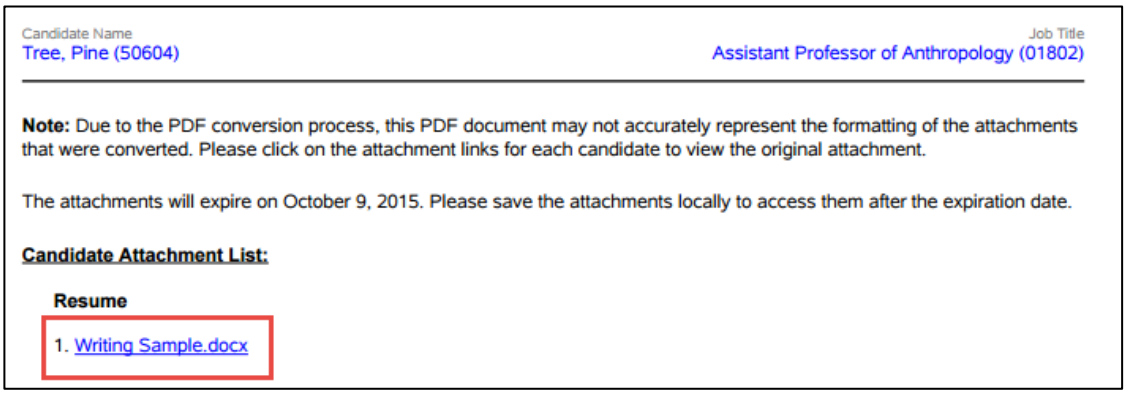
1. Check your email for a message from Human Resources University of Colorado (hr.stgcu@invalidemail.com) with the subject line of [*Username*] has shared candidate information with you.



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

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.



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.