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

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 **Requisitions**.

![Image of CU Careers welcome center with Requisitions highlighted](image)

2. From the **Filters** panel, click the **Show requisitions** dropdown, select **I collaborate on**.

![Image of CU Careers filters panel with I collaborate on highlighted](image)

3. Click **Apply Filters**.

4. Click the numeric link that appears in the Candidate Count column to the left of the **Title**. This link indicates the number of candidates who have applied to the posting.

<table>
<thead>
<tr>
<th></th>
<th>Title</th>
<th>ID</th>
<th>Position Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Asst Professor</td>
<td>16393</td>
<td>00767570</td>
</tr>
<tr>
<td></td>
<td>Legal Assistant</td>
<td>16394</td>
<td>00410117</td>
</tr>
</tbody>
</table>
5. You can click the **Step** and **Selection Status** column headers to sort applicants so that priority candidates appear at the top.

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### 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. Scroll down the page and expand the **Prescreening** section.

   The Prescreening Questionnaire appears and will display the candidate’s selected answers.

   ![Prescreening Questionnaire](image-url)
3. To review a candidate’s attached documents associated with the job submission, click the **Attachments** tab from the candidate’s profile.

You can also quickly view the candidate’s resume by clicking Resume from the candidate’s Summary panel.

4. You can either click **Preview attachment** or **Download this attachment**.
Sharing Candidate Files

To share candidates:

1. From the list of candidates, select the checkboxes of the candidates you want to share.

2. From More Actions, select Share Candidate.

3. From the Filters panel, select and apply any filters to help narrow the list, if necessary.

4. Select the checkboxes of the people with whom you want to share the selected candidate profiles.

5. Click Next. The Share Candidate – Sharing Options window appears.

6. Select the candidate sections you want to share, such as Attachments to share resumes.

7. In the Comments field, type a message to the people you are sharing with.
8. Click **Share Candidate**.

**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 with the subject line of **[Username]** has shared candidate information with you.

   Click the link below to view the shared candidate information in PDF format:
   
   [https://sgou.taleo.net/enterprise/share/SharedDocument.jsp?filekey=4391644243874596437&accesskey=bC5FXgqFbQ8qxaaosB9nyJMyY681u0cQlQ3f7_2fXSkZM_3d](https://sgou.taleo.net/enterprise/share/SharedDocument.jsp?filekey=4391644243874596437&accesskey=bC5FXgqFbQ8qxaaosB9nyJMyY681u0cQlQ3f7_2fXSkZM_3d)

   Please download and save the shared PDF no later than **August 27, 2020**. 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 provided in the email message to begin downloading the PDF file. Make sure you download the PDF that contains candidate information by the expiration date in the email.

3. Once the file has downloaded to your computer, open the file. The file appears in your internet browser and displays a **SharedDocument** tab. This file contains candidate profiles and application materials.
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.