

# CU Careers: Step-by-Step Guide

## Viewing and Updating Candidate Profiles

This guide describes how to view and update candidate profiles in CU Careers. You can access requisition-specific candidate profiles to review applications and related materials. You can update limited information as well as add attachments.

### Viewing a Requisition-Specific Candidate Profile

To view a candidate profile:

1. Click **Requisitions** from the green recruiting menu bar.



2. Click the numeral to the left of the requisition you want to review.

	Title	ID	Position Number	Employment Group	Posting Type	Department	Job Posting Owner	Status	Status Date
3	Executive Assistant	01440	052785	University Staff		Science	Eschler-BP AshleyE-BP	Open	Posted
4	Executive Assistant	01397	052785	University Staff		Science	Eschler Ashley	Filled	Unposted
1	Finance/Acctg Senior Prof	01539	00001391	University Staff			Calvo Kymberly	Open	Posted

3. Click the candidate whose profile you want to view.

Candidate	Step	Selection Status	Assets	Result	Residence
Dole, Bob Banana (11520)	Hire	Hired	0 / 0		US > CO >
Marley, Bob (11201)	Offer Checks	Send DOB/SSN Collection (Required)	0 / 0		US > CO > Colorado Springs
Shader, Brynn (10960)	Offer	Rescinded	0 / 0		US > CO >

4. From the **Job Submission** tab, view the candidate's profile and prescreening questions.

Banana, Bob Dole applied for requisition:  
**Head Coach (01395)**

1 out of 3 candidates

Job Submission Attachments Tasks Offers Referral History Interviews

Edit

80903  
Primary Number  
Home Phone  
Home Phone Number  
3038606105  
Email Address  
ashley.eschler@cu.edu

Please enter the SSN using the format 999-99-9999

Account Information

Account Status  
Not Locked

User Name  
BobDole

Generate New Password

eSignature

The candidate electronically signed this job submission.  
IP address of computer used to sign: 204.228.71.11  
eSignature date and time: Feb 16, 2015, 7:58:18 AM  
Document read: eSignature\_Statement - eSignature Statement

2. Profile

3. Prescreening

4. Screening

5. If you want to view attachments, such as cover letters and resumes, click the **Attachments** tab.

Banana, Bob Dole applied for requisition:  
**Head Coach (01395)**

1 out of 3 candidates

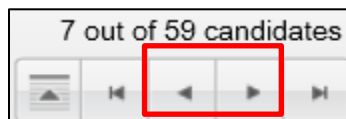
Job Submission Attachments Tasks Offers Referral History Interviews

Submission-specific Attachments

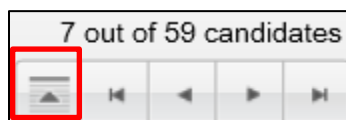
+ Add Edit

File Name	Resume	Converted File	Date	Size	Comments	Visible by candida..	Type	Attached by
<a href="#">Resume.docx</a>	Yes	<a href="#">Resume.html</a>	Feb 17, 2015, 8:16:17 AM	12 kb		Yes	Submission	Bob Dole Banana

6. To view the next candidate in the list of candidates, click the arrow at the top of the candidate profile.



7. To return to the main list of candidates, click the up arrow at the top of the candidate profile.



## Updating a Candidate Profile

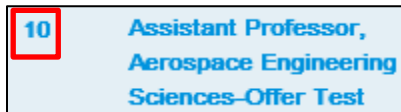
This section describes how to update basic information contained in a candidate profile.

**Note:** The ability to update information for a candidate is limited. You can only add attachments and update emails addresses for candidates. Candidates should be directed back to CU Careers to update their profile and application submissions.

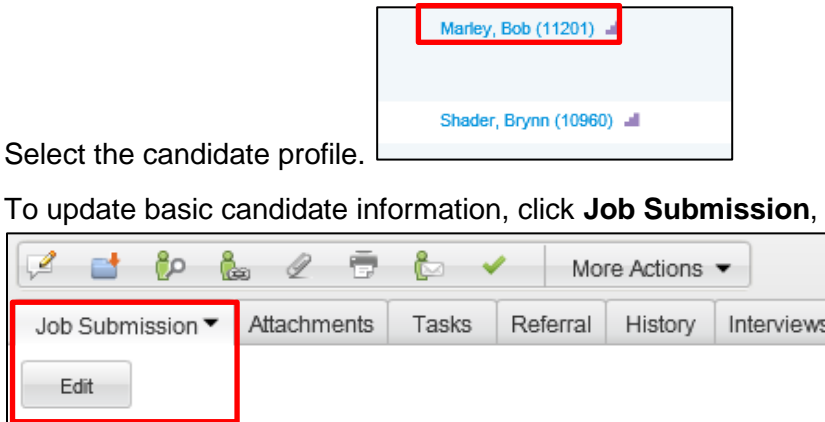
1. Click **Candidates** from the recruiting menu bar.



Or, click **Requisitions** from the recruiting menu bar, and click the numeral displayed in the list.



2. Select the candidate profile.
3. To update basic candidate information, click **Job Submission**, then click **Edit**.



4. Make the appropriate changes, then click **Save and Close**.

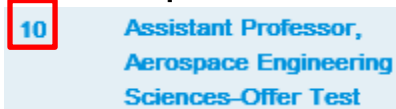
## Adding Attachments

This section describes how to add attachments to a candidate's profile.

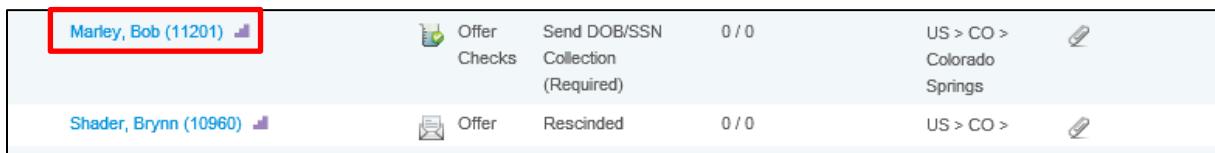
1. Click **Candidates** from the recruiting menu bar.



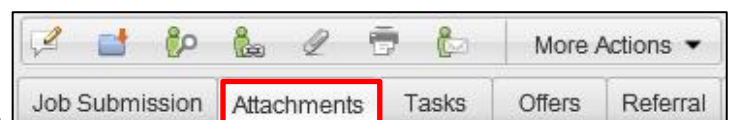
Or, click **Requisitions** from the recruiting menu bar, and click the numeral displayed in the list.



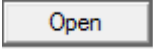


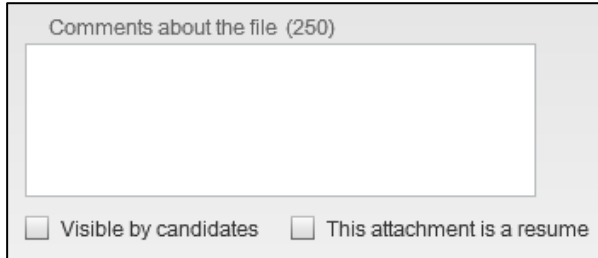
2. Select the candidate.



3. Click **Attachments** from the candidate profile.



4. Click **Add**. 
5. Click **Browse**. 
6. Select the file from your computer you want to attach, and click **Open**. 
7. Type any comments, if needed, and click the appropriate boxes to make the document visible to the candidate or mark it as a resume.



Comments about the file (250)

☐ Visible by candidates ☐ This attachment is a resume

8. Click **Done**.