

CU Careers: Quick Reference

Editing Requisitions and Formatting Postings

Navigation Shortcut: Requisition> Requisition Name> Edit

To edit a requisition:

1. Click **Edit** from within the requisition and use any of the following options:

2. Logistics

- Modify Working Title if needed.
- Select a Justification type.
- Define Search Committee Members.
- Enter Job Posting Contact and Job Posting Contact Email.
- Define required candidate documents and application materials instructions.
- Enter the number of openings if hiring multiple candidates into one position.

3. Administration

If utilizing Direct Hire, ensure appropriate CSW is identified here.

4. Description (External)

Edit posting langauge, including job description and qualifications.

5. Description (Internal)

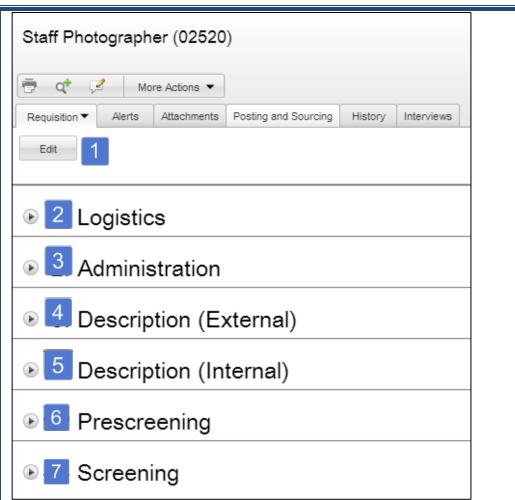
Edit posting langauge, including job description and qualifications.

6. Prescreening

Create job specific prescreening questions.

7. Screening

To utilize HireVue, select HireVue integration.



When pasting text directly into the requisition Description boxes, you have two options for ensuring correct formatting, described below:

- Paste from Word
 - 8. Click the Paste from Word button.
 - 9. Paste text into the box that appears and click **OK**. This removes all prior formatting to ensure your text content is consistent in font and size.
- Eraser
 - 10. Paste text directly into the Description and Qualification boxes and highlight all of your pasted text (press Ctrl+A).
 - 11. Click the **Eraser** button to remove all prior formatting and ensure consistent font and size.

