

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 language, including job description and qualifications.
5. **Description (Internal)**
Edit posting language, including job description and qualifications.
6. **Prescreening**
Create job specific prescreening questions.
7. **Screening**
To utilize HireVue, select HireVue integration.

Staff Photographer (02520)

More Actions ▾

Requisition ▾

Alerts

Attachments

Posting and Sourcing

History

Interviews

Edit

1

2 Logistics

3 Administration

4 Description (External)

5 Description (Internal)

6 Prescreening

7 Screening

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.

