University of Colorado
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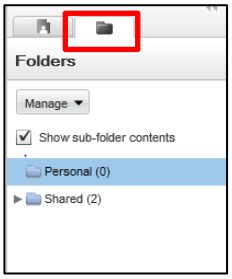
EMPLOYEE SERVICES

CU Careers: Step-by-Step Guide

Creating Candidate Folders

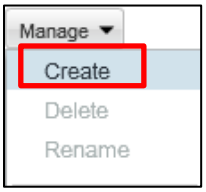
This document describes how to create candidate folders. Folders can be used to store specific candidates for later use or to share with other users. Sub-folders can also be created. When saving candidates to a personal folder, the candidate information is copied from the requisition and will remain in the original candidate list even after a position has been filled.

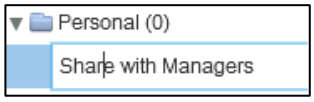
1. Click **Candidates** from the green recruiting menu bar.



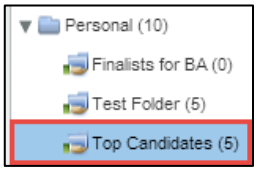
2. Select the folder icon located on the left side of the screen above the quick filters box.

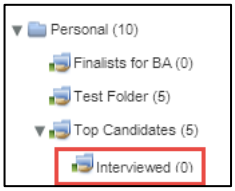
3. Click **Manage**.

4. Click **Create**. 

5. Type in the name of the folder you want to create. 

6. Press **Enter**.

7. To create a subfolder, click the name of a personal folder. 

8. Click **Manage**, then click **Create**.

9. Type a name and press **Enter**.