

CU Careers: Step-by-Step Guide

Posting and Unposting a Requisition

This section describes how to post a requisition to the web. The ability to post is determined by your access level. In order for certain integrations to function properly, including the collection of a candidate's date of birth/social security number and the collection of confidential letters of recommendation, a user must post to those sections as well as the external/internal career sites.

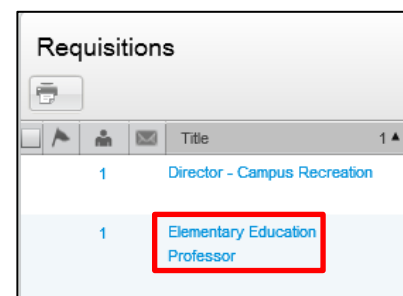
Prepare the Position for Posting

This section describes a key step in preparing a position for posting. This step must be completed in order to be able to post the requisition.

1. Click **Requisitions** in the green task bar.



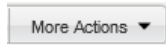
2. From the Requisitions list, click the name of the requisition to be posted.
3. Click **More Actions**. 
4. Click **Save as Open**.



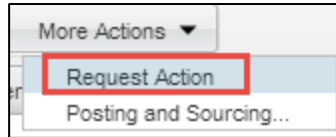
Request Action (if unable to post)

If you do not have access to post, read this section for a description of the steps needed to trigger the system to send an email to the HR consultant responsible for posting the requisition.

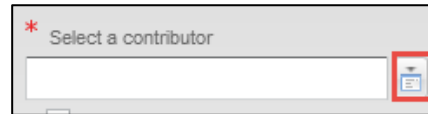
5. Click **More Actions**.



6. Click **Request Action**.



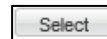
7. Click the button next to the field **Select a contributor**.



8. Use the **Quick Filters** on the left of the page to search for users. After entering data into a field, click the refresh button to show your results.

 A sidebar titled "Quick Filters" containing search fields for Name, Email Address, Title, and Keyword. Each field has a refresh button to its right. The "Name" field contains "Tracy Hooker" and its refresh button is highlighted with a red box.

9. Click **Select** next to the Search Committee Members you would like to add.



10. Click **Done**.

The identified contributor will receive an email that includes any comments entered notifying them that the requisition is ready to be posted.

Post the Requisition to the Web

11. Click the **Posting and Sourcing** tab.

Requisition	Alerts	Attachments	Posting and Sourcing	History
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12. Click **Modify**.

Modify...

13. Choose **Start Date** if future dated by clicking dropdown or clicking the calendar.

Start Date
Today

14. Choose an **End Date** if this is not an ongoing posting, or leave the default of Ongoing. (Choosing Ongoing requires you to fill the position or remove the posting manually. See the following section, *Unposting a Requisition*, for directions.)

End Date
Ongoing

15. Select checkboxes next to posting status:

Career Section	Visibility	Display Type	Sequence	Start Date	End Date	Posting Status
CU - External - Career Section	External	Public	1	Today	Ongoing	<input checked="" type="checkbox"/>
DOB/SSN Collection - REQUIRED FOR POSTING	External	Private	3	Today	Ongoing	<input checked="" type="checkbox"/>
Required for Request of Confidential Letters of Recommendation	External	Private	4	Today	Ongoing	<input checked="" type="checkbox"/>
CU - Student-Temp - Career Section	External	Private	5	Today	Ongoing	<input type="checkbox"/>
CU - HireVue	External	Private	6	Today	Ongoing	<input checked="" type="checkbox"/>
CU - Internal - Career Section	Intranet	Private	2	Today	Ongoing	<input checked="" type="checkbox"/>

☐ Leave Blank
☐ Email this job posting to matching candidates (0)
Note: Emails might be sent at a later time, over the next 24 hours, to increase system performance.

- **CU-External-Career Section:** Must be selected to post to CU Careers for external applicants.
- **DOB/SSN Collection-HR use only-Finalist DOB/SSN collection:** When you are ready to collect DOB/SSN information from your selected finalist, contact your campus HR.
- **Required for Request of Confidential Letters of Recommendation:** Must be selected if you are collecting confidential letters of recommendation.
- **CU-Student-Temp-Career Section:** Leave unselected.
- **CU-HireVue:** Must be selected if using HireVue to interview candidates.
- **CU-Internal-Career Section:** Must be selected to post to CU Careers for internal applicants. If a requisition is posted externally, it must be posted internally.

16. Click **Done**. The status will appear as Posted.

Career Sections						
Post jobs on external and internal career sections.						
<div>Modify...</div> <div>Share</div>						
Career Section	Visibility	Display Type	Status	Start Date	End Date	
CU - External - Career Section	External	Public	Posted	Apr 29, 2015, 12:51:05 PM		
DOB/SSN Collection - REQUIRED FOR POSTING	External	Private	Posted	Apr 29, 2015, 12:51:05 PM		
Required for Request of Confidential Letters of Recommendation	External	Private	Posted	Apr 29, 2015, 12:51:05 PM		
CU - HireVue	External	Private	Posted	Apr 29, 2015, 12:51:05 PM		
CU - Internal - Career Section	Intranet	Private	Posted	Apr 29, 2015, 12:51:05 PM		

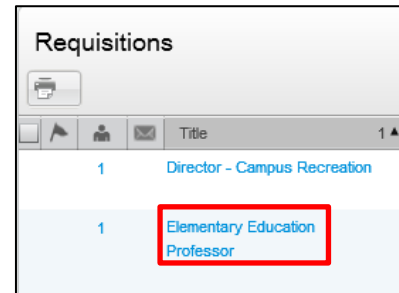
Unposting a Requisition

This section describes how to unpost a requisition from the web.

1. Click **Requisitions** in the green task bar.



2. From the Requisitions list, click the requisition to be unposted.



3. Click on the **Posting and Sourcing** tab.



4. Click **Modify**.



5. Uncheck **CU-External-Career Section** and **CU-Internal-Career Section** on the right side.

Career Section	Visibility	Display Type	Sequence	Start Date	End Date	Posting Status
CU - External - Career Section	External	Public	1	Today	Ongoing	Unposted
DOB/SSN Collection - REQUIRED FOR POSTING	External	Private	3	Mar 17, 2015	Ongoing	Posted
Required for Request of Confidential Letters of Recommendation	External	Private	4	Mar 17, 2015	Ongoing	Posted
CU - Student-Temp - Career Section	External	Private	5	Today	Ongoing	Unposted
CU - HireVue	External	Private	6	Mar 17, 2015	Ongoing	Posted
CU - Internal - Career Section	Intranet	Private	2	Today	Ongoing	Unposted

6. Click **Done**. The careers sections status will appear as Unposted.



Career Sections					
Post jobs on external and internal career sections.					
<div>Modify...</div> <div>Share</div>					
Career Section	Visibility	Display Type	Status	Start Date	End Date
CU - External - Career Section	External	Public	Unposted	Mar 17, 2015, 1:18:14 PM	Apr 29, 2015, 12:07:40 PM
DOB/SSN Collection - REQUIRED FOR POSTING	External	Private	Posted	Mar 17, 2015, 1:18:14 PM	
Required for Request of Confidential Letters of Recommendation	External	Private	Posted	Mar 17, 2015, 1:18:14 PM	
CU - HireVue	External	Private	Posted	Mar 17, 2015, 1:18:14 PM	
CU - Internal - Career Section	Intranet	Private	Unposted	Mar 17, 2015, 1:18:14 PM	Apr 29, 2015, 12:07:40 PM