

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.

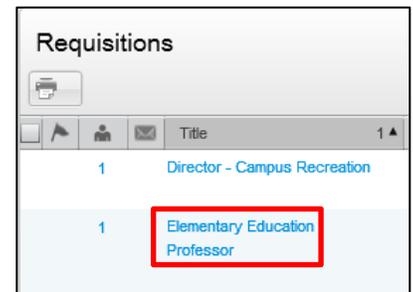
Prepare the Position for Posting

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.



A screenshot of a web interface titled 'Requisitions'. It shows a table with two rows. The first row has a '1' in the first column and 'Director - Campus Recreation' in the second. The second row has a '1' in the first column and 'Elementary Education Professor' in the second. The text 'Elementary Education Professor' is highlighted with a red border.

	Title
1	Director - Campus Recreation
1	Elementary Education Professor

3. Click **More Actions**.
4. Click **Save as Open**.



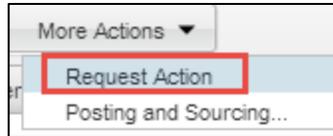
Request Action (if unable to post)

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 screenshot of a 'Quick Filters' panel. It contains four input fields: 'Name' (with 'Tracy Hooker' entered), 'Email Address', 'Title', and 'Keyword'. Each field has a small square refresh button to its right. The refresh button for the 'Name' field is highlighted with a red box.

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

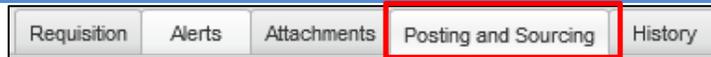


10. Click **Done**.

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.



12. Click **Modify**.

Modify...

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

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.)

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"/>

- **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.

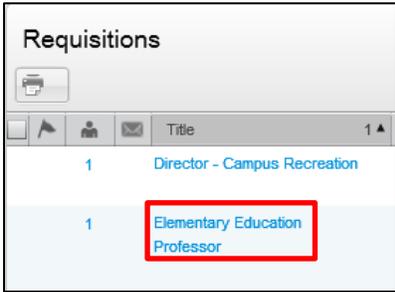
Done

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. 

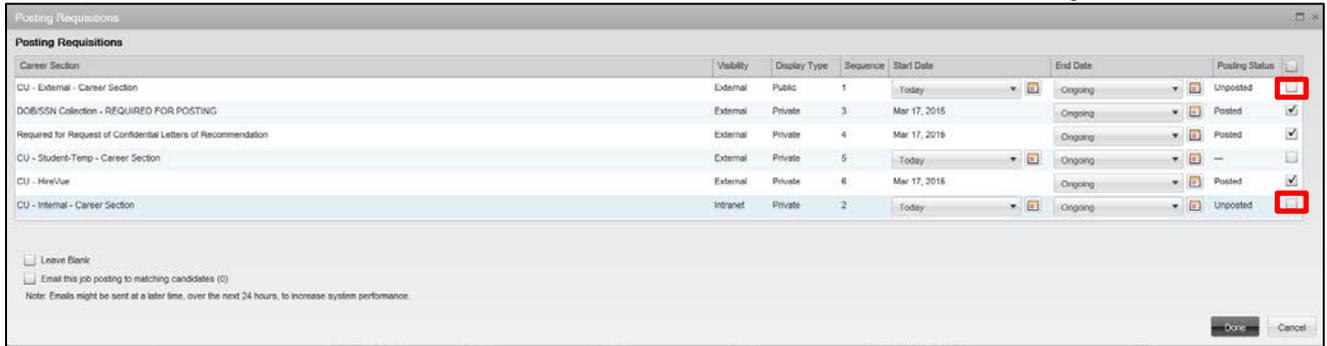


2. From the Requisitions list, click the requisition to be unposted.

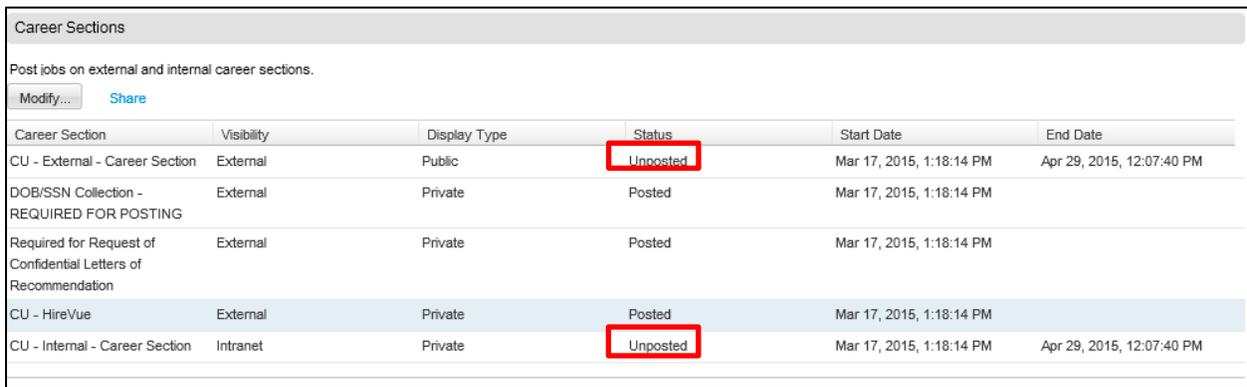
3. Click on the **Posting and Sourcing** tab. 

4. Click **Modify**. 

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



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



The screenshot shows the 'Career Sections' table with columns for Career Section, Visibility, Display Type, Status, Start Date, and End Date. The 'CU - External - Career Section' and 'CU - Internal - Career Section' rows have their Status set to 'Unposted'.

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