

## **Empower job searchers with new candidate invite feature**

[1]



February 11, 2022 by [Employee Services](#) [2]

The university's job search platform\* enables jobseekers both inside and outside the university to save their job search parameters and receive automated emails when jobs that meet their criteria are posted.

Now, job posters have the option to put new job openings in front of matching candidates. Recruiters have the option to automatically invite job seekers whose saved search criteria match a new posting with one checkbox.

Career Sections

Manage career sections and posting schedules for this requisition

[Add](#)  Select all across pages

<input checked="" type="checkbox"/> Career Section	Posting Status and Schedule (UTC -7:00)
<input checked="" type="checkbox"/> CU - Targeted Hire - Career Section External Private	Status : To be posted Post from: Today <input type="text"/> Post to: Ongoing <input type="text"/>
<input checked="" type="checkbox"/> CU - External - Career Section External Public	Status : Posted Post from - Sep 28, 2021, 5:28:40 PM Post to - Ongoing Ongoing <input type="text"/>
<input checked="" type="checkbox"/> CU - HireVue External Private	Status : Posted Post from - Sep 28, 2021, 5:28:40 PM Post to - Ongoing Ongoing <input type="text"/>
<input checked="" type="checkbox"/> CU - Internal - Career Section Intranet Private	Status : Posted Post from - Sep 28, 2021, 5:28:40 PM Post to - Ongoing Ongoing <input type="text"/>

Mark as Urgent

Automatically invite when posting starts: 2 matching candidate(s)

Page 1 of 1 (1-4 of 4 items)   1

On the Career Sections segment of the Sourcing tab, select the checkbox that reads “Automatically invite when posting starts.” It will show you how many candidates currently match your job’s posting criteria, and once the requisition goes live those users will receive an invitation to view the job posting.

Because this functionality relies on job seekers utilizing the platform’s search criteria saving feature, it’s important to encourage inquiring candidates to make use of this tool.

From the job search homepage, seekers should click on the “Access my profile” link to log in to (or create, if they don’t already have one) their user profile.

Please select the appropriate value below using the Employment Group Posting Type field in order to specify Classified Staff or Faculty posting search results. To narrow your search by city, use the Location field. To narrow your search by campus, use the Organization field.

[Hide Search Criteria](#) | [Save this Search](#)

Job Number   
Keywords

**Job Field**  
Job Field  
  
[Add Job Field](#)

**Location**  
Location  
  
[Add Location](#)

**Organization**  
Organization  
  
[Add Organization](#)

**Schedule**  
 Full-time  
 Part-time

**Employee Status**  
 Regular  
 Temporary

**Employment Group Posting Type**  
 Classified Staff  
 Faculty  
 Research Faculty  
 Student/Temp  
 University Staff

**Search Tips**  
To apply for jobs at CU Boulder, go to the [CU Boulder Jobs website](#).  
**Saving searches**  
You can save the current search for reuse by clicking "Save this Search" at the top of the page. Your searches will be saved in the "My Saved Searches" section, under the "My Jobpage" tab.  
**Applicant Technical Assistance**  
[cucareershe@cu.edu](mailto:cucareershe@cu.edu)  
[Candidate FAQ](#)

**Search Results (1269 jobs found)**

Results per page  
  
Sort by

**Instructor**   
Requisition ID: 24439  
Department: U0001 -- DENVER & ANSCHUTZ MED CAMPUS - 20932 - SOM-PEDS Kempe-GenOps  
Work Locations: Aurora  
Job Posting: Jan 20, 2022, 9:16:57 AM  
[Apply](#) | [Add to My Job Cart](#)

**Candidate Profile**  
Take a few minutes to create or modify your employment profile, attach your resume in advance and specify your preferred working criteria in order to receive automatic job posting notifications for upcoming openings matching your interests. However, neither your profile nor your materials will be reviewed until you have applied directly to a specific job posting.  
[Access my profile](#)

Once logged in, they will reach a page where they can select their preferences for job field, location, and/or organization. They must then select "Yes" in the "Job Posting Notification" field to have emails sent to them automatically.

Job Search My Jobpage

General Profile Step 3 out of 3 | Print/Email

Personal Information Additional Attachments Review and Submit

Submit

### Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.

**Personal Information | Edit**

**Job Field Preferences**

- Academic Services
- Finance and Accounting
- Professional Support Services
- Human Resources
- Student Services
- Faculty

**Location Preferences**

- Aurora
- Boulder
- Denver
- Colorado Springs

**Organization Preferences**

- C0001 -- Colorado Springs Campus
- U0001 -- DENVER & ANSCHUTZ MED CAMPUS
- B0001 -- Boulder Campus

**Job Posting Notification**

Send an email notification whenever a new position matching this profile is posted.  Yes

We hope that these steps will help our recruiting departments reach a broader pool of qualified candidates and help job seekers identify the best opportunities for them.

**\*Please note the Taleo platform serves the System Office and all campuses except Boulder. See [CU Boulder's recruitment site](#) [3] for more info on CU Boulder recruitment tools.**

**Send email when Published:**

No

**Source URL:** <https://www.cu.edu/blog/hcm-community/empower-job-searchers-new-candidate-invite-feature>

**Links**

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[2] <https://www.cu.edu/blog/hcm-community/author/34887> [3] <https://www.colorado.edu/jobs/>