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New HCM course can help increase your hiring knowledge, gain system experience

June 4, 2019 by Employee Services [2]

Whether your job includes hiring employees or you just want to gain experience with navigating HCM, you'll benefit from taking the new **HCM Hiring Employees** Skillsoft course.

This online course, available on Monday, June 10, provides the following:

- Information about creating hire transactions using the Transaction Launch Page.
- Ways to search for candidates and existing records, then submit for approval.
- Practice hire transactions and check their statuses within simulations.

Follow the steps below to access the course on June 10:

- 1. Log into your <u>campus portal</u> [3].
- 2. Open the CU Resources Home dropdown menu and select Training.



Choose the Skillsoft tile. After you click the tile, Skillsoft will open in a new tab or browser window.

	 Training 	
Search Skillsoft Help	Skillsoft	Superior States
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- 4. Select Library and under CU Custom Content, choose your campus.
- 5. Select HCM from the left-hand menu.

University of Colorado	Learning Plan
CU System	<u>CU System</u> > HCM
Search this category Q	HCM
Sub-categories	E Custom
Accessibility	
Advancement	CU: HCM Fundamentals
Campus Security	Custom - Course: 20 Minutes
CU-SIS	
Faculty	CU: HCM Paying People
Finance	Custom - Course: 45 Minutes
Grants and Contracts	Custom - Course: 45 Minutes
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6. Find the course CU: HCM Hiring Employees and click Launch.

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