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New HCM course can help increase your hiring knowledge, gain system experience [1]

June 4, 2019 by Employee Services [2]

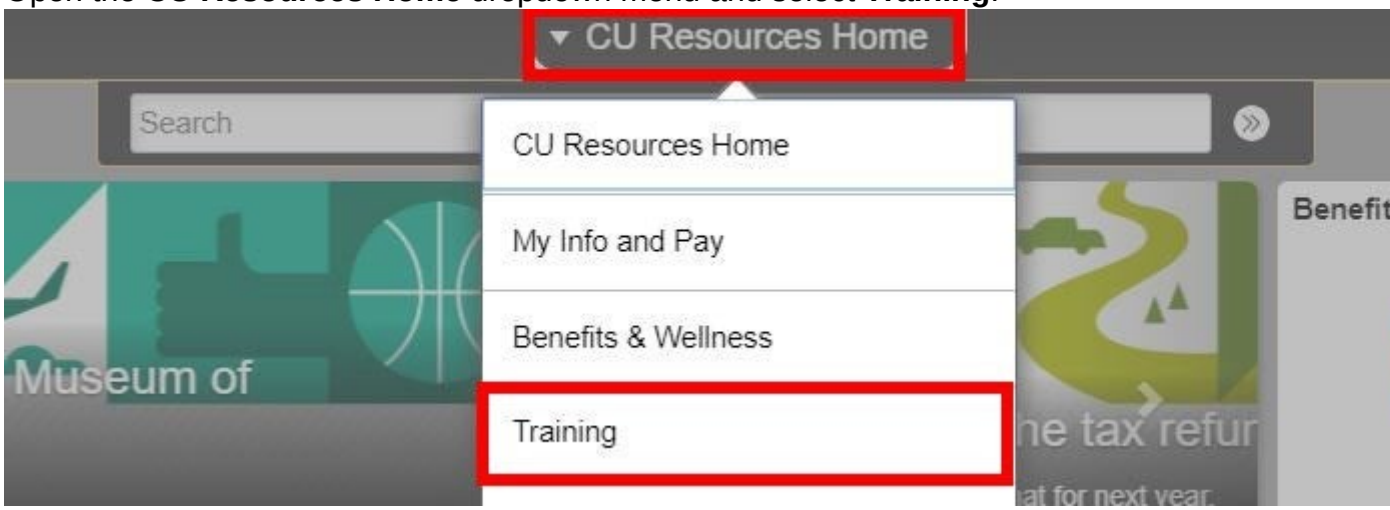
Whether your job includes hiring employees or you just want to gain experience with navigating HCM, you'll benefit from taking the new **HCM Hiring Employees** Skillsoft course.

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.

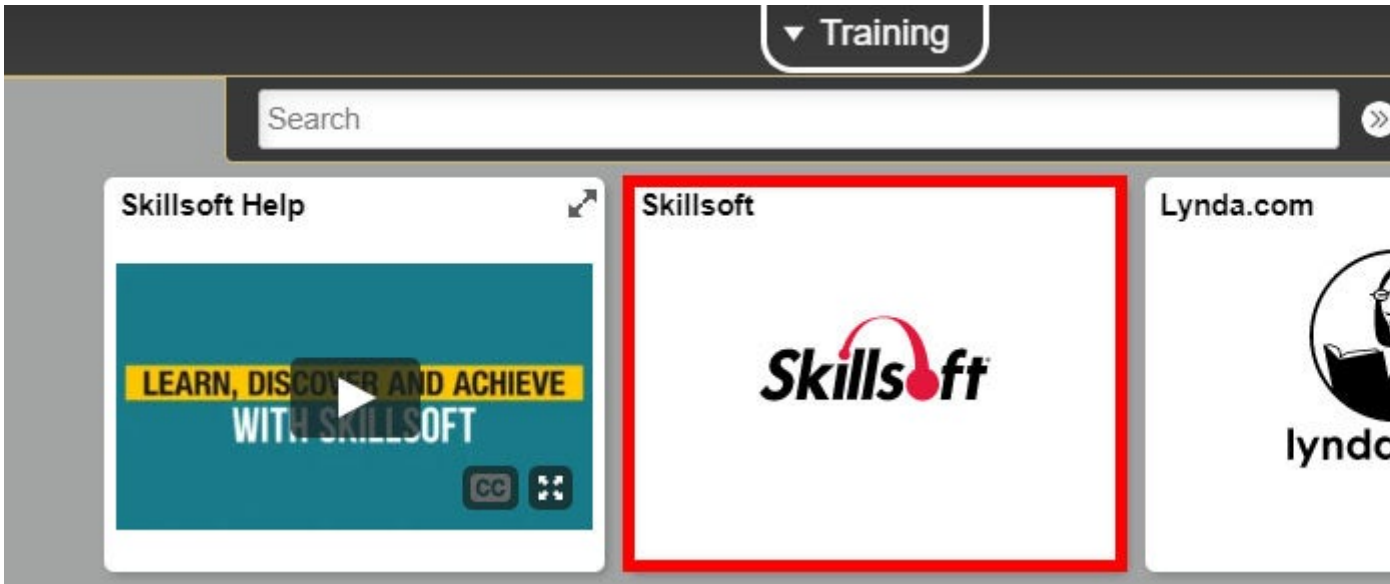
Follow the steps below to access the course on June 10:

1. Log into your campus portal [3].
2. Open the **CU Resources Home** dropdown menu and select **Training**.



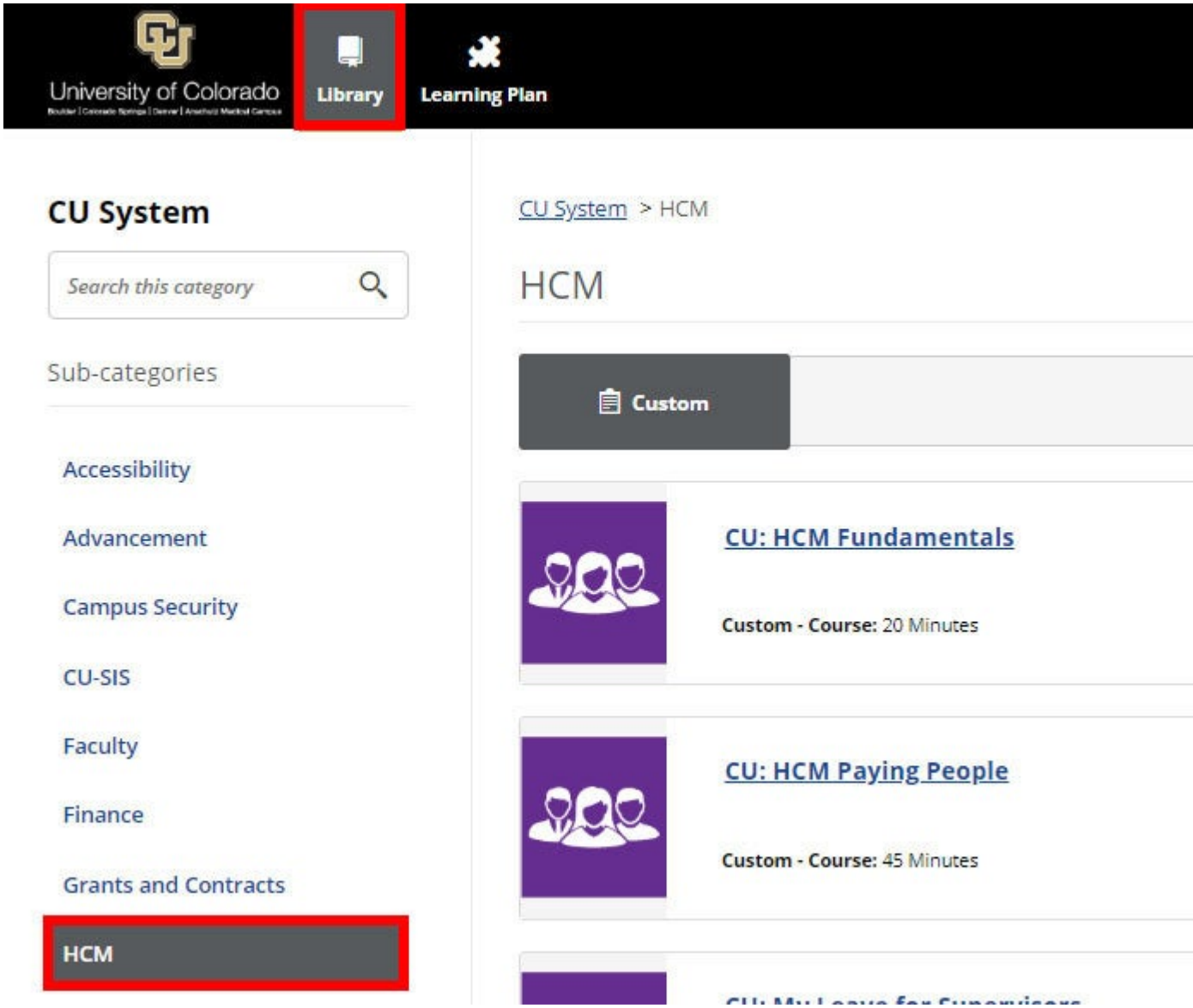
[4]

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



[5]

4. Select **Library** and under **CU Custom Content**, choose your campus.
5. Select **HCM** from the left-hand menu.



[6]

6. Find the course **CU: HCM Hiring Employees** and click **Launch**.

Explore Skillsoft [7]

HCM [8], Rehire [9]

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