

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

June 4, 2019 by [Employee Services](#) ^[2]

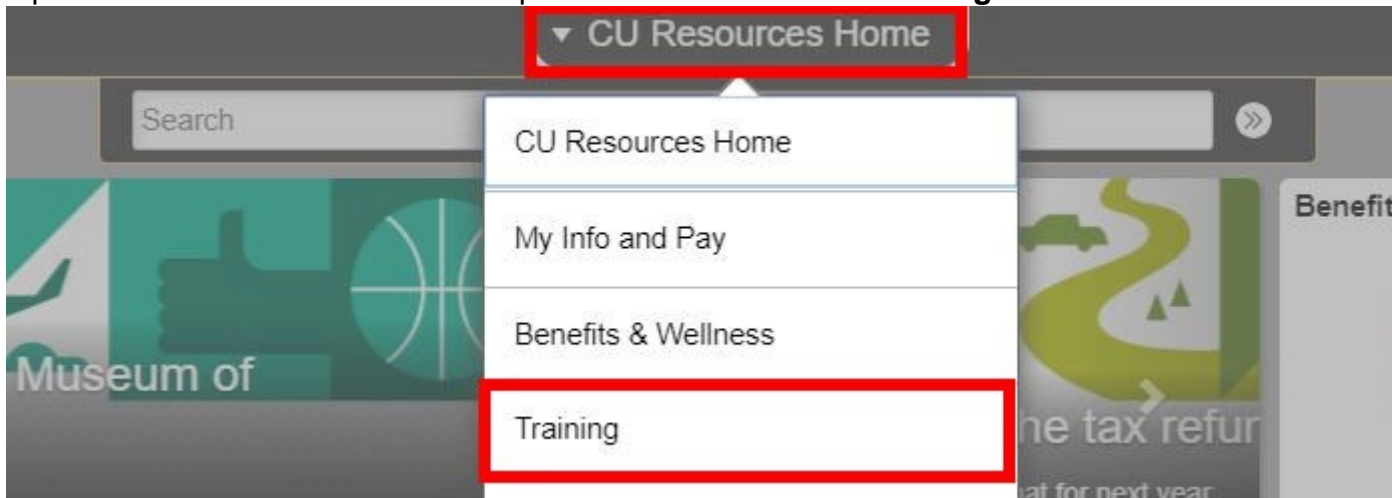
Whether your job includes hiring employees or you just want to gain experience with navigating HCM, you'll benefit from taking the new **HCM Hiring Employees** Skillssoft course.

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

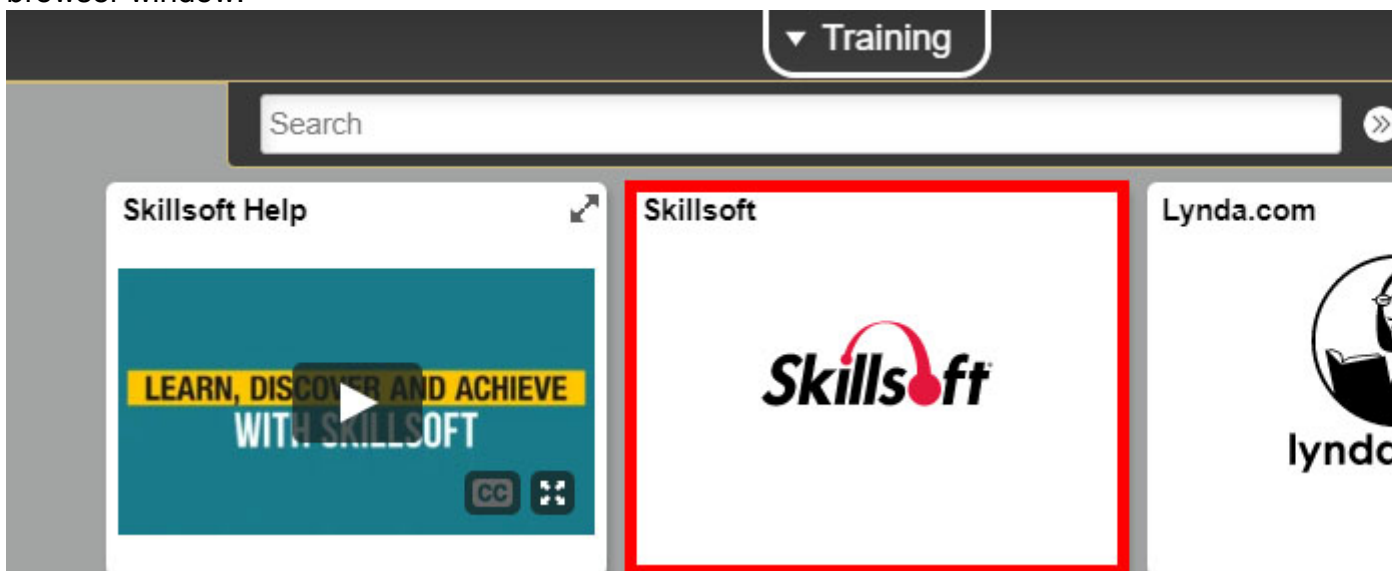
- Information about creating hire transactions using the Transaction Launch Page.
- Ways to search for candidates and existing records, then submit for approval.
- Practice hire transactions and check their statuses within simulations.

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 **Skillssoft** tile. After you click the tile, Skillssoft 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.

The screenshot shows the University of Colorado Learning Plan interface. At the top, the 'Library' tab is highlighted with a red box. Below the navigation bar, the 'CU System' section is visible on the left, with a search bar and a list of sub-categories. The 'HCM' sub-category is highlighted with a red box. On the right, the 'HCM' section is displayed, showing a 'Custom' filter and a list of HCM courses. The first two courses are 'CU: HCM Fundamentals' (20 Minutes) and 'CU: HCM Paying People' (45 Minutes). The third course, 'CU: HCM Leave for Supervisors', is partially visible at the bottom.

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

[Explore Skillsoft](#) [7]

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