

## New HCM course can help increase your hiring knowledge, gain system experience <sup>[1]</sup>

June 4, 2019 by [Employee Services](#) <sup>[2]</sup>

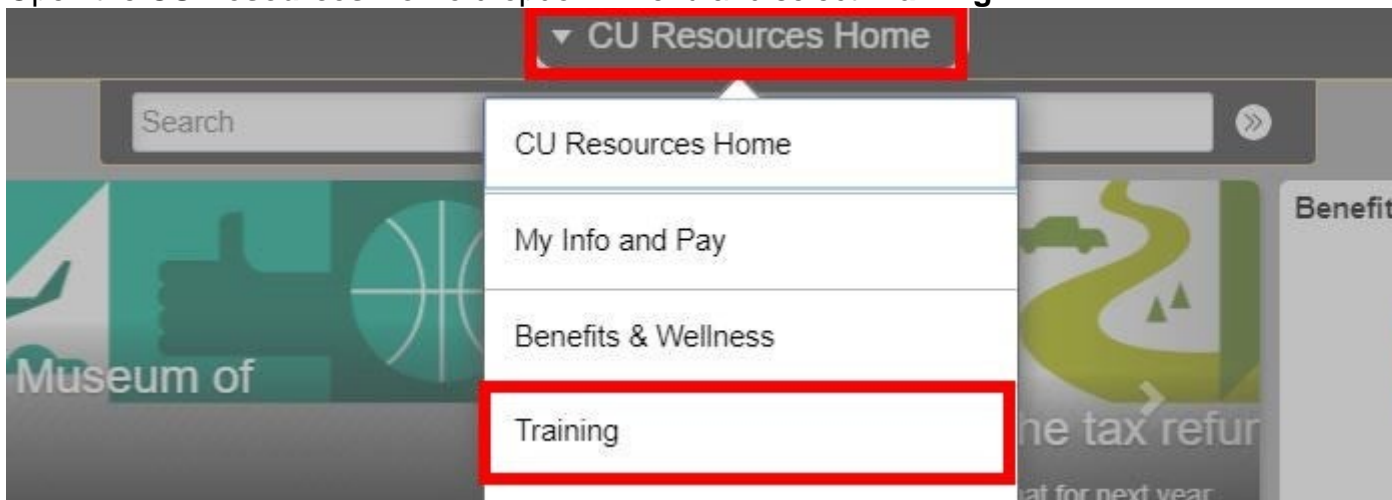
Whether your job includes hiring employees or you just want to gain experience with navigating HCM, you'll benefit from taking the new **HCM Hiring Employees** Skillsoft course.

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

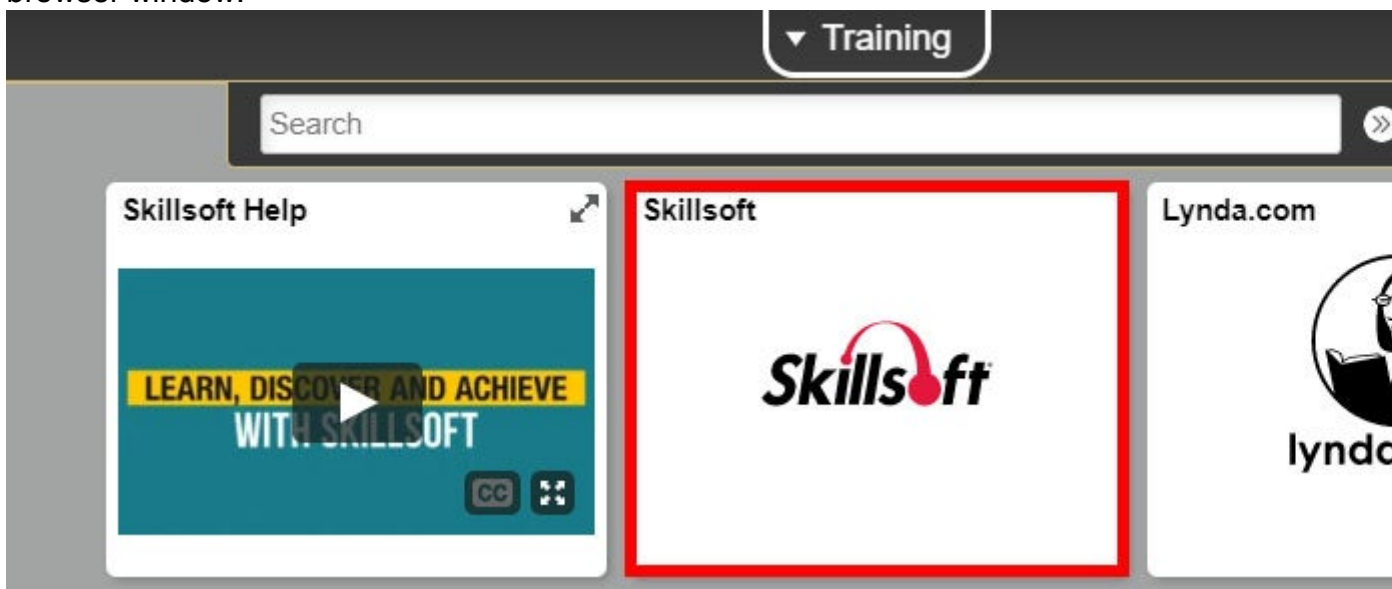
- Information about creating hire transactions using the Transaction Launch Page.
- Ways to search for candidates and existing records, then submit for approval.
- Practice hire transactions and check their statuses within simulations.

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

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

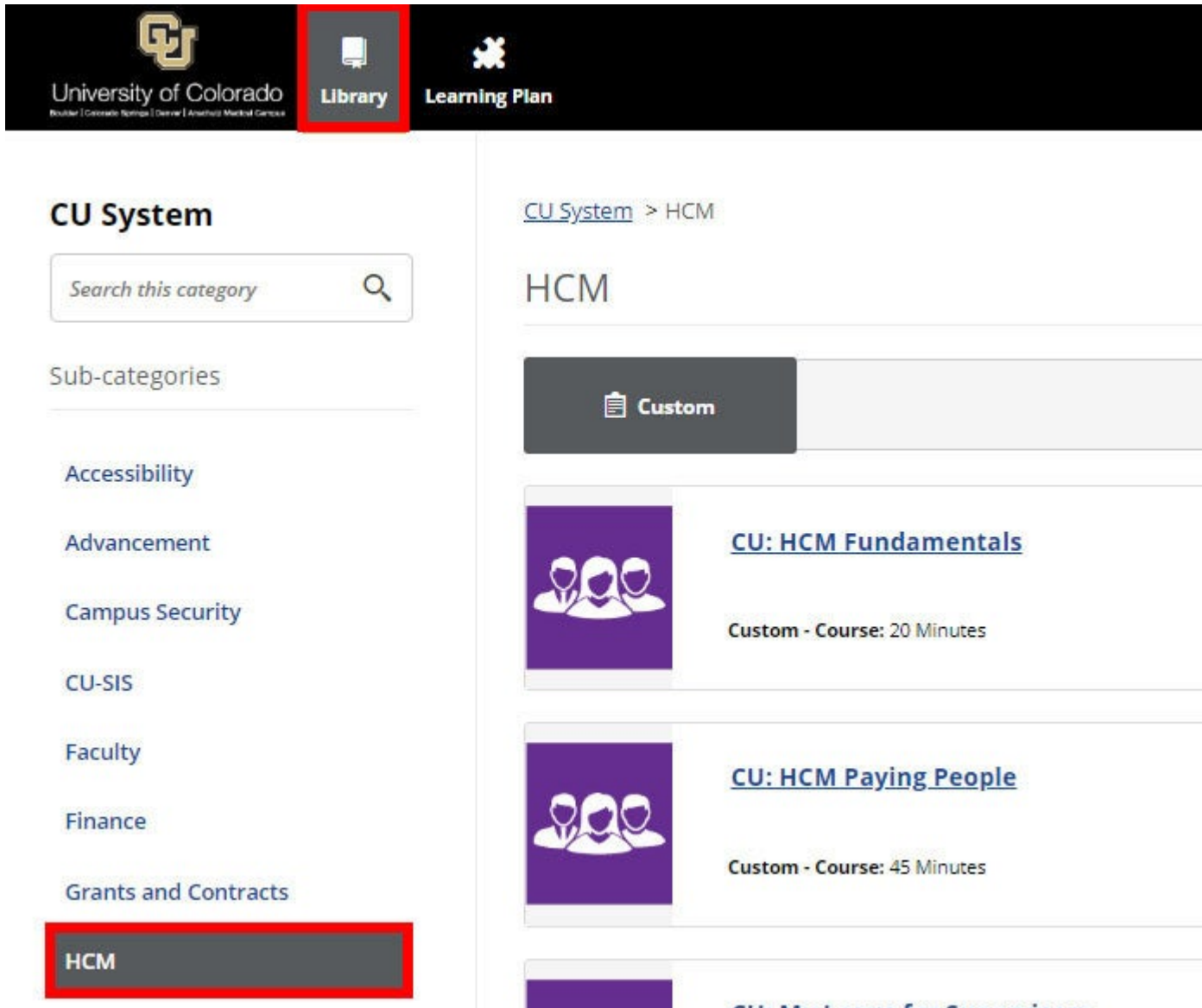


- <sup>[4]</sup> 3. Choose the **Skillsoft** tile. After you click the tile, Skillsoft will open in a new tab or browser window.



[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], [SkillSoft](#) [9], [Hire](#) [10], [Rehire](#) [11]

#### Display Title:

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

#### Send email when Published:

No

**Source URL:** <https://www.cu.edu/blog/hcm-community/new-hcm-course-can-help-increase-your-hiring-knowledge-gain-system-experience>

#### Links

- [1] <https://www.cu.edu/blog/hcm-community/new-hcm-course-can-help-increase-your-hiring-knowledge-gain-system-experience> [2] <https://www.cu.edu/blog/hcm-community/author/10695> [3] <https://my.cu.edu/>  
[4] <https://www.cu.edu/sites/default/files/CU%20Resources%20Home.jpg>  
[5] <https://www.cu.edu/sites/default/files/Skillsoft%20tile.jpg>  
[6] [https://www.cu.edu/sites/default/files/HCM%20Courses\\_0.jpg](https://www.cu.edu/sites/default/files/HCM%20Courses_0.jpg) [7] <https://my.cu.edu>  
[8] <https://www.cu.edu/blog/hcm-community/tag/hcm>

[9] <https://www.cu.edu/blog/hcm-community/tag/skillsoft> [10] <https://www.cu.edu/blog/hcm-community/tag/hire> [11] <https://www.cu.edu/blog/hcm-community/tag/rehire>