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Take the work out of finding your next job with automaticjob posting alerts



March 7, 2022 by Employee Services [2]

The University of Colorado is fortunate to have skilled, passionate employees at every level and on every campus. Employees are <u>encouraged to search within the university system</u> ^[3] when looking for their next promotional opportunity with CU or the cross-discipline job they've been looking for to change their career trajectory.

There's functionality within the tool that can take the work out of looking for that dream job. 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.

From the job search homepage [4], seekers should click on the "Access my profile" link to to update their job preferences.

	lue below using the Employment Group Posting o narrow your search by city, use the Location fie		earch Criteria Save this Search		
Job Number			Search Tips		
			To apply for jobs at CU		
Keywords			Boulder, go to the <u>CU Boulder</u>		
			Jobs website.		
			Saving searches You can save the current search		
Job Field			for reuse by clicking "Save this		
Job Field			Search" at the top of the page. Your searches will be saved in the		
All		~	"My Saved Searches" section,		
Add Job Field			under the "My Jobpage" tab. Applicant Technical Assistance cucareershelp@cu.edu		
Location			Candidate FAQ		
Location		~			
Add Location		t)			
Organization					
Organization					
All		~			
Add Organization					
Schedule	Employee Status	Employment Group Posting Type			
Full-time	Regular	Classified Staff			
Part-time	Temporary	Faculty			
		Research Faculty			
		Student/Temp			
		University Staff			
Search for Jobs Clear					
Search Results (1269 jobs foun	d)				
Results per page	•		Candidate Profile		
10 🗸			Take a few minutes to create or modify your employment profile,		
Sort by	attach your resume in advance and				
Posting Date (Descending Ord	specify your preferred working criteria in order to receive				
Instructor D			automatic job posting notifications for upcoming openings matching		
Requisition ID: 24439	Requisition ID: 24439 your Interests. However, neither				
Department: U0001 DENVE	R & ANSCHUTZ MED CAMPUS - 20932 - SOM	I-PEDS Kempe-GenOps	your profile nor your materials will be reviewed until you have applied		
Work Locations: Aurora			directly to a specific job posting.		
Job Posting: Jan 20, 2022, 9:	Job Posting: Jan 20, 2022, 9:16:57 AM Access my profile				
Apply Add to My Job Cart					
			1		

The link will then take them to 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.

eral Profile	Step 3 out of 3 Print/En
Personal Additional Review	and D
Information Atlachments Subm	
ıbmit	
eview and Submit	
as following information will be submitted after you aligh the	Cubmit button Where an Edit link is displayed
he following information will be submitted after you click the ou can modify the corresponding information.	Submit button. Where an Edit link is displayed,
su can modify the corresponding mormation.	
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	
CODD4 Colored Colore Commun	
CUVUT COLORADO SDODOS CAMDUS	
C0001 Colorado Springs Campus U0001 DENVER & ANSCHUTZ MED CAMPUS	
U0001 Colorado Springs Campus U0001 DENVER & ANSCHUTZ MED CAMPUS B0001 Boulder Campus	
U0001 - DENVER & ANSCHUTZ MED CAMPUS	

We hope that these steps will help all job seekers identify the best opportunities for them and empower our existing employees to continue enriching the university with their expertise while working in the roles that are most rewarding for them.

*Please note the Taleo platform lists job opportunities at the System Office and all campuses except Boulder. See <u>CU Boulder's recruitment site</u> [5] for more info on CU Boulder job openings and new posting alerts.

Jobs at CU [6], CU Careers [7] Send email when Published: No

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Links

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