CU Careers Features* [1]

CU Careers - CU's new hiring and recruiting tool

By establishing a near-real-time feed between CU Careers and HCM, recruiters and hiring managers will spend less time writing and editing job descriptions and more time finding the right person.

Once a position is approved in the HCM system, specific data about that job (such as competencies and qualifications) transfers directly into CU Careers and can be incorporated into job postings. The feed also makes it easier to select search committee members and external reviewers, determine required application materials and enter posting dates and pre-screening questions. When the recruiter finalizes these components, the job posting becomes available to applicants.

New features we think you'll like:

- **Easier application process:** Prospective employees will have an easier time navigating a cleaner, more intuitive job site. Applicant tracking bars display where a candidate stands in the hiring process and previews their next steps. Plus, its responsive design looks great on browsers or mobile devices. Upgrading our job site will help CU continue to attract top talent.
- **E-Offers:** E-Offer functionality allows managers to create an electronic offer letter in CU Careers and send it to required approvers. Once a candidate accepts a position, E-Offer collects their e-signature upon offer acceptance.
- **Interview Scheduling:** Thanks to an integration with Microsoft Outlook, CU's email provider, recruiters can easily coordinate interviews that appear in candidates' and search committee members' calendars.
- **Background check integration:** CU Careers integrates with HireRight, a provider of employment verifications. HireRight initiates candidate background checks; once they're processed, completion dates feed directly into HCM.
- **Attachment preview:** As part of the application review, the attachment preview feature allows recruiters and hiring managers to easily view documents such as cover letters, resumes and references without having to open or download them.
- **Campus-specific templates:** CU Careers provides a more personalized candidate experience through customized email templates. Recruiters can choose from a variety of campus-specific templates that can be customized to campus and department needs. Best of all: these templates pull data from candidate profiles to make sending email correspondence faster and easier.

Source URL: https://www.cu.edu/cu-careers-features

Links

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