Once HCM sends a requisition to CU Careers, you can post a position and collect candidate information.

You'll see these requisitions in your CU Careers dashboard. Please use the guides below to turn this requisition into a position on the public-facing CU Careers recruiting site. Advanced functionalities allow you to post to job boards of your choice and get alerts when top candidates have applied.

**Recruit a new candidate**

Quick reference: [Viewing Requisition and Statuses](#) [2]

Step-by-step: [Editing a Requisition](#) [3]


**Direct hire a candidate**

Step-by-step: [Performing a Direct Hire with Posting](#) [7]

Step-by-step: [Performing a Direct Hire without Posting](#) [8]

**Groups audience:**
HCM Community

**Right Sidebar:**
HCM: Resources Key
HCM: Recruit and Hire help
HCM: Feedback
HCM: Document Library
HCM: Submit a Ticket