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](#)

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

Step-by-step: [ACE Setup and Management](#)

Step-by-step: [Creating Prescreening Questions](#)

Step-by-step: [Posting and Unposting a Requisition](#)

**Direct hire a candidate**

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

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

**Groups audience:**
HCM Community

**Right Sidebar:**
HCM: Resources Key
HCM: Recruit and Hire help
HCM: Feedback
HCM: Document Library
HCM: Submit a Ticket
Source URL: https://www.cu.edu/hcm-community/create-job-postings

Links
[1] https://www.cu.edu/hcm-community/create-job-postings
[3] https://www.cu.edu/docs/sbs-editing-requisitions
[5] https://www.cu.edu/docs/sbs-creating-prescreening-questions
[8] https://www.cu.edu/docs/sbs-performing-direct-hire-without-posting