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 Statutes

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