Create Job Postings in CU Careers [1]
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**

Step-by-step: [Requisitions][2]

Step-by-step: [Posting and Unposting a Requisition][3]

Job Aid: [Correcting Formatting Issues in Taleo][4]

**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
[2] https://www.cu.edu/docs/requisitions-0