

## **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**

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

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

Step-by-step: [ACE Setup and Management](#) [4]

Step-by-step: [Creating Prescreening Questions](#) [5]

Step-by-step: [Posting and Unposting a Requisition](#) [6]

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### **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

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**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/qrg-viewing-requisitions-and-statuses>
- [3] <https://www.cu.edu/docs/sbs-editing-requisitions>
- [4] <https://www.cu.edu/docs/sbs-ace-setup-and-management>
- [5] <https://www.cu.edu/docs/sbs-creating-prescreening-questions>
- [6] <https://www.cu.edu/docs/sbs-posting-and-unposting-requisition>
- [7] <https://www.cu.edu/docs/sbs-performing-direct-hire-posting>
- [8] <https://www.cu.edu/docs/sbs-performing-direct-hire-without-posting>