Harness our recruiting and hiring tool

If you recruit and hire in CU Careers, you'll need to take the following courses:

1. **CU: HCM Fiscal Code of Ethics** [3]
2. **CU: HCM Fundamentals** [4]
3. **CU: HCM Updating Data** [5]
4. **CU: Recruiting with CU Careers** [6]

Because your CU Careers access corresponds to your HCM role, please complete the HCM courses and access request first. Then, take Recruiting with CU Careers to learn about recruiting and hiring processes.

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**How to access SkillSoft**

1. Log on to your campus portal. [2]
2. Open the CU Resources dropdown menu
3. Select Training.
4. Click the Skillsoft tile. (SkillSoft will open in a separate window.)
5. Select Library from the top of the screen.
6. Select your campus folder.
7. Select the HCM from Categories.
8. Select the course and click LAUNCH.

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**Other CU Careers access**

**Access job openings**

To access University of Colorado job openings, please visit [www.cu.edu/cu-careers](https://www.cu.edu/cu-careers) [7] and click Search for Career Opportunities in the top left menu bar.

**Access/post job opportunities through the CU Careers internal site**

1. Log in to the employee portal at [my.cu.edu](https://my.cu.edu) [8].
2. Select the Business Tools menu item at the top of the screen.
3. Select the appropriate option from the drop-down list.

For more information, please email HCM_Community@cu.edu [9] or call 303-860-4200 [10], option 2.

**Groups audience:**
HCM Community

**Right Sidebar:**
HCM: Submit a Ticket

**Source URL:** https://www.cu.edu/hcm-community/cu-careers-access-and-training

**Links**
[8] https://my.cu.edu
[9] mailto:HCM_Community@cu.edu