Finding the right person for your team is an important task.

CU Careers' tools and features will make evaluating candidates easier by allowing you to sort, review submissions, search based on keywords, share folders, run background checks and more. Please use these guides as you and your search committee select the right candidate for your position and make an offer.

**Recruit a new candidate**

If you are recruiting for your position, the following guides will walk you through various tasks.

Job aid: **Candidate Selection Workflow- Recruit** [2]  [2]

Step-by-step: **Viewing and Updating Candidate Profiles** [3]


Step-by-step: **Sending Correspondence to Candidates** [5]  [5]


Step-by-step: **Dispositioning and Reverting Candidates** [7]

Step-by-step: **Background Check Process** [8]

Step-by-step: **Creating Offers** [9]

**Direct hire a candidate**

If you are hiring a candidate directly, these guides can help you complete your tasks.

Job aid: **Candidate Selection Workflow- Direct hire** [10]
Step-by-step: Viewing and Updating Candidate profiles [3]

Step-by-step: Sending Correspondence to Candidates [5] [5]


Groups audience:
HCM Community

Right Sidebar:
HCM: Resources Key
HCM: Campus Documentation
HCM: Feedback
HCM: Document Library
HCM: Submit a Ticket

Source URL: https://www.cu.edu/hcm-community/select-candidates

Links
[1] https://www.cu.edu/hcm-community/select-candidates
[5] https://www.cu.edu/docs/sbs-sending-correspondence
[7] https://www.cu.edu/docs/sbs-disposition-candidates
[8] https://www.cu.edu/docs/sbs-background-check-process
[9] https://www.cu.edu/docs/sbs-creating-offers