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: Candidate Selection [3]

**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 [4]

Step-by-step: Candidate Selection [3]

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**Groups audience:**
HCM Community

**Right Sidebar:**
HCM: Resources Key
HCM: Campus Documentation
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
[3] https://www.cu.edu/docs/candidate-selection-0