

JOBS AT CU GUEST USER'S GUIDE

GETTING STARTED

Use this guide to access job posting and applicant information as a guest user of Jobs at CU.

- Open an Internet browser window and type in www.jobsatcu.com.
- Navigation or general system questions should be directed to jobsatcuhelp@cu.edu or 303-860-4200.

University of Colorado
Boulder • Colorado Springs • Denver • System

User Login

Welcome to Jobs at CU

Applicants
If you are applying for a position at the University of Colorado, please use the [Applicant Login](#).

Search Committee Members
If you are a member of a search committee and have been given a Guest User account to gain access to hiring information, please logon with the [Guest User Login](#).

Campus Employees
If you are a campus employee wanting to view, create, edit or approve a position description or posting, please use the [Campus Employee Login](#).
You will be redirected to the My.CU portal, which will require you to login using your identikey or LAN username and password. If you are unable to logon, please contact Jobs at CU Support to verify your access rights.

Select the Guest User Login link

- JOBS AT CU WEBPAGES
- DL TROUBLESHOOTING GUIDE
- BROWSER SETTINGS
- DEPARTMENT LIAISON'S GUIDE
- CAMPUS HR USER'S GUIDE
- GUEST USER'S GUIDE

University of Colorado
BOULDER • COLORADO SPRINGS
DENVER AND HEALTH SCIENCES CENTER - SYSTEM

User Login

Please login to the system using your User Name and Password. If you do not have a User Password assigned, click **Create User Account**.

User Name:

Password:

LOGIN

You are about to log in to a secure system. When you are finished, please click **Logout** to ensure that others with access to your computer cannot view the information in the system.

Log on to Jobs at CU, www.jobsatcu.com/hr, with the guest user name (GUxxxxx) and password provided by the DRL.
A guest user name and password is specific to a posting, not an individual. If you are on more than one search committee, you will receive a separate logon for each posting

USERS
[CREATE USER ACCOUNT](#)

- JOBS AT CU HOMEPAGE
- JOBS AT CU TRAINING
- BROWSER SETTINGS

VIEW POSTING

Jobs at CU

Dept. Recruit Liaison's Guide
[View / Download](#)

To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

Active

1 Record

Position Title	Posting Title	Job Posting Number	Position Number	Apps In Process	Position Type	Job Open Date	Job Close Date	Department	Posting Status
Asst Professor View	Associate Faculty	800005	616737	3	Faculty	11-20-2006		10208-Econ-Economics	Posted

Active Postings

Position Number: Job Code:

Position Type Definition: Position Title:

Job Posting Number:

Click the [View](#) link under the Position Title. This will allow you to see the applicants and posting details.

VIEW POSTING DETAILS

Applicants **Posting Details**

Active Applicants

3 Records

Name	Documents	Score	Date Applied	Status	All / None
Reeds, Jane View Faculty/Exempt Professional Form		100	11-20-2006	Under Review by Department/Committee	<input checked="" type="checkbox"/>

To view posting information, click on the Posting Details tab.

VIEW APPLICANT LIST

Applicants **Posting Details**

Active Applicants

3 Records

Name	Documents	Score	Date Applied	Status	All / None
Reeds, Jane View Faculty/Exempt Professional Form		100	11-20-2006	Under Review by Department/Committee	<input checked="" type="checkbox"/>
Jackson, Sam View Faculty/Exempt Professional Form		50	11-20-2006	Under Review by Department/Committee	<input checked="" type="checkbox"/>
Ball, Lucile View Faculty/Exempt Professional Form		0	11-20-2006	Under Review by Department/Committee	<input type="checkbox"/>

To sort the list of applicants by date of application, click the to the left of the Date Applied heading.

VIEW APPLICANT MATERIALS

Applicants

[Posting Details](#)

To view the reference letters, check the box next to the applicant and click the ?VIEW MULTIPLE DOCUMENTS? button. The reference letters will follow all other documents.

Active Applicants

2 Records

Name	Documents	Score	Date Applied	Status	All / None
Man, Spider View Faculty/Exempt Professional Form		0	06-16-2008	Under Review by Department/Committee	<input type="checkbox"/>
Sargent, Annette View Faculty/Exempt Professional Form	Cvr Resume/Vitae	0	06-16-2008	Under Review by Department/Committee	<input type="checkbox"/>

Click on the link below the "Documents" heading to view an applicant's resume, vitae, cover letter, letters of reference or other documents, if applicable.

To view multiple documents at the same time, select the desired applicants, using the checkboxes on the right, and click VIEW MULTIPLE DOCUMENTS button.

Active Applicants
 Inactive Applicants

View Multiple

VIEW MULTIPLE APPLICATIONS

VIEW MULTIPLE DOCUMENTS

Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.

Documents may take several minutes to load.

CONTINUE TO NEXT PAGE >>

RETURN TO SEARCH RESULTS

VIEW POSTING SUMMARY >>

Applications, forms, and documents will open in a new browser window. If you elect to view multiple documents, they will display in one continuous window. Please note that some formatting may have been altered.