

POSTING YOUR POSITION

- First draft an ad with [this template](#) and send the ad to the A&S Faculty Affairs Manager at Amanda.Misiak@colorado.edu for approval. Please note: CU Careers will only accommodate applicant material uploads that do not exceed 5 MB. For more information, please reference the [Large File Size Uploads for Department HR](#) to access a Quick Step Guide to Facilitation Applicant Large File Size Uploads.
- After receiving approval from the A&S Faculty Affairs Manager, the A&S Faculty Affairs Manager will send the ad to the A&S HR Manager to post and copy you on the email. At this point, the ad has been approved.
- Once posted, the A&S HR Manager will send you a link to your newly posted position and will grant access to the Job Posting Owner and Search Committee Members listed on the job ad.
- At the beginning of your search, please review the [CU Careers Faculty Candidate Process Flow](#) guide, as you will need to record the specific reason each candidate was not selected to move forward in the process. Be sure to review this guide prior to reviewing applications, and ensure that you record the reason each candidate is not selected.

STEP-BY-STEP GUIDES AND REFERENCE TOOLS FOR YOUR SEARCH COMMITTEE

- Please share the following documents with all members of the search committee which will provide them guidance as to how to navigate CU Careers:
 - Step-by-step: [The search committee experience](#)
 - Quick reference: [Folder management](#)
 - Quick reference: [Sharing candidate applications](#)
 - Step-by-step: [Viewing candidate profiles](#)

MANAGING YOUR POSTING

- In order to access the position and candidates, please login with your IdentiKey credentials at mycuinfo.colorado.edu (the portal). Click on the **CU Resources** tab, then the **Business Tools** tab on the black bar on the top of the page, select **CU Careers – Recruiting** from the dropdown, and click **Recruiting** once the **TaleoEnterprise** screen shows up. Click the **Requisitions** tab on the green recruiting menu bar.



- On the left-hand side select **All requisitions** under **Show Requisitions**. Then click on the number to the left of the posting title. (This number represents the number of candidates.) You will now see the candidates that have applied to your posting.

- IF YOU REQUIRE LETTERS OF RECOMMENDATION: Please note: Previously, confidential letters of recommendation could be collected for all candidates under a requisition in JobsatCU. Now, in CU Careers, letters are collected for specific candidates once they've applied to a posting.

Once posted, the Job Posting Owner will need to manually request confidential letters of recommendation. We recommend checking the posting and sending requests at least once a week. CU Careers only allows for the collection of three confidential letters of recommendation per candidate. You can learn how to collect confidential letters of recommendation at <http://www.cu.edu/hcm-community/sbs-letters-recommendation>.

- REVIEWING APPLICATIONS

To review candidates' application materials, you can learn how to view individual candidate profiles and documents at <http://www.cu.edu/hcm-community/sbs-Viewing-Candidate-Profile>.

To create a PDF of application materials from multiple candidates, you can do so by following the steps below.



- Once in CU Careers, Click the **Requisitions** tab on the green recruiting menu bar.







Then click on the number to the left of the posting title. (This number represents the number of candidates.) You will now see the candidates that have applied to your posting.

- To alphabetize the candidates, click on the **Candidate** tab so that the arrow to the right faces upwards as shown below.



- IF YOU HAVE LESS THAN 50 CANDIDATES: select the box to the left of the flag (). All of your candidates are now selected. IF YOU HAVE MORE THAN 50 CANDIDATES: manually select all of the candidates you would like included in the PDF (up to 50) by selecting the checkbox to the left of each candidate's name ().

- Select the printer button (). You will be brought to the **Print Configuration** pop-up. Under **Selection**, select the radio button to the left of **Selected candidates** (). Under **Content**, select the radio button to the left of **Candidate file details** (). Unselect the checkbox to the left of **Job Submission**, so that the checkbox is empty like so: **Job Submission**. Select the checkbox to the left of **Attachments** so that the checkbox is checked like so: **Attachments**. Click **Print (PDF)**: .

- A PDF of the candidates' application materials will appear in a new tab. Download the PDF (different process steps depending on browser) and save with desired name in desired location.

To create a PDF of application materials from multiple candidates, you can do so by following the steps below.


- Once in CU Careers, Click the **Requisitions** tab on the green recruiting menu bar.




Then click on the number to the left of the posting title. (This number represents the number of candidates.) You will now see the candidates that have applied to your posting.

- To alphabetize the candidates, click on the **Candidate** tab so that the arrow to the right faces upwards as shown below.



- Select the checkbox to the left of each candidate's name () or select the checkbox to the far left on the header row to select all candidates.

- Click on the Excel button () to download the list as a spreadsheet; click the Open radio button and hit OK.

UNPOSTING YOUR POSITION

- IF YOU DID NOT SET A CLOSING DATE: If you may have not set a closing date (only a "review of applications will begin on" date), please email aspa@colorado.edu to request that the position is closed. Please include the position name, department, and requisition ID number (five numbers to the right of the posting title) in your email request to close the position. *Please note: closing the position will only prevent additional candidates from applying and remove the posting from the external-facing site. There are additional steps before you can fill this position (see below).*

SENDING BULK CANDIDATE CORESPONDANCE

- You are able to send personalized correspondence through CU Careers by following the guide found here: <https://www.cu.edu/hcm-community/sbs-sending-correspondence>.

DISPOSITIONING CANDIDATES/CHANGING CANDIDATES' STATUSES

- Prior to changing a candidate's status, please ensure that the candidate has received communication regarding their status in the search.
- In lieu of a search summary, it is required by our Affirmative Action Officer that the specific reason each candidate was not selected is recorded in CU Careers. Please follow this [CU Careers](#)

For more guides on CU Careers, please visit <http://www.cu.edu/hcm-community/master-resources-page>.

[Faculty Candidate Process Flow](#) guide to disposition your candidates accurately. (Disposition candidates means change candidates' statuses.) You can follow the steps on the following guides to disposition candidates: <https://www.cu.edu/hcm-community/sbs-disposition-candidates> AND <https://www.cu.edu/hcm-community/qrg-dispositioning-candidates>. Please note that the [CU Careers Faculty Candidate Process Flow](#) guide does not include the code for the hired candidate. Please disposition the final candidate to Stage: Interviews, Status: Recommended for Hire. **Please direct all questions regarding dispositioning candidates to the Affirmative Action Officer to ensure accuracy: Torrey Tiburzi, Affirmative Action Officer, 303-735-3846.**

FILLING AND CLOSING YOUR POSITION

- Once your Chair has received approval from the Associate Dean on the offer and the offer letter has been fully-executed, please email aspa@colorado.edu to request that the position is filled and no longer active. Please include the following information in your email request:
 - Department
 - Position Name
 - Requisition ID number (five numbers to the right of the posting title)