Updating Posting to move from Taleo to CU Careers

HR Website: [http://www.colorado.edu/hr/research](http://www.colorado.edu/hr/research)
Forms and Tools: [https://www.colorado.edu/hr/forms-tools](https://www.colorado.edu/hr/forms-tools)
Cheryl Graham  Cheryl.graham@colorado.edu
HR Email: resfachr@colorado.edu (Ruth Seaholm and Cheryl Graham)

Updating your Position in Taleo to feed to CU Careers

Open the CU Portal by Logging into [www.mycu.edu](http://www.mycu.edu)

Click on the Navigation button in the top right corner

Select: CU Resources
Select: Business Tools
Select: CR Careers – Recruiting

Select: Recruiting

Change the “candidates” icon to “requisitions” and enter the position number for a quick search
OR

Show requisitions:

Click on “I own or Collaborate on” on the left hand side section underneath Quick Filters, or you should be able to see the Title and ID# of the Requisition which was fed from HCM to CU Careers

Click on the link for your position

Click the **EDIT** button which opens the information for the posting so you can edit/update/revise.
POSTING OWNERS AND SEARCH COMMITTEE

*Job Posting Owner – Click on the Search Icon

Enter the PPL’s last name in the Name search and click the search icon

The name of the Department PPL should appear. Click “Select”
Names should be populated based on information from the ePAR you created
Search Committee Members – if faculty members want access to this posting, regardless of if it is targeted or a regular search, you must add their name to this section, click on the “modify button” and the name should appear on the middle section of the screen. Click on the Select button next to the name, and if this is the only name, once it appears in the upper window, click done.

POSTING DETAILS
Posting Contact Name and Posting Contact Email must be entered.

Click the following information for required documentation to be uploaded: Cover Letter, Resume/CV, List of References OR Reference Letters (Not Confidential) Unofficial Transcripts, and Additional Attachments – Refer to Application Materials Instructions below

<table>
<thead>
<tr>
<th>Posting Contact Name</th>
<th>Posting Contact Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dorothy Watson</td>
<td><a href="mailto:Dorothy.Watson@colorado.edu">Dorothy.Watson@colorado.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Status</th>
<th>Schedule</th>
</tr>
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<tbody>
<tr>
<td>Regular</td>
<td>Full-time</td>
</tr>
</tbody>
</table>

Application Materials Required

- [x] Cover Letter
- [x] Resume/CV
- [ ] List of References
- [x] Reference Letters (Not Confidential)
- [x] Unofficial transcript(s)
- [ ] Classified Staff Application Form
- [ ] Statement of Research Philosophy
- [ ] Statement of Teaching Philosophy
- [x] Additional Attachments - Refer to Application Materials Instructions Below

Enter the following information under “POSTING DETAILS”

Application Materials Instructions:
“Applicants must complete the Faculty/University Staff and EEO Data (application) form, and upload the following required documents: 1 – Cover Letter; 2 – Curriculum Vita; 3 – The document uploaded for Proof of Degree can
be a Transcript which shows the date the degree was conferred; Copy of Diploma; or official letter from the Registrar or the Dean of the School or College conferring the degree; and 4 – Letter of Recommendation. This position is eligible for medical, dental and life insurance, retirement benefits programs, and is eligible for monthly vacation and sick leave accruals.”

Special Instructions to Applicants:
“The University of Colorado Boulder is committed to providing a safe and productive learning, living and working community. To achieve this goal, we conduct background investigations for all final applicants being considered for considered for employment, Background investigations include a criminal history record check, and an EPLS (Excluded Parties List Systems) check.
The immigration Reform and Control Act requires that verification of employment eligibility be documented for all new employees by the end of the third day of work.”

Special Instructions to Applicants Section 2:
“The University of Colorado is an equal opportunity and affirmative action employer committed to assembling a diverse, broadly trained faculty and staff. In compliance with applicable laws and in furtherance of its commitment to foster an environment that welcomes and embraces diversity; the University of Colorado does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, genetic information, political affiliation or political philosophy in the programs or activities, including employment, admissions, and educational programs. Inquiries may be directed the Boulder Campus Title IX Coordinator by calling 303-492-2127.”

The information appearing in the External and Required Degree and Internal and Required Degree sections fed over from HCM – you can edit/change/revise as necessary if changes are requested.

Prescreening questions: You can add these if you desire; some units require prescreening questions to be added due to ITAR requirements.
Background check should automatically populate

6. Screening

**Background Check**

- Employment Screening (required by HandRight)

**HandRight Package:**

- [ ] 00001 - HandRight Background Check

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**NOTE:**

**Taleo does NOT automatically send an update or notice to HR that the posting is ready.**

You must alert HR by email at resfachr@colorado.edu that the posting has been “saved as open” and is ready for posting. INCLUDE the Requisition number and the new Position number.

HR will reply with an email that contains the new link to your posting in CU Careers.

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DO NOT click the Assessment Video Interview box.

This is for University Staff hiring.

**Assessment**

- [ ] Video Interview (required by Boulder HR Only)

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Once you have finished editing/finalizing the draft requisition

Click on **“Save and Close”**

Click the “More Actions” button.

Click on **“Save as Open”** and the requisition will be submitted to RFHR for review and approval.

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RFHR will review the posting for the correct information. If information is correctly added RFHR will complete the following steps for posting:

Below is an example email which will alert both the PPL and Service Center that the posting in online and ready to take applications:

Hi部门,

The position for [Company Name] has been added and is ready for C&I Review.
The link is:
[Link to posting]

Please let me know if you have any questions.

Thank you,

Cheryl

Cheryl Graham
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Boulder, Colorado
303-492-9221