

# CU Careers: Step-by-Step Guide

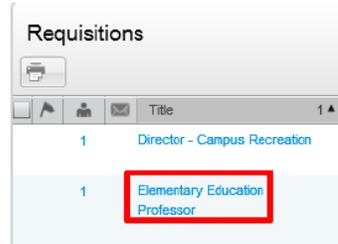
## Editing Requisitions

This guide describes how to edit requisitions that are fed over to CU Careers from HCM. This can be used for both the Recruit and Direct Hire Workflows. This guide also shows which fields in CU Careers are editable.

**Note:** Once a position is posted, you will not be able to edit prescreening questions.

## Locating the Requisition

1. Click **Requisitions** in the green task bar.



2. From the Requisitions list, click the name of the requisition to be edited.

3. Click **Edit**.



## Logisitics Section

**Note:** An asterisk (\*) indicates a field that is not editable. Please keep in mind that fields feeding over into CU Careers from HCM can be edited if necessary but should be finalized in HCM and left unmodified in CU Careers.

1. Employment Group Indicator \*
2. Organization \*
3. Primary Location\*
  - a. Click **Edit**.
  - b. Click down arrow and choose location.



4. Job Field\*

5. **Job Posting Owner**

- a. If different than who updated the position in HCM use direction below:



- i. Click down arrow.



- ii. Type the name and press arrows.

- iii. Click **Select** next to the user's name.



- 6. Hiring Manager
- 7. HR Consultant

a. If different than who updated the position in HCM use direction below:

HR Consultant 

i. Click down arrow.

Name 

ii. Enter the name and press arrows.

b. Click **Select** next to the user's name.

8. **Search Committee/Collaborators**

a. To modify this list, click **Modify**.



b. Add users from the list by clicking **Select** to the right of their name.



c. To add Frequent Search Committee Members, click on the **Add Frequent Search Committee/Collaborators** button

d. Click **Done**.

9. External Reviewers (Reference only field. This does not send anything to this person.)

a. Enter non-employee email

10. Position Number\*

11. Job Code\*

12. Working Title:

a. Type the title of the position if different for posting

13. PS Title\*

14. Number of Openings – Editing this field will allow you to hire multiple candidates from one requisition.

15. Justification

a. Change to New position, Replacement, or Transfer/Promotion. Can be used for reporting purposes

16. Employment Group Posting Type\*

17. Campus\*

18. Department\*

19. **Posting Contact Name** (Required to add)

a. Enter the name of the person who candidates can contact.

20. **Posting Contact Email** (Required to add)

a. Enter the email of the above posting contact.

21. Employee Status\*

22. Schedule\*

23. **Application Materials Required** (Inserts into posting language only)

a. Check box for all materials you require to have for this requisition

24. **Application Materials Instructions**

a. Type instructions for applicants to add materials requested above. Use this field to elaborate on the documents required to submit an application.

25. **Special Instructions to Applicants**

a. Type any special instructions needed for applicant to complete application.

## Description (External)

This section contains the two fields you will include the bulk of your posting language.

1. **Description – External**
  - a. Field will auto-populate from HCM.
  - b. Edit language if needed.
2. **Qualifications – External**
  - o Field will auto-generate from HCM
  - o Edit the language if needed.

## Description (Internal)

**Note:** If a position is posted externally it must be posted internally, and it is recommended that these two fields mirror each other. However, it is possible to post only to the internal section which is available to employees through their campus portal.

1. **Description – Internal**
  - a. Field will auto-generate from HCM.
  - b. Edit the language if needed.
2. **Qualifications – Internal**
  - a. Field will auto-generate from HCM
  - b. Edit the language if needed.

***Tip: Although the position summary you entered into the NPP in HCM will transfer over to the External & Internal Descriptions, there is a character limit in HCM so you may need to add onto the position descriptions/review for edits.***

**The highlighted fields above are the only fields that are required/should be filled out when editing the requisition to prepare for posting.**

Once you have completed editing the requisition:

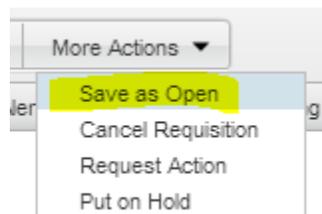
1. Select 'save and close'
  - a. **\*\*NOTE\*\*** If the page does not refresh (spinning wheel), please hit the refresh button on your internet browser, and move to step #2.



2. Then, select the 'more actions' button



3. Select 'save as open'.



After review, please send an e-mail to [HR.Faculty-Request@ucdenver.edu](mailto:HR.Faculty-Request@ucdenver.edu), letting Bobby know it is ready to post. He will post to CU Careers and submit a link to the active posting.