

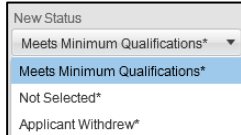
# CU Careers: Step-by-Step Guide

## Disposition Candidates

This document outlines the steps to disposition a candidate in CU Careers.

### Notes:

- An asterisk next to the status name indicates a completion of a step, which progresses a candidate to the next step.



- Clicking **Save and Continue** lets you to continue progressing candidates through workflow.
- Clicking **Save and Close** closes the workflow box at the step and status currently being viewed.
- Candidates proceed to an auto-progression status when the following actions are:
  - When a candidate enters three reference providers in CU Careers, the system moves the status to Initiate Letter of Recommendation. This occurs under Review/Initiate Letter of Recommendation (Faculty).
  - When all three reference providers upload a letter, the system moves the candidate to the Letters Received status. This occurs under Review/Letters Received (Faculty).
  - When a candidate provides a date of birth and social security number, the system moves the candidate to DOB/SSN Completion status. This occurs in the Hire/DOB/SSN Completion.

## Disposition Candidates

This section describes how to move candidates into a different step and status from their candidate profile. You can mass disposition up to 150 candidates who are the in the same step and status.

- Click **Candidates** from the recruiting menu bar.



Or,



Click the numeral displayed in the requisitions list.


- Click the candidate profile you want to view.

<b>Marley, Bob (11201)</b>	Offer Checks	Send DOB/SSN Collection (Required)	0 / 0	US > CO > Colorado Springs	
Shader, Brynn (10960)	Offer	Rescinded	0 / 0	US > CO >	

Or,

Select the boxes that appear next to the names of those candidates who are in the same step/status.

	Candidate	Step	Selection Status
<input checked="" type="checkbox"/>	Braxton, Kristi TEST (51549)	Under Review	Letters Received (Faculty)
<input checked="" type="checkbox"/>	Gallego, Maria TEST (51503)	Under Review	Letters Received (Faculty)
<input checked="" type="checkbox"/>	Gregory, Lou TEST (51388)	Under Review	Letters Received (Faculty)
<input checked="" type="checkbox"/>	Olachea, Elijah B (51641)	Under Review	Letters Received (Faculty)

3. Click **More Actions**. 
4. Select **Change Step/Status** from the dropdown.
5. Under New Status, select the appropriate status from the dropdown.

**Change Step and Status**

Current Step: Offer Checks | Current Status: Not Selected

**Information**


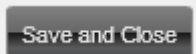
New Step:  Offer

**New Status**  
 Offer to be made

Reaching a status marked with an asterisk (\*) completes the step

Send correspondence

**Note:** You can click the Send correspondence button at the bottom of this box in order to choose an email template to send to the candidate. If you are not selecting a candidate, send that candidate the appropriate “Not Selected” email. If you are sending correspondence, refer to the *Sending Correspondence Step-by-Step Guide* for more information.

6. Click **Save and Continue**  to continue progressing the candidate through step and status; or click **Save and Close**  to keep the chosen step or status.