

Important TalentLink Information

Job Descriptions: Ensure you follow these 4 steps when entering job descriptions

Use the 'Click HERE to Pre-Populate Job Ad' link on the Job Description to populate a Posting Table before you add text into the Advertisement Text area. This posting table ensures every posting looks professional and cohesive.	Phose ever the boats withing to boats quote back Phose ever the boats withing to boats quote back Seminary to Geners Page* To comply with American with biaketess Act (ADA), essential functions of the phose complexity of the the phose events the set of the phose events the set of the the set
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Do not delete the two sentences at the end of the Posting Table. These two sentences are required by the Office of General Counsel for every posting.	Adversioner Text* B J V B Texture L A B - IV IV <t< th=""></t<>
Ensure you select the correct 'Team' on the Job Description. This determines who can view the Job Description and will transfer to the Requisition.	Totels Select Netri • School Department HI (Instance)* Select Netri • Campa denotes • • Approval process* Feacure And Approval Procession • Other And Approval Procession • • Approval process* Other And Approval Procession • Approval process* • • •
If you need a new Position Number or are making a change(s) to an existing Position Number, you must select either 'CU - New/Change Position Number' or 'CUIMC – New/Change Position Number' (based on which campus the position is located) as the 'Approval process' on the Job Description.	UNITED AND APPRICALS Faim: Select tain: Select tain: Select tain: Policer selected Approval process.* Noise CU - Rec Vocage Policer Number CU-Rec Vocage Policer Number Disperioul

Requisitions: Ensure you follow these 2 steps when creating requisitions

Use the 'Pre-Populate Req Details' link on the Requisition to populate position details into the Advertisement Text Area. These details must be included on every posting.	Week locations* Moningsde jot fairing Seried Seried Seried
If you are creating job postings prior to 4/8, the 'Opening date' must be set to start no earlier than 4/8/19 on the 'Source channels: Careers website' page.	Sourcing channels: Careers website # Careors # Careors # Careors # Careors # Careors D You would club on the Careors Website law is complete the potting process. Eat every job Careors (and process) Design rate globs must be potting on the potting of the careors without any state of the careors withe careors without any state of the careors withe careors wi