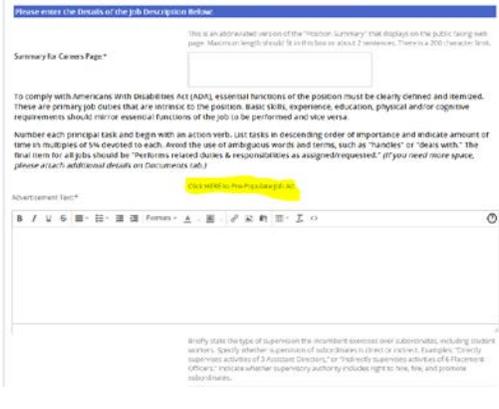# TALENT LINK

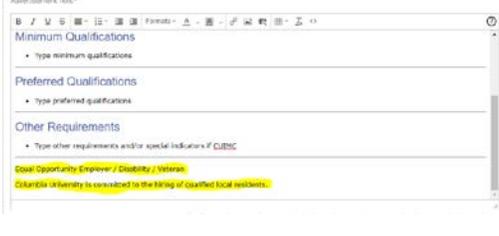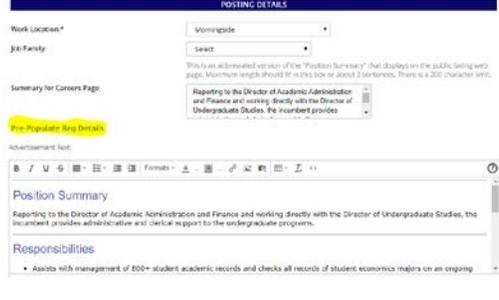## Important TalentLink Information

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.	
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.	
Ensure you select the correct 'Team' on the Job Description. This determines who can view the Job Description and will transfer to the Requisition.	
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.	
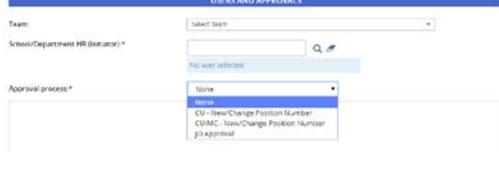
Requisitions: Ensure you follow these 2 steps when creating requisitions

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.	
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.	