How to Post a Job

This job aid provides step-by-step directions for posting a job on the Careers website and external job boards. Permission groups Level 3 and 4 can post jobs. If you have questions regarding your permission group, contact your Client Manager.

When posting a job, first complete all fields in the “Position Info” tab of the requisition. Refer to How to Create a Requisition for guidance.

1. Click the “Posting” tab of the requisition in progress.

2. Click “Add sourcing channels” to start advertising a job to applicants.

3. Select “Careers Website” in the left column of the Sourcing channels window. This box must always be selected to post a requisition on the Careers website.
4. Fill in the sourcing channel details.

5. Select **Opening date** and time for the job to be posted on the Careers site. Adding a **Closing date** is optional.

   Do not make changes to the **Title**, **Summary** or **Text to appear in Job Ad** fields. **Design template** should be “Default”.

   **Note:** Videos can be added to a posting (optional). If you want to add a video, click “Yes” button in the **Include video** field. Add a Youtube or Vimeo link in the **Video Link** field; select “Below ad” for **Video position** so video does not interfere with advertising text. If you must have a video on the top of a job posting, add it when creating the job description. Do not add it here.

6. Select an Application form type:
   - **CU Application for Employment** – Standard application used for most postings. This form type will automatically disqualify applicants without high school diplomas or equivalent criteria.
   - **HS Internship Application** – Use for high-school-student-paid internship postings.
   - **No HS Diploma Application** – Use for positions that do not require a high school diploma. This is typically for short term casual hires.

7. Click “Question Library” button to add supplemental questions to the application for this posting (optional).
   - Search by keyword in the **Search** field or scroll through list. **Note:** If you do not find a question that meets your needs, contact your HR Client Manager.
   - Click “Add” button next to the question(s) you would like to add.
   - Click “Save” button to record all additions.
8. Skip the **Blind requisition for waiver** box if the position is not a waiver. If the position is a waiver, click the **Blind requisition for waiver** box.

**Note:** A **Blind requisition for waiver** is not a public posting. But an applicant can view if:
- an HR User provides the Requisition number to search;
- an HR User provides a system-generated, direct link to the application. See step 14.

9. Go to the categories checklist in the right column. Select at least one option within “Search categories” appropriate to the position. **Location** and **Work Type** will already be selected. Applicants will use this criteria to search for positions on the Careers website.
10. Click “Save” button after all fields are filled in.

11. Confirm Careers website is listed under **Source**. The requisition will appear on the Careers website within 20 minutes and will be picked up by external sourcing channels: HERC and DirectEmployers. **If the Careers website is not listed**, the requisition did not source and will not post to the Careers website. Review the details in the **Sourcing channels** window, correct any issues and save again.

*TalentLink Tip:* Another place to confirm a requisition is posted is the **Manage Requisitions** page, accessed through the menu (three horizontal lines). A green check mark in “Sourced” column indicates the corresponding requisition is posted. A red X indicates the corresponding requisition is not posted.
12. Preview the posting by clicking the “Actions” dropdown and click “Job preview”. If changes need to be made, contact your Client Manager.

![Image of the Actions dropdown with Job preview and Link options highlighted.]

13. Click “Link”, also in the “Actions” dropdown, for the system-generated, direct link to the application (bypassing the job posting details). This is typically used when a requisition is a waiver (see step 9). To send, copy (hit Ctrl and C on your keyboard or right click and follow prompts) and paste the link in an email.

![Image of the Actions dropdown with Link option highlighted.]

*TalentLink Tip:* To send a direct link to job posting details, when viewing job posting on the Careers website, copy the complete URL in the address field of your browser, and paste in an email.

![Image of a search bar with a URL example.]

After a requisition has been posted, the next step will be to manage applicants. Refer to *How to Manage Applicants* for guidance.