TALENT&LINK

## How to Post a Job as a Waiver

This job aid provides step-by-step directions for posting a job on the Careers website as a *waiver.* Permission groups Levels 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.
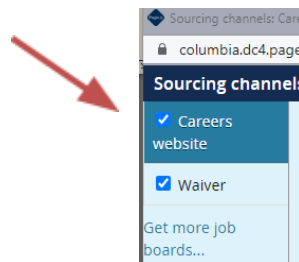
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1. Click the "Posting" tab of the requisition in progress.
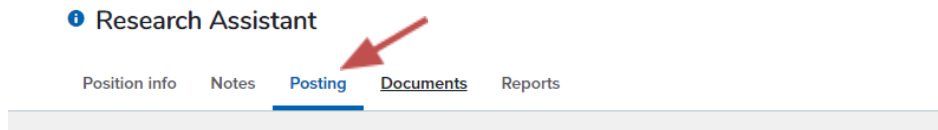
2. Click "Add sourcing channels" to start advertising a job to applicants.
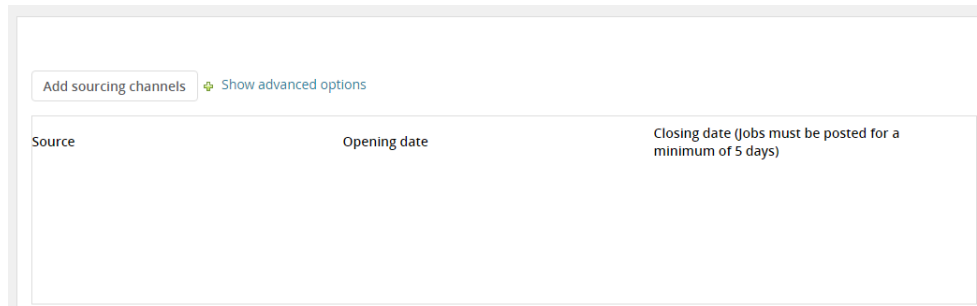
3. Select "Careers Website" and "Waiver" in the left column of the **Sourcing channels** window. This box must always be selected to post a requisition on the Careers website.

4. ***Do not change*** the opening date. The posting is pre-filled to go live on the careers page the following day at 11:00 am. This will allow CUHR the opportunity to review the salary range posting.
   - CUHR will be reviewing and releasing requisitions during the day. Any requisitions generated after 5 pm will be reviewed and released the following business day.
5. Confirm that the Salary Range information appears in the Job Ad field:

6. The **Closing date** for all waivers is 72 hours from the original posting date.
7. 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.
   ○ **No HS Diploma Application** – Use for positions that do not require a high school diploma. This is typically for short term casual hires.
   ○ **HS Internship Application** – Use for high-school-student-paid internship postings.

8. Click the **Blind requisition for waiver** box. Clicking this box will make the posting unavailable to the public.

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.
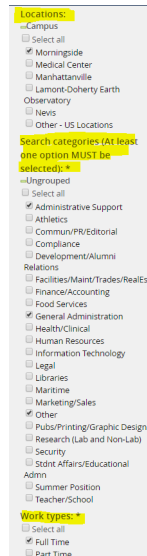
Categories checklist view

10. Click "Save" button after all fields are filled in.

11. Confirm that the Careers website is listed under **Source**. If the Careers website timestamp is not listed, the requisition will not appear on the Careers website, nor will it be picked up by the external sourcing channels, Indeed, HERC and DirectEmployers.com. Review the details in the **Sourcing channels** window, correct any issues and save again.
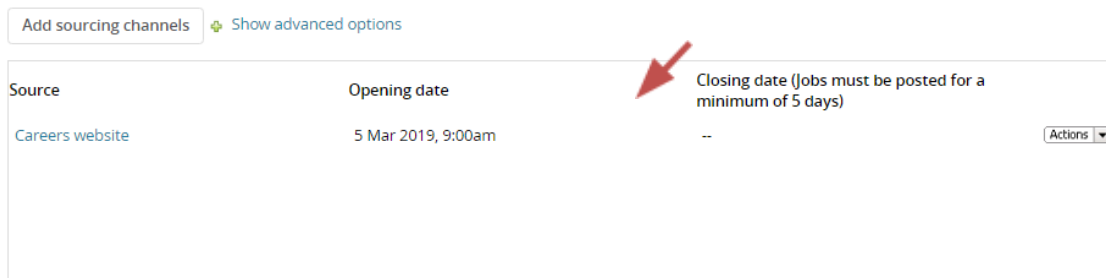
12. Click "Link", also in the "Actions" dropdown, for the system-generated, direct link to the application (bypassing the job posting details). To send, copy (hit Ctrl and C on your keyboard or right click and follow prompts) and paste the link in an email.

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.