

CU Careers: Step-by-Step Guide

Viewing Candidate Profiles

This guide describes how to view a candidate profile in CU Careers. Users can access requisition specific candidate profiles to review their applications and materials.

Viewing a requisition specific candidate profile

To view a candidate profile:

1. Click **Requisitions** tab from the green recruiting menu bar.



2. Click the number to the left of the requisition you are reviewing.

A screenshot of a web application showing a table of requisitions. The table has columns for Title, ID, Position Number, Employment Group, Posting Type, Department, Job Posting Owner, Status, and Status Details. The first row is highlighted, and the number '3' in the first column is circled in red.

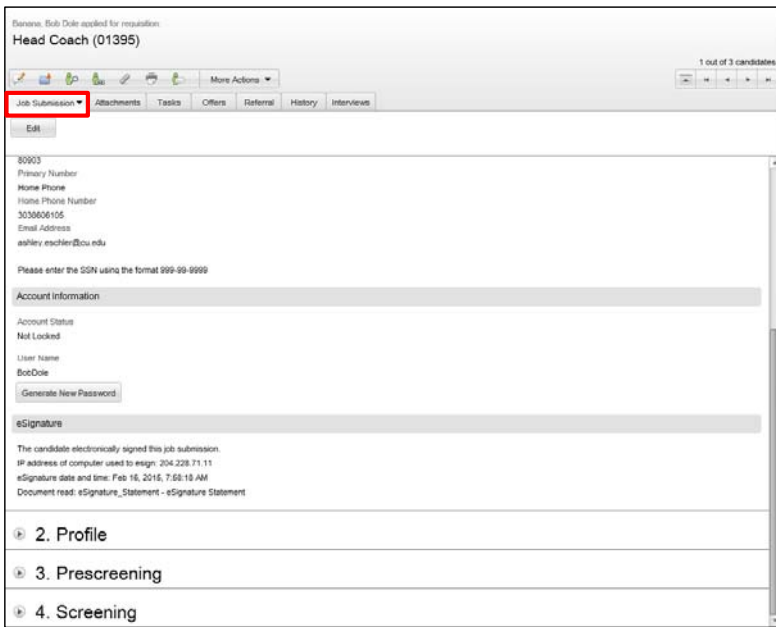
	Title	ID	Position Number	Employment Group	Posting Type	Department	Job Posting Owner	Status	Status Details
3	Executive Assistant	01440	052785	University Staff		Science	Eschler-BP AshleyE-BP	Open	Posted
4	Executive Assistant	01397	052785	University Staff		Science	Eschler Ashley	Filled	Unposted
1	Finance/Acctg Senior Prof	01539	00001391	University Staff			Calvo Kymberly	Open	Posted

3. Click the candidate profile you want to view.

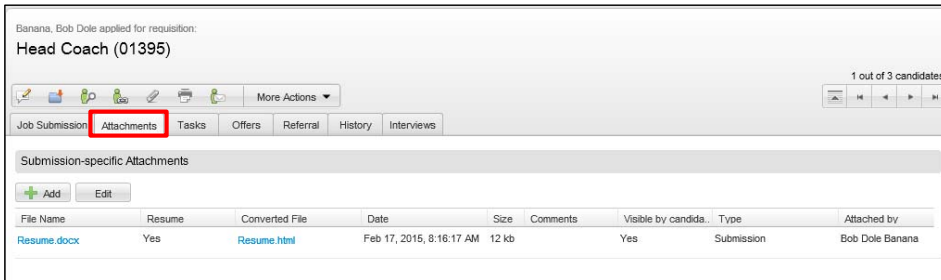
A screenshot of a web application showing a table of candidates for a specific requisition. The table has columns for Candidate, Step, Selection Status, Assets, Result, and Residence. The first row is highlighted, and the number '1' in the first column is circled in red.

Candidate	Step	Selection Status	Assets	Result	Residence
1 Dole, Bob Banana (11520)	Hire	Hired	0 / 0		US > CO >
Marley, Bob (11201)	Offer Checks	Send DOB/SSN Collection (Required)	0 / 0		US > CO > Colorado Springs
Shader, Brynn (10960)	Offer	Rescinded	0 / 0		US > CO >

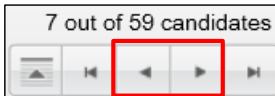
- View the candidate's profile and prescreening questions from the **Job Submission** tab.



- View attachments, such as cover letters and resumes, from the **Attachments** tab.



- To view the next candidate in the list of candidates click the arrow on the top right side of the candidate profile.



- To return to the main list of candidates, click the up arrow on the top right side of the candidate profile.

