

How to Access Internal CU Careers

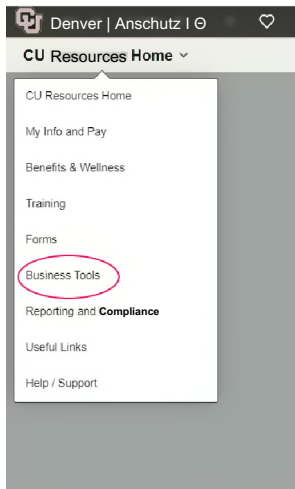
Internal Applicant Step-by-Step

Step 1:

Log in to the employee portal at my.cu.edu.
(You will need to be on the VPN)

Step 2:

Select the **Business Tools** menu item at the top of the screen.



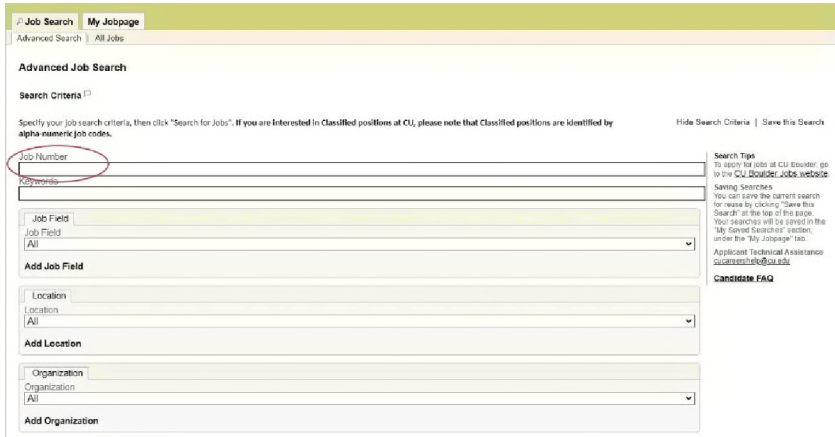
Step 3:

Click the **CU Careers - Search Jobs/Apply** tile.



Step 4:

Search the five-digit requisition number in the **Job Number** search for best results.



The screenshot shows the 'Advanced Job Search' interface. At the top, there are tabs for 'Job Search' and 'My Jobpage'. Below this, there's a 'Search Criteria' section with a note: 'Specify your job search criteria, then click "Search for Jobs". If you are interested in Classified positions at CU, please note that Classified positions are identified by alpha numeric job codes.' The 'Job Number' field is highlighted with a red circle. Other search criteria include 'Job Field' (set to 'All'), 'Location' (set to 'All'), and 'Organization' (set to 'All'). On the right side, there are links for 'Search Tips', 'Save this Search', 'Candidate FAQ', and 'Applicant Technical Assistance'.

Additional Resources:

<https://www.cu.edu/blog/work-life/look-house-new-job-opportunities> (2021)