

How to Access Internal CU Careers

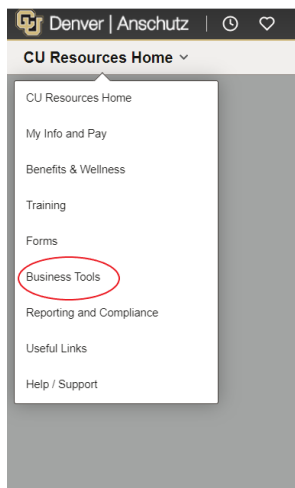
Internal Applicant Step-by-Step

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.



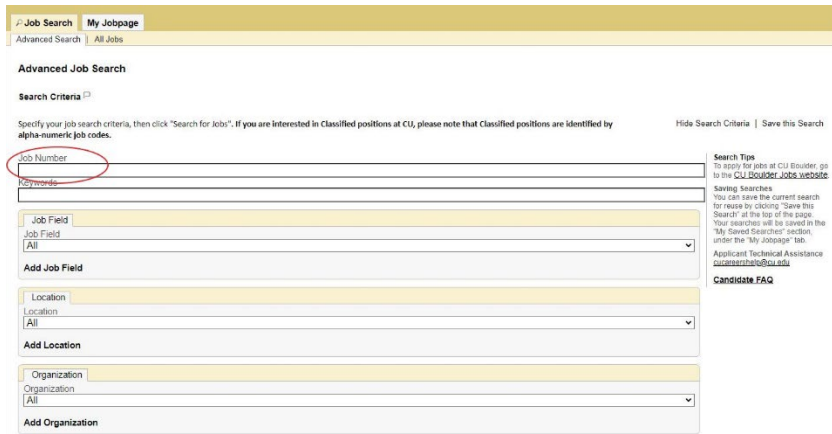
Step 3:

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 are links for 'Advanced Search' and 'All Jobs'. The main section is titled 'Advanced Job Search' and contains a 'Search Criteria' section. This section includes a 'Job Number' field, which is circled in red. Below it are fields for 'Keywords', 'Job Field', 'Location', and 'Organization'. Each of these fields has a dropdown menu and an 'Add' button. To the right of the search criteria, there is a 'Search Tip' section, a 'Saving Searches' section, and a 'Candidate FAQ' link.

Additional Resources:

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