

# How to Access Internal CU Careers

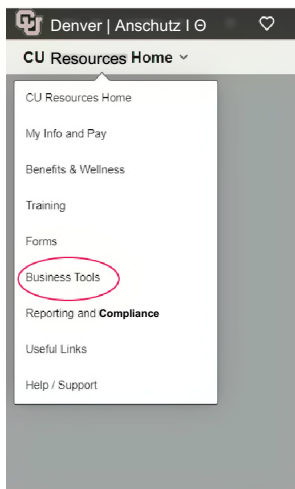
## Internal Applicant Step-by-Step

### Step 1:

Log in to the employee portal at [my.cu.edu](https://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.



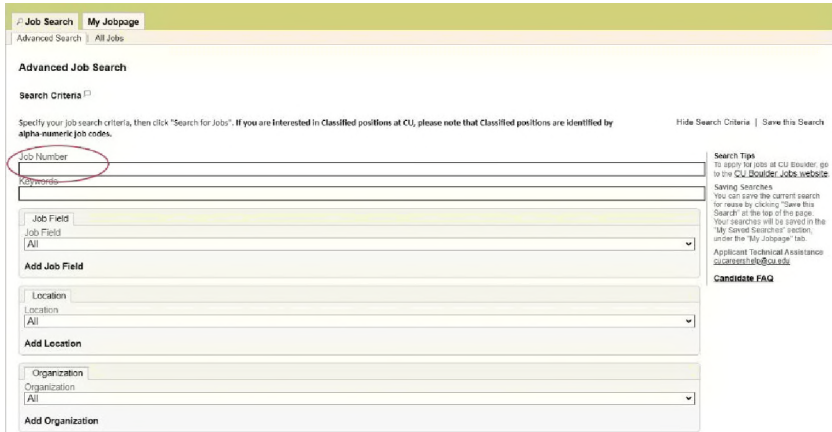
### Step 3:

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



## Step 4:

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



**Job Search** | **My Jobpage**

Advanced Search | All Jobs

### Advanced Job Search

Search Criteria

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. Hide Search Criteria | Save this Search

**Job Number**

**Job Number**

**Job Field**

Job Field  
All

Add Job Field

**Location**

Location  
All

Add Location

**Organization**

Organization  
All

Add Organization

**Search Tips**  
To search for jobs at CU Boulder, go to the [CU Boulder Jobs Website](http://www.cu.edu/jobs).  
Saving Searches  
You can save the current search or new by clicking "Save this Search" at the top of the page. Your searches will be saved in the My Saved Searches section, under the My Jobpage tab.  
Applicant Technical Assistance: [support@cu.edu](mailto:support@cu.edu)  
**Candidate FAQ**

## Additional Resources:

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