

How to Access Internal CU Careers

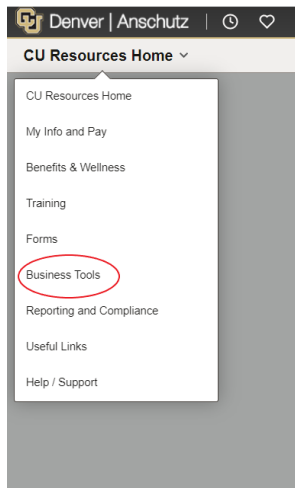
Internal Applicant Step-by-Step

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.



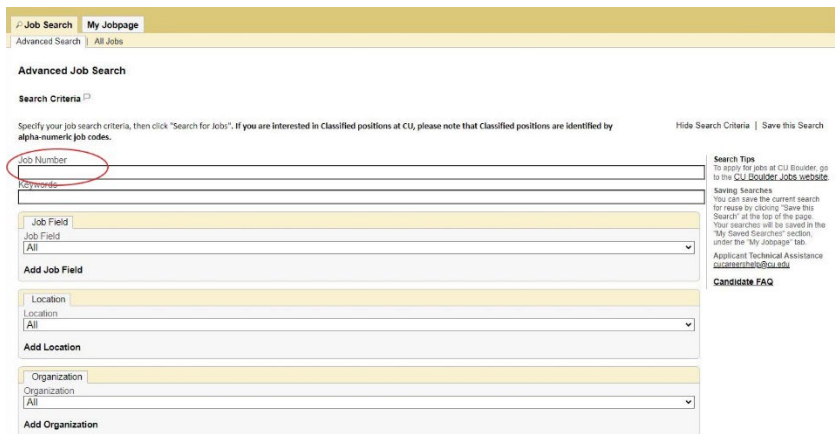
Step 3:

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



Step 4:


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



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

Keywords

Job Field

Job Field

Add Job Field

Location

Location

Add Location

Organization

Organization

Add Organization

Search Tip

To apply for jobs at CU Boulder, go to the [CU Boulder Jobs website](https://www.cu.edu/jobs).

Saving Searches

You can save the current search for reuse 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: careersupport@cu.edu

Candidate FAQ

Additional Resources:

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