

# CU Denver | Anschutz Medical Campus: CU Careers Candidate Care Guide

## Overview

The University of Colorado Denver | Anschutz Medical Campus is committed to providing an exceptional applicant experience created through inclusive, timely, and transparent communication. As a recruiter or HR Business Partner, you represent the University and play a key role in fostering a positive applicant experience. Applicant experience is crucial in the hiring process. As applicants can have multiple opportunities to consider, providing a positive applicant experience provides us with a competitive advantage to aid in the recruitment of current and future career opportunities.

This guide will provide a clear overview of the dispositioning and notification process in CU Careers. Following this guidance will help us create positive, lasting connections with applicants and fulfill our compliance obligations.

### Investing in Internal Talent:

As part of our commitment to candidate care, the University of Colorado is dedicated to investing in and developing our internal community (including CU Boulder, Colorado Springs, Denver, and Anschutz Medical Campus). Some ways that we can foster internal talent include:

- Developing preferred qualifications that speak to a candidate's experience working within the University of Colorado system (all locations)
- Identify internal candidates through CU Careers by adding pre-screening questions, reviewing email addresses provided as part of the application and/or experience outlined in a resume or cover letter
- Use custom notifications in Taleo, email or phone when communicating with internal candidates
- \*Use candidate care to develop employees and continue to encourage their career progression at CU

*\*When possible, we highly recommend providing personal notifications that include professional development, feedback, encouragement, and support when working with candidates who are a member of your team/department/school/college.*

The Talent Acquisition Team is here to help if you would like any support navigating candidate care for internal employees.

## Accessing a Requisition in CU Careers

1. From the CU Careers Home Page, click the **Requisitions** option under the Quick Access section.

The screenshot shows the Oracle Business Intelligence Recruiting interface. At the top, there is a navigation bar with 'Recruiting' and 'Oracle Business Intelligence'. Below this, there is a 'Quick Access' section with a list of links: 'Centers', 'Recruiting', 'Oracle Business Intelligence', 'Quick Access', 'Requisitions', and 'Submissions'. The 'Requisitions' link is circled in red. To the right of the navigation bar, there is a main content area with a welcome message and a list of links for additional resources. The links are: 'HCM Community - Recruit & Hire', 'CU: Recruiting with CU Careers', 'CU Careers Practice Exercise', and 'Correcting Formatting Issues'. At the bottom of the main content area, there is a contact information for the CU Careers Help team.

- This will take you to a list of Requisitions that you own and/or collaborate on. You can narrow your search results by using the filter options on the left-hand side of the screen.

- Once you find the corresponding Requisition, click into the blue position title. This will take you the recruitment home page and allow you to disposition and notify candidates tied to this specific search.

- Throughout the search process, you can use the filter options on the left-hand side of your screen to select, disposition and notify candidates. **Note:** Candidates are batched by their step/status. If you plan to disposition and notify more than one candidate you must select individuals in the same step/status or batch.

## Dispositioning & Notifying Candidates (Candidate Care)

- In alignment with the University's commitment to candidate care, we ask that Departments disposition and **notify candidates at the conclusion of each major stage of the recruitment process.**

Major Stage of the Recruitment Process	Groups to Disposition
Applicant Screening	Meets Min Quals, Does not Meet Min Quals, Not Selected, & Selected for Interviews
1 <sup>st</sup> Round Interviews	2 <sup>nd</sup> Interview, Applicant Withdrew, & Not Selected (including candidates waitlisted for interviews)
2 <sup>nd</sup> Round Interviews	Recommended for Hire, Applicant Withdrew, Not Selected (including candidates waitlisted for 2 <sup>nd</sup> interviews)
New Hire Identified	Disposition <b>all</b> remaining active candidates (*including candidates who applied late in the application process)

- After applicant screening is complete, the Department will disposition and notify **all** candidates who applied within the full-consideration window.
- Dispositioning & Notifications: **Candidates who did not meet all of the minimum qualifications of the role.**
  - Click into the "All Candidates" button.

ou are here > Requisition List > Requisition View

Professional Writing Consultant II (Part-Time) (ID: 23636)

More Actions

All Candidates 10

Requisition Info Prescreen Alerts Attachments Sourcing Interviews History

Language: English (Base) Edit All Expand All

Logistics

Employment Type

Employment Group Indicator  
University Staff

Department Information

Hire Type  
Professional

- Select all candidates who did not meet MQs by checking the box next to their name. Then click the **More Actions** drop down menu.

Filters

Selection process

Step  
New (10)  
Under Review  
Interviews  
Offer Checks  
Offer  
Hire

Candidates

Submissions

Radius

Submissions for: Professional Writing Consultant II (Part-Time) (Requisition ID: 23636)

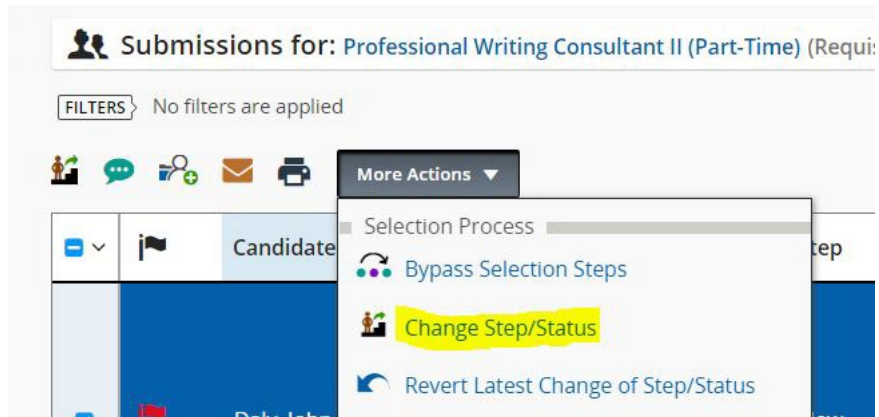
FILTERS No filters are applied

More Actions

List Format Job Fur

Candidate	Step	Selection Status	Residence
<input checked="" type="checkbox"/> Daly, John (1813027)	New	To be Reviewed	US > CO > Denver

- Within the drop-down menu select the “Change Step/Status” option.



- Change the Status to “Not Selected”, select the most appropriate Details of Disposition, and check the send correspondence box. Click on the **Apply and Proceed to Next Action** button.

**Change Step and Status** ✕

Candidate Name: Daly, John(1813027)      Requisition Title: Professional Writing Consultant II (Part-Time) (23636)

---

**Currently in**

Step: New      Status: To be Reviewed

**Change to**

Step: New      Status: Not Selected\*

\* = completes the step

---

**Details or Disposition \***

- Does not meet min. requirements - Lack of Education
- Does not meet min. requirements - Lack of Experience
- Does not meet min. requirements - Skills/Competencies
- Not eligible to work in this country

**Comments**

*Please enter comments here*

---

**Select Other Action**

**Send Correspondence**

---

Cancel    Apply and Proceed to Next Action

- The following window will populate. No changes need to be made to this section. Just click **Next**.

**Send Correspondence** ✕

Candidate Name: Daly, John (1813027)      Current Step: New      Current Status: Not Selected\*      Requisition Title: Professional Writing Consultant II (Part-Time)

---

Send message by:

Email       Printed Letter

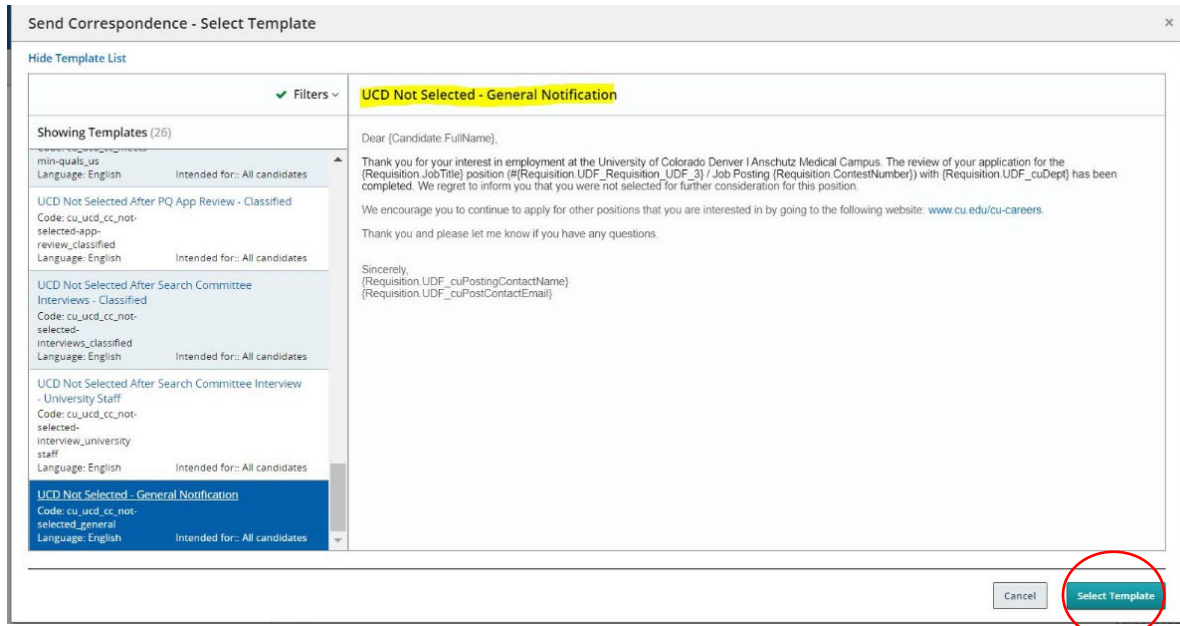
Write a message

From Scratch    From Template

---

Cancel    Next

- Scroll through the options on the left-hand side of the screen and select the following template: “UCD Not Selected: General Notification”. Click the **Select Template** button. *NOTE: Please contact your TAC if you need assistance with candidate inquiries.*



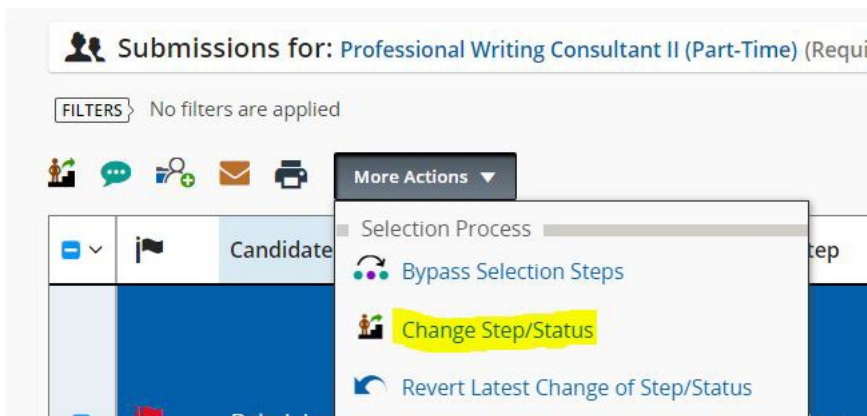
- The system will populate a preview of the notification for your review. If all elements look accurate, click the **Send & Close** button.

**Best Practice Tip: Please do not edit the subject line or email message, as the formulas listed will automatically pull information from CU Careers and customize your message for each candidate. Ex. Dear {Candidate.FirstName} will translate to Dear John, when you send the message.**

8. Dispositioning & Notifications: **Candidates who met all MQs.** *NOTE: Candidates at this point in the recruitment process may be routed into three categories.*

**Candidates who meet all MQs, but have not been identified for interviews.**

- Select all applicable candidates by checking the box next to their name. Then click the **More Actions** drop down menu.
- Within the drop-down menu select the “Change Step/Status” option.



- Confirm that “Meets Minimum Qualifications” is in the status bar. Then click **Apply and Continue**.

The screenshot shows a window titled "Change Step and Status" for candidate Daly, John (1813027) and requisition title Professional Writing Consultant II (Part-Time) (23636). The "Currently in" section shows Step New with Status To be Reviewed. The "Change to" section shows Step New with Status Meets Minimum Qualifications. A red arrow points to the "Apply and Continue" button.

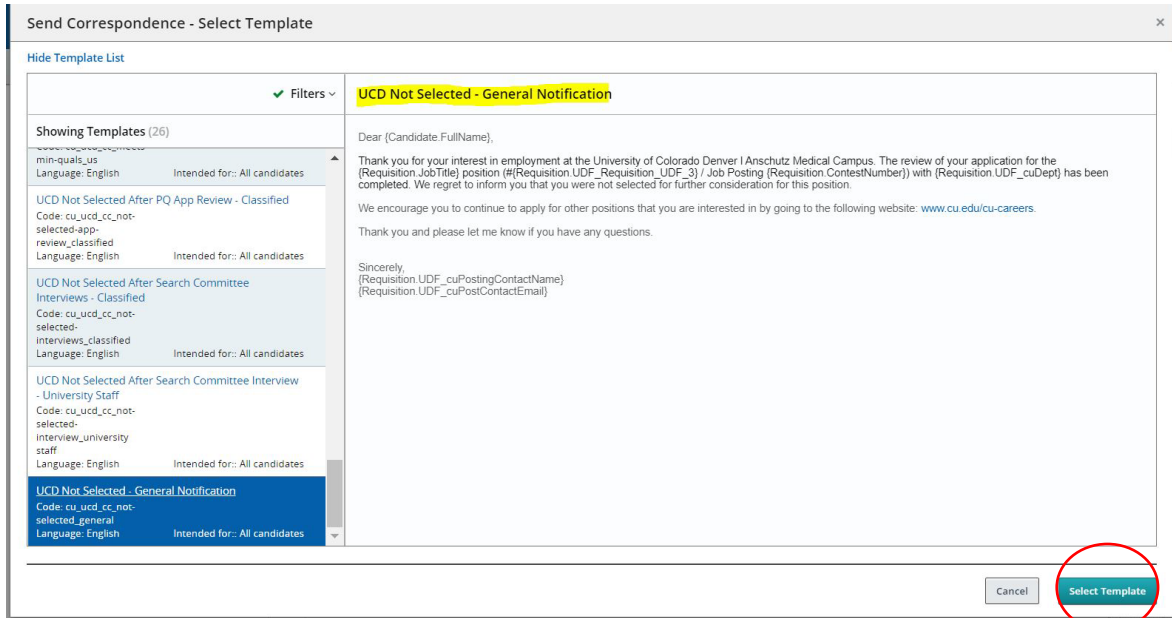
- Change the Status to “Not Selected”, select the most appropriate Details of Disposition, and check the send correspondence box. Click on the **Apply and Proceed to Next Action** button.

The screenshot shows the same window as above, but the status is now "Not Selected\*". A dropdown menu for "Details or Disposition" is open, showing options like "Does not meet min. requirements - Lack of Education". The "Send Correspondence" checkbox is checked. A red arrow points to the "Apply and Proceed to Next Action" button.

- The following window will populate. No changes need to be made to this section. Just click **Next**.

The screenshot shows a window titled "Send Correspondence" for candidate Daly, John (1813027) and requisition title Professional Writing Consultant II (Part-Time). The "Current Step" is New and "Current Status" is Not Selected\*. The "Send message by:" section has "Email" selected. The "Write a message" section has "From Template" selected. A red circle highlights the "Next" button.

- Scroll through the options on the left-hand side of the screen and select the following template: “UCD Not Selected: General Notification”. Click the **Select Template** button. *NOTE: Please contact your TAC if you need assistance with candidate inquiries.*

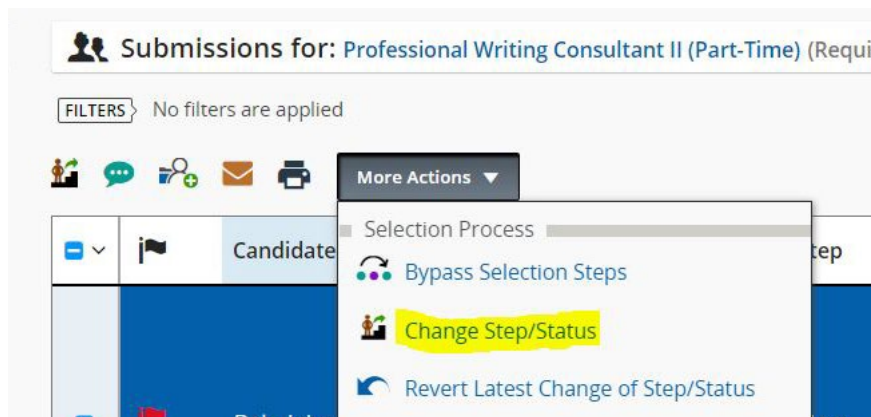


- The system will populate an example of the notification for your review. If all elements look accurate, click the **Send & Close** button.

9. Dispositioning & Notifications: **Candidates who met all MQs.** *NOTE: Candidates at this point in the recruitment process may be routed into three categories.*

**Candidates who meet all MQs and have been waitlisted for interviews.**

- Select all applicable candidates by checking the box next to their name. Then click the **More Actions** drop down menu.
- Within the drop-down menu select the “Change Step/Status” option.



- Confirm that “Meets Minimum Qualifications” is in the status bar and check the send correspondence box. Click on the **Apply and Proceed to Next Action** button.

**Change Step and Status**

Candidate Name: Pepe, Sarah(1942246)      Requisition Title: Professional Writing Consultant II (Part-Time) (23636)

**Currently in**      **Change to**

Step: New      Status: To be Reviewed      →      Step: New      Status: Meets Minimum Qualifications\*

\* = completes the step

Comments: *Please enter comments here*

**Select Other Action**

Send Correspondence

Buttons: Cancel, **Apply and Proceed to Next Action**

- The following window will populate. No changes need to be made to this section. Just click **Next**.

**Send Correspondence**

Candidate Name: Pepe, Sarah (1942246)      Current Step: New      Current Status: Meets Minimum Qualifications\*

Requisition Title: Professional Writing Consultant II (Part-Time)

Send message by:

Email       Printed Letter

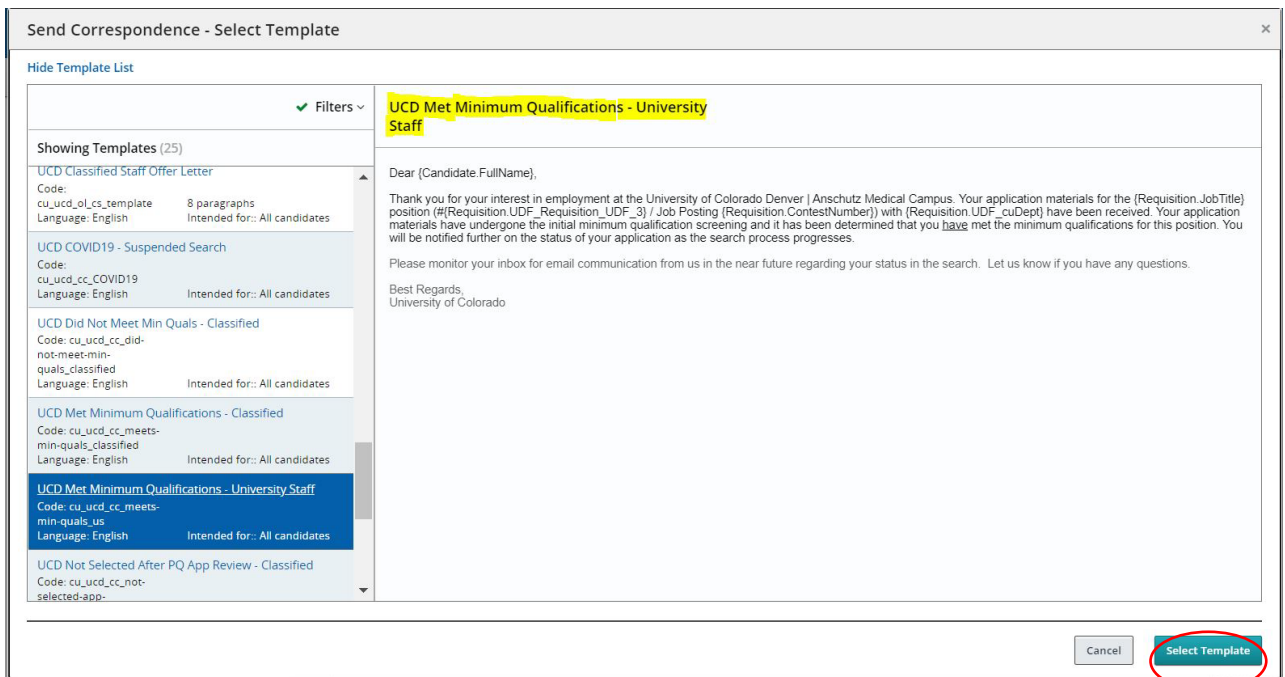
Write a message

Buttons: From Scratch, From Template

Buttons: Cancel, **Next**

- Scroll through the options on the left-hand side of the screen and select the following template: “UCD Met Minimum Qualifications - University Staff”. Click the Select Template button.





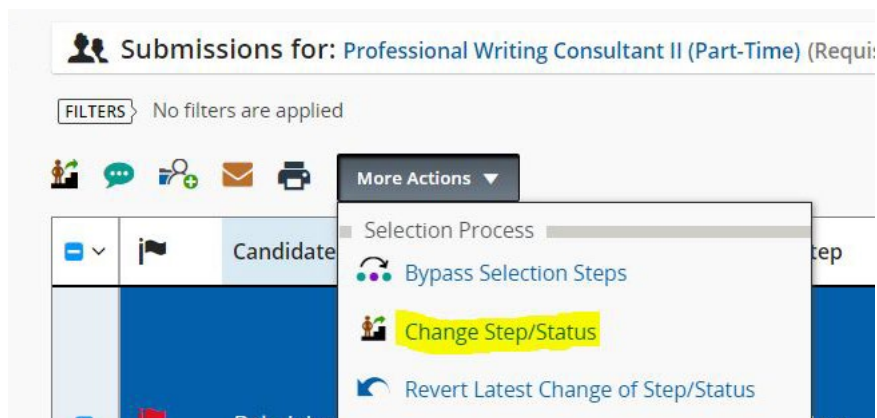
- The system will populate an example of the notification for your review. If all elements look accurate, click the **Send & Close** button.

**Best Practice Tip:** Once first round interviews have concluded it is best practice that the HRBP notify these candidates of their Not Selected status. Please follow guidance outlined in **Step 8**, to finish the notification and dispositioning process.

10. Disposition Dispositioning & Notifications: **Candidates who met all MQs.** NOTE: Candidates at this point in the recruitment process may be routed into three categories.

**Candidates who meet all MQs and have been selected for interviews.**

- Select all applicable candidates by checking the box next to their name. Then click the **More Actions** drop down menu.
- Within the drop-down menu select the “Change Step/Status” option.



- Confirm that “Meets Minimum Qualifications” is in the status bar. Then click **Apply and Continue**.

**Change Step and Status**

Candidate Name: Daly, John(1813027)      Requisition Title: Professional Writing Consultant II (Part-Time) (23636)

**Currently in**      **Change to**

Step: New      Status: To be Reviewed      →      Step: New      Status: Meets Minimum Qualification...  
\* = completes the step

Comments: Please enter comments here

**Select Other Action**

Send Correspondence

Buttons: Cancel    Apply and Continue    Apply and Close

- Change the Status to “Selected for Interviews”. Then click **Apply and Continue**.

**Change Step and Status**

Candidate Name: Pepe, Sarah      Requisition Title: Professional Writing Consultant II (Part-Time) (23636)

**Currently in**      **Change to**

Step: New      Status: Meets Minimum Qualifications      →      Step: Under Review      Status: Selected for Interview\*  
\* = completes the step

Comments: Please enter comments here

**Select Other Action**

Send Correspondence

Buttons: Cancel    Apply and Continue    Apply and Close

- Change the Status to “Interview”. Then click **Apply and Close**.

**Best Practice Tip:** Since these candidates will receive an invitation to interview, they will not need to receive a notification from the system.

**Change Step and Status**

Candidate Name: Pepe, Sarah      Requisition Title: Professional Writing Consultant II (Part-Time) (23636)

**Currently in**      **Change to**

Step: Under Review      Status: Selected for Interview      Step: Interviews      Status: Interview

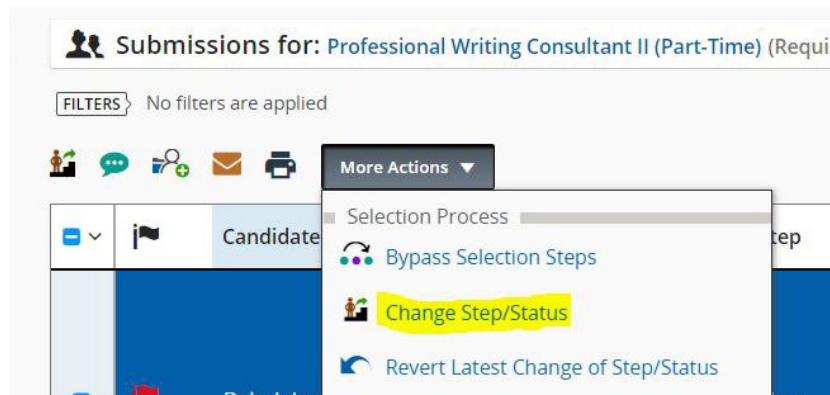
Comments: Please enter comments here

Select Other Action:  Send Correspondence

Buttons: Cancel, Apply and Continue, Apply and Close

11. Dispositioning & Notifications: **Candidates who participated in 1<sup>st</sup> round interviews, but were not referred for 2<sup>nd</sup> round interviews.**

- Select all applicable candidates by checking the box next to their name. Then click the **More Actions** drop down menu.
- Within the drop-down menu select the “Change Step/Status” option.



- Change the Status to “Not Selected” and select the most appropriate Details of Disposition. Then click **Apply and Close**.

**Best Practice Tip:** Candidates who interview should not receive a template notification from CU Careers. **Instead they should receive a personal notification from the Department either over the phone or via email.** Please contact TAC with any questions.

Change Step and Status
✕

Candidate Name  
Pepe, Sarah
Requisition Title  
Professional Writing Consultant II (Part-Time) (23636)

Currently in

Step  
Interviews
Status  
Interview

➔

Change to

Step  
Interviews

Status  
Not Selected\*

\* = completes the step

**Details or Disposition \***

- Unsatisfactory employment record
- Position was canceled
- Not eligible to work in this country
- Less Relevant Experience

**Comments**

Please enter comments here

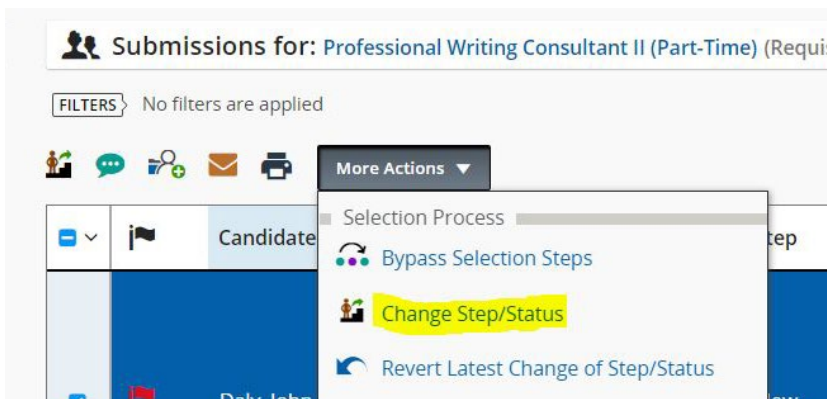
**Select Other Action**

Send Correspondence

Cancel
Apply and Continue
Apply and Close

12. Dispositioning & Notifications: **Candidates who participated in 1<sup>st</sup> round interviews and were referred for 2<sup>nd</sup> interviews.**

- Select all applicable candidates by checking the box next to their name. Then click the **More Actions** drop down menu.
- Within the drop-down menu select the “Change Step/Status” option.



- Change the Status to “2<sup>nd</sup> Interview”. Then click **Apply and Close**.

**Best Practice Tip:** Since these candidates will receive an invitation to interview, they will not need to receive a notification from the system.

**Change Step and Status**

Candidate Name: Pepe, Sarah      Requisition Title: Professional Writing Consultant II (Part-Time) (23636)

**Currently in**      **Change to**

Step: Interviews      Status: Interview      Step: Interviews      Status: 2nd Interview

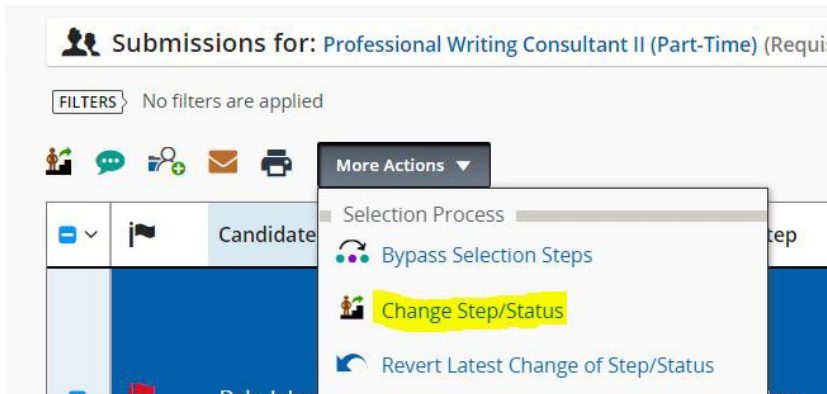
Comments: Please enter comments here

Select Other Action:  Send Correspondence

Buttons: Cancel, Apply and Continue, **Apply and Close** (indicated by a red arrow)

13. Dispositioning & Notifications: **Candidates who participated in 2<sup>st</sup> round interviews, but were not selected for the position.**

- Select all applicable candidates by checking the box next to their name. Then click the **More Actions** drop down menu.
- Within the drop-down menu select the “Change Step/Status” option.

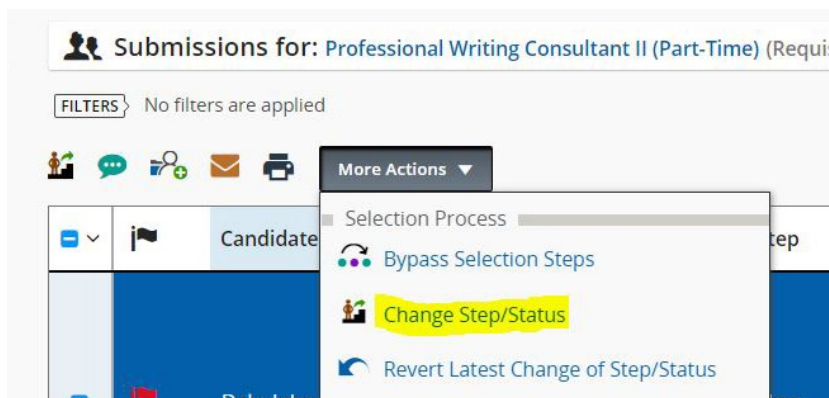


- Change the Status to “Not Selected” and select the most appropriate Details of Disposition. Then click **Apply and Close**.

**Best Practice Tip:** Candidates who interview should not receive a template notification from CU Careers. **Instead they should receive a personal notification from the Department over the phone or via email.** Please contact TAC with any questions.

14. Dispositioning & Notifications: **Candidates who applied after the full-consideration deadline or late in the recruitment process.**

- Select all applicable candidates by checking the box next to their name. Then click the **More Actions** drop down menu.
- Within the drop-down menu select the “Change Step/Status” option.



- Change the Status to “Not Selected”, select the most appropriate Details of Disposition (i.e. Application received past priority deadline), and check the send correspondence box. Click on the **Apply and Proceed to Next Action** button.

**Change Step and Status**

Candidate Name: Daly, John(1813027)      Requisition Title: Professional Writing Consultant II (Part-Time) (23636)

**Currently in**      **Change to**

Step: New      Status: To be Reviewed      Step: New      Status: Not Selected\*

\* = completes the step

**Details or Disposition \***

Does not meet min. requirements - Lack of Education  
 Does not meet min. requirements - Lack of Experience  
 Does not meet min. requirements - Skills/Competencies  
 Not eligible to work in this country

**Comments**  
Please enter comments here

**Select Other Action**

Send Correspondence

Cancel      **Apply and Proceed to Next Action**

- The following window will populate. Since we do not have a saved template for this group, select the “Scratch” option and click **Next**.

**Send Correspondence**

Candidate Name: Daly, John      Current Step: New      Current Status: To be Reviewed      Requisition Title: Professional Writing Consultant II (Part-Time)

Send message by:

Email  
 Printed Letter

Write a message

**From Scratch**      From Template

Cancel      **Next**

- The following screen will populate. **NOTE: Our office has created language for the subject line and body of the email. This information contains formatting and text specific to CU Careers.**

**Send Correspondence - Create Message**      Language: English      Preview      Edit Message

**Write a message**

✓ No unresolved tokens were found.

**Email Header**

From: \* Human Resources University of Colorado <do\_not\_reply@cu.edu>  
To: \* (Candidate.Email)      Cc      Bcc  
Subject: \* The field Subject: is mandatory  
You must include Subject: before proceeding  
Attachments:      Browse      Upload

**Message \***

Source      Styles      Format      Font      Size      A      A

Cancel      Previous      Send

- **Subject Line:** {Requisition.JobTitle} - Applied After Consideration Date or Interviews
- **Body of Email:**

-----

{Other.CompanyLogos1}

{Other.CurrentDate}

Dear {Candidate.FirstName},

Thank you for your interest in the {Requisition.JobTitle} position (Requisition #{Requisition.Number}) with the {Requisition.UDF\_cuDept} at the University of Colorado.

Unfortunately, your application arrived after the search committee was already in the process of reviewing and interviewing applicants and we are moving forward with those other candidates.

We wish you success in your current job search and we encourage you to continue to apply for other positions that interest you. To view our current openings, please visit: [www.cu.edu/cu-careers](http://www.cu.edu/cu-careers).

If you have any questions, please feel free to contact me directly.

Sincerely,

{Requisition.UDF\_cuPostingContactName}

{Requisition.UDF\_cuPostContactEmail}

**Please do not reply to this email. Replies to this message are undeliverable.**

-----

***Best Practice Tip: We are still experiencing formatting issues in CU Careers. It is recommended that you use an HTML Stripper when drafting notifications in CU Careers. Link to HTML Stripper - <https://www.striphtml.com/>.***

- Once you have completed all required sections, click **Send**.