



EO Coordinator Update Meeting

May 2016

Agenda

- EO Coordinator in TMS
- Rationale for Applicant/Candidate Movement
- Reference Checks
- Conflict of Interest
- Notification of Internal Applicants/Candidates
- Other items

EO Coordinator in TMS

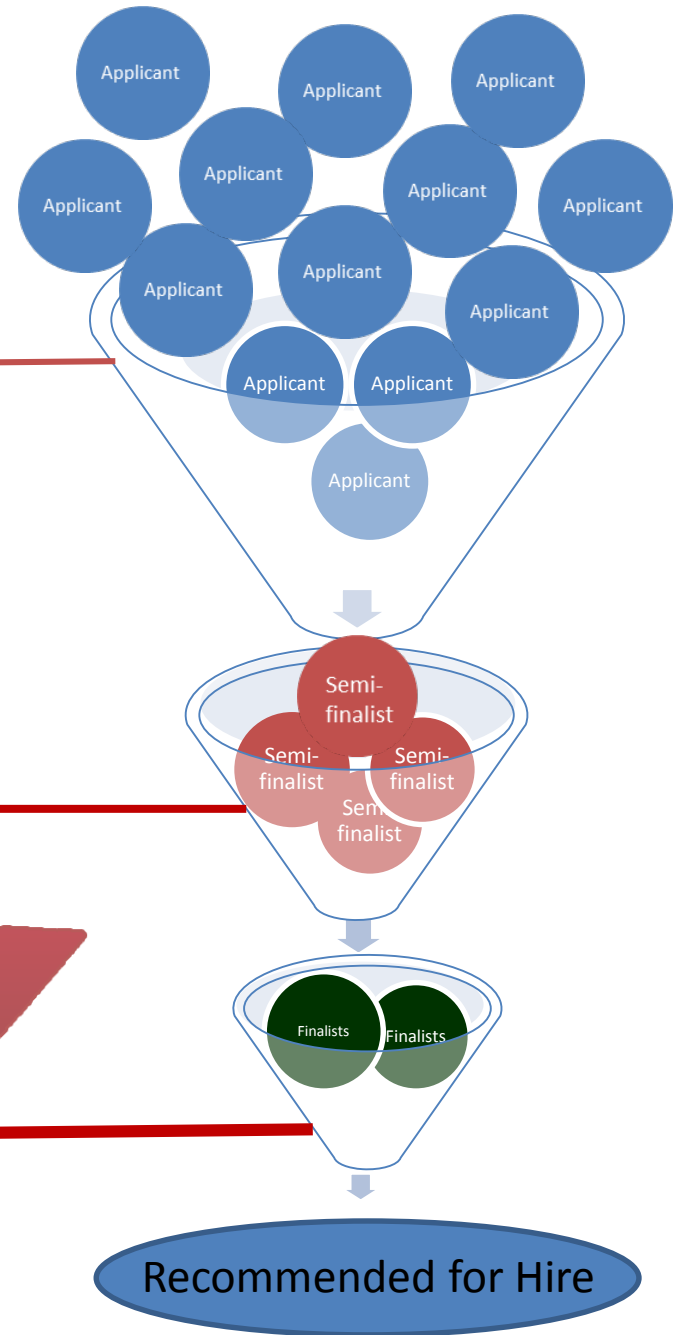
- Live on 6/13/16
- Training will be provided
 - Guides
 - Videos
 - In person trainings
- Communicate change with TMS users
 - Alert in TMS
 - OEO TMS Update webpage
 - Email to EOCs

Note: As the search progresses and the applicant pool decreases, the rationale should increase, reflecting the decision making throughout the process.

1. The rationale at this point can be very general. You may use the options from the drop down menu to explain why a candidate has or has not moved forward.

2. Rationale must be more descriptive at this stage. Must identify why candidates rose above the rest to progress to an interview as well as why the other applicants are either on hold or are no longer under consideration.

3. Must clearly demonstrate the decision making process for top candidate choice(s). Why is each candidate either offered a position, on hold, or no longer under consideration?



Reference Checks

- It is the decision of the Hiring Authority to determine when and how reference checks occur
- Can happen at any point during the search process
- Can be conducted by the Hiring Authority or the search committee
 - If the search committee:
 - Standardized questions must be developed by committee and approved by EOC
 - Two committee members must be on every reference check call
 - If the Hiring Authority:
 - The Hiring Authority can conduct reference checks alone
 - Conducted once final recommendation is given to the Hiring Authority

Conflict of Interest

- What is a conflict of interest?
 - Advisor/advisee relationship
 - Supervised or significant work relationship
- Recusal from consideration of applicant
 - When to disclose
 - Objectivity
 - Remain on search committee

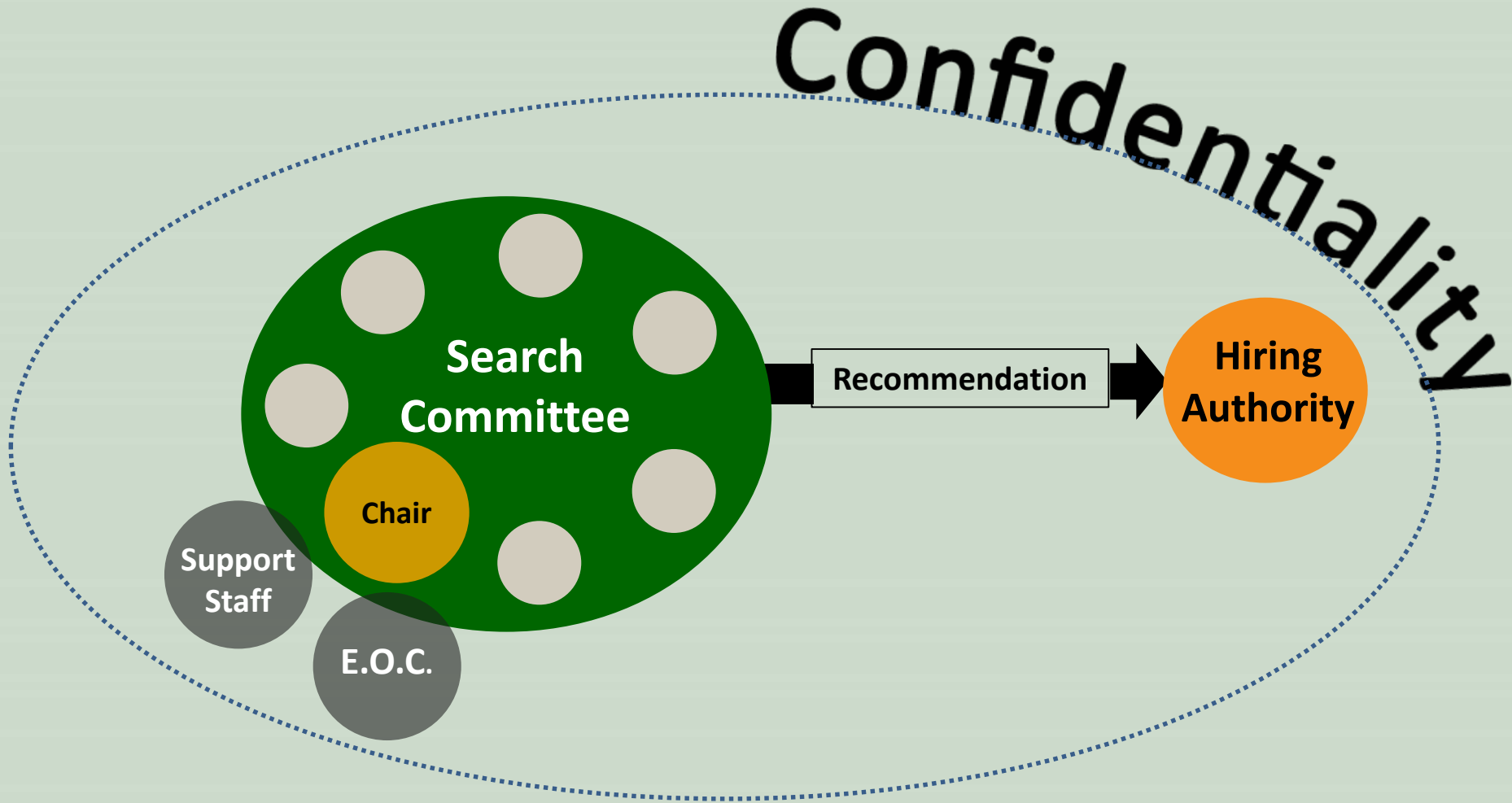
Notification of Internal Applicants and Candidates

- Before a public announcement of finalists
- By the Search Chair or Hiring Authority
- By phone or in person

Upcoming Items

- EOC inserted into TMS on 6/13/16
- Updated search manual summer 2016
- Search Chair Training on 6/9/16
- TMS Trainings
 - Mid-summer
 - Fall
- Training for New EOCs in fall 2016
- How to Consider Diversity in the Search Process

Partners in the Search Process



Thank you!

Office of Equal Opportunity

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