



EO Coordinator Update Meeting

June 2017

Agenda

- Rationales that include “fit” for a position.
- The “Search Chair Development” workflow state for faculty posting requests.
- Communication to applicants at the conclusion of a search.
- Updates regarding the Alternative Appointment Request process.
- Accommodation requests for applicants with disabilities.
- Preferred First Name & Legal First Name
- 2016 Campus Climate Survey Search Committee results.

Rationales that include “fit” for a position

- Need additional information beyond how an applicant or candidate “fits” the position as this could be proxy for unintended bias.
 - Instead, describe why/how the candidate either meets or does not meet the qualifications, and/or how they performed during their interview(s).
 - You can have an overall impression, but need to be careful when considering how someone might or might not fit with a department or unit.
 - Focus on behavior.

“Search Chair Development” workflow state for Faculty posting requests

- Do you have search chairs who log in as the “Applicant Manager” role and edit a posting after the Initiator has created it, but before it moves on to the Hiring Authority?
 - Or is the same person creating the posting and then approving it as the Applicant Manager?
 - Possible removal of this step.

Communication to applicants

- Ensure search committees, particularly the support staff or search chair, are communicating to those applicants who will not move forward in the search process.
 - Those who do not meet minimum qualifications.
 - At the conclusion of the search process.

Alternative Appointment Requests

- New resource on OEO website “When is an Alternative Appointment Request (AAR) required?”
 - <http://oee.colostate.edu/Data/Sites/1/tms-pdf-guides/when-is-an-aar-required.pdf>
- What should an EO Coordinator look for when reviewing AARs?
- Research Associate or Scientist promotions.

Accommodation requests for applicants

- Include in the interview confirmation: If you require an accommodation, please contact (provide specific contact information).
- Do not ask for medical information or documentation.
- Provide what is requested.
- If you require assistance arranging for the accommodation requested, contact OEO.

Preferred First Name Field

- Live June 2017.
- Adding a new, required field when applicants create user profiles on the CSU jobs website (jobs.colostate.edu).
- Preferred First Name will pull through and fill in current 'First Name' field in TMS.
- Communicate change with TMS users.
 - Alert in TMS.
 - OEO TMS Update webpage.
 - Email to EOCs and HRMS listserve.

1. When an applicant creates a user profile on the CSU jobs website to apply to a job posting, they will be required to enter their 'Legal First Name', 'Preferred First Name', and 'Legal Last Name'. If the applicant goes by their Legal First Name, they will also need to enter that into the 'Preferred First Name' field.

Title/Prefix	<input type="text"/>
* Legal First Name	<input type="text"/>
* Preferred First Name	<input type="text"/>
* Legal Last Name	<input type="text"/>
Address1	<input type="text"/>
Address2	<input type="text"/>
	APT#/ STE#

- Once an applicant creates an account and applies to a job posting, their preferred name will automatically display under the 'First Name' column within the 'Applicants' tab in the posting. Applicant Managers, Search Committee Members, as well as Hiring Authorities will only see the 'Preferred Name' in the 'First Name' column.

Emily Rogers, you have 1 message. Applicant Manager logout

Postings / Admin Professional / Research Professional / Aquatic Ecologist (Posted) / Applicant Review

- ★ See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview
-

Posting: Aquatic Ecologist (Admin Professional / Research Professional)

Current Status: Posted

Position Type: Admin Professional / Research Professional
 Department: CEMML (1490)

Created by: Emily Rogers
 Owner: OEO

Summary | History | **Applicants** | Reports | Associated Position Description

Saved Searches Search More Search Options

Active Applicants ×



"Active Applicants" 1 Actions

<input type="checkbox"/>	First Name	Last Name	Posting Number	Workflow State (Internal)	Application Date	
<input type="checkbox"/>	Preferred	Last	201600957AP	Under Review by Dept/Committee	May 09, 2017 at 10:02 AM	Actions

- When an Applicant Manager, Search Committee Member, or the Hiring Authority clicks on the 'First Name' of an applicant, they will be taken to that applicant's 'Job Application' page within the system. Notice how only the preferred name displays on this page.

Job application: Preferred Last (Admin Professional / Research Professional)

Current Status: Under Review by Dept/Committee
 Application form: Administrative Professional - Standard Application Materials

Full name: Preferred Last
 Address: 
 Username: 
 Email: erogers@colostate.edu
 Phone (Primary):
 Phone (Secondary):
 Position Type: Admin Professional / Research Professional
 Department: CEMML (1490)

Created by: Preferred Last
 Owner: Applicant Manager

Summary |
 Recommendations (0 of 1) |
 History |
 Reports

✔
Personal Information

Applicant Information

First Name	Preferred
Middle Name	
Last Name	Last

- The only time a user group in the system will see both the preferred first name and legal first name is when the Hiring Authority goes to start the hiring proposal. Notice how both fields are displayed together. Please note, during our transition period of implementing this new 'Preferred First Name' field, some applicants who had already applied before the implementation will have a blank 'Legal First Name' field on the hiring proposal. OEO will update this field on the hiring proposal so that the legal first name matches the preferred first name. This is necessary for Oracle integration.

The screenshot displays the 'Editing Hiring Proposal' interface. On the left, a sidebar contains navigation options: 'Editing Hiring Proposal', 'Hiring Proposal' (selected), 'Background Check Requi...', 'Hiring Proposal Documents', and 'Hiring Proposal Summary'. The main content area shows the 'Hiring Proposal' tab selected, with 'Save' and 'Next >>' buttons. Below this is a 'Check spelling' tool and a section for '* Required Information'. The 'Applicant Information' section includes the following fields:

Title/Prefix	Ms.
Legal First Name	Legal
Preferred First Name	Preferred
Middle Name	
Legal Last Name	Last

2016 Campus Climate Survey Results

- http://diversity.colostate.edu/2016_campus-climate-survey/

Upcoming Items

- Training for new EOCs is August 4, 2017.
- How to Consider Diversity in the Search Process will now be a standard offering along with the other search sessions provided each semester.

Thank you!

Office of Equal Opportunity

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