

Postings Check List – Standard Searches for EO Coordinators

- Description of work unit
 - Details to market or showcase your department at Colorado State University
- Hiring Authority
 - Okay to list more than one for backup
 - Actual Hiring Authority should be included
- Supervisor Information
- Position Summary
 - Should contain details about what the employee in this position will be doing once hired. Any language about benefits should be listed here, as well as any physical requirements, visa requirements, or driving requirements
- Required job qualifications – details entered.
 - Should differ from the preferred job qualifications
- Preferred Job qualifications – details entered.
 - Should differ from the required job qualifications

Note: change to required job qualifications on a position description would need to be put back through a position modification under position management. The search would need to be canceled and a new posting request would need to be started upon HR approval of the changes to the previously approved position description.

- Working Title
- Research Professional position
 - Yes or No
- Number of vacancies
- Full Consideration Date
 - Standard - Minimum 3 full weekends/two full weeks for advertising.
 - Accelerated and Internal Searches - two full weekends/one full week for advertising.
- Close Posting Date
 - If open until filled, at least 3 weekends after full consideration date, or two full weekends for Accelerated and Internal Searches.
 - If not open until filled, the same date as the full consideration date, but the committee cannot extend the search.
- Open until filled
 - Yes
 - Required for collecting late applications
 - Required for requesting permission to review late applications
 - Prerequisite for requesting an extension on a posting
 - No
 - No late applications will be collected
 - Voids permission to extend the advertising of the search if a suitable applicant pool is not achieved
- Special Instructions Summary
 - Include special application instructions
 - Auto filled with “References will not be contacted without prior notification of candidates”.

- Should include statement “References will be contacted for letters of recommendation upon submission of application”, if Reference section is used and the search committee chooses the workflow state for applicants as “Under review by Dept/Committee” for reference contacts to be sent an email notification. This activation is selected in the reference section on the Settings tab.
- Recruitment plan
 - CSU jobs website, Indeed.com and Connecting Colorado are auto-populated
 - Should include at least 1 additional national advertisement in addition to those auto populated
- AP/Faculty Short Posting
 - Must be included along with quick link for posting URL
 - Short EEO Statement is auto filled and should appear at the bottom of the short announcement, “CSU is an EO/EA/AA Employer and conducts background checks on all final candidates”.
- Diversity-Statement
 - One must be selected
- Search Contact
 - Full Name of search chair or search support staff
 - Must include telephone number and/or email address
- EO Coordinator
 - Okay to have more than one listed for back-up
- Applicant Manager
 - Search Chair and/or search support staff member should be entered.
- Supplemental questions
 - Identified as required with asterisk symbol
 - Identified self-disqualifying for applicant
 - Addressed minimum qualifications (if no, is minimum qualification screening tool uploaded in the posting documents?)
 - If not used, a minimum qualification screening tool should be provided in the posting documents field.
- Application Documents
 - Resume, CV, or Resume/CV (insure only one of these options is selected)
 - List of professional references (This selection or the reference tab need only be used, not both)
 - Order of appearance can be changed by numbering the items in the tab when in edit mode.
- Search Committee
 - Minimum of three search committee members for standard search
 - Minimum of two search committee members for accelerated search
 - Hiring Authority will have the search chair designation for accelerated searches and does not need to be on the Search Chair Training Participants list.
 - Search chair should be on the OEO website under the Search Chair Training Participants link at: <http://www.oeo.colostate.edu/search-chair-training-participants>.
- Evaluative Criteria section
 - Encouraged to upload as an Applicant Screening Form in the posting document section
 - If department wishes to use
 - Must be representative of qualifications
 - Must be weighted numerically
- References
 - Are letters of recommendations be collected?
 - Yes

- Minimum and maximum number of references entered must be the same
- Check Settings Tab for desired workflow states in References Section
 - Workflow state selected for reference notification?
 - What workflow state selected for applicants to be moved to when reference letters are all collected?
 - Is 'reference letter' selected for document type?
- No
 - Minimum and maximum number of references entered can differ
 - No selections needed in references section on settings page.
 - If blank there should be some indication in the "Special Instructions Summary" field of how many references to list – skip to next section
- Posting Documents
 - Minimum qualification screen tool if no supplemental questions used
 - Applicant Screening
 - Screening documents may be combined
 - Organizational Chart

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