• 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?”

• 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.
2. 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.
3. 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.
4. 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.
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!

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