Equal Opportunity Coordinators (EOC or EO Coordinators) work closely with the Office of Equal Opportunity to make sure that all searches are conducted in a fair and equitable manner. EOC’s also review and approve rationale in the TMS for why applicants and candidates will or will not be progressing in a search.

The following guide will show EOC’s how to log in to the system to review proposed candidates for interviews and the candidate(s) who is/are recommended for hire (EOC’s will also review and approve the ‘Faculty Review’ workflow state for Faculty searches).

The following slide illustrates how the candidate rationale should increase as the search progresses.
1. The rationale at this point can be very general. You may use the options from the drop down menu to explain why an applicant 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?

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

Recommended for Hire
Approving Applicants as an EOC Flowchart

- Email trigger sent to the EO Coordinator
- Email trigger sent to the Applicant Manager
- Email trigger sent to the Hiring Authority
Example of system email sent to EO Coordinators when an action is awaiting their approval

Hello Test User,

Cho Chang has been placed in the Request Semifinalist Interview - EOC status for the Assistant / Associate Professor position. The EO Coordinator committee placed this candidate in the Request Semifinalist Interview - EOC workflow state.

Job Title: Assistant / Associate Professor

Position #: 010003.0001
Posting #: 201800129F
Department: College of TMS Training

Thank you,
Office of Equal Opportunity
oeo@colostate.edu
970-491-5836

http://colostate-sb.peopleadmin.com/hr/postings/57158

**Be sure you are logged in under the correct user group so that the direct link will work**

Note: Each email will provide a direct link to the posting where the EO Coordinator can then select the ‘Applicants’ tab from the top of the page to be taken straight to the applicant pool.

1. Every time an applicant is moved into a workflow state ending in ‘EOC’, the EO Coordinator will receive an email from the system alerting them that an applicant has now been placed in their ‘ownership’ and they must log in to the system to complete the review and approval or send it back to the Applicant Manager if not enough rationale for the progression was provided.

The EO Coordinator will receive a separate email for each individual moved. i.e. if the Applicant Manager moves five applicants into an EO Coordinator owned workflow state, the EO Coordinator will receive five separate emails.

Note: Each email will also include a link to this training guide.
Logging into the TMS as the EO Coordinator

1. To review and approve interview/hire requests, log in to the Talent Management System (TMS) at https://jobs.colostate.edu/hr.

2. Ensure you are in the Hire module. To change system modules, click on the three dots in the top left corner and select your desired option.

3. Select the EO Coordinator user role from the User Group drop-down menu.
1. Once in the EO Coordinator user role, click on Postings from the top menu and select either Admin Professional/ Research Professional or Faculty from the drop-down menu.
1. Locate and select the posting (search) by clicking on the working title.

Note: To quickly find the correct posting, type the posting number into the search bar then click the Search button.
Navigating to the Applicants tab within a posting

1. To review applicants, click on the Applicants tab.

Note: If you clicked on the working title, you will be taken to the posting's Summary tab.
1. Once on the Applicants tab, hover over Saved Searches and select (Group) – EOC Applicant Spreadsheet.
Reviewing All Rationales Before Approving Requests

1. The EOC Applicant Spreadsheet saved search is an extremely useful tool. It allows the EOC to quickly review rationales for those who are and are not moving forward in the search process. It pulls in both ‘active’ and ‘inactive’ applicants, displays their rationales in the column titled ‘Workflow State Entrance Reason’, and groups together workflow states for an easier and quicker review. Please ensure that all rationales are appropriate and provide enough information.

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patti, Parvati</td>
<td>Application</td>
<td>Relevant experience: Pavati was a middle tier scoring applicant based on the rating sheet. She received a unanimous 'Yes' from the committee.</td>
</tr>
<tr>
<td>Delacour, Fleur</td>
<td>Application</td>
<td>Relevant experience: Fleur was a middle tier scoring applicant based on the rating sheet. She received a unanimous 'Yes' from the committee.</td>
</tr>
<tr>
<td>Finnigan, Seamus</td>
<td>Application</td>
<td>Relevant experience: Seamus was one of the lower scoring applicants based on the rating sheet. He received a unanimous 'No' from the committee.</td>
</tr>
<tr>
<td>Thomas, Dean</td>
<td>Application</td>
<td>Relevant experience: Dean was one of the lower scoring applicants based on the rating sheet. He received a unanimous 'No' from the committee.</td>
</tr>
<tr>
<td>Brown, Lavender</td>
<td>Application</td>
<td>Relevant experience: Lavender was one of the lower scoring applicants based off the rating sheet. She received a unanimous 'No' from the committee.</td>
</tr>
<tr>
<td>Abbott, Hannah</td>
<td>Determined</td>
<td>Assistant / Associate Professor - Defense Against the Dark Arts</td>
</tr>
<tr>
<td>Krum, Viktor</td>
<td>Determined</td>
<td>Assistant / Associate Professor - Defense Against the Dark Arts</td>
</tr>
<tr>
<td>Crabbe, Vincent</td>
<td>Incomplete</td>
<td>Assistant / Associate Professor - Defense Against the Dark Arts</td>
</tr>
<tr>
<td>Goyle, Gregory</td>
<td>Incomplete</td>
<td>Assistant / Associate Professor - Defense Against the Dark Arts</td>
</tr>
<tr>
<td>Malloy, Draco</td>
<td>Request</td>
<td>Assistant / Associate Professor - Defense Against the Dark Arts</td>
</tr>
</tbody>
</table>

Note: The workflow states Determined did not meet min quals, Incomplete and Late applicant not currently under review do not require rationales. Because of this, the Workflow State Entrance Reason for these applicants will be blank.
Approving All Interview Requests in ‘Bulk’

1. After you have reviewed the rationale for all applicants, including those moving forward and not moving forward in the search process, and are ready to approve the interview requests, hover over Saved Searches and select Bulk Move Option Missing (for EO Coordinators).

Note: By utilizing the Bulk Move Option Missing (for EO Coordinators) saved search, only applicants in EO Coordinator ‘owned’ workflow states will appear in the list below. Narrowing down the applicant list to only those in EO Coordinator owned workflow states will allow you to approve the requests in ‘Bulk’.
1. To approve all interview requests in ‘Bulk’ (at the same time), check the top box to select all applicants on the page.

2. Hover your cursor over the orange Actions button and select Move in Workflow from the Bulk submenu.
1. To approve all requests at once (moving everyone into the same workflow state), select a workflow state transition option from the top drop-down menu. Selecting from the top drop-down menu will subsequently update the drop-down menus next to each name below.

2. When ready, select Save Changes.

Note: You can also update candidate workflow states individually by selecting a workflow state transition option next to an individual's name. You may need to do this if you are sending a candidate back to the applicant manager to request more rationale. Ensure you select a ‘Reason’ from the right side drop-down menu and also provide a brief ‘Explanation’. If you return a candidate to the applicant manager they will receive an email notification from the system asking them to make an update which includes your ‘explanation’.
Note: Once the interview requests have been approved, the Applicant Manager will receive an email from the system. The search committee can then begin scheduling interviews with the approved candidates. For now, there are no further actions required by the EO Coordinator.
Note: After all interviews have been conducted and the committee has received the final hiring decision from the hiring authority, the applicant manager will move the selected candidate into the workflow state 'Recommend for Hire – EOC'. At this point, the system will send an email to the EOC prompting you to log back into the posting to review and approve the request.

1. Navigate to the Applicants tab in the posting and select (Group) - EOC Applicant Spreadsheet from the Saved Searches drop-down menu.
Reviewing All Rationales Before Approving Hire Request

Note: The EOC Applicant Spreadsheet saved search pulls in both ‘active’ and ‘inactive’ applicants, displays their rationales in the column titled ‘Workflow State Entrance Reason’, and groups together workflow states for easier and quicker review.

1. Review all rationales for candidates who are and are not moving forward in the search process.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Posting Number</th>
<th>Workflow State</th>
<th>Job Title</th>
<th>Workflow State Entrance Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Malfoy, Draco</td>
<td>201800129F</td>
<td>Semifinalist</td>
<td>Assistant / Associate Professor - Defense Against the Dark Arts</td>
<td>Other: While Draco has an interesting background in dark arts and dark magic, he is lacking in scholarly research and the ability to publish in peer reviewed journals compared to other candidates. He was extremely rude during his telephone interview. The committee called one minute late due to technical difficulties and he answered the phone with “Wow, about time”. The committee does not feel that Draco meets the preferred qualifications of interest in or experience with interdisciplinary, collaborative and engaged research. When asked why he was interested in the position, he scoffed and said he had only applied to appease his father.</td>
</tr>
<tr>
<td>Lovegood, Luna</td>
<td>201800129F</td>
<td>Semifinalist</td>
<td>Assistant / Associate Professor - Defense Against the Dark Arts</td>
<td>Other: While Luna seemed genuinely interested in this position, she was not organized and tended to go off topic when answering questions. The committee had to constantly reign her back in in an attempt to keep the interview on track and within a reasonable time frame. This led the committee to question her ability to lead a classroom and keep students on track. While she has many publications, most are in non-vetted, non-peer reviewed journals (e.g., Quibbler). This led the committee to question the validity of her work. Committee wishes to hold pending outcome of Faculty Review and Finalist Interviews.</td>
</tr>
<tr>
<td>Granger, Hermione</td>
<td>201800129F</td>
<td>Recommend for Hire - EOC</td>
<td>Assistant / Associate Professor - Defense Against the Dark Arts</td>
<td>Other: After the finalist interview it was clear that Hermione was the top candidate. Her impressive work as the Chief Auror for the Ministry of Magic gave her significant advantage over the other finalists. Hermione’s background with the dark arts, her history with Voldemort and Hogwarts, and her research focus and PhD make her the perfect individual to fill this role.</td>
</tr>
<tr>
<td>Weasley, Ron</td>
<td>201800129F</td>
<td>Finalist Interviewed, Not Selected</td>
<td>Assistant / Associate Professor - Defense Against the Dark Arts</td>
<td>Other: Though Ron’s background is relevant to this position, he failed to prepare for his on-site interview which caused him to fall short compared to the other finalists. His use of humor seemed to irritate attendees at the open forum where some stated that due to comments Ron said they didn’t feel like Ron would be able to be professional if tasked with a serious situation, i.e., students with familial/mental/health/general health concerns. Ron also fell short when it came to academic publications compared to the other candidates. As such, the committee does not feel that Ron would succeed in this position.</td>
</tr>
</tbody>
</table>
Approving the Hire Request

1. After you have reviewed the rationale for all applicants, both those moving forward and not moving forward in the search process, and are ready to approve the hire request, hover over Saved Searches and select (Group) - Bulk Move Option Missing (for EO Coordinators).

Note: By utilizing the Bulk Move Option Missing (for EO Coordinators) saved search, only applicants in EO Coordinator ‘owned’ workflow states will appear in the list below.

2. After utilizing the Saved Search, click on the candidates first name to approve the request.
Approving the Hire Request

1. Once in the job application, hover over the Take Action On Job Application button and select Recommend for Hire (move to Recommend for Hire – OEO).

2. In the pop-up box, select Submit.
Approving the Hire Request

Note: The system has now sent the hire request forward to OEO. At this time, there are no more actions required in the TMS for the EO Coordinator.
Need further help?

Please visit the OEO website for more resources on the CSU Talent Management System (TMS) at:

www.oeo.colostate.edu/talent-management-system-tms

For additional help, contact the Office of Equal Opportunity at:

(970) 491-5836

or

e-mail OEO at oeo@colostate.edu