Alternative Appointment Requests are created from position descriptions using the postings tab to request an appointment for a Faculty position.

**Faculty Alternative Appointment Requests may only be created by Initiators.**

Initiators may only create an Alternative Appointment Request using approved position descriptions.

Below are the steps in the creation and approval of the Alternative Appointment Request.

The steps in the following slides explain how to create, prompt approval and complete an Alternative Appointment Request.

2. Hover your cursor over the ‘Postings’ menu. Select ‘Faculty.’
1. From the Postings page, click on ‘Create New Posting’ and the ‘Create New’ box will appear. Note that the ‘Create New’ box will appear when using the Shortcuts link.

2. Select ‘Create from Position Description’.

Note: Human Resources and OEO will have an expanded list of posting methods.

Note: For Open Pools Only

Create from Position Type
Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

Create from Position Description
Copies in most of the information from a position description.
Selecting a Position to Create an Alternative Appointment Request (from)

1. Choose your approved position by selecting it from the list or, select the button ‘More Search Options’ then type in the working title or the first 6 numbers of the Position Number to bring up the Position Description you wish to make a posting from.

Note: You may or may not choose to include the Version number after the Position number (014007.0002) If you chose to exclude it, all versions of the Position Description will appear in the search.
If using the ‘Working Title’ to select your position, you will review the approved position, then select ‘Create Posting from this Position Description’ on the right hand side of the screen.
Alternative Appointment Request - Settings

1. Complete the ‘Settings Page’

Organizational Unit
- Division: Provost/Executive Vice President (1001DV)
- Academic/Reporting Area: College of Natural Sciences (1801CG)
- Department: Biochemistry and Molecular Biology (1870)
2. Check ‘Alternative Appointment Request Application’

3. Choose ‘Create New Posting’ to continue on and activate “Posting Details”

Optional: If you will be soliciting reference letters then you will need to complete these three fields.

Optional (cont.): This field can stay in the same workflow state as the above field or you could use the state ‘All Reference Letters Submitted’, which will change the applicant’s workflow state automatically once all reference letters have been uploaded.
1. On the Posting Details tab, you will complete required and other fields about your posting (FTE, Supervisor info., etc.). Some fields will not be editable by you and will have been saved as part of the position description, or will be filled in by the appropriate party during the workflow and approval process. Be sure to scroll all the way down to ensure that all the required fields are filled out.

2. When complete, click ‘Next>>’ to continue to the ‘Essential Job Duties’ tab or ‘Save’ to return to complete the posting at a later time.
1. Replace what's auto populated in the ‘Recruitment Plan’ box with “AAR”
1. On the Essential Job Duties tab, click on the “Add Essential Job Duties Entry” button if you want to specify essential duties of the position.

2. When complete, click “Next>>” to continue to the Position Budget Information tab, “Save” to return to complete the posting at a later time or “<<Prev” to return to the previous tab.
1. The Position Budget Information tab is optional but can be used for units or departments to track budget information.

2. To add budget information, click on the ‘Add Budget Summary Entry’ button. Complete the ‘Budget Account Name,’ ‘Budget Account Number,’ and ‘Percentage Funded’ fields.

3. When complete, click ‘Next>>’ to go to the ‘Alternative Appointment’ tab, ‘Save’ to return to complete the posting at a later time or ‘<<Prev’ to return to the previous tab.
1. The ‘Alternative Appointment’ tab assumes that a candidate has already been identified for the position and you wish to seek approval to associate the appointment with the job posting.

2. All information must be filled out on the Alternative Appointment tab. The fields titled ‘Rationale for Request’ and ‘How Proposed Individual was Identified’ MUST be complete with detail.
1. All information must be filled out on the Alternative Appointment tab.

2. When complete, click ‘Next>>’ to go to the 'Background Check Requirements' tab, ‘Save’ to return to complete the posting at a later time or ‘<<Prev’ to return to the previous tab.
1. Complete the 'Background Check Requirements' tab for the appropriate type of background history to be researched for a viable candidate.

2. When complete, click 'Next>>' to go to the 'Supplemental Questions' tab, 'Save' to return to complete the posting at a later time or '<<Prev' to return to the previous tab.

2. To go to the ‘Posting Documents’ tab, you may either click on ‘Next>>’ until you arrive at the ‘Posting Documents’ tab, or click ‘Save’ to return to the Summary tab. From the Summary tab you may select the ‘Posting Documents’ tab.
1. Documents that are requested as part of the Posting and viewable to other individuals associated with the search may be uploaded here.

2. An Alternative Appointment Request must have a resume or CV uploaded. To upload a Resume or CV, hover over the ‘Actions’ button and select ‘Upload New’.
1. Click on ‘Choose File.’

2. Select the file and click ‘Open.’

3. Click ‘Submit.’
1. The Resume is now uploaded.

2. When complete, click ‘Next>>’ to go to the ‘Summary’ tab, ‘Save’ to return to complete the posting at a later time or ‘<< Prev’ to return to the previous tab.
1. The Summary tab provides you with all the entries made in the posting. In addition, new links appear for History (all transactions associated with the posting), Settings (where the posting resides and other information), Hiring Proposals (offers), and the Associated Position Description. To access these areas, simply click on the tab.

2. In addition to summary information about your posting, you may also “See how Posting looks to Applicant”, ‘Print the Applicant’s View of the Posting’ and may also Print Preview (or print the whole posting as it is viewed internally).
1. Once you have sufficiently reviewed the Alternative Appointment Request and are ready to move it to the EO Coordinator for review, hover over 'Take Action on Posting' and select 'Request Alternative Appointment (move to Alternative Appointment Request).'

2. Add relevant comments in the text box. By checking 'Add this posting to your watch list?' you will receive updates on the position located on your Home page. Click 'Submit.'
1. The EO Coordinator will review the position and Alternative Appointment Request tab.

2. Once the EO Coordinator has sufficiently reviewed the position and is ready to move the Alternative Appointment Request to the Hiring Authority for review and approval, hover over ‘Take Action on Posting’ and select ‘Alternative Appointment Request Approved (move to Dept Chair/Head Alternative Appointment Request).’

3. Add relevant comments in the text box. By checking ‘Add this posting to your watch list?’ you will receive updates on the position located on your Home page. Click ‘Submit.’
1. The Dept Chair/Head (Hiring Authority) will review the position and Alternative Appointment Request tab.

2. Once the Hiring Authority has sufficiently reviewed the position and is ready to move the Alternative Appointment Request to the Dean/Signature Authority for review and approval, hover over 'Take Action on Posting' and select 'Alternative Appointment Request Approved (move to Dean Alternative Appointment Request)'.

3. Add relevant comments in the text box. By checking 'Add this posting to your watch list?' you will receive updates on the position located on your Home page. Click 'Submit'.
1. The Dean/Signature Authority will review the Alternative Appointment Request and make any edits as needed.

2. Once the Alternative Appointment Request is approved, the Signature Authority will hover over the 'Take Action on Posting' button and select 'Approve (move to Provost Alternative Appointment Approval)'.

3. The Signature Authority may add any relevant comments for the Provost. By checking 'Add this posting to your watch list?' you will receive updates on the position located on your Home page. Click 'Submit'.
1. The Provost will review the Alternative Appointment Request and make any edits as needed.

2. Once the Alternative Appointment Request is approved, the Provost will hover over the 'Take Action on Posting' button and select 'Approved (move to OEO Review and Approval).'</n
3. The Provost may add any relevant comments for OEO. By checking 'Add this posting to your watch list?' you will receive updates on the position located on your Home page. Click 'Submit.'
1. OEO will review the Alternative Appointment Request and make any edits as needed.

2. Once the Alternative Appointment Request is approved, OEO will hover over the ‘Take Action on Posting’ button and select ‘Alternative Appointment Approved (move to Alternative Appointment Approved).’

3. OEO may add any relevant comments. Click ‘Submit.’
Once the Alternative Appointment is Approved, the link to the posting becomes available for the incumbent to fill in their information.
Alternative Appointment Request Approved E-mail

Hello,

The following position, {{posting_job_detail_job_title}}, has been placed in the status of "{{posting_workflow_state}}." As the hiring authority or applicant manager you will need to email the incumbent the direct posting link so they can apply to this position.

Direct posting link: {{posting_applicant_site_quick_link_url}}

Once the incumbent, {{posting_faculty_detail_custom_string_one}}, has applied for this position the applicant manager will need to move the incumbent’s application to the workflow state “Recommend for Hire.”

Job Title: {{posting_job_detail_job_title}}
Position #: {{posting_job_detail_external_job_number}}
Posting #: {{postingPosting_detail_posting_number}}
Department: {{posting_organizational_unit}}
Status: {{posting_workflow_state}}

Thank you,

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

The Hiring Authority and Applicant Manager will receive an e-mail notification that the Alternative Appointment Request was approved. The direct posting link is provided, which you will e-mail directly to the incumbent to apply to the position.

If you have an issue or questions please see our training website at http://oeo.colostate.edu/talent-management-system-ims or complete a help ticket at http://oeo.colostate.edu/ims-help.
The incumbent will apply to the job through the link sent by the Hiring Authority or Applicant Manager.
1. Once the incumbent has applied to the position, the Applicant Manager will need to move the incumbent’s application status to “Recommend for Hire.” Hover over ‘Take Action on Job Application’ and select ‘Recommend for Hire (move to Recommend for Hire).’

2. Select ‘Other’ as the ‘Reason’ and then enter ‘Alternative Appointment Request’ or ‘AAR’ in the ‘Explanation’ text box. Click ‘Submit.’
OEO will review the incumbent’s application and move them to ‘Approved Recommend for Hire (move to Approved Recommend for Hire).’
1. The Hiring Authority will receive an email stating that the incumbent has been approved for hire.

Hello {{posting__user_selection_field_7}}

{{application__applicant_detail-user__first_name}} {{application__applicant_detail-user__last_name}} has been placed in the {{application__job_application_workflow_state}} status for the {{posting__job_title}} position.

As the Hiring Authority you will need to start the Hiring Proposal for {{application__applicant_detail-user__first_name}} {{application__applicant_detail-user__last_name}}.

For instructions on how to start the Hiring Proposal please see the How to Initiate and Complete the Hiring Proposal training guide: http://oeo.colostate.edu/Data/Sites/1/peopleadmin/csuo-how-to-initiate-and-complete-the-faculty-hiring-proposal-updated.pdf

Job Title: {{posting__job_title}}
Position #: {{posting__job_detail_external_job_number}}
Posting #: {{posting__posting_number}}
Department: {{posting__organizational_unit}}

Thank you,

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

If you have an issue or questions please see our training website at http://oeo.colostate.edu/talent-management-system-tms or complete a help ticket at http://oeo.colostate.edu/tms-help.

2. The Hiring Authority starts the Hiring Proposal by following the Hiring Proposal Training Guide.
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

Fill out a TMS Help Form