Job Postings are created to announce the approved opening of a Faculty position.

**Faculty Job Announcements may be created by Initiators, Human Resources and the Office of Equal Opportunity, only.**

Initiators may create new job postings using approved position descriptions, only.

Below are the steps in the creation, approval and online posting of the Job Posting/Announcement.

The steps in the following slides explain how to create, prompt approval and post job postings.
Initiating a Faculty Job Posting


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.
1. Select ‘Create from Position Description’.

Note: ‘Create from Position Type’ is only used when creating **NEW** Open Pools. See the Open Pools training guide for details.

Note: ‘Create from Posting’ is only used when creating Open Pools from a **PREVIOUSLY POSTED** Open Pool. Selecting this option will clone and pull over all the information entered from a preexisting open pool posting. See the Open Pools training guide for details.

Note: Human Resources and OEO will have an expanded list of posting methods.
1. Choose your approved position by selecting it from the list below or, select the button ‘More Search Options’ then type in the first 6 numbers of the Position Number to bring up the Position Description you wish to create the 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 so be sure to select the correct one.

2. To start the Posting, click on the Position Description title.

Shortcut: Hover over the ‘Actions’ drop down and select ‘Create From’ to start the Posting from the selected Position Description.
1. Review the approved position, then select 'Create Posting from this Position Description' on the right side of the screen.
1. Complete the ‘Settings Page’

- **Working Title** field will automatically populate with the working title of the position description.

- ‘Organizational Unit’ information will pull over from the position description. Your ability to edit these reporting fields is dependent on your user access in the system.

- ‘Applicant Workflow State’ should remain ‘Under review by Dept/Committee’. Please do not change this.
2. Check ‘Faculty Application’ as the preferred method for receiving application materials.

3. Choose ‘Create New Posting’ to continue onto the ‘Posting Details’ tab.

1. Be sure that the ‘Accept online applications’ box is checked.

Optional: If you will be soliciting letters of recommendation, then you will need to update these three fields. Otherwise, leave them blank and use the reference tab further along in the process to collect reference contact information.

For further help setting up the reference collection tool in the system, please see our training guide located here: https://oeo.colostate.edu/media/sites/144/2017/05/How-to-Request-References-in-TMS.pdf
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 or will have been copied from the position description.

Note: These fields will pull through from the approved position description and will not be editable by the initiator.
Note: The ‘Proposed Annual Salary Range’ will pull over from the approved position description. Please do not alter this amount. You may delete the amount and enter ‘Salary is commensurate with experience and qualifications’ if you do not wish for the applicants to see the approved salary range.

Note: The ‘Description of Work Unit’ will pull over from the approved position description. You can edit this field if needed.

Note: These fields will pull over from the approved position description.
1. Continue to fill out the ‘Posting Details’ page

2. You must enter in at least one Hiring Authority. This can be the actual Hiring Authority for the search, or, it can be the individual who will be completing the Hiring Authority actions in the system. Multiple people may be entered.

3. You must fill in the position’s supervisor and the supervisor’s working title.

Note: Most of these fields will have pulled over from the Position Description. If they are empty, make sure that you are using an approved, completed Position Description to create the Posting.

Please note, any changes to the required and preferred qualifications on the posting may result in a required modification to the position description before moving forward.
1. Continue to fill out the ‘Posting Details’ page.

2. The ‘Full Consideration Date’ for all Faculty positions must be a minimum of four weekends after the approval of the posting announcement. OEO will correct/update these dates before posting if they are incorrect.

3. The ‘Close Posting Date’ must be at least three full weekends after the ‘Full Consideration Date’ to allow for late applicants.

Note: The working title will pull through from the position description. If you made changes to the working title on the initial posting settings page, the change will display here.

Note: These four fields are optional. ‘Desired Start Date’ is required if any of your required qualifications state “by anticipated/proposed state date”. An example “Must be eligible to work in the United States by the proposed start date” as a required qualification will require a date in the ‘Desired Start Date’ field.

Note: Please ensure that ‘Yes’ is selected from the ‘Open Until Filled’ drop down menu.
2. The ‘Special Instructions Summary’ field should be used to provide more directions/instructions to applicants when applying. It will show up at the top of the job posting on the CSU Jobs Website. Typically, committees use this field to alert applicants of what’s needed to apply (cover letter, resume, list of professional references, etc.). The language ‘Reference will not be contacted without prior notification of candidates’ should also be included. If letters of recommendation are going to be solicited, please state that in this field.

A great example of a special instruction summary is: “Interested applicants must submit a cover letter which addresses how professional experiences align with identified required and preferred qualifications of the position, a current resume, and the names, e-mail addresses, and telephone numbers of three (3) professional references. References will not be contacted without prior notification of candidates.”

1. Continue to fill out the ‘Posting Details’ page

Note: All CSU searches are automatically posted to these four websites. They will always auto populate in this box, please do not delete them. Be sure to add at least one national advertising venue plus additional venues. (e.g. websites, list services etc.)

Note: Unless you are requesting an internal search, please leave these two fields blank. Please reach out to OEO if you have any questions about internal searches.
1. Continue to fill out the 'Posting Details' page

AP/Faculty Short Posting

CSU is an EO/EA/AA employer and conducts background checks on all final candidates.

Add the short posting to this field for other advertising and recruiting purposes. You must include a quick link in this field.

Quick Link for Internal Postings

http://colostate-training.peopleadmin.com/postings/35018

Background Check Policy Statement

Colorado State University (CSU) strives to provide a safe study, work, and living environment for students, faculty, and staff. To support this environment and comply with regulations, CSU conducts background checks. The type of background check conducted varies based on the nature of the work and the position. CSU will conduct background checks on new hires and employees. The type and extent of the background check will depend on the position and the educational institution's policies. It is reasonable and prudent to do so.

EEO Statement

Colorado State University is committed to providing an environment that is free from discrimination, harassment, and retaliation. This policy applies to all employees, applicants, and any other individual seeking equal access to employment opportunities at Colorado State University. The University is an equal opportunity/affirmative action employer fully committed to achieving a diverse workforce and advancing the interests of underrepresented groups. The Office of Equal Opportunity is the University’s designated Equal Employment Opportunity (EEO) office.

Diversity Statement

Copy and paste one of the five bulleted Diversity Statements listed below into the ‘Diversity Statement’ box.

- Ability to advance the department’s commitment to diversity and inclusion through research, teaching and outreach with relevant programs, people and activities.
1. Continue to fill out the ‘Posting Details’ page

2. You must provide a name and either an e-mail address or phone number of your search contact. This is who the applicants will contact if they have a question about the position.

3. You must select at least one EO Coordinator and one Applicant Manager. Typically the Applicant Manager is the chair of the committee, though a support staff member may also be added as an Applicant Manager to assist with TMS actions.

4. When complete, click ‘Next>>’ to continue to the ‘Essential Job Duties’ tab, ‘Save’ to return to complete the posting at a later time.
When ready, 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.

Note: On the Essential Job Duties tab, information filled in during the creation of the position description will pull through and auto populate these fields. Please check with HR Classification and Compensation before making any changes to this tab.

These Essential Job Duties are viewable to potential applicants on the posting. You may keep these duties or remove them from view by clicking on the “Remove Entry?” checkbox below each job duty.
Note: The Position Budget Information tab is optional but can be used for units or departments to track budget information.

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

2. When ready, click ‘Next>>’ to go to the ‘Alternative Appointment Request’ tab, ‘Save’ to return to complete the posting at a later time or ‘<<Prev’ to return to the previous tab.
Note: 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. If this is the case, fill out all the information on this tab.

If this is not the case, then select ‘No’ from the dropdown menu on the first question titled ‘Alternative Appointment Requested?’. Or, you can skip this tab completely and go directly to the ‘Background Check Requirement’ tab.

1. When ready, click ‘Next’ to go to the ‘Background Check Requirement’ tab, ‘Save’ to return to complete the posting at a later time, or ‘<<Prev’ to return to the previous tab.
1. When ready, 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.

Note: The 'Background Check Requirement' tab will automatically pull over information from the Position Description section. Use this area to verify that all the information is correct. If you need to make any changes, please contact HR Classification and Compensation. Changes to this tab can only be made on the position description.
1. To add a question, click on the ‘Add a question’ button.

Note: Supplemental questions are similar to minimum qualification screening forms. It’s a way to determine if an applicant meets minimum qualifications by having them answer a set of questions when applying to a job. Certain answers to questions can be made ‘disqualifying’. This means that if an applicant selects a disqualifying answer, they will automatically self-disqualify from the pool. This automatically places them into the workflow state ‘System determined did not meet minimum qualifications’. You may choose to use either supplemental questions or a minimum qualification screening form.
1. You may search for a preexisting question using the 'Category' drop down menu, or 'Keyword' search. Once you find an appropriate question, check the box next to it and click the 'Submit' button at the bottom.

Note: If you are unable to find a question, select 'Add a new one'.

Available Supplemental Questions

Category: Any  Keyword:  

Add Category  Question

Experience

Give an example of a time when you were faced with an urgent problem or challenge that demonstrated your ability to be analytical, creative, and make decisions in order reach a timely solution. Be sure to include the details around the problem/challenge, how much time you were given to resolve matters, resources you used, and why this example best highlights your capabilities.

Uncategorized

This position requires college coursework to meet the minimum requirements of the position. If you are using education to meet the minimum qualifications for this position as required, a copy of your unofficial (or official) transcript is required by the application deadline. You may either attach this transcript to your application electronically, or fax a copy of your transcript to: FAX 970-491-6302. Will you be submitting transcripts to verify that your education meet the minimum qualifications of this position?

Uncategorized

Resume submittal by the job announcement closing date/time is a requirement to be considered for this position. How do you plan to submit your resume?

Licenses/Certifications

This position requires a current, valid EPA universal license. Please list your EPA universal license number and granting agency in the space below.

Displaying 1 - 15 of 1922 in total
Posting – Adding Supplemental Questions

1. Enter the name of the question. You may also choose a category to file it under.

2. Enter the question in the ‘Question’ field. It should directly relate to a required qualification.

3. Select one of the options under ‘Possible Answers’. ‘Open Ended Answers’ allows applicants to type a personalized response. ‘Predefined Answers’ gives the applicants set, multiple choices answers. Use this if you wish to create self-disqualifying questions.

4. Enter in the possible answers to the question above.

5. Click ‘Submit’.
Note: To make a question required, check the ‘Required’ check box. Having a required question means applicants will have to answer this question to apply for the job.

1. To set up a question as ‘Disqualifying’, first click on the title of the question.

2. Check which answer you would like to be disqualifying. If an applicant selects this answer, they will self-disqualify from the pool.

3. When complete, click ‘Next>>’ to go to the ‘Qualification Groups’ tab, ‘Save’ to return to complete the posting at a later time, or ‘<<Prev’ to return to the previous tab.
1. On the ‘Qualification Groups’ tab you may ask for additional information from the applicant to help you further determine job qualifications. For now, this option has been removed until further training can be provided.

2. Click ‘Next>>’ to go to the ‘Applicant Documents’ tab, ‘Save’ to return to complete the posting at a later time or ‘<<Prev’ to return to the previous tab.
1. Select the documents that you would like applicants to attach to their applications when applying for a job posting. You may order the appearance of the documents requested by including a number in the ‘Order’ box or by dragging and dropping the listed items into the order you want. Documents may be categorized as ‘Optional’ or ‘Required’ attachments. Mark your documents as ‘Optional’ or ‘Required’ based on your job search needs.

Note: You can choose the order of the way the documents appear to the applicant by using the 'order' box to the left of the document name OR by clicking and holding the name of the document and dragging it into the desired order.

2. When complete, click ‘Next>>’ to go to the ‘Search Committee’ tab, ‘Save’ to return to complete the posting at a later time, or ‘<<Prev’ to return to the previous tab.
Note: ‘Search Committees’ are teams of qualified individuals selected by the Hiring Authority to work through the CSU search process to identify a qualified applicant to fill a vacancy. Each Search Committee will have a Search Committee Chair and Search Committee Members.

1. To add a Search Committee Chair or Member, click on the ‘Add Existing User’ button.
1. In the pop up box you can search for committee members using their name, email, or department.

2. Once the correct committee member shows up, click on the ‘Add Member’ button on the far right.

Note: If you do not know which department your committee member is from, drop down the ‘Department’ menu and select the blank space at the very top of the list. This tells the system to search the whole university for the name/email instead of limiting it to a department.

Suggestion: Searching by email address is the best way to insure that the correct search committee member is chosen. (People with similar/same names sometimes get mixed up if you use ‘First/Last Name’ to search the system.)

Note: If the committee member is the chair of the search, first, ensure that they are search chair trained by looking up their name on the OEO website then, check the box next to their name to add them as the search committee chair.
1. If a committee member is not a CSU employee you may need to create a guest user account for them. Click on the ‘Create New User Account’ button.
1. In the pop up window, enter in the guest user's First Name, Last Name, Email, and an Username you select for them. Most people select usernames that are similar to CSU eID's (ex: emilyrogers, erogers, emilyr etc.) Once you have filled in the appropriate fields, click 'Add Member to Search Committee'.

Note: Once you have created a new committee member account OEO will review and approve the request. OEO will then switch their 'status' from pending to approved. From there the guest user will be able to log in using the username you selected and the auto populated password of: GoCSURams!
1. When complete, click 'Next>>' to go to the 'Evaluative Criteria' tab. 'Save' to return to complete the posting at a later time, or <<Prev to return to the previous tab.
1. When ready, click ‘Next>>’ to go to the ‘Reference’ tab, ‘Save’ to return to complete the posting at a later time or ‘<<Prev’ to return to the previous tab.
Posting – References Tab

Note: This tab is used to collect reference contact information. If you choose to collect reference contact information through the system (using this tab), you will need to remove ‘List of Professional References’ as a required applicant document.

1. Enter the minimum and maximum number of references. Note: If the committee is wanting to collect letters of recommendation, the minimum and maximum numbers MUST be identical.

2. If the committee wants to solicit letters of recommendation from references, then ‘Yes’ will need to be selected from the ‘Accept Reference Letters’ drop down menu. The ‘Settings’ page will also need to be configured to accept letters of recommendation. Please see our Advanced Reference training guide.

3. ‘Last Day a Reference Provider Can Submit Reference Letter’ allows the committee to select a date when references are no longer able to provide a letter of recommendation. Only use this field if you are soliciting letters of recommendation from references.

4. When complete, click ‘Next>>’ to go to the ‘Posting Documents’ tab, ‘Save’ to return to complete the posting at a later time, or ‘<<Prev’ to return to the previous tab.

Note: If the committee is wanting to collect letters of recommendation, the minimum and maximum numbers MUST be identical.
1. To upload a ‘Posting Document’, hover over the corresponding ‘Actions’ button. You may upload a new document, create a new one, typing directly into the Word-like document or you may choose an existing document.

Note: Use this tab to upload screening forms. The Minimum Qualifications Screening Form and Applicant Screening Form are required and must be uploaded to complete the posting.

- If you created Supplemental Questions then the Minimum Screening Form is not required.
- If you created Evaluative Criteria, then the Applicant Screening form is not required.
1. To attach a document to upload, select ‘Choose File’.

2. Find the file on your computer, then select ‘Open’.

3. Select ‘Submit’.
1. When complete, select the 'Summary' tab from the left side of the screen.

Note: The system will automatically convert your documents to PDFs.

Note: A banner across the top of the page will let you know that the upload was successful.
Note: The ‘Summary’ tab displays all the entries made in the posting. In addition, new links appear across the top including ‘History’ (all transactions associated with the posting), ‘Settings’ (where the posting resides (department) and other information), and the ‘Associated Position Description’. To access these areas, simply click on the tab.

Note: In addition to summary information about your posting, you may also ‘See how Posting looks to Applicant’, print or preview the ‘Applicant View’ of the posting, and may print or preview the whole posting as it is viewed internally.
1. When you are ready to move the posting to the Hiring Authority, hover over 'Take Action on Posting' and click 'Approve (move to Hiring Authority Review)'.

2. You may add any 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. Once the Dept. Chair/Head (Hiring Authority) has sufficiently reviewed the position, they may move the posting to the EO Coordinator for review and approval. Hover over the ‘Take Action on Posting’ button and select ‘Approve (move to EO Coordinator).’

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. Once the EO Coordinator has sufficiently reviewed the position, the EO Coordinator may move the posting to OEO for final review and approval. Hover over the 'Take Action on Posting' button and select 'Approve (move to OEO Final Review).'</p>

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.'
Posting – Move in Workflow (OEO move to Posted)

Note: Once the OEO has sufficiently reviewed the posting and made all edits, OEO will post the position announcement.
Posting – Posted

Note: The position is now posted and may be viewed at https://jobs.colostate.edu/

Note: The posting may now be shared socially across different sites by clicking on the above icons.
Hello Emily Rogers,

The Assistant Professor position (Posting #: 201700049F) has been placed in the status of “Posted.”

Advertising for this position can now begin. Please work with your support staff if you will be posting this announcement in other venues.

Position #: 022394.0001

Job Title: Assistant Professor

Department: Microbiology, Immunology and Pathology

Thank you,

Office of Equal Opportunity

oeo@colostate.edu

970-491-5836

Note: The Applicant Manager (Search Chair) will receive an e-mail notification notifying them that the posting was approved. At this point, advertising for the position can begin.

Note: Postings are automatically added to the CSU Jobs website as well as Connecting Colorado, Indeed.com and HigherEdJobs.com.
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
Email at oeo@colostate.edu