Create and Post an Admin Professional/Research Alternative Appointment Request

Alternative Appointment Requests are created from position descriptions using the postings tab to request an appointment for Admin Professional/Research Professional position.

**Admin Professional/Research Professional 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 approvals of the Alternative Appointment Request.

The steps in the following slides explain how to create, prompt approval and complete an Alternative Appointment Request.
1. Select ‘Applicant Tracking’ module and ‘Initiator’ as the User Group.

2. Hover your cursor over the ‘Postings’ menu. Select ‘Admin Professional/Research Professional.’
1. From the Postings page, click on ‘Create New Posting’ and the ‘Create New’ box will appear.
Create Alternative Appointment Request from Approved Position Description

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.
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 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 (016403.0002). 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 hand side of the screen.
Alternative Appointment Request - Settings

1. Complete the ‘Settings Page’
2. Check ‘Alternative Appointment Request Application’

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

Note: The ‘Reference’ section on this page allows you to set up Reference Letter collection. You do not need to change/select anything under this section when creating an AAR.
Alternative Appointment Request - Posting Details Tab

Note: 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.
1. Continue to fill out the 'Posting Details' page

Note: Be sure to fill out all required fields highlighted in red. The same Hiring Authority listed on the Position Description will have to be listed on the Posting as well. If they weren't identified on the Position Description then the Hiring Authority will not be able to complete the Hiring Proposal later on in the process.

Please contact HR if you need to have the name of the Hiring Authority updated on the Position Description side.

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.
1. Continue to fill out the 'Posting Details' page

Note: All of these fields may be left blank for an AAR.
1. Replace what’s auto populated in the ‘Recruitment Plan’ box with “AAR”

Note: You don’t need to fill in the short posting. You may leave what is auto populated.
1. Copy a ‘Diversity Statement’ from below and paste it into the above box.

   "Personal and professional commitment to diversity as demonstrated by involvement in teaching, research, creative activity, service to the profession and/or diversity/inclusion activities.

   Copy and paste one of the below diversity statements into the text box above. If one of these statements is not suitable for this position, please create your own for approval by OEO.

   - Ability to advance the department’s commitment to diversity and inclusion through research, teaching and outreach with relevant programs, goals and activities.
   - Demonstrated knowledge of, and relevant ability with, culturally diverse communities among potential target and constituent populations.
   - Personal or professional commitment to diversity as demonstrated by persistent effort, active planning, allocation of resources and/or accountability for diversity outcomes.
   - Reflecting departmental and institutional values, candidates are expected to have the ability to advance the Department’s commitment to diversity and inclusion.
   - Personal and professional commitment to diversity as demonstrated by involvement in teaching, research, creative activity, service to the profession and/or diversity/inclusion activities.

Search Contact
Emily Rogers - emily.rogers@colostate.edu
Name and phone number and/or email address of contact for general questions about this position (viewable by applicant).

EO Coordinator
Rogers, Emily
Multiple individuals may be placed in the EO Coordinator field.

Applicant Manager
Rogers, Emily
Multiple individuals may be placed in the Applicant Manager field. If your EO Coordinator or Applicant Manager does not appear in the list, please contact OEO at oeo@colostate.edu or 491-5836.

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

Note: Any job duties that were entered into the Position Description will pull through here.
Alternative Appointment Request - Position Budget Information Tab

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 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.
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. You will need to fill out this tab completely for the AAR to be approved.

1. All information must be filled out on the Alternative Appointment tab.

Note: If the ‘Nature of the Appointment’ is a ‘Title or Status change/expanded duties’ then you MUST attach a copy of the old Position Description under the ‘Posting Documents’ tab.

Note: The field titled ‘Rationale for Request’ MUST be complete with detail. Otherwise, the request will be returned for further information.
1. Continue filling out the ‘Alternative Appointment Request’ tab.

Note: Please fill out the boxes with as much detail as possible to avoid having the request sent back asking for more information/rationale.

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.
To go to the ‘Posting Documents’ tab, you may either click on ‘Next>>’ until you arrive at the ‘Applicant Posting’ tab, or click ‘Save’ to return to the Summary tab. From the Summary tab you may select the ‘Posting Documents’ tab.

Note: Documents that are requested as part of the Posting and viewable to other individuals associated with the search may be uploaded on the 'Posting Documents' tab.

1. An Alternative Appointment Request MUST have a resume uploaded. To upload a Resume, hover over the 'Actions' button and select 'Upload New.'
1. To upload the resume click on ‘Choose File.’
2. Select the file and click ‘Open.’
3. Click ‘Submit.’
Note: 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.

Note: If the AAR is being requested due to a ‘Title or Status change/expanded duties’ then a copy of the old Position Description must be uploaded and attached to the AAR. To do so, hover over ‘Actions’ and select ‘Upload New’ under the ‘Other’ section and attach the document.
Note: 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), 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 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 ‘EO Coordinator Review (move to EO Coordinator Review).’

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 and is ready to move the Alternative Appointment Request to the Hiring Authority (Dept Chair/Head) for review and approval, hover over ‘Take Action on Posting’ and select ‘Alternative Appointment Request (move to Hiring Authority Alternative Appointment Approval).’

Note: The EO Coordinator will review the position and Alternative Appointment Request tab.

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.’
Move in Workflow - Review and Approval (from Hiring Authority to Signature Authority)

Note: The Hiring Authority will review the Alternative Appointment Request and make any edits as needed.

1. Once the Alternative Appointment Request is approved, the Hiring Authority with move it forward to the Signature Authority (Dean). Hover over the 'Take Action on Posting' button and select 'Alternative Appointment Approved (move to Signature Authority Alternative Appointment Approval).'

2. The Hiring Authority may add any relevant comments for the Signature Authority. 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 Signature Authority will review the Alternative Appointment Request and make any edits as needed.

1. Once the Alternative Appointment Request is approved, the Signature Authority will hover over the 'Take Action on Posting' button and select 'Alternative Appointment Request Approved (move to OEO Review and Approval)'.

2. The Signature Authority 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.'
Note: OEO will review the Alternative Appointment Request and make any edits as needed.

1. 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).'

2. OEO may add any relevant comments. Click 'Submit.'
Note: Once the Alternative Appointment is Approved, the link to the posting becomes available to send to the incumbent to fill in their information ("apply" for the job).
The following position, Resch Sci/Scholar I, has been placed in the status of "Alternative Appointment Approved." 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: http://colostate-training.peopleadmin.com/postings/38057

Once the incumbent, , 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: Resch Sci/Scholar I
Position #: 016403.0001
Posting #: 20160601AP
Department: Microbiology, Immunology and Pathology
Status: Alternative Appointment Approved

Thank you,

Office of Equal Opportunity
ooo@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.
Note: The incumbent will apply to the job through the link sent by the Hiring Authority or Applicant Manager.
Alternative Appointment Request - Recommend for Hire

Note: Once the incumbent has applied to the position, the Applicant Manager will need to move the incumbent into the 'Recommend for Hire - EOC' workflow state.

1. Go into the posting and select the 'Applicants' tab.
2. Click on the applicants first name.
1. Hover of the orange ‘Take Actions on Job Application’ button and select ‘Recommend for Hire – EOC (move to Recommend for Hire – EOC)

2. In the ‘Explanation’ box enter in Alternative Appointment Request or AAR. Click ‘Submit’
Note: The EOC will review the Recommend for Hire and, if approved, will move it on to OEO for final review and approval.
Alternative Appointment Request- Approved Recommend for Hire

Note: OEO will review the Recommend for Hire and, if approved, will place the application into the workflow state ‘Approved Recommend for Hire’
Hello {{posting__user_selection_field_7}}

{{applicant__applicant_detail-user__first_name}} {{applicant__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 {{applicant__applicant_detail-user__first_name}} {{applicant__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://oec.colostate.edu/Data/Sites/1/peopleadmin/cs-u-how-to-initiate-and-complete-the-ap-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
970-491-5835

If you have an issue or questions please see our training website at http://oec.colostate.edu/talent-management-system-tms or complete a help ticket at http://oeo.colostate.edu/tms-help.
Alternative Appointment Request - Starting the Hiring Proposal

Note: The Hiring Authority will then be able to go into the applicant’s application, through the Posting, and start the AP Hiring Proposal.

Job application: Emily Rogers (Admin Professional/Research Professional)

Current Status: Approved Recommend for Hire
Application form: Alternative Appointment Request Application

Full name: Emily Rogers
Address:
Username: erogers
Email: emailaddress@zed.zed
Phone (Primary): (970) 481-481-
Phone (Secondary): (970) 481-
Position Type: Admin Professional/Research Professional

Created by: Emily Rogers
Owner: Applicant Manager

Note: For help with completing the Hiring Proposal, please see our step-by-step guide located here.
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