Job Postings are created to announce the approved opening of an Admin Professional/Research Professional position.

Admin Professional/Research Professional Job Announcements may be created by Initiators, Human Resources and the Office of Employment Opportunity, only.

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

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

The steps in the following slides explain how to create, prompt approval and post job postings.
Initiating an Admin Professional/Research Professional Job Posting


Create Posting from *Approved* Position Description

1. From the ‘Postings’ page, click ‘Create New Posting’ and the ‘Create New’ box will appear.
Create Posting 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.
1. Choose your approved position description by selecting it from the list below, or click the ‘More Search Options’ button then type in the first 6 numbers of the position number into the ‘Position Number’ field to search for 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 (010658.0001). If you choose to exclude it, all versions of the position description will appear in the search. Be sure to select the correct, most up-to-date version.

2. To start the posting, click on the working title of the position description.

Shortcut: Hover over the ‘Actions’ dropdown and select ‘Create From’ to start the posting from the selected position description.
1. Review the approved position description then click the ‘Create Posting from this Position Description’ button in the top right corner of the screen.
Posting – Settings page

1. Fill out the ‘Settings’ page.

Note: These fields will auto populate with information from the position description.
1. Ensure that the ‘Accept online applications?’ box is checked.

2. Check the preferred method for receiving application materials. For standard searches, select ‘Administrative Professionals – Standard Application Materials’.

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

Optional: If you will be soliciting letters of recommendation, 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
Note: On the ‘Posting Details tab’ you will enter information about your posting (FTE, Supervisor information, etc.). Some fields will not be editable by you or will have been copied over from the position description.
1. Begin filling out the ‘Posting Details’ tab.

Note: The ‘Proposed Annual Salary Range’ field 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.

2. Select Yes or No from the ‘Accelerated Search Process Qualified’ drop down box.

To see if your search qualifies for the accelerated process, see page 5 of OEO’s Search Manual.

Note: The ‘Description of Work Unit’ field will pull over from the approved position description. You can edit this field if needed.
1. Continue to fill out the 'Posting Details' tab.

2. Select the Hiring Authority. Multiple Hiring Authorities may be added.

3. Enter the position's supervisor and their working title.

Note: These fields will pull over from the position description. If they are empty, ensure you are using an approved, completed position description to create the posting.

If you need to make a change to the Required or Preferred Job Qualifications, please reach out to HR Classification and Compensation before making any edits.

4. Select Yes or No from the 'Is this an Hourly position?' drop down field.

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Position Summary:

Colorado State University's School of Biomedical Engineering (SBME) is seeking a part-time academic adviser to collaborate with the senior undergraduate academic adviser in the department, the Director of Undergraduate Programs, and the SBME faculty to advise undergraduate Biomedical Engineering (BME) students. This is a

Position Supervises:

One work-study student

(Class/Working Title, Position #)

Work holistically with students to determine best academic plans and schedules; troubleshoot issues and resculpt course sequencing. Provide academic and personal resources for student success. Manage the BME minor program, including curricular alignment, student course choices and graduation contracts. Other general office and School duties as assigned.

Decision Making:

Conditions of Employment:

Pre-employment Criminal Background Check (required for new hires)

Required Job Qualifications:

Minimum Qualifications:

- Master's degree with one year of professional experience OR bachelor's degree with three years' professional experience working with students

Preferred Job Qualifications:

- Experience advising students at CSU and familiarity with CSU systems (such as Aries, DARS, Ramweb, etc.) and policies (such as registration, probation, withdrawals, etc.)
- Higher education experience

- Is this an Hourly position?  No  

Hourly positions do not have guaranteed hours and may work within a range of 0-40 hours per week.
1. Continue to fill out the ‘Posting Details’ tab.

2. Select Yes or No from the ‘Research Professional Position’ drop down menu.

3. The ‘Full Consideration Date’ for all AP/Research positions must be a minimum of three weekends after the approval of the posting announcement. Ex: If a posting was approved and posted by OEO on July 1st, the Full Consideration Date would have to be July 17th. If this is an Accelerated Search (jobs with salaries under $60,000 can qualify for Accelerated Searches), you would only need to advertise for two full weekends after the ‘Approval/Posted’ date. Ex: Posted July 1st, Full Consideration Date could be July 10th. OEO will correct/update these dates before posting.

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

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 is ‘Must be eligible to work in the United States by the proposed start date’.

Note: ‘Yes’ should be selected from the ‘Open Until Filled’ drop down.
1. Continue to fill out the ‘Posting Details’ tab.

Note: Unless you are requesting an internal search, leave these two fields blank.

Note: All CSU job postings are automatically added to these four websites. Please do not delete them from this field. Be sure to add at least one national advertising venue plus any additional venues. (e.g. websites, list services, etc.)

2. The ‘Special Instructions Summary’ field should be used to provide directions/instructions to applicants when applying. It will appear at the top of the job posting on the CSU Jobs Website. Typically, committees use this field to alert applicants of required documents 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.

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. If you have questions, please contact (search contact information).’

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

2. Enter your short posting in the ‘AP/Faculty Short Posting’ field. This field allows OEO to sign off/approve short posting announcements to be used for advertising venues that charge by character. You **MUST** include the ‘Quick Link’ in your short posting by copying and pasting it from below. This link should be stated as: ‘To see full position announcement and to apply, please visit: [Quick Link]’

Please do **not** delete the EO/EA/AA auto populated language. This should appear at the bottom of the short posting.

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

- **Diversity Statement**
  
  - 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,
1. Continue to fill out the ‘Posting Details’ tab.

2. Enter the name and email address of the search contact. Applicants will reach out to this individual if they have any questions about the job posting.

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, or ‘Save’ to return to complete the posting at a later time.

Note: Clicking ‘Next’ will automatically save all changes.
Posting – Essential Job Duties Tab

Note: Information filled in during the creation of the position description will pull over and populate the ‘Essential Job Duties’ tab. If you need to make a change to any of these fields, please reach out to HR Classification and Compensation at hr_cca@Mail.colostate.edu.

1. 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: The ‘Position Budget Information’ tab is optional. This tab can be used by units or departments to track budget information.


2. When ready, 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: Use of 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. For additional help on the Alternative Appointment process, please see our training guide located here: https://oeo.colostate.edu/media/sites/144/2017/05/CSU-Create-and-Edit-an-Admin-Pro-Alt-Appt-Request.pdf.

If this is not the case, select ‘No’ from the ‘Alternative Appointment Requested?’ dropdown menu then proceed to the next 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.
Note: The ‘Background Check Requirement’ tab will automatically pull over information from the position description and will not be editable on the posting. Use this area to verify that all of 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. 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: 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 they are applying to the position. 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. To add a question, click on the ‘Add a question’ button.
1. You may search for a preexisting question using the ‘Category’ drop down menu, or ‘Keyword’ search.

Once you have found an appropriate question, check the box next to it and click the ‘Submit’ button at the bottom.

2. If you are unable to find a suitable question, select ‘Add a new one’.
1. Name your question. You may also select 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 Predefined Answers if you wish to create self-disqualifying questions.

4. Enter the possible answer choices to the question above.

5. Click ‘Submit’.
Posting – Adding Supplemental Questions (cont.)

Note: To make a question required, check the ‘Required’ check box next to the question. Having a required question means applicants will need answer this question to apply for the position.

1. To make a question ‘Disqualifying’, click on the title of the question.

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

3. When ready, 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.

Note: If you have multiple questions, you can change their order by entering an order number in the ‘Position’ box.

Note: To make a question required, check the ‘Required’ check box next to the question. Having a required question means applicants will need answer this question to apply for the position.
Posting - Qualification Groups Tab (not currently used)

Note: Qualification Groups are not currently used. For now, this option has been removed until further training can be provided.

1. When ready, 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.
Posting - Applicant Documents Tab

Note: On the Applicant Documents tab, you can select documents applicants will need to attach to their applications when applying to the job posting. Documents are categorized as ‘Not Used’, ‘Optional’ or ‘Required’. You can mark specific documents as ‘Optional’ or ‘Required’ based on the needs of your job search.

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: You can reorder the documents by typing in a number in the ‘Order’ box to the left of the document name OR by clicking and dragging the name of the document into the desired order.
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 a committee member using their name, email, or department.

Note: Searching for an individual using their email address is the best way to ensure that the correct search committee member is selected. (People with similar/same names sometimes get mixed up if you search by their 'First/Last Name')

Note: If you don’t know which department a search committee member belongs to, 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 single department.

2. Once you have located the correct search committee member, click the ‘Add Member’ button on the far right.

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.
If a committee member is not a CSU employee, you will need to create a guest user account for them. Click on the ‘Create New User Account’ button.

1. If a committee member is not a CSU employee, you will need to create a guest user account for them. Click on the ‘Create New User Account’ button.

2. If you enter either the username or email of a user, the system will return their account in the search results and allow you to request them to be added as a Search Committee Member by clicking the ‘Add Member’ button. This is only a request; OEO will need to approve this user as a potential search committee member user in the system before they can begin logging in as the user group.

New Search Committee Member

Using the “New Search Committee Member” section allows you to find an existing user in the system to add as a Search Committee Member or request a new account altogether.

Existing Account

If you enter either the username or email of a user, the system will return their account in the search results and allow you to request them to be added as a Search Committee Member by clicking the ‘Add Member’ button. This is only a request; OEO will need to approve this user as a potential search committee member user in the system before they can begin logging in as the user group.

New Account

If you search for an existing account under the “New Search Committee Member” using the username or email address and do not find the user you are seeking, you may complete the form in this section to request an account be created for them. Once you press the submit button, the requested user account will be pending review by OEO for approval. Users will receive an email once their account is approved.

Note: Once you have added a search committee member, they will show up in the list below.

You can make a committee member a chair by checking the box next to their name. Please verify that the person is search chair trained before adding them as the chair.
1. In the pop up window, enter the guest user’s First Name, Last Name, email address, and a Username you create for them. Most people enter usernames that are similar to CSU eID’s. (ex: emilyrogers, erogers, emilyr, etc.) Once you have filled in the required fields, click ‘Add Member to Search Committee’.

Note: After you have created the guest user account, OEO will review and approve the request. Once their status has been switched from pending to approved, the guest user will be able to login using their username and the default password of: GoCSURams!
When you have finished adding the search committee, 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.
Note: OEO does not recommend using Evaluative Criteria at this time until additional training has been created.

3. When ready, click ‘Next’ to go to the ‘References’ tab, ‘Save’ to return to complete the posting at a later time, or ‘Prev’ to return to the previous tab.
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 wishing to collect letters of recommendation, the minimum and maximum numbers MUST be the same.

Note: This tab is used to collect reference contact information. If you choose to collect references through the system (using this tab) you will need to remove ‘List of Professional References’ as a required applicant document.
NOTE: 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 Qualifications Screening Form is not required.

2. To attach a screening form, hover over the 'Actions' button and select 'Upload New' from the drop down menu.
To upload a document, select ‘Choose File’. Locate the file on your computer, then select ‘Open’. Select ‘Submit’. 
Note: A banner across the top of the page will let you know that the upload was successful.

Note: The system automatically converts uploaded documents into PDFs.

1. Once finished, select the ‘Summary’ tab from the left side of the screen.
Note: The ‘Summary’ page displays all of the tabs and their information. In addition, new links appear to access the top: 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 preview the ‘Applicant View’ of the posting, or ‘Print Preview’ the whole posting as it is viewed internally.
1. Once you have sufficiently reviewed the posting and are ready to move it to the EO Coordinator for review, hover over the ‘Take Action on Posting’ button and select ‘EO Coordinator Review (move to EO Coordinator Review)’.

2. You may add relevant comments for the EO Coordinator in the optional ‘Comments’ box. By checking ‘Add this posting to your watch list?’ you will receive updates on the position, located on your Home page. When ready, click ‘Submit’.
1. Once the EO Coordinator has sufficiently reviewed the posting and is ready to move it forward to the Hiring Authority for review and approval, they will hover over the 'Take Action on Posting' button and select 'Standard Search Process (move to Hiring Authority Review and Approval)'.

Note: Once the posting has been moved forward by the Initiator, the EO Coordinator will receive an email from the system alerting them that an action requires their approval. They can make edits to the posting by clicking the 'Edit' button.

2. The EO Coordinator may add any relevant comments in the optional 'Comments' box. By checking 'Add this posting to your watch list?' the EOC will receive updates on the position, located on the Home page. When ready, they will click 'Submit'.
1. Once the Hiring Authority has reviewed the posting, they will hover over the ‘Take Action on Posting’ button and select ‘Approved (move to OEO Review and Approval)’.

2. The Hiring Authority may add any relevant comments for OEO. When ready, they will click ‘Submit’.

Note: Once the posting has been moved forward by the EO Coordinator, the Hiring Authority will receive an email from the system alerting them that an action requires their approval. They can make edits to the posting by clicking the ‘Edit’ button.
Note: OEO will review the posting and make any edits as needed.

1. Once OEO has sufficiently reviewed the posting, they will hover over the 'Take Action on Posting' button and select 'Posted (move to Posted)'.

Posting: Academic Advisor (Admin Professional/Research Professional)

Current Status: OEO Review and Approval

Position Type: Admin Professional/Research Professional

Department: School of Biomedical Engineering (1376)

Created by: Emily Rogers

Owner: OEO

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate Workflow Action by hovering over the orange "Take Action on This Posting" button. You can also add this posting to your Watch List in the popup box that appears. When you are ready to submit your posting, click on the green box that says 'Post'.

To edit the posting, click on the Edit link next to the Section Name in the Summary Section. This will take you directly to the Posting Details Screen. If you are not logged in, you will see a 'Login' button. After you log in, you will see the posting in Edit mode. If you click on the green box that says 'Edit', you will see the posting in the Edit mode. If you click on the green box that says 'Draft', you will see the posting in the Draft mode. If you click on the green box that says 'Posted', you will see the posting in the Posted mode. If you click on the green box that says 'Submitted', you will see the posting in the Submitted mode. If you click on the green box that says 'Published', you will see the posting in the Published mode.
Posting Approved E-mail

Hello Emily Rogers,

The Academic Advisor position (Posting #: 201700895AP) 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 #: 024135.0001
Job Title: Academic Advisor
Department: School of Biomedical Engineering

Thank you,

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

If you have an issue or questions please see our training website at http://ooo.colostate.edu/talent-management-system-tms or email OEO at ooo@colostate.edu

Note: The Applicant Manager will receive an email notification from the system saying that the posting has been approved. You may now begin advertising at your selected recruitment venues.

Note: All postings are automatically added to the CSU Jobs website, 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 OEO at oeo@colostate.edu