Position Descriptions represent a job within the University and describe the job in its present state.

Faculty Position Descriptions may be created by Initiators, Human Resources and the Office of Equal Opportunity, only.

Below are the steps in the creation and approval of a Position Description.

The steps in the following slides explain how to create and edit position descriptions.
Creating a new Position Description or Modifying a current one

In most cases, you will be ‘modifying’ a current Position Description from a position that’s already been created. To do this please follow the next 7 pages.

If you are creating a Position Description from scratch (creating a position that doesn’t exist yet) please skip to page 11.
How to Modify a Position Description

1. Ensure that you have selected the "Position Management" module (orange background).

2. Ensure that you have changed your role to Initiator.
How to Modify a Position Description

Hover over the “Position Descriptions” tab and select “Faculty.”

Note: ‘Requests’ at the end means you are searching for a Position Description that are in ‘Workflow’ so they are either being modified or created.
1. To search for an existing Position Description to modify, click on 'More search options' to drop down the advanced search menu.

2. You can enter in the 'Position Number' to search for the Position Description.

Note: The Position Version Number (position DOT version number) refers to the last four numbers after the dot. OEO recommends leaving the 'version' number out when searching, so that the system brings up all current version of the position description giving you more options to choose from.
3. Another way you can search for a Position Description to modify is by using the last name of the person who last held that position.

4. Click on the 'Working Title' of the 'Active' Position Description to start the modification.
1. Click on 'Modify Faculty Position'
How to Modify a Position Description

1. Click on ‘Start’
How to Modify a Position Description

From here, you may now following the remaining slides starting on page 16.
How to Create a Position Description

1. Ensure that you have selected the "Position Management" module (orange background).

2. Ensure that you have changed your role to Initiator. Click the refresh button.
How to Create a Position Description

Hover over the “Position Descriptions” tab and select “Faculty.”
How to Create a Position Description

Select Create New Position Description.
How to Create a Position Description

Select Create New Faculty Position.
1. Complete Working Title and Organizational Unit information.
2. Select Start Position Request.
1. On the Position Justification tab, complete required and other fields about your position description (Justification of Need, Source Funding, etc.).

2. When complete, click ‘Next>>’ to continue to the ‘Classification Selection’ tab or ‘Save’ to return to complete the position description at a later time.
1. On the Classification Selection tab you may choose to select the classification. However, Human Resources will review and complete classification information for you.

2. When complete, click ‘Next>>’ to continue to the ‘Position Details’ tab, ‘Save’ to return to complete the position description at a later time or ‘<<Prev’ to return to the previous tab.
Complete the information needed on the Position Details tab.

Note: Fields in red are required.
For ‘Non-Tenure Track’ positions be sure to select ‘No’ under the ‘Tenure Track?’ drop down menu.
Note: Make sure to select the appropriate Hiring Authority. If the correct Hiring Authority is not identified here then they will not be able to see the position when it's in the 'Posting' stage.

2. When complete, click ‘Next>>’ to continue to the 'Essential Job Duties' tab, ‘Save’ to return to complete the posting at a later time or ‘<<Prev’ to return to the previous tab.
1. On the Essential Job Duties tab, complete at least two duties that include the job duty category, responsibility, and percentage of time spent on the job duty.

2. To add a job duty, click on the “Add Essential Job Duties Entry” button. Ensure that all job duties add up to 100%.

3. When complete, click ‘Next>>’ to continue 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. On the Background Check Requirement tab you may select particular additional background checks to be run on the selected candidate.

2. When complete, click ‘Next>>’ to continue to the ‘Position Documents’ tab, ‘Save’ to return to complete the posting at a later time or ‘<<Prev’ to return to the previous tab.
1. On the Position Documents tab you may add documents associated with the position, such as the Organizational Chart.

2. Hover over the Actions dropdown and click “Upload New” to upload a form saved on your computer.
3. Click on the 'Choose File' button.

4. Select the file you wish to upload from the pop up screen. Then click 'Open'.

5. Once your file has been selected click 'Submit'.
6. Your Organizational Chart is now being uploaded and converted into a PDF.

7. When complete, click ‘Next>>’ to continue to the ‘Position Documents’ tab, ‘Save’ to return to complete the posting at a later time or ‘<<Prev’ to return to the previous tab.
1. On the Summary tab you may review and edit any of the previous pages.

2. Once you have sufficiently reviewed the position and are ready to move to the Dept Chair/Head, you will hover over “Take Action on Position Request” and then click “Submit (move to Dept Chair/Head).”

3. Add any relevant comments and click on Submit.
1. The Dept. Chair/Head (Hiring Authority) will review the position.

2. When the Dept. Chair/Head is ready to move the position forward to HR for review and approval, the Dept. Chair/Head will hover over the ‘Take Action on Position Request’ button and select ‘Approve non-tenure track position (move to HR Position Assignment).’

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. HR will review the position and assign a position number.

2. When HR is ready to approve the position, HR will hover over the ‘Take Action on Position Request’ button and select ‘Approve (move to Position Approved).’

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.’
Hello (Hiring Authority)

(Position Title, Position #) has been placed in the status of “Position Approved.”

You may proceed by creating a posting from this position description. Please forward this e-mail to your Initiator to begin the posting process. For further instructions regarding the posting process please review this link: (posting doc link).

Position #:  
Job Title:  
Department:  

Thank you,  
Human Resources  
Colorado State University

The Dept. Chair/Head (Hiring Authority) will receive an e-mail notification of the change in status to “Position Approved.” A posting may now be created from the position description.
Need further help?

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

www.oee.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