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

**Faculty Position Descriptions may *only* be created by Initiators.**

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

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

- In most cases, you will be **modifying** a current position description for an existing Position.Version Number (position that has already been created), which is stored in the position library of the Talent Management System. To do this please follow the next 8 pages.

  - Please note, if the **modification of a position results in a new Version Number** (e.g. .0001 to .0002), departments will need to complete an Oracle action to finalize the change. Please contact HR Records at hr_records@mail.colostate.edu if you have any questions.

- If you are **creating a new** position description or **cloning** a current position description, requiring a new Position.Version# (creating a position that doesn’t exist yet) please skip to page 11.

- If you need to **transfer** a position description to a new department or unit, please see the user guide and transfer request form located [here](#).

**Please contact the Human Resources Classification/Compensation unit if you have any questions at hr_cca@mail.colostate.edu**
How to **Modify** a Position Description

1. Select the ‘Position Management’ module.

2. Ensure that you are logged in under the ‘Initiator’ user group.
How to **Modify** a Position Description

1. Hover over the ‘Position Descriptions’ tab and select ‘Faculty’ from the drop down menu.

Note: Position descriptions can be found in two separate areas. Positions that have been created or modified and are now moving through the approval process will be found under the ‘Position Requests’ option.

Once a position has been approved, the updated position will be found in the position ‘library’ (the library options are those without ‘Position Requests’ in the name). If you are creating a position description for the first time or just starting a modification, you will start in the position ‘library’.
How to search for a Position Description to Modify

1. Click on the 'More Search Options' button to drop down the advanced search menu.
2. Type the Position Number into the 'Position Number' field and click 'Search'.

Note: You'll notice that two position descriptions appeared when searching with the Position Number. These positions have different Version Numbers (.0001 vs. .0002). The highest Version Number typically means it is the most up to date position. You'll also notice that version .0001 has been moved to 'Inactive' since version .0002 is the most current position. Always select the most up-to-date (highest number) when modifying position descriptions.
How to search for a Position Description to Modify

Faculty Position Descriptions

1. Click on the working title of the active position description to start the modification.

Note: You can also search for a position description using the name of the individual currently seated in that position.
1. Once in the position description, click on the ‘★ Modify Faculty Position’ button in the top right corner.
How to *Modify* a Position Description

Start Modify Faculty Position Position Request on Associate Professor?

Once it has been started, this position request will lock the position description from other updates until the position request has completed.

1. Click ‘Start’.
Modify a Position Description – Position Justification tab

Note: On the ‘Position Justification’ tab, you will be required to provide detail for why a modification request is being made for this position description.

1. If you are modifying a position description, you will need to select one or more options from the ‘Reason for Position Modification’ multi-select field.
1. Fill out the ‘Justification of Need’ field with as much detail as possible. This will allow Human Resources to review and process positions according to department needs.

2. Select ‘Yes’ or ‘No’ from the ‘Is this position gift or grant funded?’ drop down menu.

3. If the position is gift or grant funded, please indicate the percentage in this field. If the position is not gift or grant funded, please enter 0.

4. Please indicate which funds the position is being funded from. If the position is not grant or gift funded, please enter 0.

5. When you are finished, click ‘Save’ to return to the position at a later time or click ‘Next’ to proceed to the ‘Classification Selection’ tab.
How to *Modify* a Position Description

From here, you may now skip to page 21 and continue following the guide.

The next 8 pages show the process of *creating* a position description.
How to *Create* a Position Description

1. Select the ‘Position Management’ module.

2. Ensure that you are logged in under the ‘Initiator’ user group.
1. Hover over the ‘Position Descriptions’ tab and select ‘Faculty’ from the drop down menu.

Note: Position descriptions can be found in two separate areas. Positions that have been created or modified and are now moving through the approval process will be found under the ‘Position Requests’ option.

Once a position has been approved, the updated position will be found in the position ‘library’ (the library options are those without ‘Position Requests’ in the name). If you are creating a position description for the first time or just starting a modification, you will start in the position ‘library’.
1. Click the 'Create New Position Description' button.
1. Select ‘Create New Faculty Position’.
How to **Create** a Position Description

1. Enter in the ‘Working Title’ of the position.

**Organizational Unit**
- **Division**: Provost/Executive Vice President (1001DV)
- **Academic/Reporting Area**: College of Natural Sciences (1801CG)
- **Department**: Physics (1875)

Note: The ‘Organizational Unit’ details may or may not be editable by the Initiator. If you only have access to one department in TMS, your assigned Division, Academic/Reporting Area, and Department will automatically pull through. If you are assigned to multiple departments/units, you will need to select the correct drop down selections for this new position.
1. To clone an already created position description, click the 'More Search Options' button.

Note: If you are creating a position description that very closely mirrors a current position in your department/unit, you can choose to 'Clone' an already existing position description. This is helpful if this is a reoccurring hire (i.e. Temporary Instructor positions) and a similar position description already exists.
1. Enter the Position Number for the position you wish to clone into the ‘Position Number’ field, then click ‘Search’.

2. The position you wish to clone will pop up in the list below. Select the radio check box next to the working title. This indicates that you will be creating a new position description which **will clone/pull over many of the fields from this selected position description**. This is very helpful if you are hiring multiple people for the same position.

3. Once the correct position description is checked, select ‘Start Position Request’.
Creating a Position Description – Position Justification tab

Note: On the ‘Position Justification’ tab, you will fill out the required and other fields about your position description (Justification of Need, gift or grant funded, etc.).

1. Fill out the ‘Justification of Need’ section with as much detail as possible. This helps HR determine how to prioritize the many requests that come in.

2. Select ‘Yes’ or ‘No’ from the ‘Is this position gift or grant funded?’ drop down menu.

3. If the position is gift or grant funded, please indicate the percentage in this field. If the position is not gift or grant funded, please enter 0.

4. Please indicate which funds the position is being funded from. If the position is not grant or gift funded, please enter 0.
1. When you are ready to move forward, either click ‘Next’ to proceed to the ‘Classification Selection’ tab or ‘Save’ to return to the position at a later time.
Note: The ‘Classification Selection’ tab allows you to select the level of classification for the position i.e. Associate Professor, Assistant Professor, Professor, or Instructor.

If you created the position from scratch, please select one of the four options. If you created the position by cloning another, the cloned position classification will pull through. If you need to update the classification, you may do so on this page. If you are modifying a position, the previous classification will be selected but may be updated on this page if need be.
1. If you need to update or select the classification, scroll down to the bottom of the page and select one of the four options, then click ‘Save’.
1. Once you have selected the classification, either click ‘Next’ to proceed to the next tab, ‘Save’ to return at a later time, or select ‘Position Details’ from the left side menu.

<table>
<thead>
<tr>
<th>Classification Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification Title</td>
</tr>
<tr>
<td>Classification Code</td>
</tr>
<tr>
<td>Occupational Group Description</td>
</tr>
<tr>
<td>Classification Level Description</td>
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<tr>
<td>IPEDS Reporting Category</td>
</tr>
<tr>
<td>Salary Grade</td>
</tr>
<tr>
<td>Min Salary</td>
</tr>
<tr>
<td>Mid Salary</td>
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</tbody>
</table>
Note: The following slides will demonstrate what needs to be included on the 'Position Details' tab. All fields highlighted in red are required.

If this is a cloned or modified position description, most of these fields may already be filled in. Be sure to review the information and ensure it is correct, and make any edits/updates as needed.

Note: For additional information on how to write an effective position description, please visit: http://www.hrs.colostate.edu/compensation/documents/job_description_training.pdf
1. Select the position’s ‘Employment Category’ from the drop down menu. For positions that are under 50% time or will be less than a one year appointment please select ‘Temporary’. Positions that are partially or fully grant/gift funded are ‘Special’ and all other position types are ‘Regular’. If you need assistance selecting an employment category, please contact Human Resources.

2. Enter a salary range in the ‘Proposed Annual Salary Range’ field.

3. Select the salary basis from the ‘Salary Basis’ drop down menu. Most Faculty positions will be 9-month.

4. Enter the amount of work hours a week this position will be working. You may enter a range if you are unsure.

5. Select ‘No’ from the ‘Tenure/Tenure Track’ drop down menu.

Note: You may update the ‘Working Title’ of the position in this field.

Note: Please fill in the position’s supervisor’s email. If supervisor is unknown, please enter TBD.

Note: This field may be left blank.
Position Details Tab (cont.)

1. Enter the percentage breakdown for each category.

2. Enter a Description of the Work Unit. This could be the department’s mission statement, services provided by the department, marketing language, etc. Typically this field is used to showcase and highlight the department’s goals and achievements to help recruit talented applicants.

Note: These fields may be left blank.
1. Fill in the ‘Position Summary’ field. This should be a brief summary of what the position entails.

Note: Please do not include job duties in the Position Summary field. Job duties will need to be entered on the ‘Essential Job Duties’ tab.

2. In the ‘Conditions of Employment’ multi-select field, select any items that pertain to the position. If you are creating or modifying this position description to fill an open vacancy, be sure to check the top box as a ‘Pre-employment Criminal Background Check’ is required for all new hires and rehires.

Note: If the position requires driving to conduct CSU business, ‘Valid Driver’s License’ must be selected under Conditions of Employment.

3. Fill in the ‘Required Job Qualifications’. These are the required qualifications that must be met by candidates to be hired for the position. This field outlines the required education, years of experience, and skills needed to successfully perform the job.

Note: To format any text field with bullets, use the process of adding *(space) before sections of text. Ex: * Master’s Degree in…. 
Position Details Tab (cont.)

1. You may choose to fill out the 'Preferred Job Qualifications'. The successful candidate will ideally possess these preferred qualifications, but they are not required for a candidate to be hired for the job.

2. Enter at least one Hiring Authority in the 'Hiring Authority' field. You may add multiple Hiring Authorities if you wish. If your desired Hiring Authority does not appear in the list of options, please contact OEO at oeo@colostate.edu as this individual may not have the Hiring Authority user role associated with their TMS profile.

**NOTE** The Hiring Authority who will be completing the hiring proposal at the end of the search process will need to be listed on both the position description AND the posting.

3. When complete, click 'Next' to continue to the 'Essential Job Duties' tab, 'Save' to return to complete the position description at a later time, or 'Prev' to return to the previous tab.
Essential Job Duties Tab

Note: On the ‘Essential Job Duties’ tab, include at least one, if not more, duties which total 100%. This includes the ‘Job Duty Category’, ‘Duty/Responsibility’, and ‘Percentage Of Time’ the job duty is performed. If multiple job duties are being added, please ensure that the percentages add up to exactly 100%.

1. To add a job duty, click on the ‘Add Essential Job Duties Entry’ button. Ensure that all job duties add up to a total of 100%.

2. When complete, click ‘Next’ to continue to the ‘Background Check Requirements’ tab, ‘Save’ to return to complete the position description at a later time, or ‘Prev’ to return to the previous tab.
Background Check Requirement Tab

1. All drop down choices on this tab are optional, with the exception of the required Motor Vehicle background check option. You must select either ‘Yes’ or ‘No’. Please reach out to Renee Johnson in HR Background Checks if you have any questions regarding what you should select.

Note: The ‘Background Check Requirement’ tab allows you to select any additional background checks the department wishes to conduct for this position in addition to the automatic criminal history background check for new hires and rehires.

2. When complete, click ‘Next’ to continue to the ‘Position Documents’ tab, ‘Save’ to return to complete the position description at a later time, or ‘Prev’ to return to the previous tab.

Note: If ‘Yes’ is selected for the Motor Vehicle Record Check, this must be reflected in the ‘Required Job Qualifications’ field by adding the language “Must have a valid driver’s license or the ability to obtain a driver’s license or access to a licensed driver by the employment start date”. ‘Valid Driver’s Licenses’ must also be selected in the ‘Conditions of Employment’ multi select field.
Note: On the ‘Position Documents’ tab please add documents associated with the position, such as the **required** Organizational Chart. If you are modifying a position or cloning a position, an Organizational Chart may already be attached. Please make sure that it is the most current Organizational Chart for the department or unit.

1. To upload a document, hover over the ‘Actions’ drop-down menu and select ‘Upload New’.
To upload a document, click on the 'Choose File' button. Once the correct file has been selected, click 'Submit'. If you encounter any issues, please refer to the help section available within the application.
Position Documents Tab (cont.)

Note: A system banner across the top of the page will let you know that your upload was successful.

1. When ready, click ‘Next’ to continue to the ‘Position Request Summary’ tab, ‘Save’ to return to complete the position description at a later time, or ‘Prev’ to return to the previous tab.

PDF conversion in process

Note: The system will automatically convert all uploaded documents into PDFs.
Note: On the ‘Summary’ tab you may review and edit any of the previous tabs before moving it forward to the Hiring Authority.

1. Once you have sufficiently reviewed the position description and are ready to move it to the Hiring Authority, hover over the orange ‘Take Action On Position Request’ drop down menu and select ‘Submit (move to Hiring Authority (Dept Chair/Head)).’

2. In the pop up box, add any additional comments for the Hiring Authority. Check the ‘Add this position request to your watch list?’ box if you wish to add the request to your watch list. When you are ready to move forward, click ‘Submit.’

Note: ‘Submit to Initiator (move to Initiator)’ allows you to delegate the position description request to another individual. If you know you are going to be out of the office and have not had the chance to finish the position request, use this option to move it into someone else’s ‘ownership’. Be sure to select their name from the drop down menu in the pop up window before clicking ‘Submit.’
Note: The Hiring Authority will review the position. If any changes need to be made, the Hiring Authority can return the position description to the Initiator, or they can make the changes themselves by clicking the 'Edit' button.

1. Once the Hiring Authority has reviewed the position and is ready to move it to Human Resources for position assignment, the Hiring Authority will hover over the orange 'Take Action On Position Request' drop down and select 'Approve non-tenure track position (move to HR Position Assignment)'.

2. In the pop up box, the Hiring Authority may add any additional comments for Human Resources. When ready to move forward, they will click 'Submit'.
Approval and Position Number Assignment – Human Resources

Note: HR will review the position and assign the Position Number.

1. Once Human Resources has reviewed the position and has assigned it a Position Number, they will move it to ‘Approve (move to Position Approved/Initiate Posting)’.
Hello Emily Rogers,

The Associate Professor position has been placed in the status of “Position Approved/Initiate Posting”

If you are planning to conduct a search for this position, you may proceed by creating a posting from this position description. Please forward this email to your Initiator to begin the posting process.

If you will request to hire someone through the Alternative Appointment Request (AAR) process, please create an Alternative Appointment Request posting from this position description. For further instructions for creating an AAR posting, please review the training guide at this link: How to Create and Edit an Administrative Professional Alternative Appointment Request (AAR).

If you are unsure if an Alternative Appointment Request (AAR) is needed for this new/modified position, please contact OEO at oeo@colostate.edu or 491-5836.

If you are only updating the position description to fill in missing information, you do not need to initiate a posting request.

For further instructions regarding the Administrative Professional posting process, please review the training guide at this link: How to Create and Edit an Administrative Professional Job Posting.

For further help with creating a Faculty posting, please review the training guide at this link: How to Create or Edit a Faculty Job Posting.

Position #: 012345.0001
Job Title: Associate Professor
Department: Physics
Status: Position Approved/Initiate Posting

Thank you,

Human Resources
Colorado State University

Note: The Hiring Authority will receive an email notification from the system alerting them that the position has been approved.
Once a position description request, either new or modified, has reached the status of ‘Position Approved/Initiate Posting’ all required steps on the Position Management (orange) side of TMS are now complete.

If the position description creation/modification request was created to fill a vacancy in the department, the Initiator may now transition to the Applicant Tracking (blue) side of TMS to start the process of creating a Posting Request from this newly approved position description. For detailed directions on how to create a job posting, please view our Faculty Posting guide located here: https://oeo.colostate.edu/media/sites/144/2017/05/CSU-Create-and-Edit-a-Faculty-Job-Posting.pdf

If the position description creation/modification request was created to hire someone through the Alternative Appointment Request (AAR) process, the Initiator may now transition to the Applicant Tracking (blue) side of TMS to create an AAR Posting Request. For detailed directions, please see our Faculty AAR guide located here: https://oeo.colostate.edu/media/sites/144/2017/05/CSU-Create-and-Edit-a-Faculty-Alt-Appt-Request.pdf
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 assistance/questions regarding the creation of Position Descriptions, please contact the classification/compensation unit in Human Resources at hr_cca@mail.colostate.edu