General Open Pools are created to gather applications for openings within a department throughout the year. These postings remain on the CSU jobs website for 3, 6 or 12 months. When a position in the department becomes available, either to teach a course or perform research work, a department will create a Specific Open Pool posting from an approved position description to make the hire from the General Open Pool applicant list.

Below are the steps in the creation and approval process for both General and Specific Open Pool Postings for Administrative Professional/Research Professional positions (Research Associates, Research Scientists, Postdoctoral Fellows, etc.).

Below are the steps in the creation and approval process for the General and Specific Open Pool Postings for Faculty positions (Instructors).

The steps in the following slides explain how to create and utilize a General and Specific Open Pool Postings.
Creating a **General Open Pool Posting** to gather applicants


2. Hover your cursor over the ‘Postings’ menu. Select ‘Admin Professional/Research Professional.’
Creating a General Open Pool Posting to gather applicants

1. From the Postings page, click on ‘Create New Posting’ and the ‘Create New’ box will appear.
Creating a **General** Open Pool Posting to gather applicants

1. Select ‘Create from Position Type’.

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.

Note: ‘Create from Position Description’ is only used when creating your secondary, Specific Open Pool posting (see guide 3) to hire out of or for the standard search process.
Creating a **General** Open Pool Posting – Settings Page

1. Fill out the ‘Working Title’ field. Remember, working title should include “– Open Pool” at the end.

2. Select the correct Division, Reporting Area, and Department.

Note: This drop down selection will auto populate. Please leave it at ‘Under Review by Dept/Committee’
3. Be sure that ‘Accept online applications?’ is checked.

4. Check the box next to ‘Administrative Professional – Standard Application Materials’.

5. When you are finished, click on the ‘Create New Posting’ button.

Note: Unless you are soliciting reference/recommendation letters for applicants, leave this section blank. This is not the same as ‘List of Professional References’.

Note: Please leave the language ‘Reference will not be contacted without prior notification of candidates’.
Creating a **General Open Pool Posting** – Posting Details

Posting was successfully created.

Note: You will then be taken to the 'Posting Details' page. Fill out this page. See following slides for more detail.

Note: You will need to complete required and other fields about your posting (FTE, Supervisor info., etc.). Some fields will not be editable by you.
1. Select ‘No’ from the ‘Accelerated Search Process Qualified’ drop down menu. Since this is a General Open Pool search, an Accelerated Search process will not be used.

2. Fill in a ‘Description of Work Unit’. Use this area to highlight the department.

Note: Leave the ‘Proposed Annual Salary Range’ field blank.

3. You must fill in the red required fields before moving forward. Please select a Hiring Authority and fill in the ‘Supervisor Name’ and ‘Supervisor Working Title’ fields.
Creating a **General** Open Pool Posting – Posting Details cont.

1. Fill out a position summary in the ‘Position Summary’ field.

2. In the ‘Required Job Qualifications’ field, fill in the minimum requirement for every possible level you are hiring for. These should be the most basic requirements needed for each position level (i.e. degree, years of experience, etc.).

   * Level I is for individuals with a Bachelor’s degree and less than 3 years of relevant professional experience.
   * Level II is for individuals with a Bachelor’s degree and more than 3 years of relevant professional experience or a recent Master’s degree.
   * Level III is for individuals with a Bachelor’s degree and 5 or more years of experience or a Master’s degree with 2 years of experience. Individuals with a PhD who have no experience may also be appointed to this position if appropriate.

3. Select if the position is hourly or not.

   - This field is required.

**Note:** To format any text field with bullets, use the process of adding a ‘* (space)(space)’ before chunks of text.

**Note:** You may fill out the ‘Preferred Job Qualifications’ or leave it blank.

**Required Job Qualifications**

- Applicants must have a Bachelor’s degree in microbiology, biology, molecular biology, biochemistry or a closely related field. Required qualification, rank and salary determined by specific position to be filled.
- Minimum Qualifications:
  - Level I is for individuals with a Bachelor’s degree and less than 3 years of relevant professional experience.
  - Level II is for individuals with a Bachelor’s degree and more than 3 years of relevant professional experience or a recent Master’s degree.
  - Level III is for individuals with a Bachelor’s degree and 5 or more years of experience or a Master’s degree with 2 years of experience. Individuals with a PhD who have no experience may also be appointed to this position if appropriate.

**Preferred Job Qualifications**

- Candidates with knowledge and experience in one or more of the following fields are preferred: bacteriology, virology, parasitology, pathology, immunology, molecular biology, biochemistry, prion biology or vector biology. A minimum of one-year work experience is also preferred.
Creating a **General** Open Pool Posting – Posting Details cont.

1. Select either ‘Yes’ or ‘No’ from the ‘If this is a Research Professional position…’ drop down menu.

2. Select a ‘Close Posting Date’. This is the date the pool expires. Open Pools are typically posted for six months to a year.

3. Make sure that ‘No’ is selected from the ‘Open Until Filled’ drop down menu.

Note: The ‘Working Title’ will pull through from the ‘Settings’ page.

Note: Leave all of these fields blank.

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

1. Fill out the ‘Special Instructions Summary’. Be sure to include language about reapplying when the pool expires, what documents need to be uploaded, as well as letting the applicants know that references will not be contacted without prior notification of candidates.

Note: These fields can be left blank.

2. Fill in your recruitment/advertising venues in the ‘Recruitment Plan’ field. Typically departments will advertise open pool postings on their department website as well as other venues.

Note: These four venues will auto populate in this field. Please do not delete them. All postings created in TMS will automatically post to these four venues.
1. Fill in the ‘AP/Faculty Short Posting’. This short posting can be used for advertising venues that charge by the character.

Note: The short posting must include two things. First, a ‘Quick Link for Internal Postings’. This is the link that will take applicants to the CSU Jobs page to apply. It can be copied from below. Second, the short posting must also include the auto populated EO/EA/AA statement.
Creating a **General** Open Pool Posting – Posting Details cont.

1. Copy one of the provided 'Diversity Statements' and paste it into the required 'Diversity Statement' field.

2. Enter a search contact. Be sure to include a name, email address, and/or phone number.

3. Select an EO Coordinator and Applicant Manager. These fields will populate a person as soon as you start to type their name.

4. Click 'Save'.

**Note:** If someone's name does not appear, then they do not have that user group access within TMS. An **Access Form** will need to be completed to grant them access.
Creating a **General Open Pool Posting**

1. Once back at the top of the 'Posting Details' page, skip down and proceed to fill out the 'Background Check Required' tab. All other tabs in-between do not need to be edited.
Creating a **General** Open Pool Posting– Background Check

Note: The Background Check tab is not editable for Postings. This tab, and its selections, will normally pull over from the approved position description. Since this is a general open pool posting, which is not created from a position description, it is OK to leave this section as is and move forward to the ‘Supplemental Questions’ tab. This tab will not be visible to applicants when they apply.
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 supplemental questions or a minimum qualification screening form.

Please note, any supplemental questions selected here will need to be selected on the ‘Specific Open Pool Posting’ which is covered in guide 3. If the same questions aren’t selected, then responses will not be pulled over when OEO copies applicants from the General Open Pool to a Specific Open Pool when you are looking to fill an opening.

1. To add a question, click on the ‘Add a question’ button.
Creating a **General** Open Pool Posting – Supplemental Questions

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.

2. If you are unable to find a question, select ‘Add a new one’.
Creating a **General Open Pool Posting** – 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.

3. Select one of the options under ‘Possible Answers’. ‘Open Ended Answers’ allow applicants to type a personalized response. ‘Predefined Answer’ 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’.
Creating a **General Open Pool Posting – Supplemental Questions**

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**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. Click ‘Save’.

**Note:** If you have multiple questions, you can change the order they appear by entering an order number in the ‘Position’ box.
Creating a **General Open Pool Posting – Supplemental Questions**

1. Once the page has saved, select the ‘Applicant Documents’ tab.
Creating a **General Open Pool Posting – Applicant Documents**

1. Select the documents applicants will need to attach to their applications when they apply for a Open Pool posting. Documents may be categorized as ‘Optional’ or ‘Required’ attachments. Mark your documents as ‘Optional’ or ‘Required’ based on your job search needs.

**NOTE:** Keep in mind that the order of documents on the **secondary, Specific Pool posting** (guide 3) will need to match the order of documents listed here. Otherwise, applicant documents will not pull through when OEO copies applicants from the General Open Pool posting to the Specific Open Pool posting.

2. When you are finished, click ‘Save’.

**Note:** You can choose the order of how the documents appear to the applicant by using the ‘order’ box to the left of the document name OR by clicking and dragging the name of the document into the desired order.
1. Once the page has saved, select the ‘Summary’ tab.
Creating a **General Open Pool Posting**– Move in Workflow (from Initiator to EO Coordinator)

1. Once you have sufficiently reviewed the posting and are ready to move 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 that pops up. By checking ‘Add this posting to your watch list?’ you will receive updates on the position located on your Home page. Click ‘Submit’.

Note: If you are requesting a **Faculty** Open Pool posting, the approval workflow steps will be slightly different from AP. (Please reference slide 2.) When you get to this stage for a faculty posting, select the workflow action ‘Standard Search Process (move to Search Chair Posting Development)’ from the orange ‘Take Action On Posting’ drop down menu. This will move the posting request forward from the Initiator to the Applicant Manager.
Creating a **General Open Pool Posting** – Move in Workflow (from EO Coordinator to Hiring Authority)

1. The EO Coordinator will review the posting and move it forward to the Hiring Authority for review.
Creating a **General Open Pool Posting**—Move in Workflow (from Hiring Authority to OEO)

1. The Hiring Authority will review the posting and move it forward to OEO for final review and approval.
Creating a **General Open Pool Posting** – Move in Workflow (from OEO to ‘Posted’)

1. OEO will review and approve the posting and place it in the ‘Posted’ workflow state.
Open Pool will appear on CSU Jobs Website

Note: Once the Open Pool posting has been placed in the ‘Posted’ workflow state, the job will automatically appear on the CSU Jobs website, Connecting Colorado, Indeed.com, and HigherEdJobs.com. At this point you may begin advertising in your other selected recruitment venues.
Hello Emily Rogers,

The Research Associate I, II or III - Open Pool position (Posting #: 201600872AP) has been placed in the status of "Posted."

If you would like to use the JobTarget integration to access over 1,500 different job boards to advertise this posting, please follow the instructions provided on the training document found at this link: https://www.youtube.com/channel/UCw5XSHogQdY0oCUrEJ5KLsl2A?mkt_tok=3rKMMJWYF5wswRou0TBEKXonJHpf3X56%2BB8cXaW%2FJMM%2F0ER3FoVrPdGj4ATCBf%2B5LDwEYGlW65pFTmCMbd0bgNXxk%3D.

If you would like your Initiator to transition the posting to JobTarget or advertise in other venues, please forward this e-mail to your Initiator.

Position #: 
Job Title: Research Associate I, II or III - Open Pool
Department: Microbiology, Immunology and Pathology

Thank you,

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

If you have an issue or questions please see our training website at http://oeo.colostate.edu/talent-management-system-tms or complete a help ticket at http://oeo.colostate.edu/ins-help.

Note: An automated email will be sent out once the posting request has been placed in the workflow state 'Posted'.
You have now completed the creation of a General Open Pool posting.

From here, your Open Pool posting will begin to accumulate applicants. When a job opening has been identified in your department, you may move forward to Open Pool Step (guide) #2.

Step #2 will cover the creation of a position description in preparation for a hire for a Specific Open Pool posting.
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