Once a vacancy is created or has been identified:

An Initiator will create a new Position Description (or modify an existing Position Description) that will utilize the General Open Pool and submit it for approval. This Position Description should capture all the details (including name and required and preferred qualifications of the specific laboratory or hiring department) that are specific to the Position (not just the Open Pool).

Note: This can be done AHEAD OF TIME, before it’s actually needed. If you already have a Position Description approved by HR, skip ahead to guide #3.

These next steps take place in the “Orange” side of the TMS or “Position Management”.
Create a Position Description that will utilize an Open Pool


Note: Position Descriptions that have already been started or are in the approval process will be found under ‘Admin Professional/Research Professional Position Requests’.
Create a Position Description that will utilize an Open Pool

1. Select ‘Create New Position Description’.
2. Select ‘Create New AP Position’ from the pop up window.
1. Fill in the ‘Working Title’ field. Be sure to make the title specific to the lab or course. For instructors, make the working title specific to the course they will be teaching e.g. Instructor – PSY 305.

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


Note: If this is a reoccurring hire and a similar position description already exists, you may want to create the new position description by cloning an already existing one. To do this select ‘Filter these results’.
Cloning a Position Description that will utilize an Open Pool

1. To search for a position description to clone, use the pop up search box. The easiest way to clone the exact position you are looking for is to copy and paste the position number into the ‘Position Number’ field. Then click ‘Search’.

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

Create a Position Description that will utilize an Open Pool – Position Justification

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

1. When finished, select ‘Next’ to continue to the ‘Classification Selection’ tab or ‘Save’ to return to complete the position description at a later time.

Note: If you are cloning a position description, fields that were already filled in will pull over to the newly cloned position description. Be sure to review all these fields and make sure they apply to the new position description.
Create a Position Description that will utilize an Open Pool – Classification Selection

Note: On the ‘Classification Selection’ tab you may choose to select the classification. However, Human Resources will review and complete classification information for you. If this is a cloned position description, the classification details will automatically pull over.

1. When finished, select ‘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.
Create a Position Description that will utilize an Open Pool – Position Details

1. Begin to fill out the ‘Position Details’ page.

Note: Fields highlighted in red are required.
Create a Position Description that will utilize an Open Pool – Position Details cont.

Continue to fill out the Position Details page.

Note: If you are using a cloned position description, many of these fields will already be filled in. Read everything and make any necessary edits to make sure it works for your new position.

1. Select an employment category.
2. Select ‘No’ from the ‘Will Accelerated Search Be Used?’ drop down menu.
3. Enter in a ‘Proposed Annual Salary Range’.
4. Select the salary basis.
5. Fill in the ‘Position Summary’ field.

Note: If you created the position description from scratch, many of these fields will be blank. Please fill in a ‘Description of Work Unit’.

The Microbiology, Immunology and Pathology (MIP) Department is comprised of over 400 individuals who share a common passion for solving some of the most important human and animal health problems today. Research programs include those related to mycobacteria, retroviruses, prions, and arthropod-borne infectious.

Mission statement, services provided by department, marketing language, etc. that will populate the job posting.

1) Carrying out PCR and flow cytometry assays on clinical samples from small animal patients for the Clinical Immunology Service.
2) Carrying out client communications (veterinarians are our main clients), entering sample data, reporting and other administrative responsibilities associated with the Service.
Create a Position Description that will utilize an Open Pool – Position Details cont.

Continue to fill out the Position Details page.

Note: If you are using a cloned position description many of these fields will already be filled in. Read everything and make any necessary edits to make sure it works for your new position.

1. Fill in the ‘Position Supervises’ field. If this position will not be supervising, enter ‘None’.

2. Fill in the ‘Decision Making’ field.

3. Select ‘Conditions of Employment’. Be sure to check at least the top option since it’s required for all new CSU hires.
Create a Position Description that will utilize an Open Pool – Posting Details cont.

Continue to fill out the Position Details page.

1. Fill in the ‘Required Job Qualifications’ and ‘Preferred Job Qualifications’.

Note: The required and the preferred may be more in depth than those stated on the original Open Pool posting. You may make them specific to the lab or course being taught.

2. Select a Hiring Authority. Multiple Hiring Authorities may be selected. Often times it’s the actual Hiring Authority (the person making the final hiring decision), as well as the person who will be wearing the ‘Hiring Authority Hat’ within the system.

Note: Be sure to enter the Hiring Authority who will be completing the Hiring Proposal for the individual you select to hire. If they are not entered in on the Position Description side, they will not be able to connect the person with this position when they start the Hiring Proposal.

3. Select if the position is hourly or not and enter in the work hours per week.

Note: If you are using a cloned position description, many of these fields will already be filled in. Read everything and make any necessary edits to make sure it works for your new position.

4. When finished, select ‘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.
Create a Position Description that will utilize an Open Pool – Essential Job Duties

1. On the ‘Essential Job Duties’ tab, enter at least two duties. This includes the job duty category, responsibility, and percentage of time spent on the job duty.

2. To add a job duty, select the “Add Essential Job Duties Entry” button at the bottom of the page. Ensure that all job duties add up to 100%.

3. When finished, select ‘Next’ to continue to the ‘Functional Attributes’ tab, ‘Save’ to return to complete the position description at a later time, or ‘Prev’ to return to the previous tab.
Create a Position Description that will utilize an Open Pool – Functional Attributes

1. On the 'Functional Attributes' tab you may complete the physical demands, mental functions, environmental conditions & physical surroundings, and hazards associated with the position.

2. When finished, select 'Next' to continue to the 'Classification Selection' tab, 'Save' to return to complete the position description at a later time, or 'Prev' to return to the previous tab.
Create a Position Description that will utilize an Open Pool – Budget Information

1. On the ‘Position Budget Information’ tab, you may select the ‘Add Budget Summary Entry’ button to complete the Budget Account Number, Percentage Funded, and Budget Account Name. This tab is optional.

2. When finished, select ‘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.
Create a Position Description that will utilize an Open Pool – Background Check

1. On the ‘Background Check Requirement’ tab you may select particular additional background checks to be run on the selected candidate.

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

Note: CSU conducts a criminal history background check for all new hires. If you require additional background checks, please select them from this page.

Note: Only select a ‘Motor Vehicle Record Check’ if driving is an requirement of the position. Driving to and from work does not require a Motor Vehicle Record Check.
Create a Position Description that will utilize an Open Pool – Supervisory Position

1. On the ‘Supervisory Position’ tab you may select the current supervisor for the position.

2. To select a supervisor for this position click ‘Filter these results’.

Note: If this is a cloned position description, the supervisor from the original position description will pull through.
Create a Position Description that will utilize an Open Pool – Supervisory Position cont.

1. In the pop up window, select if the supervisor is AP, Faculty, or State Classified. Then enter their name in the top field and click ‘Search’.

2. The supervisor’s position description should show up in the list below. Check the radial check box next to their working title.

3. When you have made sure to select the correct supervisor, click ‘Save’ and the changes will take place.
Create a Position Description that will utilize an Open Pool – Supervisory Position cont.

Note: The supervisor has been updated.

1. Click on the ‘Position Documents’ tab.
Create a Position Description that will utilize an Open Pool – Position Documents

Note: On the ‘Position Documents’ tab, you may add documents associated with the position, such as the Organizational Chart.

1. To attach an Organizational Chart, hover your mouse over the ‘Actions’ drop down and select ‘Upload New’.
Create a Position Description that will utilize an Open Pool – Position Documents cont.

1. Click ‘Choose File’.
2. Find the file, then click ‘Open’.
3. Click ‘Submit’.
Create a Position Description that will utilize an Open Pool – Position Documents cont.

Note: TMS will automatically convert the file to a PDF. The banner across the top will let you know if the upload was successful.

1. When finished, select '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.
Create a Position Description that will utilize an Open Pool – Summary (move from Initiator to Hiring Authority)

Note: On the ‘Summary’ tab, you may review and edit any of the previous pages.

1. Once you have sufficiently reviewed the position and are ready to move to the Hiring Authority, you will hover over ‘Take Action on Position Request’ and then select ‘Submit (move to Hiring Authority)’.

Note: In the pop up window, you may make any relevant comments for the Hiring Authority as well as add the position to your ‘Watch List’.

2. Click ‘Submit’.
Create a Position Description that will utilize an Open Pool – Summary (move from Hiring Authority to HR Position Review)

Note: The Hiring Authority will review the position request and make any needed edits.

1. Once they have sufficiently reviewed the position and are ready to move it to HR, they will hover over 'Take Action on Position Request' and then select 'Approve (move to HR Position Review/Compensation Analysis)'.

2. Click 'Submit'.
Create a Position Description that will utilize an Open Pool – Summary (move from HR Position Review to Signature Authority)

1. Once HR Compensation Analysis has sufficiently reviewed the position and is ready to move it to the Signature Authority, they will hover over 'Take Action on Position Request' and then select 'Approve (move to Signature Authority Review/Approve)'.

2. Click ‘Submit’.

Note: HR Compensation Analysis will review the position request and add any additional details.
Create a Position Description that will utilize an Open Pool – Summary (move from Signature Authority to HR Position Assignment)

Note: The Signature Authority will review the position request.

1. Once the Signature Authority has sufficiently reviewed the position and is ready to move it to HR Position Assignment, they will hover over ‘Take Action on Position Request’ and then select ‘Approve (move to HR Position Assignment)’.

2. Click ‘Submit’.
Create a Position Description that will utilize an Open Pool – Summary (move from HR Position Assignment to Position Approved)

Note: HR Position Assignment will review the position request and add any additional details.

1. Once HR Position Assignment has sufficiently reviewed the position and is ready to complete the final approval step, they will hover over ‘Take Action on Position Request’ and then select ‘Approve (move to Position Approved/Initiate Posting)’. 
Email to Hiring Authority

Hello Emily Rogers,

The Research Associate I - Smith Lab position has been placed in the status of "Position Approved/Initiate Posting".

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

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.

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.

If you plan to hire someone through an alternative 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).
At this point, the General Open Pool has gathered applicants for the department, an opening has been identified, and a position description for the opening has been created and approved. The initiator may now progress to guide #3, which outlines creating a secondary posting request from the approved position description to hire someone out of the General Open Pool.
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