Open Pool: Creating a Specific Open Pool Posting to Hire From - Step #3
The third and final step of the Open Pool process is to create a Specific (also referred to as Secondary) Open Pool posting from an approved position description. Once the Specific Open Pool is approved, OEO will copy over the current applicant list from your General Open Pool. The Specific Open Pool is where you will make your ‘Request for Finalist Interview’ as well as create the Hiring Proposal.
Create Posting for **Specific** Open Pool from Position Description


Create Posting for **Specific** Open Pool from Position Description

1. Select 'Create New Posting'.

2. From the pop-up window, select 'Create from Position Description'.
Create Posting for Specific Open Pool from Position Description

1. Choose your approved position by selecting it from the list, or select the ‘More Search Options’ button then type in the Position Number or name of the position to bring up the position description you wish to create the posting from.

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

Shortcut: hover over the ‘Actions’ drop down and select ‘Create From’ to start the posting from the selected position description.
Create Posting for **Specific** Open Pool from Position Description

1. Review the approved position, then select ‘Create Posting from this Position Description’ on the right side of the screen.
Create Posting for **Specific** Open Pool – Settings Page

![Image of a webpage interface for posting creation](image)

**New Posting**

* Required Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working Title</td>
<td>Research Associate I - Smith Lab</td>
</tr>
<tr>
<td>Organizational Unit</td>
<td></td>
</tr>
<tr>
<td>Division</td>
<td>Provost/Executive Vice President (1001DV)</td>
</tr>
<tr>
<td>Academic/Reporting Area</td>
<td>CVMBS College Office (1601CG)</td>
</tr>
<tr>
<td>Department</td>
<td>Microbiology, Immunology and Pathology (1682)</td>
</tr>
<tr>
<td>Applicant Workflow</td>
<td></td>
</tr>
<tr>
<td>Workflow State</td>
<td>Under Review by Dept/Committee</td>
</tr>
</tbody>
</table>

Note: You may leave these fields as they are.
Create Posting for Specific Open Pool – Settings Page cont.

1. Check the ‘Administrative Professional – Standard Application Materials’ box. This must mirror what was selected on the General Open Pool otherwise materials will not copy over.

2. Click ‘Create New Posting’.

Note: You may leave these fields as they are.
Create Posting that will utilize **Specific** Open Pool – Posting Details

Note: On the ‘Posting Details’ tab, you will complete required fields and other fields about your posting.
Create Posting that will utilize **Specific** Open Pool – Posting Details cont.

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

2. Select ‘No’ from the ‘Accelerated Search Process Qualified’ drop down menu.

Note: The ‘Proposed Annual Salary Range’ will pull over from the approved position description. Please do not alter this amount.

3. Select a Hiring Authority. Be sure to select the **same** Hiring Authority as listed on the position description.

Fill in the ‘Supervisor Name’ field and the ‘Supervisor Working Title’ field. Be sure to select the same supervisor as listed on the position description.
Create Posting that will utilize **Specific** Open Pool – Posting Details cont.

| Position Summary | 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. |
| Position Supervises | Student Hourlies  
| | *(Class/Working Title, Position #)* |
| Decision Making | Decisions on data interpretation, management of student hourly time |
| Conditions of Employment | Pre-employment Criminal Background Check (required for new hires) |
| Required Job Qualifications | Applicants must hold a BS degree in microbiology, biochemistry (or closely related field) and have at least 2 years laboratory experience including infectious disease work at BSL2 level. The candidate must have a strong work ethic, excellent organizational and communication skills, knowledge of standard computer applications, and must |
| Preferred Job Qualifications | Desirable elements for the successful candidate include but are not limited to:  
| | *Experience working in a BSL2 laboratory setting with infectious agents,  
| | *Experience with prior protein amplification assays [e.g. real time induced conversion (RT-QUIO); serial protein mistoiding cyclic amplification (SPMCA)],* |
| Is this an Hourly position? | No |
Create Posting that will utilize **Specific Open Pool** – Posting Details cont.

1. Select either 'Yes' or 'No' from the 'Is this a Research Professional position…' drop down menu. Please review the help text below the field to help determine which option to select.

   - **Note:** All of these fields may be left blank since the Specific Open Pool posting won’t be posted to the CSU Jobs website.

   - **Example:** Research Associate, Research Scientist, Postdoctoral Fellow.
Create Posting that will utilize **Specific Open Pool** – Posting Details cont.

1. In the ‘Recruitment Plan’ field, enter in the Posting Number of the General Open Pool from which OEO will be copying applicants.

Note: All of these fields may be left blank since the Specific Open Pool posting will not be advertised.
Create Posting that will utilize **Specific** Open Pool – Posting Details cont.

<table>
<thead>
<tr>
<th>Pass Message</th>
<th>Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Message</td>
<td>Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions at CSU that interest you.</td>
</tr>
</tbody>
</table>

**Note:** No need to alter these fields.

**AP/Faculty Short Posting**

Add the short posting to this field for other advertising and recruitment venues. You **MUST** include the below quick link in this field.

**Quick Link for Internal Postings**

http://colostate-training.peopleadmin.com/postings/38544

**Background Check Policy Statement**

Colorado State University (CSU) strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of the university, it is reasonable and prudent to do so.

**EEO Statement**

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy and will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 401 Student Services.
Create Posting that will utilize **Specific Open Pool – Posting Details cont.**

1. Copy and paste a required ‘Diversity Statement’ into the field above.

2. Enter a ‘Search Contact’.

3. Select an EO Coordinator. Multiple EOC’s may be selected.

4. Select an Applicant Manager. Multiple Applicant Managers may be selected.

5. Select ‘Save’.
Create Posting that will utilize Specific Open Pool – Posting Details cont.

1. Once your ‘Posting Details’ page is saved, navigate to the ‘Supplemental Questions’ tab ONLY if you used supplemental questions on your General Open Pool posting. Otherwise, navigate to the ‘Applicant Documents’ page by selecting the tab on the left side of the screen.
Create Posting that will utilize **Specific Open Pool** – Supplemental Questions (ONLY if used on General)

Note: If you used supplemental questions on the General Open Pool posting, you will need to add the same exact questions on the Secondary posting. If you do not add the same questions, applicant materials will not pull over when OEO copies applicants from the General Open Pool to the Secondary Open Pool.

1. Select ‘Add a question’.
Create Posting that will utilize **Specific Open Pool – Supplemental Questions (ONLY if used on General)**

1. Using the ‘Category’ drop down menu and ‘Keyword’ search feature, you can search for your previously created question.

2. To add your question, check the box under ‘Add’ then click ‘Submit’.
Create Posting that will utilize **Specific Open Pool** – Supplemental Questions (ONLY if used on General)

1. When you are finished setting up the Supplemental Questions, click ‘Save’.

2. Navigate to the ‘Applicant Documents’ tab by selecting ‘Applicant Documents’ on the left side of the screen.

Note: If your question was ‘Disqualifying’ or ‘Required’ on the General Open Pool, be sure to check the ‘Disqualifying’ and ‘Required’ check boxes in the Secondary posting.
Create Posting that will utilize **Specific Open Pool – Applicant Documents**

1. Select the *same* documents that were selected on the General Open Pool posting. If the same documents are not selected and in the same order, these documents will not transfer over when OEO copies the General Open Pool posting applicants into this Secondary, Specific Open Pool posting.

   Note: You can choose the order of the documents 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.

2. When you are finished, select ‘Next’ to progress to the ‘Search Committee’ section.
Create Posting that will utilize **Specific Open Pool** – Search Committee

**Note:** Unlike the General Open Pool posting, the Specific Open Pool posting requires at least one search committee member who will review the applicants that are copied over. Multiple search committee members may be selected.

1. To add a committee member, select 'Add Existing User'.

The Chair for this search MUST be Search Chair trained and be on the approved list on the OEO website. (Click here for the list)
Create Posting that will utilize **Specific** Open Pool – Search Committee

Note: Search for committee members using their email address. This guarantees that the correct committee member is being selected.

1. Select ‘Add Member’ next to the name of the individual you would like to add. Then select ‘Close’.
Create Posting that will utilize **Specific Open Pool – Search Committee**

1. When you have finished adding your search committee members, click ‘Save’ then select the ‘Posting Documents’ tab from the left side of the screen.
Create Posting that will utilize **Specific Open Pool – Posting Documents**

Note: On the ‘Posting Documents’ page, you will upload your Minimum Qualifications Screening Form and your Applicant Screening Form. If they are combined into a single page upload the single document into the ‘Applicant Screening Form’ slot.

1. To upload a document, hover your cursor over the ‘Actions’ button and select ‘Upload New’ from the drop down menu.
Create Posting that will utilize Specific Open Pool – Posting Documents

Upload a Applicant Screening Form

To upload your document, provide a name and description of the document. To choose a file to upload, click the Choose File button and select the file from your computer. When you are ready to submit your document, click the Submit button.

1. To attach a document to upload, select ‘Choose File’.

2. Find the file on your computer, then select ‘Open’.

3. Select ‘Submit’.
Create Posting that will utilize **Specific Open Pool – Posting Documents**

1. Select the ‘Summary’ tab from the left side of the screen.

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

**Note:** The system will automatically convert your documents to PDFs.
Create Posting that will utilize **Specific Open Pool** – Summary Page 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 of guide #1). When you get to this stage for a Faculty posting, select the workflow action ‘Approve (move to Hiring Authority Review)’ from the orange ‘Take Action On Posting’ drop down menu. This will move the posting request forward from the Initiator to the Hiring Authority.
Create Posting that will utilize **Specific Open Pool – 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.

Note: If you are requesting a **Faculty** Open Pool posting, the approval workflow steps will be slightly different from AP (please reference slide 2 of guide #1). When you get to this stage for a Faculty posting as the Hiring Authority, select the workflow action ‘Approve (move to EO Coordinator Review)’ from the orange ‘Take Action On Posting’ drop down menu. This will move the posting request forward from the Hiring Authority to the EO Coordinator.
Create Posting that will utilize **Specific** Open Pool – 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.

Note: If you are requesting a Faculty Open Pool posting, the approval workflow steps will be slightly different from AP (please reference slide 2 of guide #1). When you get to this stage for a Faculty posting as the EO Coordinator, select the workflow action ‘Approve (move to OEO Review and Approval)’ from the orange ‘Take Action On Posting’ drop down menu. This will move the posting request forward from the EO Coordinator to OEO.
Create Posting that will utilize **Specific Open Pool – OEO** (Approved – Internal & Copy of Applicants)

Note: Once OEO reviews and approves the Specific Open Pool posting request, they will move the posting into the workflow state ‘Approved – Internal’.

OEO will then copy over the current applicants from the General Open Pool into the newly approved Specific Open Pool.
Applicants copied to Specific Open Pool Posting

Note: Once the posting has been move to ‘ Approved – Internal’ the Applicant Manager will be able to login and begin the review process of applications.

1. As an Applicant Manager, navigate to the Specific Open Pool posting and select the ‘Applicants’ tab.
Applicant Manager – Begin process of reviewing and moving applicants through the system.

Note: Notice the Specific Open Pool posting now has 72 applicants.
Next Steps

Now that a Second, Specific Open Pool posting has been created, and applicants from the General Open Pool have been copied over, the Applicant Manager and Search Committee may begin reviewing applications.

Note: An applicant from an Open Pool must go through some form of vetting process before they can be placed in the ‘Recommend for Hire’ workflow state. This can take the form of a telephone interview, or even a campus interview if desired. Please move the applicant you wish to interview into ‘Request Finalist Interview’ to reflect this process. An applicant may skip the interview process and move straight to ‘Recommend for Hire’ only if they are being hired to teach a course they have previously taught for the university.

After a hire has been made from the Specific Open Pool, go back to the General Open Pool and change the hire’s workflow state from “Under Review by Dept/Committee” to “Hired for Pool Position” which will make them inactive. They will no longer be copied over to future Specific Pools.
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