EO Coordinators Postings Checklist – Standard Searches

Please ensure that the fields within the posting are populated with information based on the parameters outlined below.

- Description of work unit
  - Ensure that a description is listed
- Hiring Authority
  - Okay to list more than one individual with Hiring Authority role.
- Supervisor Information
  - The position’s supervisor and their email address should be entered in these fields
- Position Summary
  - Should contain a brief summary about the position. Any language about benefits should be listed here, as well as any physical requirements of the position.
  - Do not list essential job duties in this field.
- Required job qualifications
  - Should differ from the preferred job qualifications
- Preferred Job qualifications
  - Should differ from the required job qualifications

**Note:** If the required job qualifications change once the position description has been approved it will need to be re-reviewed by HR Classification and Compensation. The posting request will then be returned to the initiator to incorporate the approved changes prior to sending it back to OEO.

- Working Title
- Research Professional position
- Number of vacancies
- Full Consideration Date
  - Standard Searches - Minimum 3 full weekends/2 full weeks for advertising.
  - Accelerated and Internal Searches - 2 full weekends/1 full week for advertising.
- Close Posting Date
  - Should be at least 3 weekends after full consideration date, or 2 full weekends for Accelerated and Internal Searches, in order to allow for late applications.
- Open until filled
  - Yes
    - Allows for the collection of late applications
    - Prerequisite for requesting an advertising extension on a posting
  - No
    - No late applications will be collected
    - Does not allow for extension of the advertising for a search if a suitable applicant pool is not achieved
- Special Instructions Summary
  - Include special application instructions i.e. what is required to apply (cover letter, resume, reference contact information etc.)
• Special Instructions Summary language example: “Interested applicants must submit a cover letter which addresses how professional experiences align with identified competencies of the position, a current resume, and the names, addresses, and telephone numbers of three (3) professional references. References will not be contacted without prior notification of candidates. If you have questions, please contact _____”
  o The help text “References will not be contacted without prior notification of candidates”, found below this field should be copied and pasted into the special instructions summary field.
  o If letters of recommendation are going to be solicited from references as soon as an applicant applies, the language “References will be contacted for letters of recommendation upon submission of application” should be included in this field.

□ Recruitment plan
  o CSU jobs website, Indeed.com, HigherEdJobs.com and Connecting Colorado are auto-populated in this field and all CSU jobs are automatically posted to these websites for free.
  o Should include at least 1 national advertisement in addition to those auto populated
  o Consider other recruitment resources including: department website, committee outreach, diverse venues, sponsored Indeed.com posting etc.
  o See OEO website for additional resources: https://oeo.colostate.edu/recruitment-resources/

□ AP/Faculty Short Posting
  o This required field allows OEO to sign off/approve short posting announcements to be used for advertising venues that charge by character. It should be a condensed version of the long posting announcement.
  o The ‘Quick Link for internal postings’ must be included in the short posting by copying and pasting from below. This link should be stated as: “To see full position announcement and to apply, please visit: _(Quick Link) _”
  o Short EEO Statement is auto filled and should appear at the bottom of the short announcement, “CSU is an EO/EA/AA employer and conducts background checks on all final candidates”.

□ Diversity-Statement
  o One must be selected by copying and pasting it from the list of five approved statements below this field.

□ Search Contact
  o Full name of search chair or search support staff
  o Must include telephone number and/or email address

□ EO Coordinator
  o Okay to have more than one listed for backup

□ Applicant Manager
  o Individual with the Applicant Manager role (typically the search chair and/or support staff)

□ Supplemental questions
  o Are used to screen for required qualifications of the position.

□ Application Documents
  o Resume, CV, or Resume/CV and Cover Letter should be checked as ‘required’
  o Order of appearance can be changed by numbering the items in the tab when in edit mode.

□ Search Committee
  o Minimum of three search committee members for a standard search
  ▪ The search chair should be on the OEO website under the Search Chair Training Participants link at: http://www.oeo.colostate.edu/search-chair-training-participants.
  o Minimum of two search committee members for an accelerated search
- Hiring Authority will have the search chair designation for accelerated searches and does not need to be on the Search Chair Training Participants list.

- **Evaluative Criteria section**
  - OEO does not recommend using this section. Please leave it blank

- **References**
  - Ensure there are numbers listed under the Reference Min and Max fields which indicates the number of reference the committee wishes to collect.
  - If letters of recommendation will be collected, please ensure ‘yes’ is select and the minimum and maximum number of reference entered are the same.
  - Please see the ‘How to Request References in TMS’ guide for additional details: [https://oeo.colostate.edu/media/sites/144/2017/05/How-to-Request-References-in-TMS.pdf](https://oeo.colostate.edu/media/sites/144/2017/05/How-to-Request-References-in-TMS.pdf)

- **Posting Documents**
  - Please ensure that a minimum qualification form and applicant screening form are uploaded on this tab.

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