

## 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.)



- 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://oee.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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