EOC UPDATE MEETING

Office of Equal Opportunity

Diana Prieto, Becca McCarty, and Emily Rogers
April 2018
Agenda Items

• New open pool hiring process
• Showcase of the TMS updates
• Tips and tricks webpage
• Customizing TMS saved searches
• How to view demographics for your search
• Attendance at committee meetings
• Upcoming items
New Open Pool Hiring Process

• Removing two approval points for open pool requests in the TMS
  ▪ Old process: Initiator creates the secondary posting request, OEO reviews/approves and copies over the list of applicants. Department reviews applications and submits a request for a finalist interview in the TMS. EOC and OEO review/approve request and department conducts interviews, then the Applicant Manager submits the request to hire.
  ▪ New Process: Search committee/hiring authority reviews the applicants in the general open pool and makes a selection of who to interview. Once the department has interviewed the candidate(s), the Initiator creates the secondary posting. OEO reviews/approves the secondary posting request and copies over the applicants. The Applicant Manager enters the request to hire in the TMS.

• The Request Finalist Interview step/workflow state is now no longer required.
Updates to the TMS and Resources

• Reconfigured links on the TMS homepage so that they align with the new OEO website and how to submit a help request link
Updates to the TMS and Resources

- Updated e-mail templates to include the most recent information and directions for users when they receive a TMS e-mail.

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Hello {{action__user_selection_field_7}},

The {{action__job_title}} position has been placed in the status of "{{action__workflow_state}}"

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.

If you will request to hire someone through the Alternative Appointment Request (AAR) 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).

If you are unsure if an Alternative Appointment Request (AAR) is needed for this new/modified position, please contact OEO at oeo@colostate.edu or 491-5836.

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

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.

Position #: {{action__position_description-job_detail__external_job_number}}
Job Title: {{action__job_title}}
Department: {{action__organizational_unit}}
Status: {{action__workflow_state}}

Thank you,
Human Resources
Colorado State University
Updates to the TMS and Resources

- Updated the reference portal page to remove confusion
Updates to the TMS and Resources

• Updated 'posting' workflow state names. They are now consistent and mirror across position types, reducing confusion for users

• Examples:
  ▪ Renamed “Alternative Appointment Request (move to Alternative Appointment Request)" → “EO Coordinator Alternative Appointment Request (move to EO Coordinator Alternative Appointment Request)”.
  ▪ Renamed “Approve (move to Hiring Authority Review and Approval)" → “Standard Search Process (move to Hiring Authority Review and Approval)”.

Helps users determine who the posting is transitioning to and what kind of search they are requesting.
Updates to the TMS and Resources

• Updated the College/Division HR user group name to Department HR Liaison, to better align with campus terminology
Updates to the TMS and Resources

• Created training videos for each step in the hiring process for Administrative Professionals and Academic Faculty in the TMS

• These videos can be found on the OEO website
• Updated all of the TMS Training guides.
Updates to the TMS and Resources

- Removed the workflow state approval point 'Applicant Manager posting development' for faculty posting requests.

- Updated the essential job duties tab to 'Read Only'.
Updates to the TMS and Resources

- Implemented use of Legal and Preferred first name fields. Assists with onboarding and background checks and helps promote CSU's commitment to diversity and inclusion.

![Applicant Information](image-url)

- **Legal First Name**
  - Please enter your first name as it appears on your social security card. If you do not have a social security card, please enter your first name as it appears on your passport.

- **Preferred First Name**
  - If the same as legal, please re-enter your legal first name.

- **Middle Name**

- **Last Name**
Updates to the TMS and Resources

- CSU switched to a new posting/recruitment vendor: DirectEmployers

Job Syndication Alliances

DirectEmployers Association Job Syndication Alliances – Revised August 8, 2017. Please Note: DirectEmployers Association, Inc. (hereinafter referred to as DE) can only assure that Member Company job content in our feed is provided correctly to “third party” alliance websites. Any and all alteration performed to said job feed by a “third party” alliance website is outside the scope and ability of control by DE. Consequently, DE shall not be liable for any damages, compensatory or punitive, that are incurred by Member Company due to changes or alterations done to Member Company’s job feed by a “third party” alliance website.

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Future additions to the TMS guides and support

• New live in-classroom training sessions
  • There will be a total of three different rounds of in-classroom training
    ➢ Administrative Professional searches - How to create a posting, move applicants through the TMS, and create a hiring proposal
      • Completed March 2018
    ➢ Non-tenure track faculty open pools - How to create a general Open Pool posting, a secondary Open Pool posting, move applicants through the TMS, and create hiring proposals
      • Projected date – May 2018
    ➢ Tenure-track Faculty searches - How to create a posting, move applicants through the TMS, and create a hiring proposal
      • Projected date – August 2018
Future additions to the TMS guides and support

• Will create an “Infrequent User Checklist/Guide” to help support those who do not use the TMS very often
  ▪ Will help remind individuals of the key pieces needed prior to starting a search in the TMS

• Will create an introductory video for new users
  ▪ Will provide definitions and basic knowledge of navigation to the new user

• Will create a new “Tips and Tricks” webpage on the OEO website, which will include guides
  ▪ These tips and tricks will help speed up the process for the TMS user
“Tips and Tricks” webpage

• What would be helpful that is not already available?
How to Utilize Saved Searches in TMS

https://colostate-training.peopleadmin.com/hr/login
How to check the aggregate demographics of an applicant pool

https://oeo.colostate.edu/affirmative-action/

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Items of Note

• Attendance at committee meetings
• Upcoming items
  • Jobs.colostate.edu website will be updated to become mobile friendly
  • New feature from PeopleAdmin for potential applicants – Notification of Potential Job Openings