Colorado State University

Talent Management System (TMS)

How to Create or Modify a Position Description in TMS

Last Updated: 2/16/2023

COLORADO STATE UNIVERSITY

Create/Modify an Administrative Professional/Research Professional Position Description

Position Descriptions represent a job within the University and describe the job in its present state.

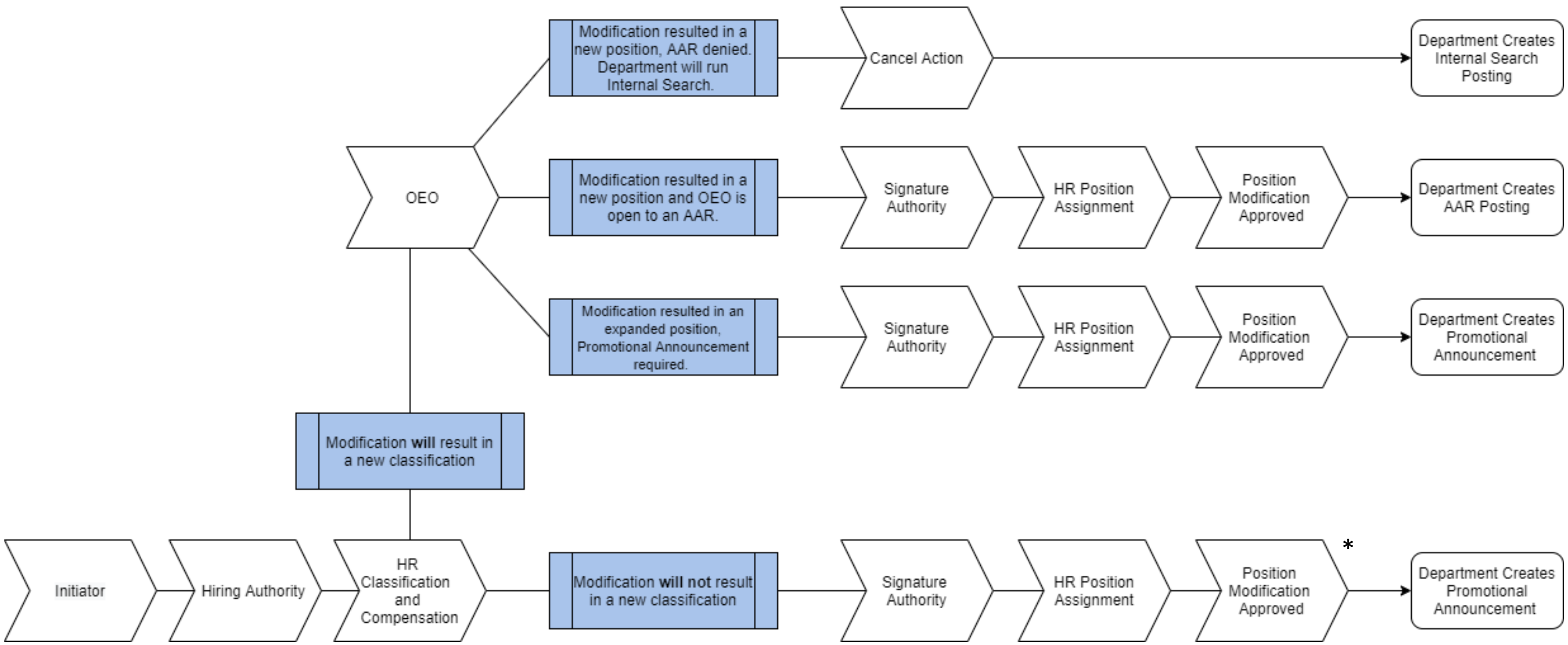
Position Descriptions may only be created / modified by individuals with Initiator access in the TMS.

Please note, under the Equal Pay for Equal Work Act (EPEWA) that went into effect in Colorado on January 1, 2021, all position modifications for current employees will now require a Promotional Announcement. For additional help on system/process requirements, including how to create a Promotional Announcement via a TMS posting, please see OEO Equal Pay for Equal Work webpage.

The following page shows the position request workflow path for different scenarios in the system. Please note, if a position modification results in a new classification for a current employee, OEO will review the modification before sending it forward to the signature authority to verify if an Alternative Appointment Request (AAR) is warranted.

Create/Modify an Administrative Professional/Research Professional Position Description

The below workflow paths show the different modification scenarios and their corresponding outcomes and system requirements. Please note that if you are modifying or creating a position description to use for a search, a Promotional Announcement is not required.



*** New (created) position will follow the bottom approval path workflow.**

Creating a New Position Description or Modifying a Current One

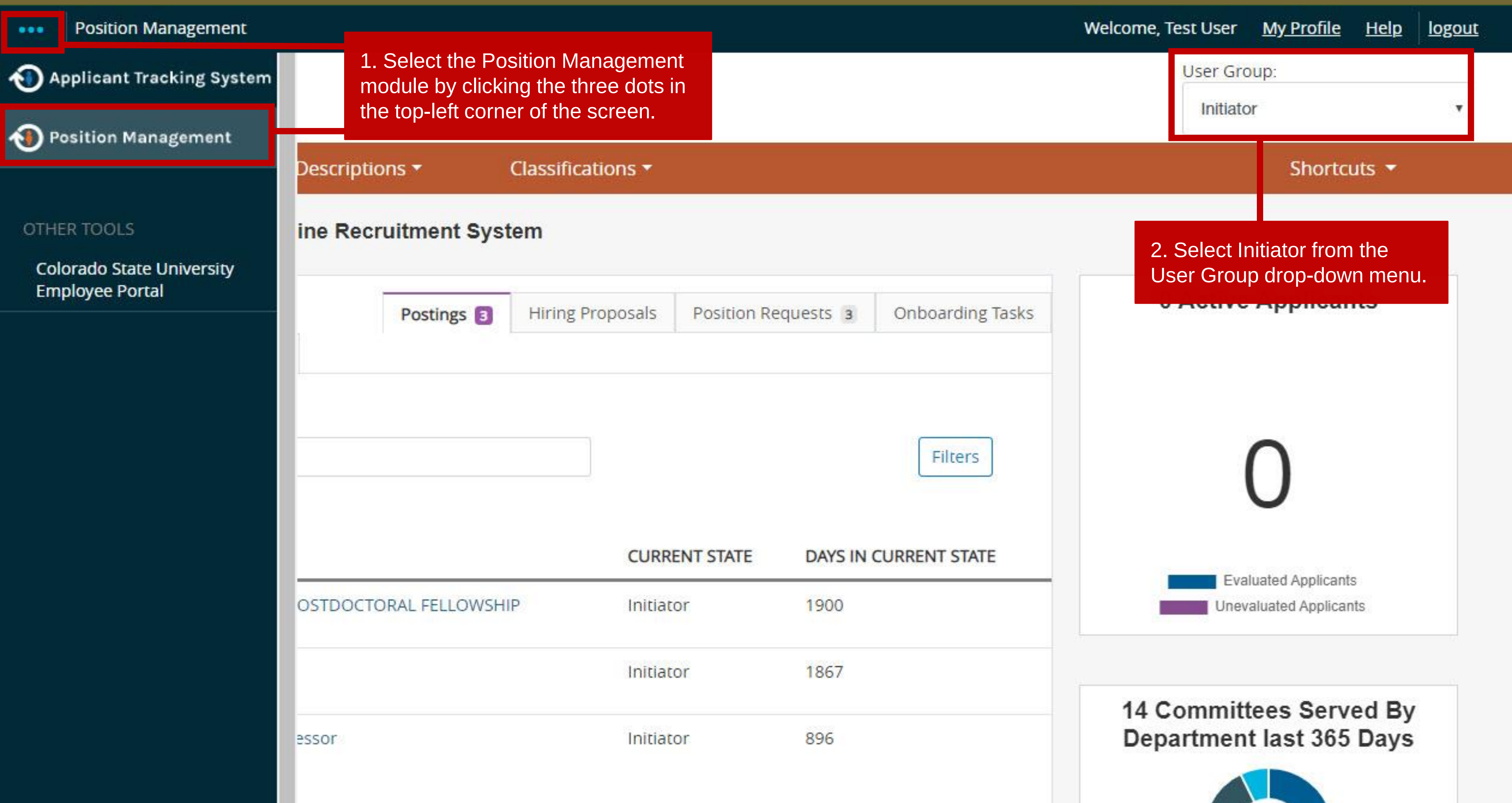
- In most cases, you will be '**modifying**' a current position description for an existing Position.Version # (position that has already been created), which is stored in the position library of the Talent Management System. To do this please follow the next 6 pages.

  - Please note, some modifications will result in a 'reclassification' (i.e., Technical/Support I → Technical/Support II) which in turn, will 're-version' the position number **(.0001 → .0002).**
    If a position modification for a *current employee* results in a new classification, HR Classification and Compensation will send the modification to OEO for review to assess if the modification warrants an AAR. If an AAR is not required, the department must still create a Promotional Announcement.

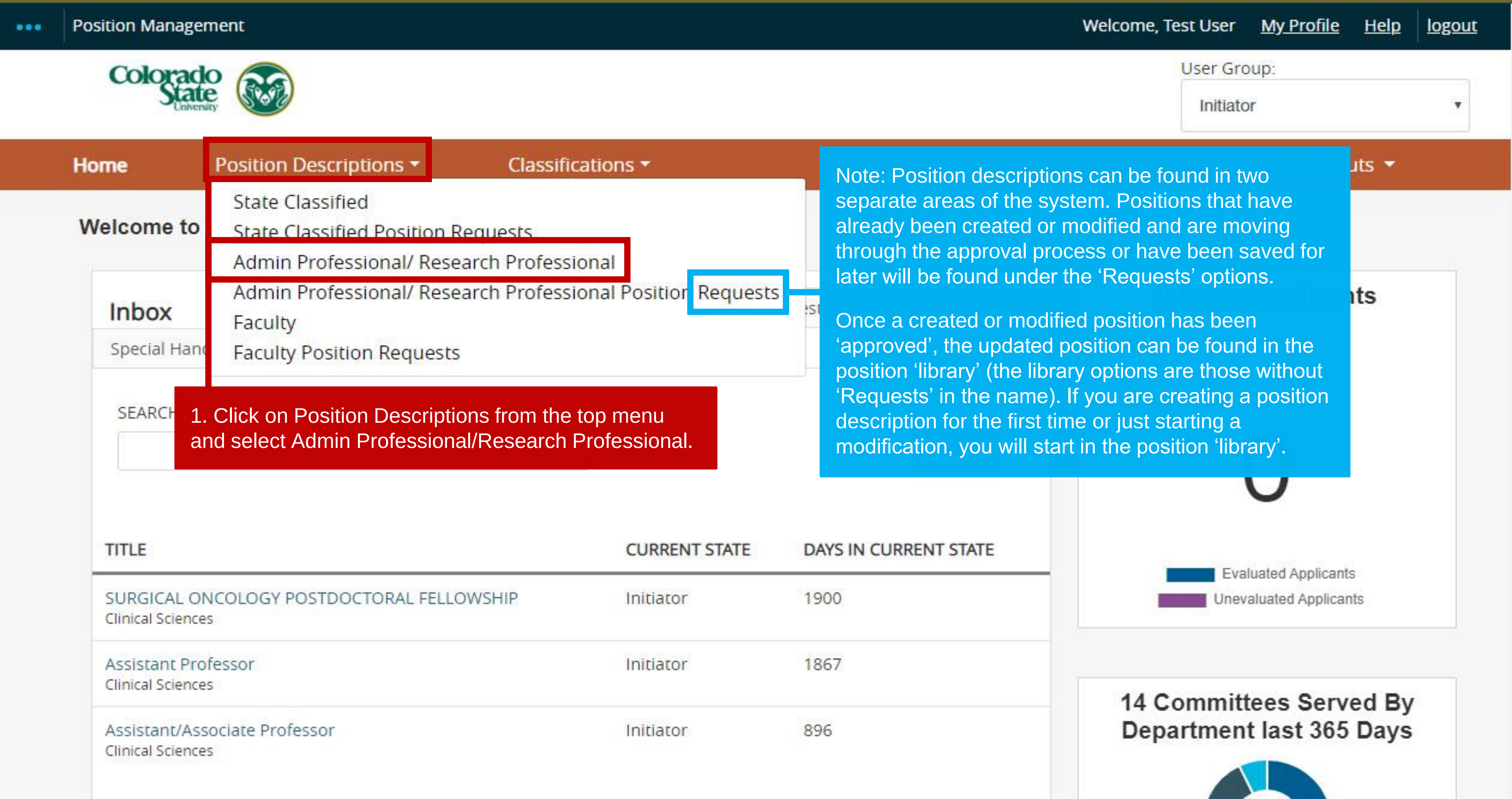
- If you are **creating a new** position description or **cloning** (page 15) a current position description, requiring a new Position.Version # (creating a position that doesn't exist yet) please skip to page 11.

- If you need to **transfer** a position description to a new department or unit, please see the user guide and transfer request form located here. All transfers will result in a new 'version' number. **Please know, a position 're-versioning' due to a department transfer ONLY does not require an AAR or Promotional Announcement.**

How to *Modify* a Position Description



How to *Modify* a Position Description

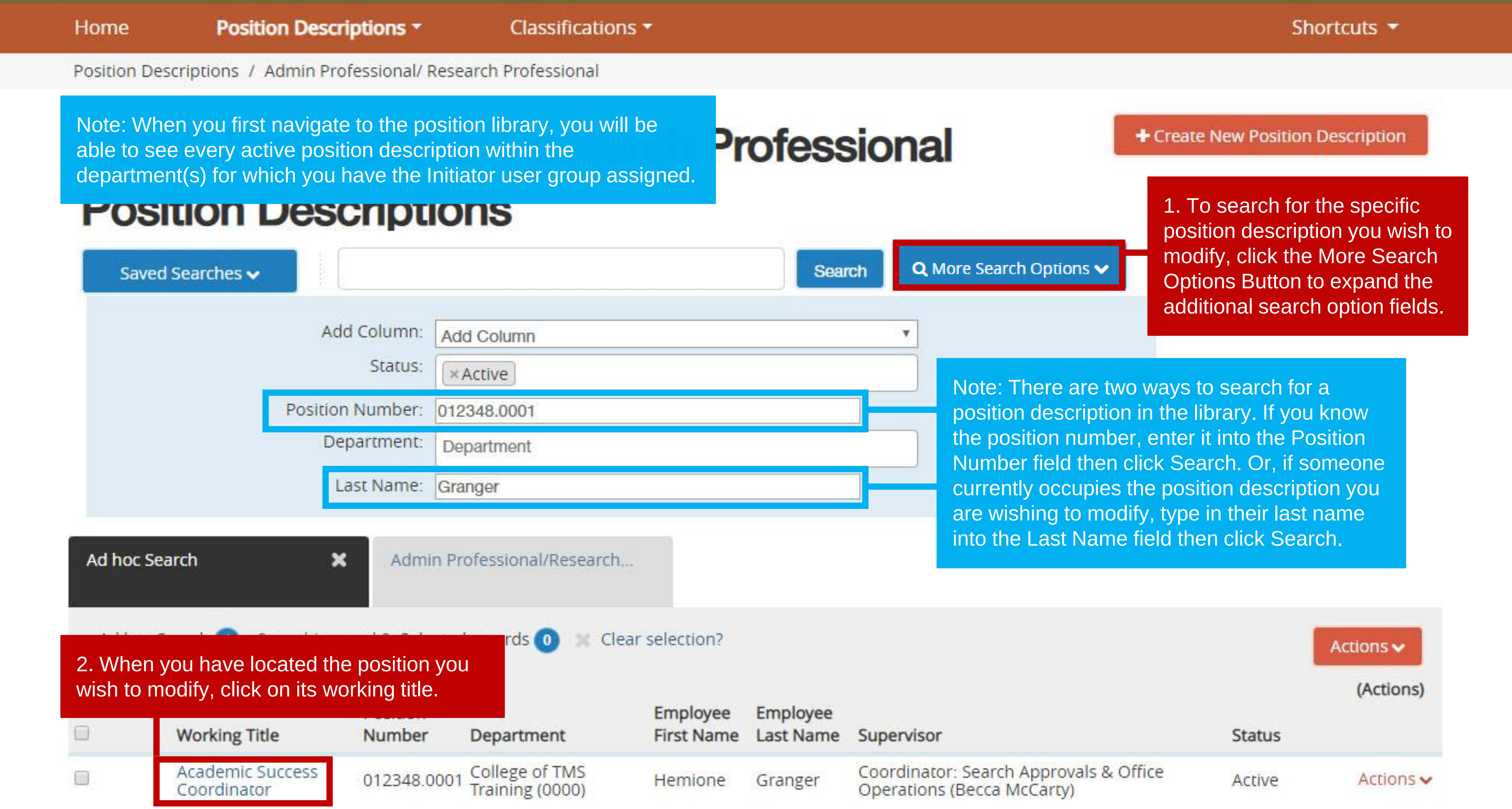


1. Click on Position Descriptions from the top menu and select Admin Professional/Research Professional.

Note: Position descriptions can be found in two separate areas of the system. Positions that have already been created or modified and are moving through the approval process or have been saved for later will be found under the 'Requests' options.

Once a created or modified position has been 'approved', the updated position can be found in the position 'library' (the library options are those without 'Requests' in the name). If you are creating a position description for the first time or just starting a modification, you will start in the position 'library'.

How to search for and ***Modify*** a Position Description



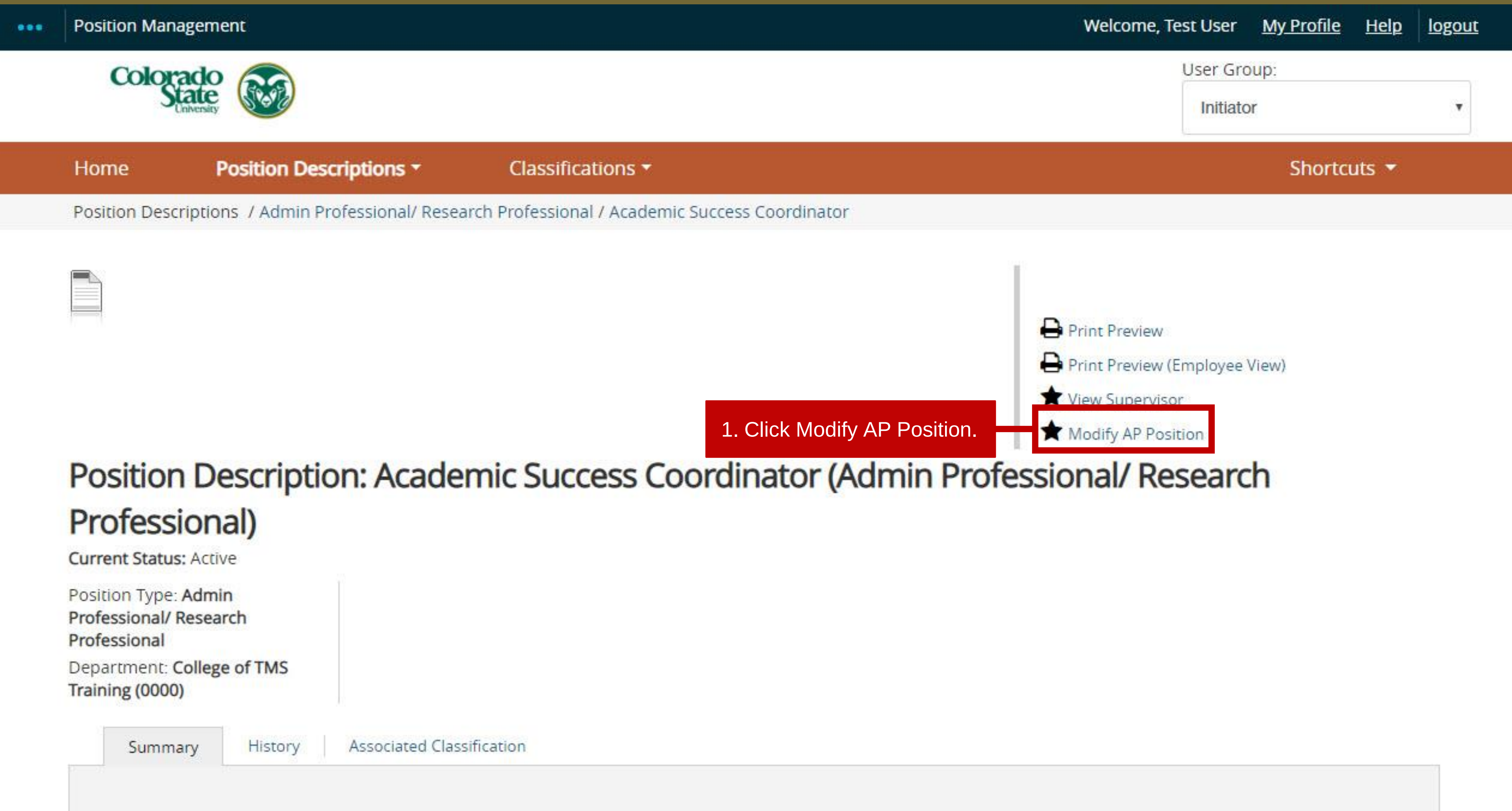
Note: When you first navigate to the position library, you will be able to see every active position description within the department(s) for which you have the Initiator user group assigned.

1. To search for the specific position description you wish to modify, click the More Search Options Button to expand the additional search option fields.

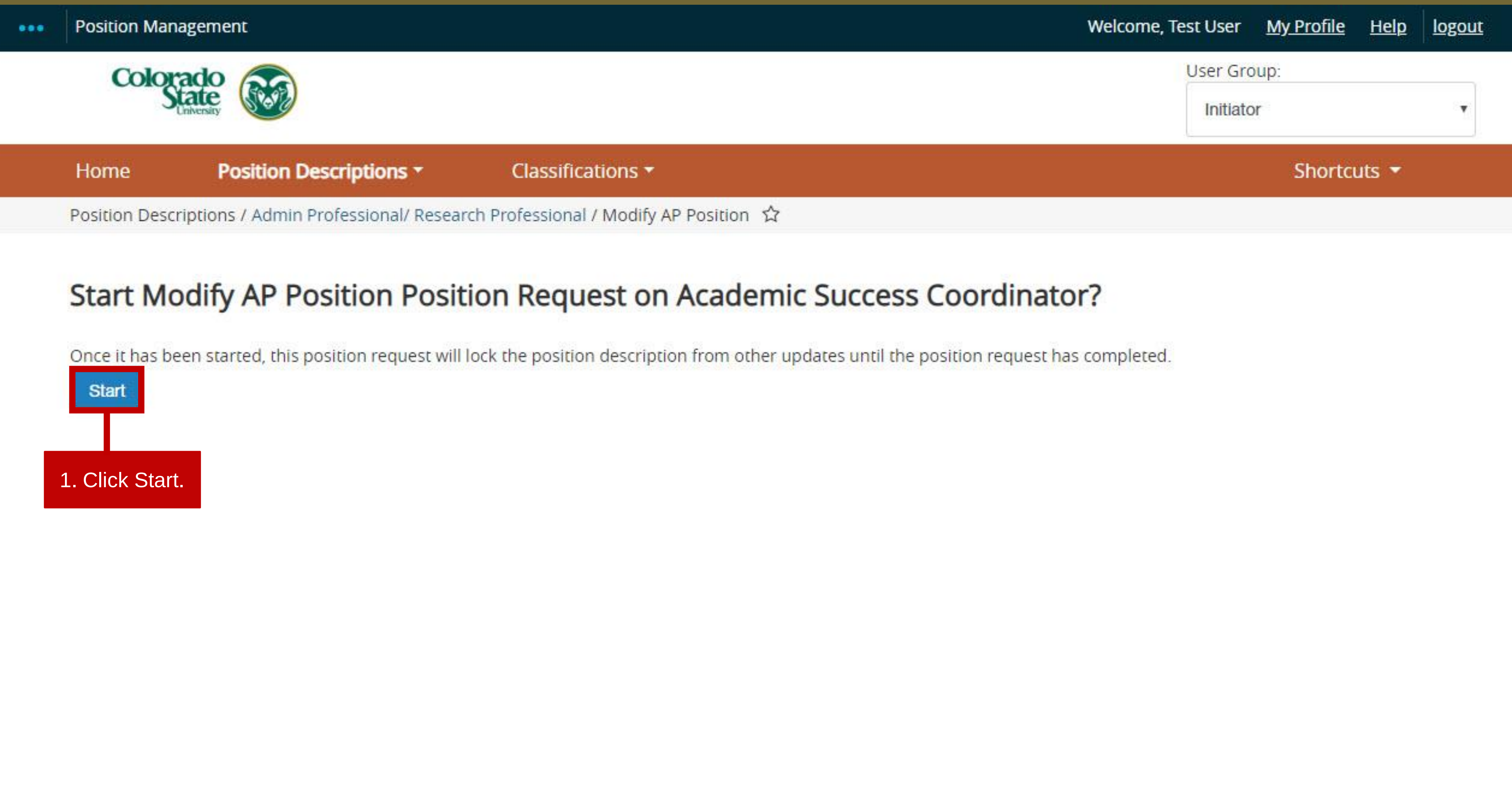
Note: There are two ways to search for a position description in the library. If you know the position number, enter it into the Position Number field then click Search. Or, if someone currently occupies the position description you are wishing to modify, type in their last name into the Last Name field then click Search.

2. When you have located the position you wish to modify, click on its working title.

How to *Modify* a Position Description



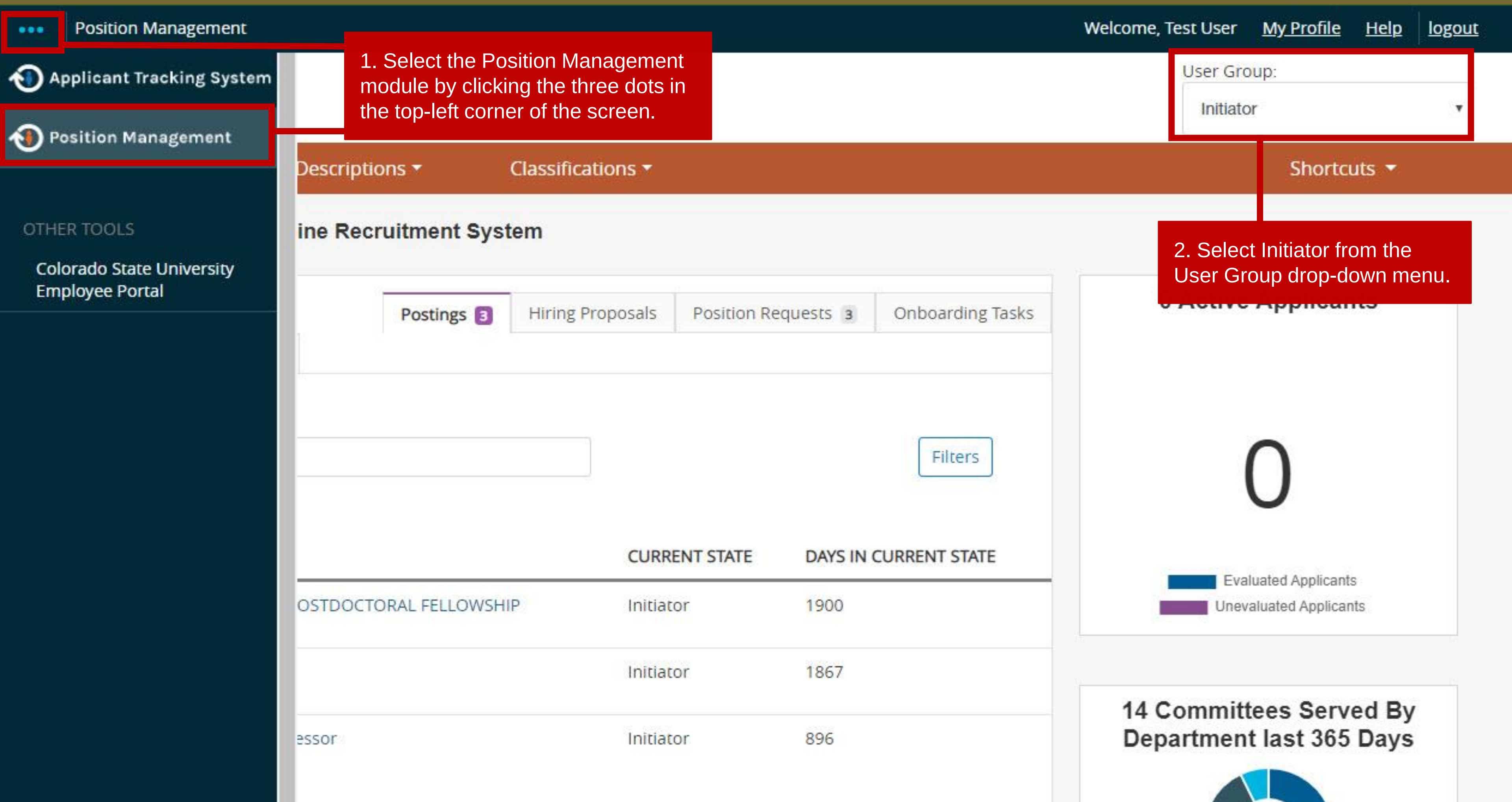
How to *Modify* a Position Description



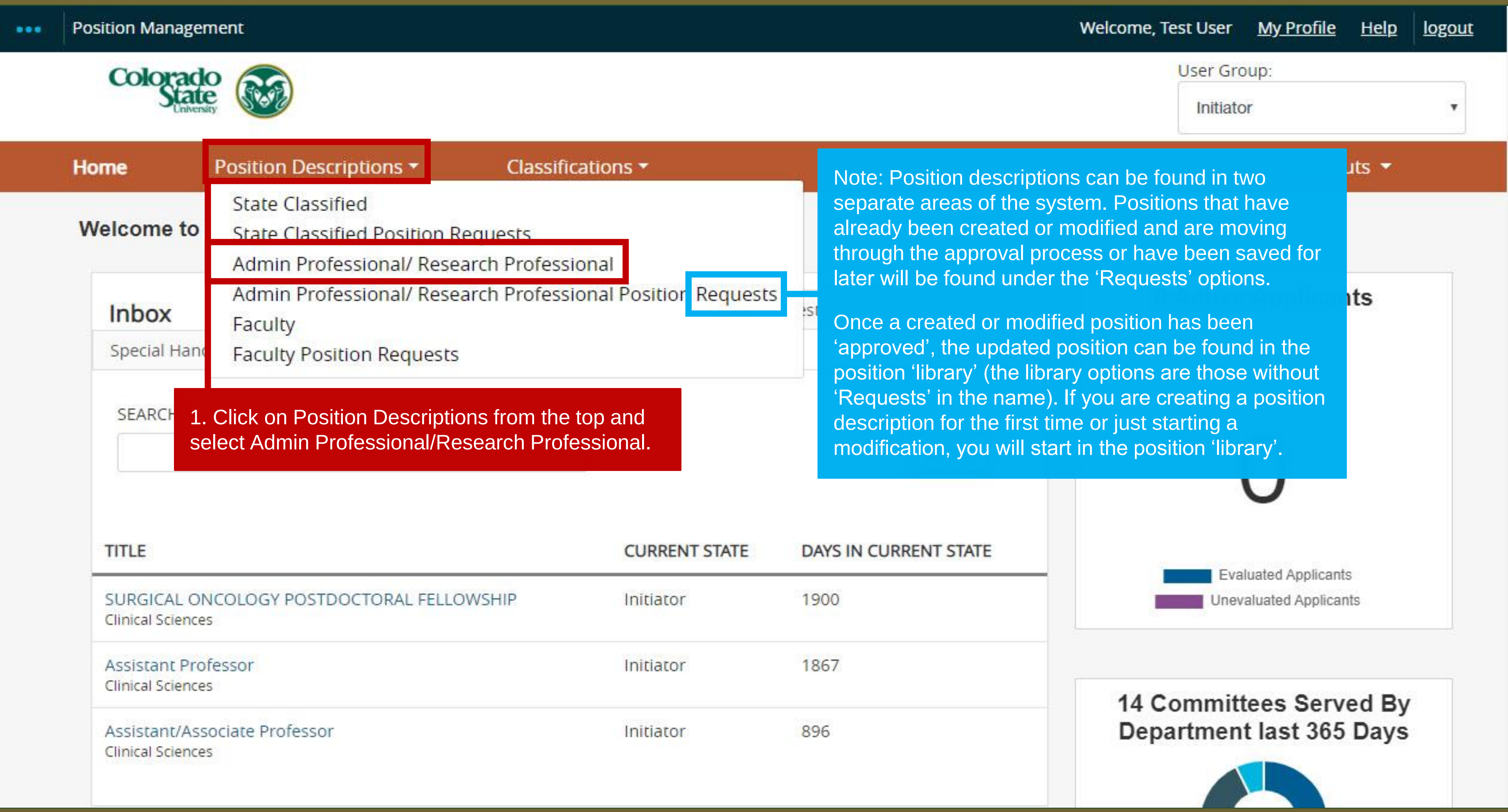
How to *Modify* a Position Description

From here, you may now follow the remaining instructions starting on page 18.

How to *Create* a Position Description



How to *Create* a Position Description



1. Click on Position Descriptions from the top and select Admin Professional/Research Professional.

Note: Position descriptions can be found in two separate areas of the system. Positions that have already been created or modified and are moving through the approval process or have been saved for later will be found under the 'Requests' options.

Once a created or modified position has been 'approved', the updated position can be found in the position 'library' (the library options are those without 'Requests' in the name). If you are creating a position description for the first time or just starting a modification, you will start in the position 'library'.

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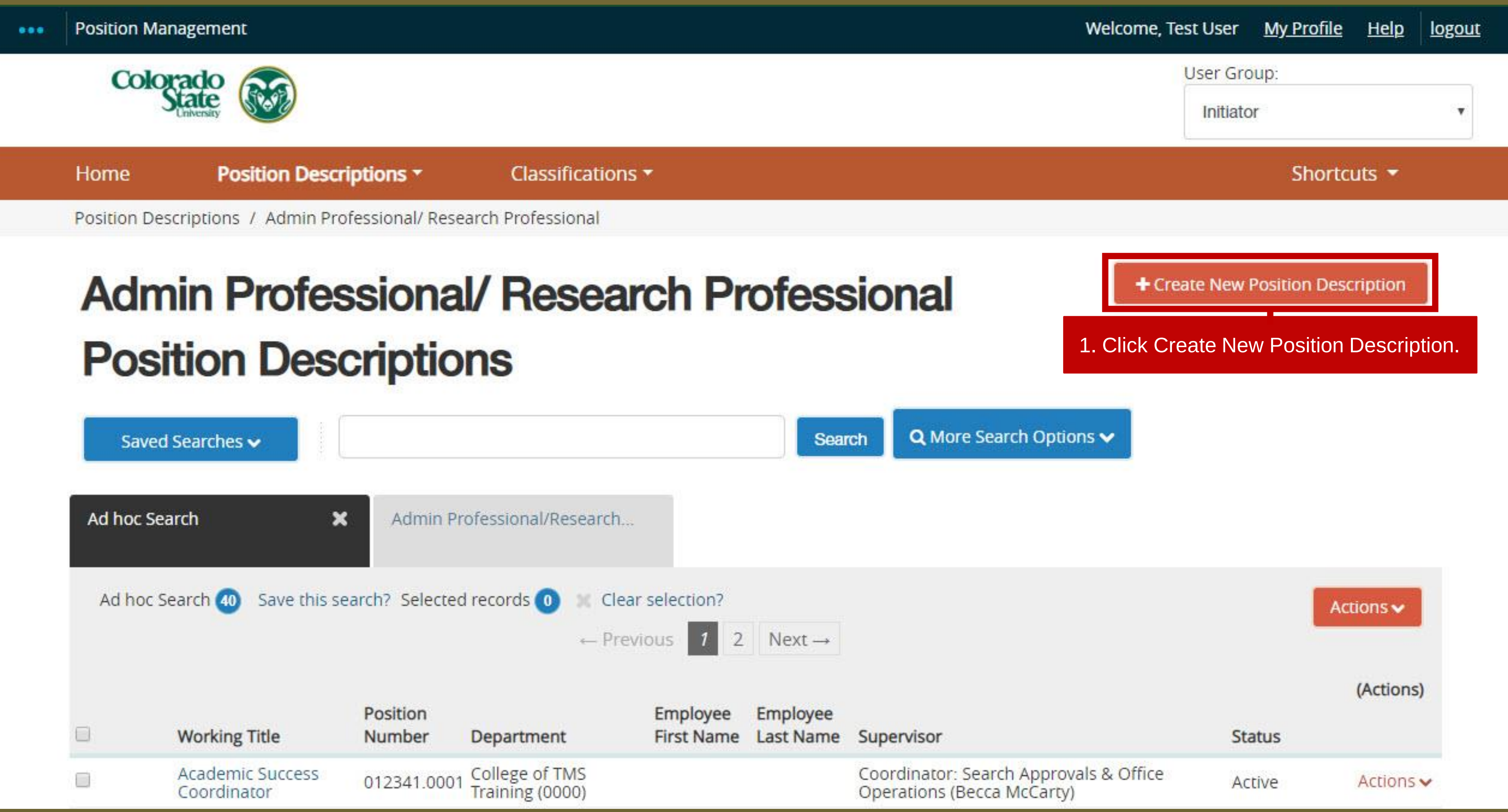
How to *Create* a Position Description



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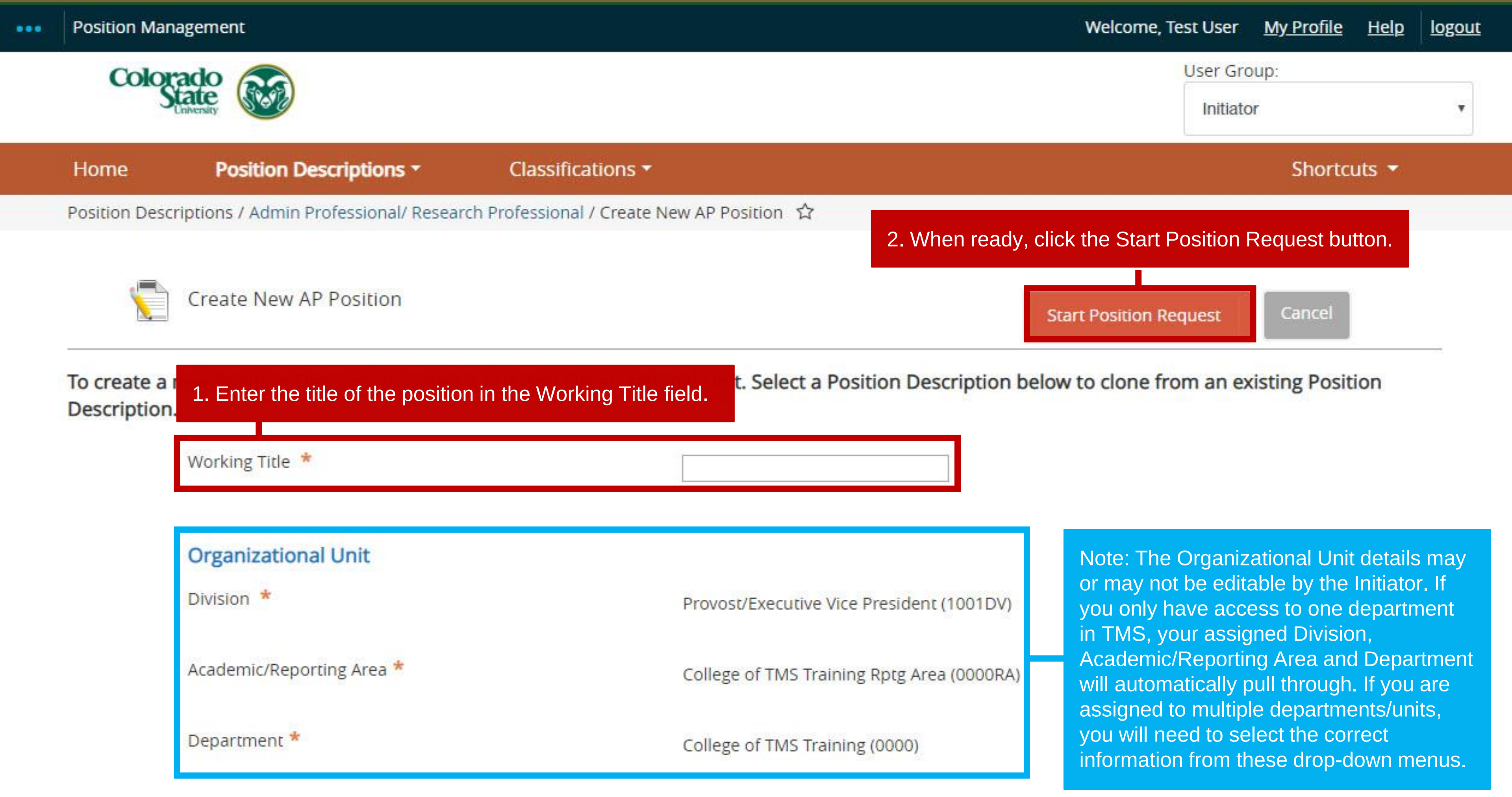
How to *Create* a Position Description

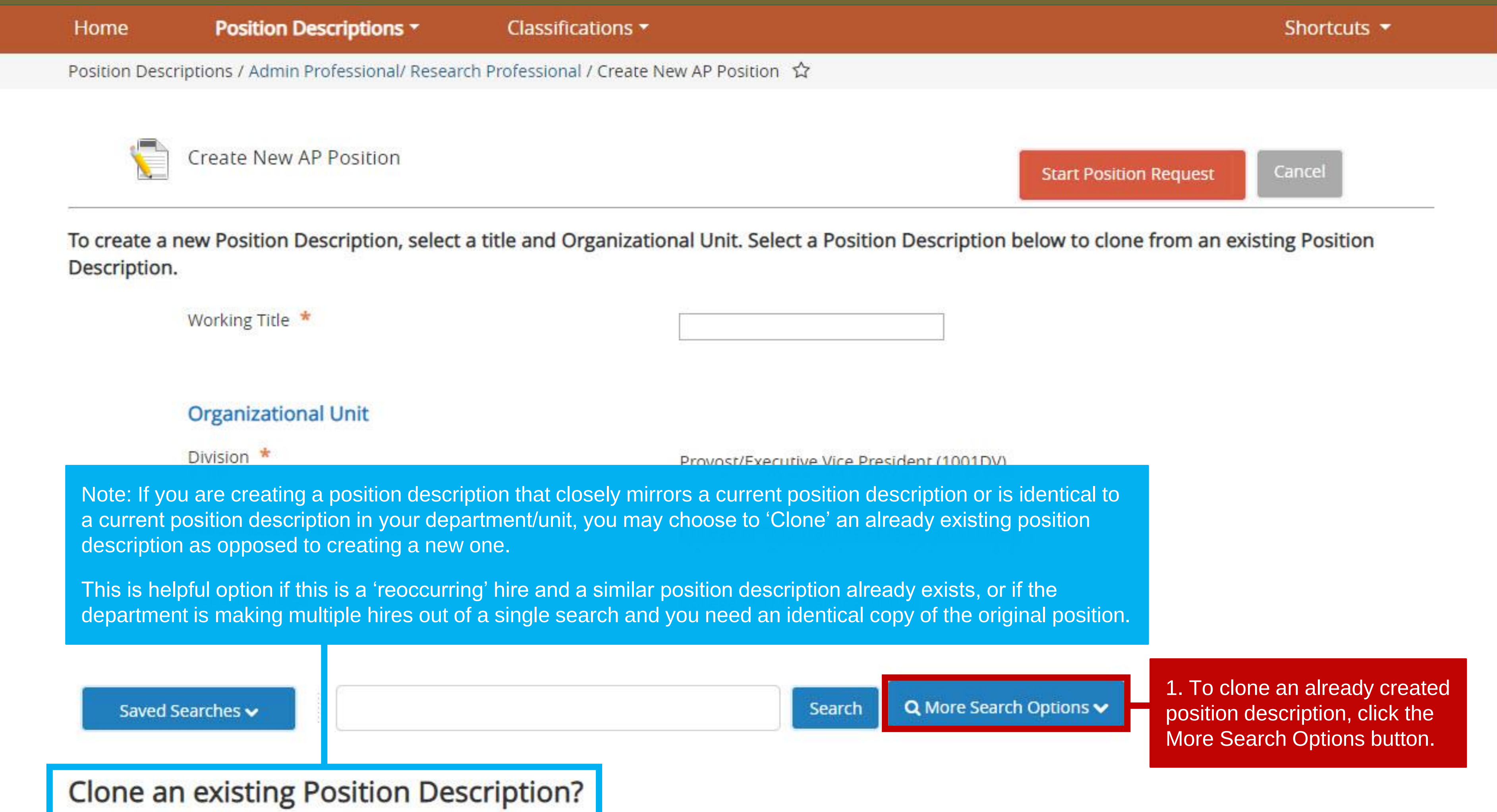


2. When ready, click the Start Position Request button.

1. Enter the title of the position in the Working Title field.

Note: The Organizational Unit details may or may not be editable by the Initiator. If you only have access to one department in TMS, your assigned Division, Academic/Reporting Area and Department will automatically pull through. If you are assigned to multiple departments/units, you will need to select the correct information from these drop-down menus.

How to *Create* a Position Description – *Cloning*

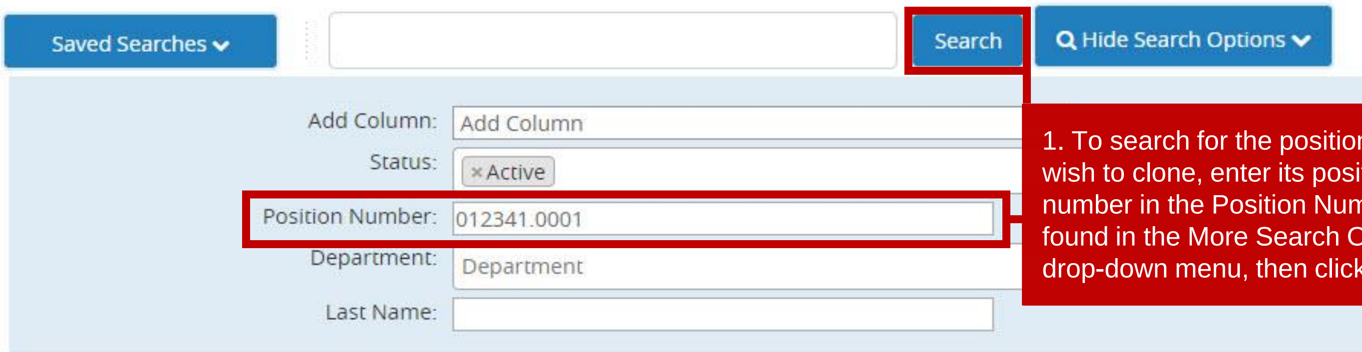


Note: If you are creating a position description that closely mirrors a current position description or is identical to a current position description in your department/unit, you may choose to 'Clone' an already existing position description as opposed to creating a new one.

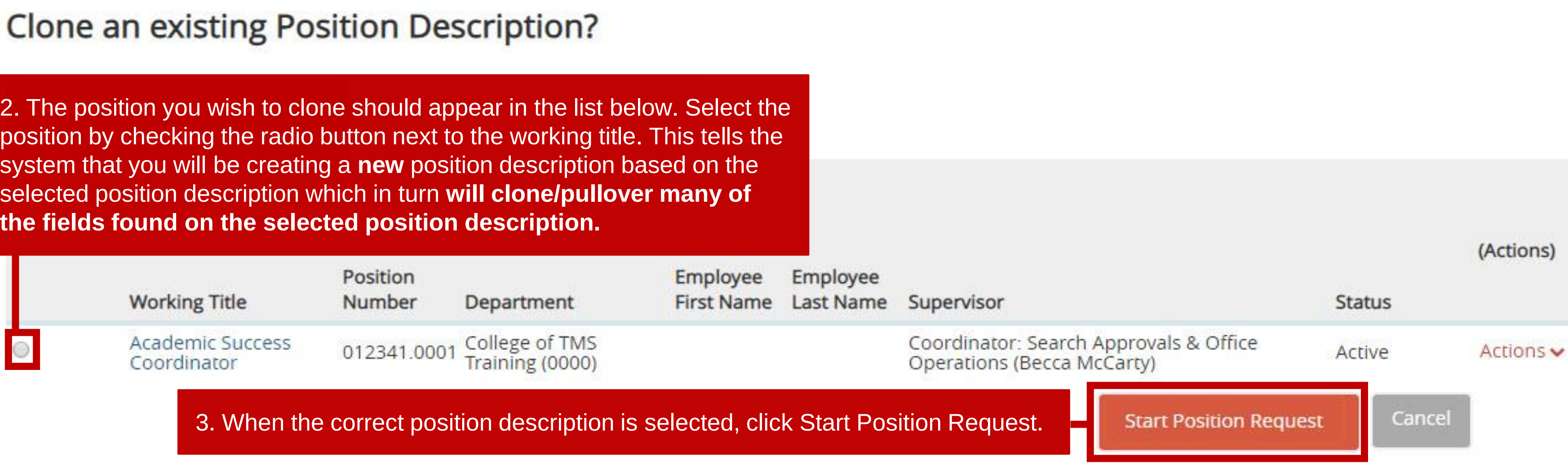
This is helpful option if this is a 'reoccurring' hire and a similar position description already exists, or if the department is making multiple hires out of a single search and you need an identical copy of the original position.

1. To clone an already created position description, click the More Search Options button.

How to *Create* a Position Description – *Cloning*



1. To search for the position you wish to clone, enter its position number in the Position Number field found in the More Search Options drop-down menu, then click Search.



2. The position you wish to clone should appear in the list below. Select the position by checking the radio button next to the working title. This tells the system that you will be creating a **new** position description based on the selected position description which in turn **will clone/pullover many of the fields found on the selected position description.**

3. When the correct position description is selected, click Start Position Request.

Position Justification Page – ***Creating a New Position***

Editing Position Request

- Position Justification
- Classification Selection
- Position Details

Note: When you **create** or **clone** a position description, you will be redirected to the Position Justification page. If a position was cloned, information from the cloned position description will appear in the fields below. Please be sure to update these fields accordingly. Please note that this is the only page that is different between the create/clone option and the modify option. Please navigate to page 17 to view the 'modification' required fields. To continue the create/clone process, please navigate to page 19 once you are finished filling out the Position Justification page.

Position Justification

Save | Save & Continue

Check spelling

* Required Information

Position Justification

* Justification of Need: We are cloning a position description to use it for a second hire out of a current search. The position is exactly the same as the one that was cloned (02341.0001).

Please elaborate on reason why position is being submitted for revie

* Is this position gift or grant funded? No

* Please indicate the percentage of gift or grant funding for this position. 0

If this position is not gift or grant funded, please enter in 0.

* Source Funding 0

Please indicate which funds. (ie. 64, 53) or 0 if not grant or gi funded

Check the box if this position is a State Classified to Administrative Professional conversion

If this position is SC to AP conversion please provide the State Classified title, name of employee, and position number.

1. Fill out the Justification of Need field with as much detail as possible. This helps HR determine how to prioritize the many requests that come in.

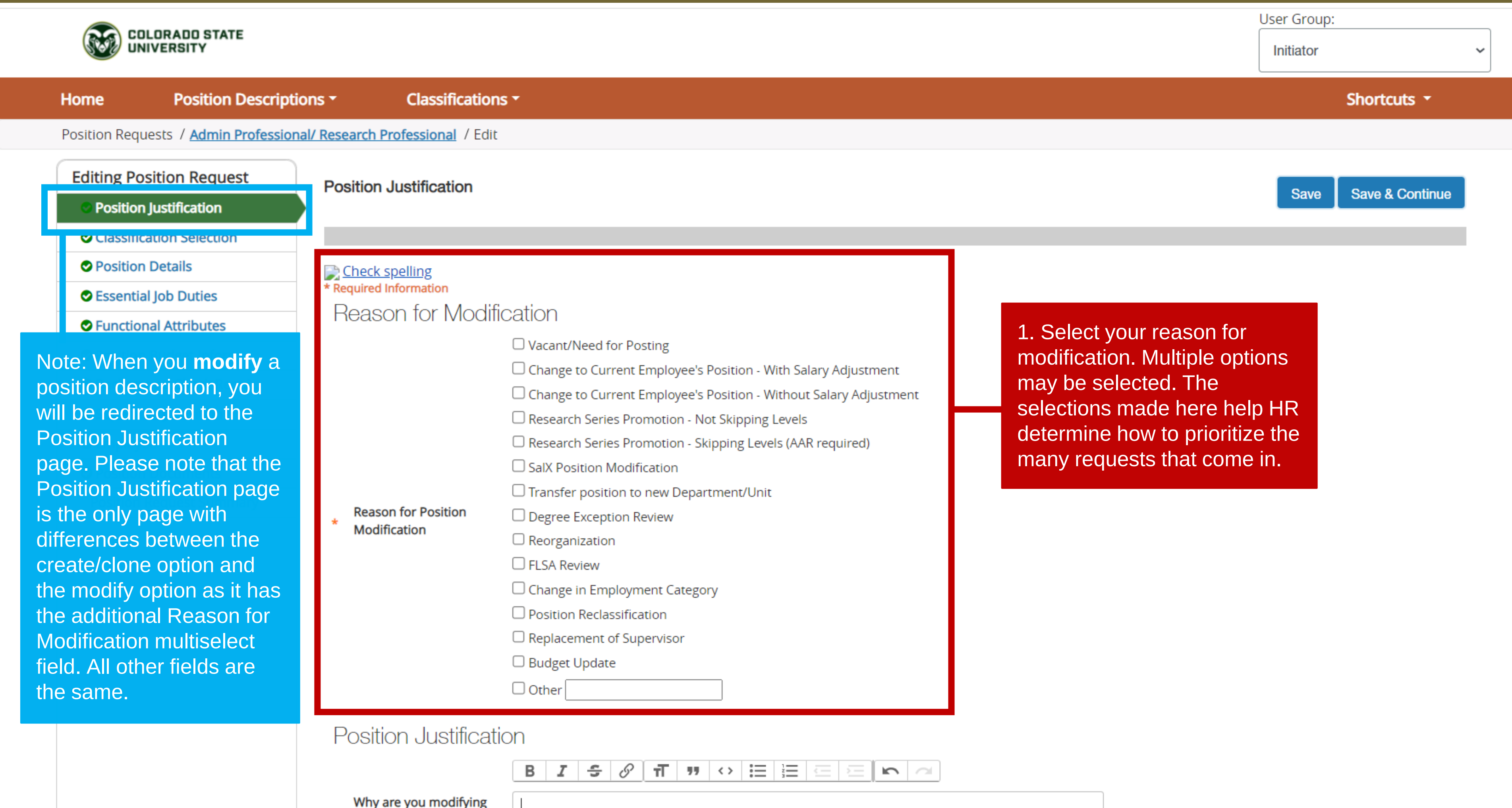
2. Select Yes or No from the Is this position gift or grant funded? drop-down menu.

3. If the position is gift or grant funded, please indicate the percentage in this field. If the position is not gift or grant funded, please enter 0.

4. Please indicate which funds the position is being funded from. If the position is not grant or gift funded, please enter 0.

Note: These two fields are optional. Please leave them blank if they do not apply to your position.

Position Justification Page – ***Modifying a Position***



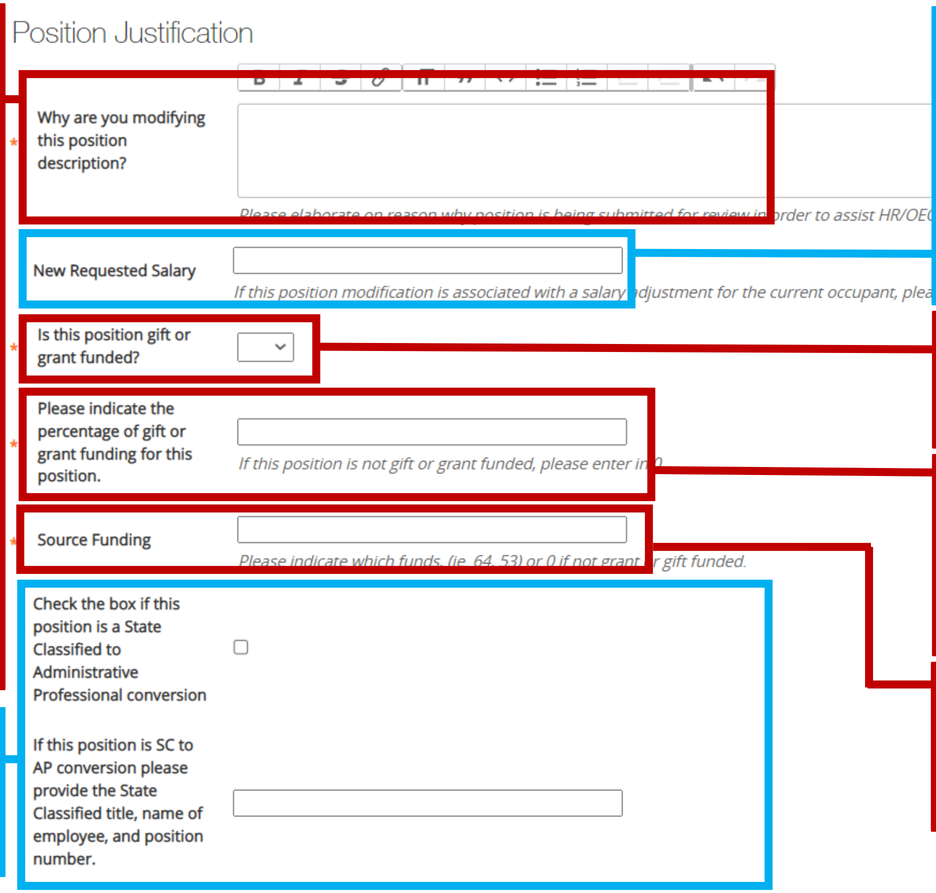
Note: When you **modify** a position description, you will be redirected to the Position Justification page. Please note that the Position Justification page is the only page with differences between the create/clone option and the modify option as it has the additional Reason for Modification multiselect field. All other fields are the same.

1. Select your reason for modification. Multiple options may be selected. The selections made here help HR determine how to prioritize the many requests that come in.

Position Justification Page – *Modifying a Position* (cont.)

1. Fill in the Why are you modifying this position description field with as much detail as possible. It's helpful to include information regarding the specific modifications you will be making to the position description i.e. "We are updating the degree requirement from a Bachelor's to a Masters then running a search" or "We are updating the Supervisor essential job duty entry to include additional responsibilities" etc. This helps HR determine how to prioritize the many requests that come in.

Note: These two fields are optional. Please leave them blank if they do not apply to your position.



Note. If you are modifying a position of a current employee who will be receiving a new salary based on the position changes, please enter the new desired salary in the New Requested Salary field. For additional information, related to salary changes tied to additional duties/responsibilities, please see HR's website.

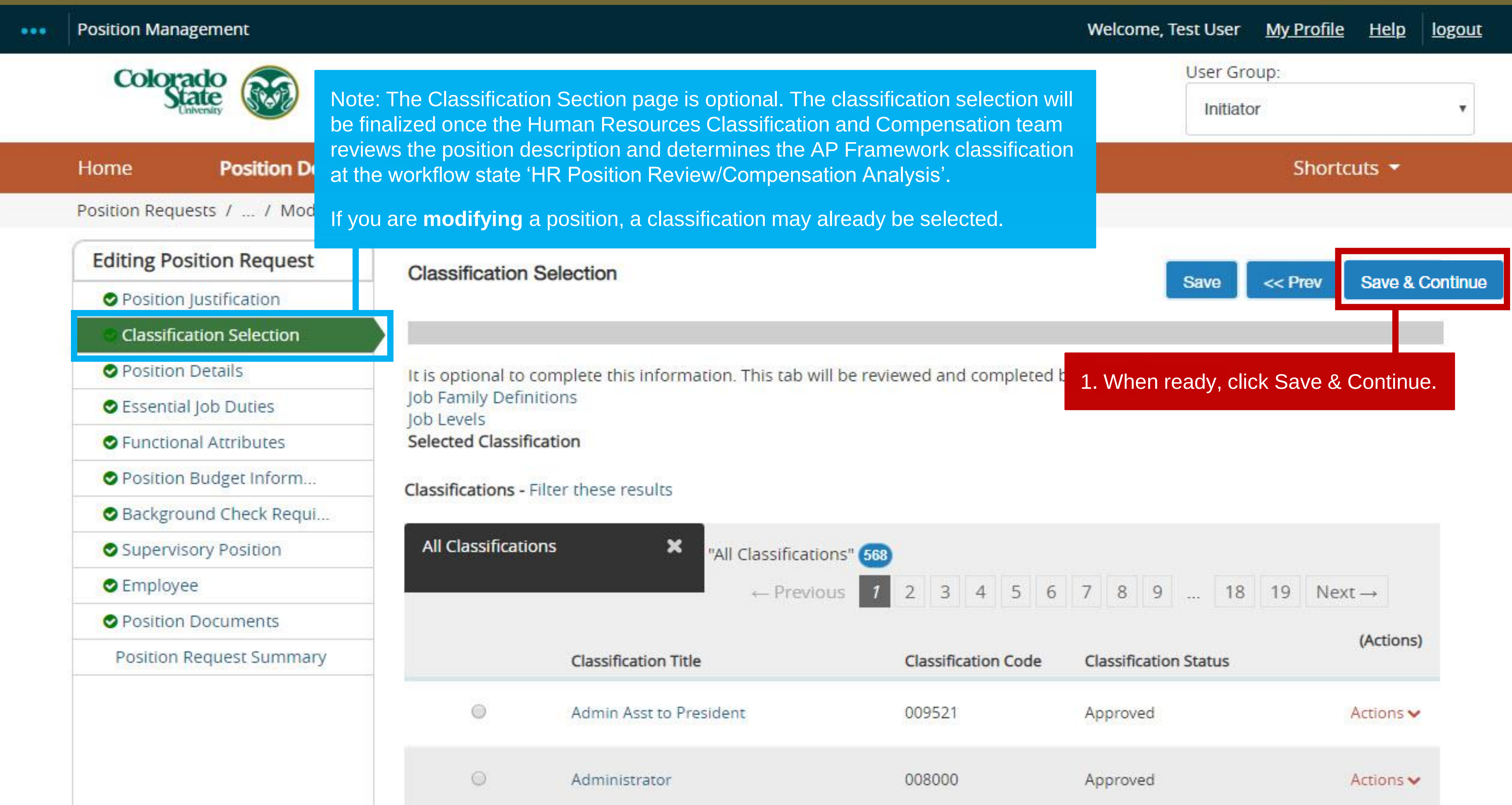
2. Select Yes or No from the Is this position gift or grant funded? drop-down menu.

3. If the position is gift or grant funded, please indicate the percentage in this field. If the position is not gift or grant funded, please enter 0.

4. Please indicate which funds the position is being funded from. If the position is not grant or gift funded, please enter 0.

5. When ready, click Save & Continue

Classification Selection Page



Note: The Classification Section page is optional. The classification selection will be finalized once the Human Resources Classification and Compensation team reviews the position description and determines the AP Framework classification at the workflow state 'HR Position Review/Compensation Analysis'.

If you are **modifying** a position, a classification may already be selected.

1. When ready, click Save & Continue.

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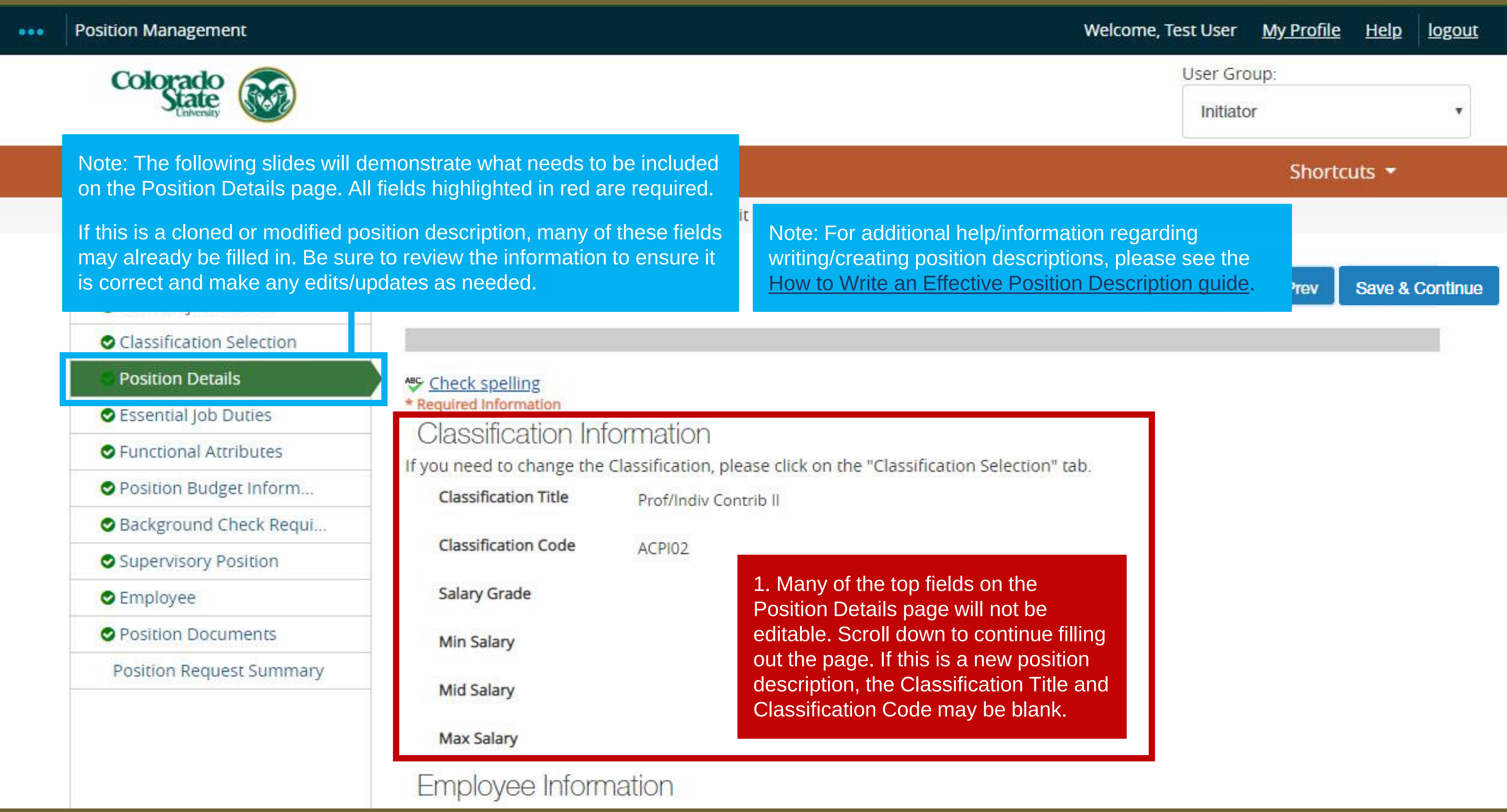
Position Details Page

Note: The following slides will demonstrate what needs to be included on the Position Details page. All fields highlighted in red are required.

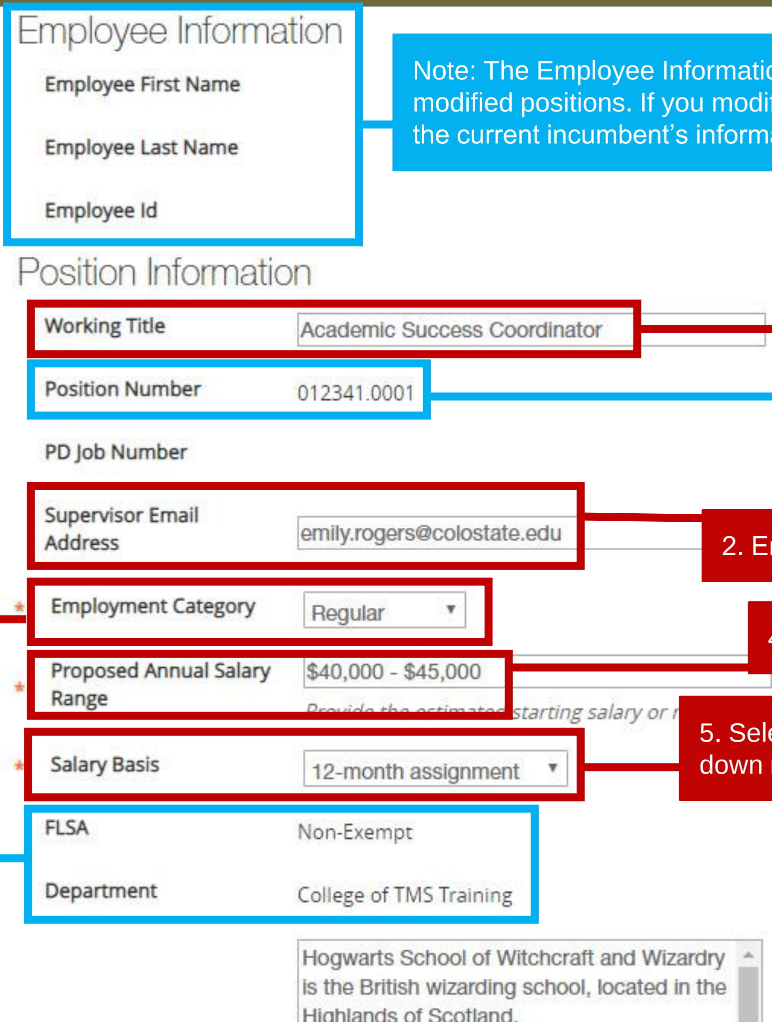
If this is a cloned or modified position description, many of these fields may already be filled in. Be sure to review the information to ensure it is correct and make any edits/updates as needed.

Note: For additional help/information regarding writing/creating position descriptions, please see the How to Write an Effective Position Description guide.



1. Many of the top fields on the Position Details page will not be editable. Scroll down to continue filling out the page. If this is a new position description, the Classification Title and Classification Code may be blank.

Position Details Page (cont.)



Note: The Employee Information section will only appear on modified positions. If you modify an occupied position description, the current incumbent's information will appear here.

1. The position's Working Title will appear in this field. You may make edits if needed.

Note: A Position Number will only appear if you are modifying a position description.

2. Enter the position's supervisor's email address.

3. Select the position's employment category from the drop-down menu. If this is a modified or cloned position, a selection may already be made.

4. Enter the position's salary or salary range.

5. Select a salary basis from the Salary Basis drop-down menu. Most AP positions are 12-month.

Note: These two fields will not be editable by you.

Position Details Page (cont.)

1. Fill in the Description of Work Unit field. Use the gray help text below this field if you need help crafting language. This information may be available on your department's website. For additional language about CSU, Fort Collins and employee benefits, please see the [Sample Language Guide](#).

Description of Work Unit

Hogwarts School of Witchcraft and Wizardry is the British wizarding school, located in the Highlands of Scotland.

Established around the 10th century, Hogwarts is considered to be one of the finest magical institutions in the wizarding

Mission statement, services provided by department, market... posting. This information may be found on your department...

Note: If you modified or cloned a position, many of these fields may already be filled in.

2. Fill in the Position Summary field. This should be a brief summary of what the position entails.

* Position Summary

The incumbent of this position will advise 4th-year students in Divination, Defense Against the Dark Arts and Muggle Studies. This includes advising students on coursework, providing outreach and intervention to students of concern,

Note: Please do not include job duties in the Position Summary field. Job duties will need to be entered on the Essential Job Duties page.

3. Fill out the Position Supervises field. Use the help text below to determine what needs to be entered. If this position will not be supervising others, state "none" or "no one" in this field.

* Position Supervises

None

How many employees will this position supervise? Include titles and employment groups (SC/AP/Faculty/Student/etc.).

4. Fill in the Decision Making field. Use the help text below to determine what needs to be entered.

* Decision Making

Guide students towards making informed decisions on 2- and 4-year course completion plans

Design and implement introductory undergraduate courses, including

Provide specific examples of decisions at the highest level of significance that are related to the Essential Job Duties of the position, are regular and on-going, do not require supervisory approval, and determine how the duties are performed.

☑ Pre-employment Criminal Background Check (required for new hires)

Position Details Page (cont.)

1. In the Conditions of Employment multi-select field, select any items that are required for this position. If you are creating or modifying this position description to fill an open vacancy, be sure to check the top box as a 'Pre-employment Criminal Background Check' is required for all new hires and rehires.

Conditions of Employment

- [x] Pre-employment Criminal Background Check (required for new hires)
- [ ] Pre-employment Physical
- [ ] Pre-employment Drug Testing
- [ ] Ongoing Functional Capacity Testing
- [x] Valid Driver's License
- [ ] Essential Services Designation
- [ ] Shift Work
- [ ] On-call Status
- [ ] Use, Handling, or Exposure to hazardous materials
- [ ] Use of Firearms or Other Weapons
- [ ] Travel
- [ ] Special Requirements/Other

Note: If the position requires driving to conduct CSU business, 'Valid Driver's Licenses' must be selected under Conditions of Employment.

2. Fill in the Required Job Qualifications field. These requirements must be met by candidates to be hired for the job. This field outlines the required education, experience, and skills needed to successfully perform the job.

Required Job Qualifications

* B.S. or B.A. degree completed by the time of appointment and a minimum of two years of professional experience in magical higher education working with students or other similar experience.
* Ability to collect, analyze and interpret data, and maintain databases.

3. You may choose to fill out the Preferred Job Qualifications field. The successful candidate will ideally possess these preferred qualifications though they are not required for a candidate to be hired for the job.

Preferred Job Qualifications

* A Master's degree in Magical Education
Completed Ministry of Magic training on magical crisis response, particularly relating to trolls, dementors, and magical impostors.
* Experience assisting with management of class programs including advising and course selection.

Hiring Authority Rogers, Emily ✕

Note: For help formatting any text field with bullets, please see the TMS Formatting Guide.

Position Details Page (cont.)

* Required Job Qualifications

* B.S. or B.A. degree completed by the time of appointment and a minimum of two years of professional experience in magical higher education working with students or other similar experience.
* Ability to collect, analyze and interpret data, and maintain databases.
* Experience in advising/mentoring students

Preferred Job Qualifications

* A Master's degree in Magical Education Completed Ministry of Magic training on magical crisis response, particularly relating to trolls, dementors, and magical impostors.
* Experience assisting with management of class programs including advising and course selection.
* Demonstrated creativity, leadership, and

* Hiring Authority: Rogers, Emily ✖

* Is this an Hourly position? No

Hourly positions do not have guaranteed hours and may

* Work Hours/Week: 40

Please enter a value from 0 – 40 representing the number of work hours per week for this position. If the position is for an hourly employee, please set the work hours to 0.

Save | << Prev | Save & Continue

1. Enter at least one Hiring Authority in the Hiring Authority field by typing in their name. You may list multiple Hiring Authorities. If your desired Hiring Authority does not appear in the list of options, please contact OEO at oeo@colostate.edu

2. Select Yes or No from the Is this an Hourly position? drop -down menu. Use the help text below if needed.

3. Enter the amount of hours in a week the person in this position will be working in the Work Hours/Week field. If it is a full-time appointment, enter 40.

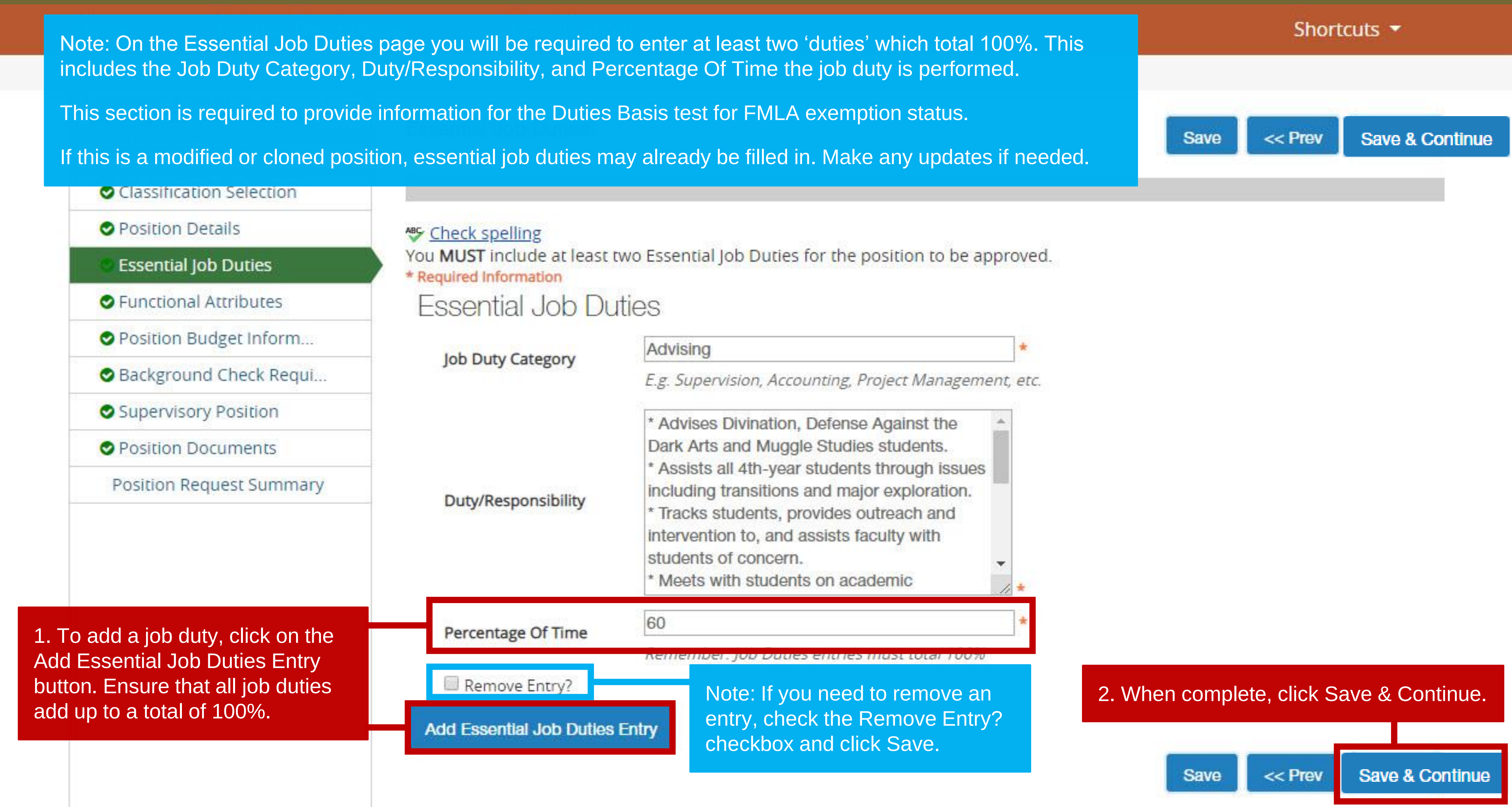
4. When complete, click Save & Continue.

Essential Job Duties Page

Note: On the Essential Job Duties page you will be required to enter at least two ‘duties’ which total 100%. This includes the Job Duty Category, Duty/Responsibility, and Percentage Of Time the job duty is performed.

This section is required to provide information for the Duties Basis test for FMLA exemption status.

If this is a modified or cloned position, essential job duties may already be filled in. Make any updates if needed.

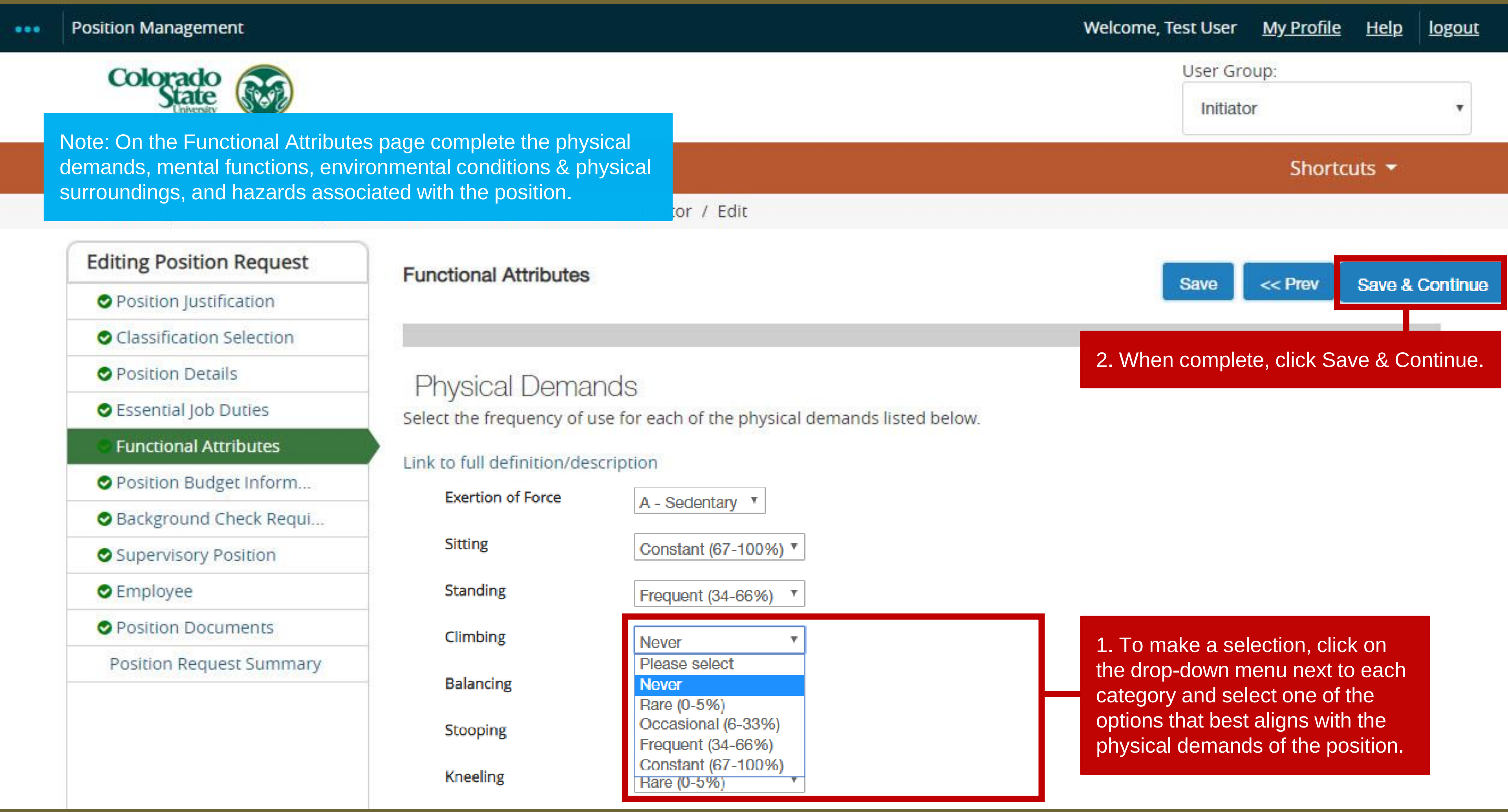


1. To add a job duty, click on the Add Essential Job Duties Entry button. Ensure that all job duties add up to a total of 100%.

Note: If you need to remove an entry, check the Remove Entry? checkbox and click Save.

2. When complete, click Save & Continue.

Functional Attributes Page

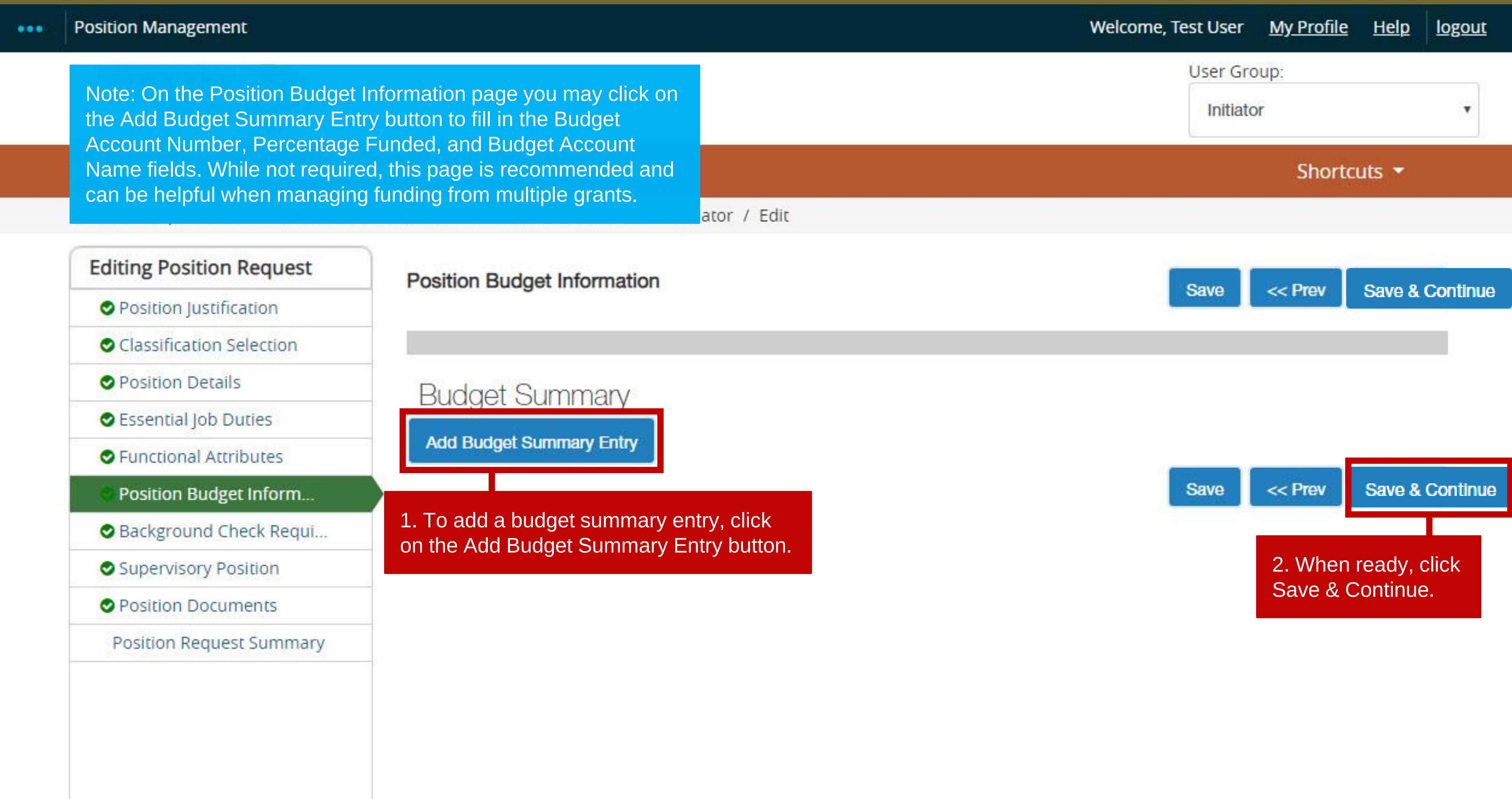


Note: On the Functional Attributes page complete the physical demands, mental functions, environmental conditions & physical surroundings, and hazards associated with the position.

2. When complete, click Save & Continue.

1. To make a selection, click on the drop-down menu next to each category and select one of the options that best aligns with the physical demands of the position.

Position Budget Information Page

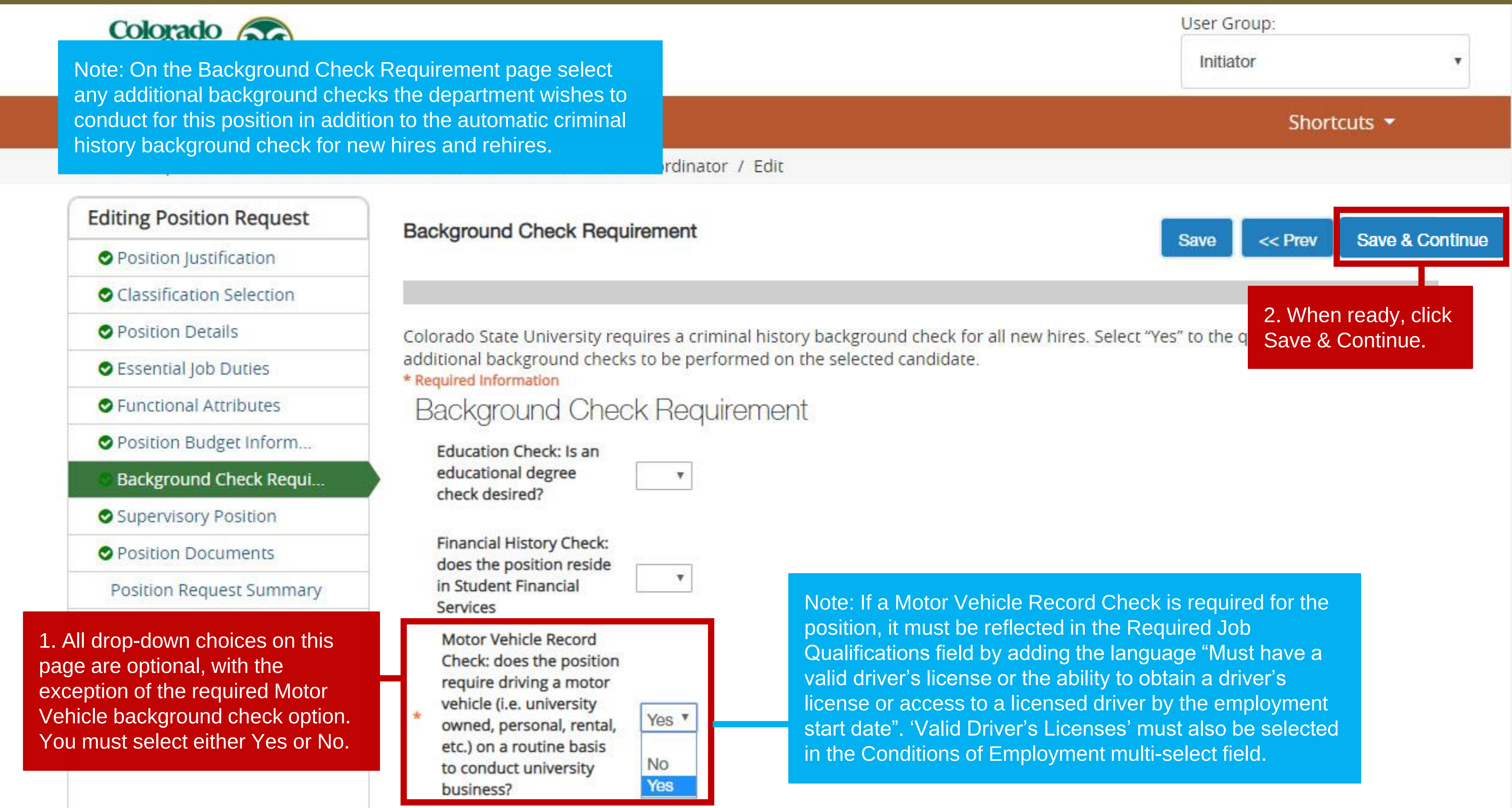


Note: On the Position Budget Information page you may click on the Add Budget Summary Entry button to fill in the Budget Account Number, Percentage Funded, and Budget Account Name fields. While not required, this page is recommended and can be helpful when managing funding from multiple grants.

1. To add a budget summary entry, click on the Add Budget Summary Entry button.

2. When ready, click Save & Continue.

Background Check Requirement Page



Note: On the Background Check Requirement page select any additional background checks the department wishes to conduct for this position in addition to the automatic criminal history background check for new hires and rehires.

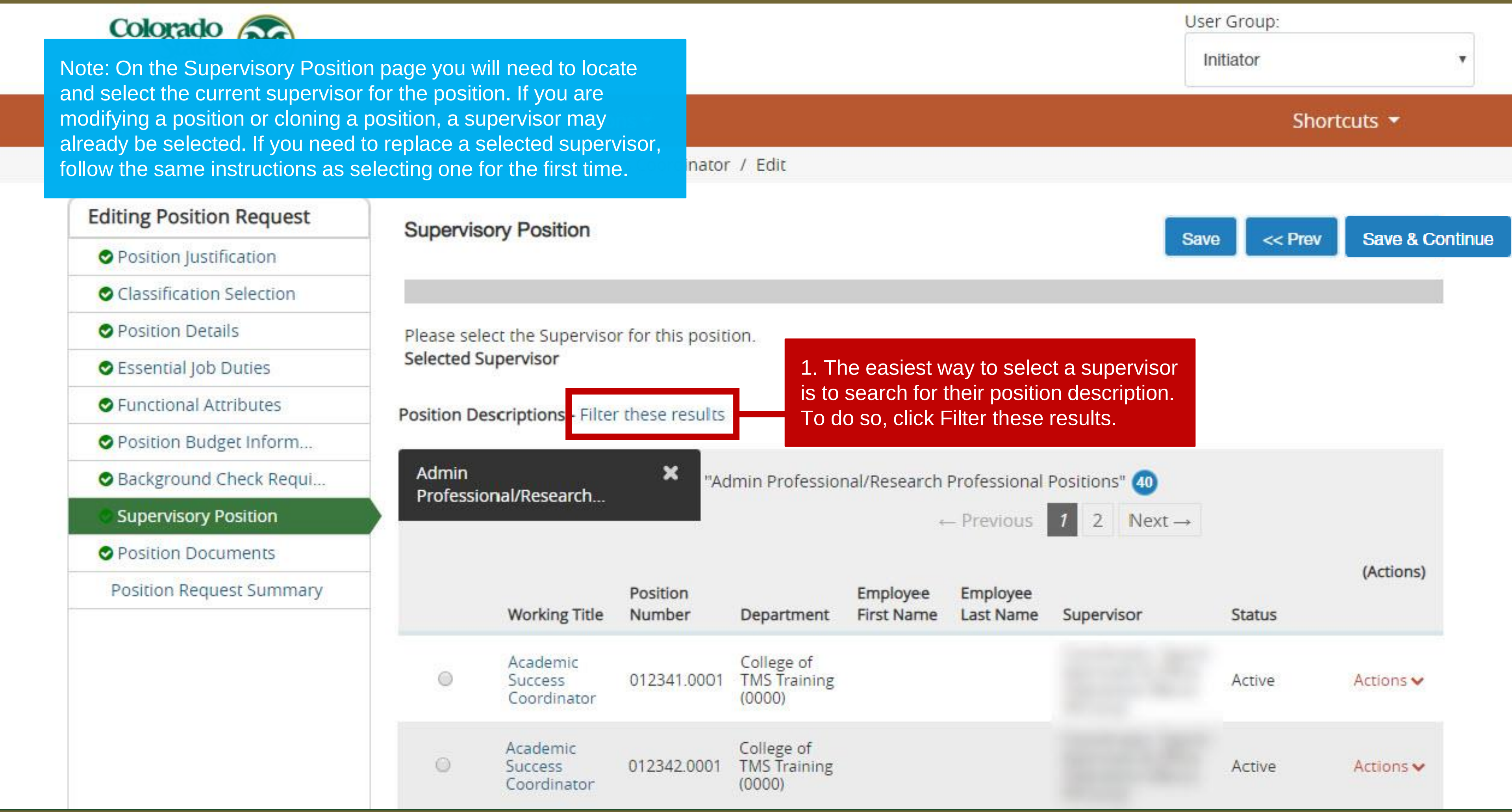
2. When ready, click Save & Continue.

1. All drop-down choices on this page are optional, with the exception of the required Motor Vehicle background check option. You must select either Yes or No.

Note: If a Motor Vehicle Record Check is required for the position, it must be reflected in the Required Job Qualifications field by adding the language "Must have a valid driver's license or the ability to obtain a driver's license or access to a licensed driver by the employment start date". 'Valid Driver's Licenses' must also be selected in the Conditions of Employment multi-select field.

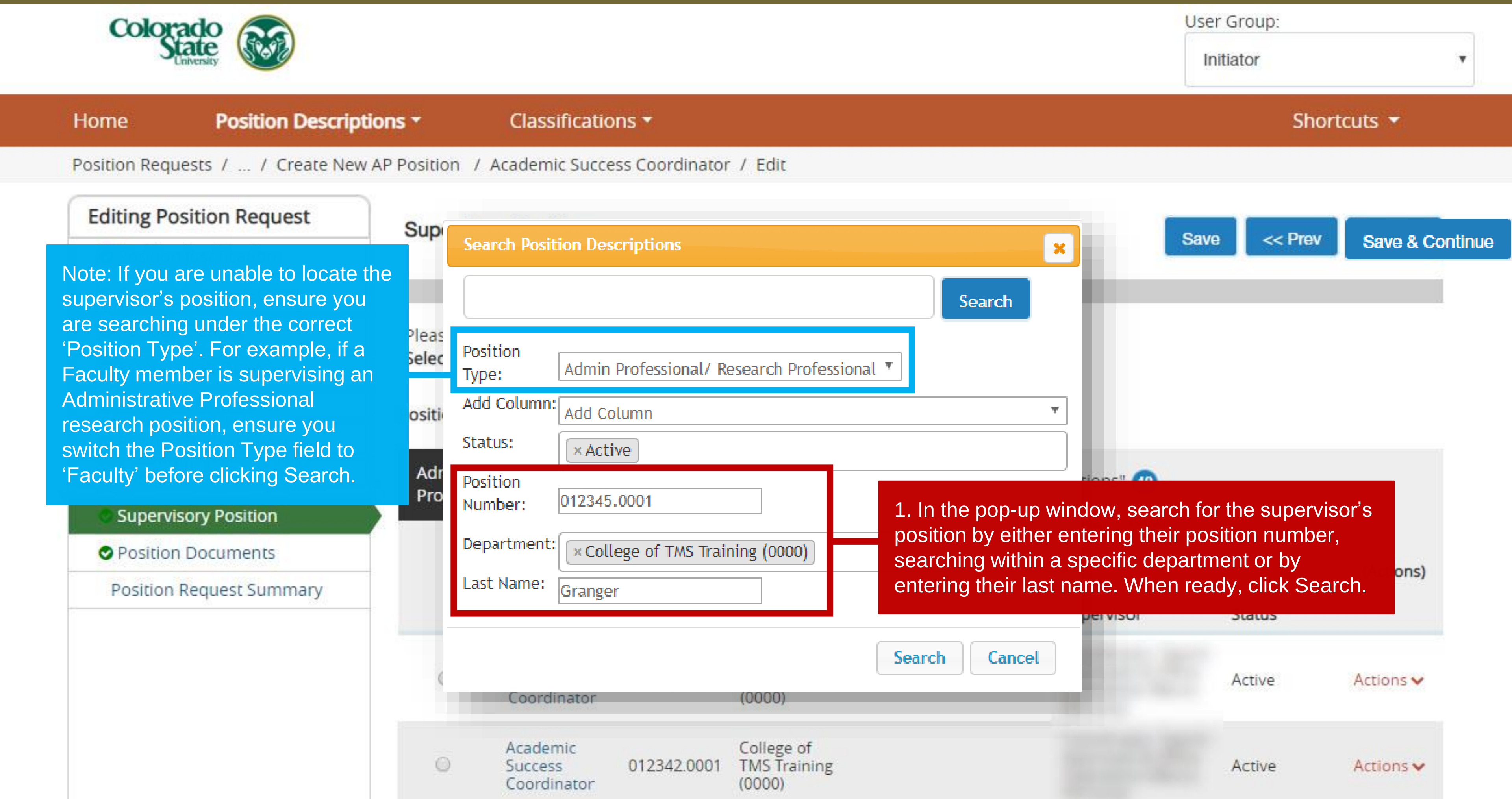
Supervisory Position Page

Note: On the Supervisory Position page you will need to locate and select the current supervisor for the position. If you are modifying a position or cloning a position, a supervisor may already be selected. If you need to replace a selected supervisor, follow the same instructions as selecting one for the first time.



1. The easiest way to select a supervisor is to search for their position description. To do so, click Filter these results.

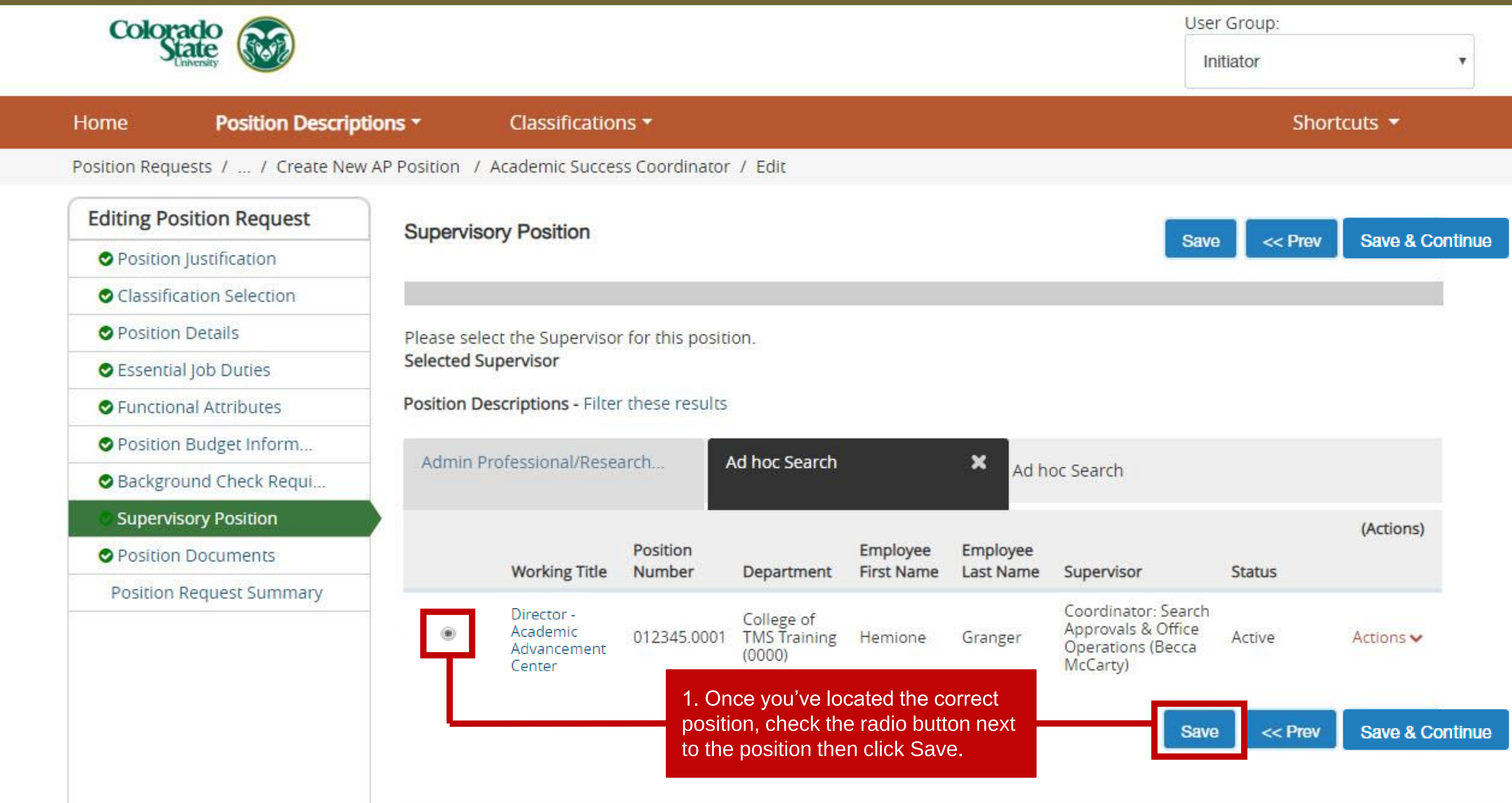
Supervisory Position Page (cont.)



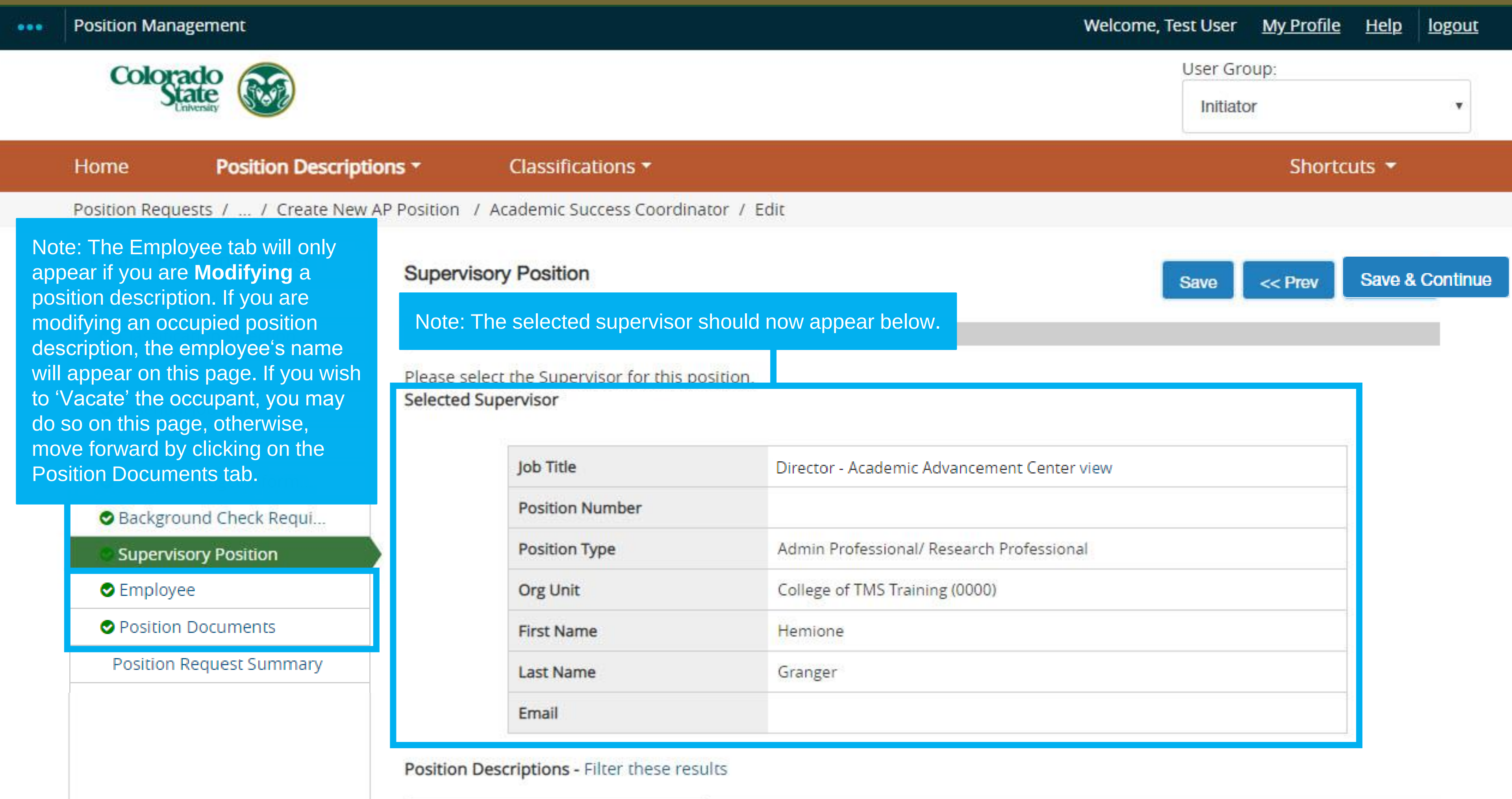
Note: If you are unable to locate the supervisor's position, ensure you are searching under the correct 'Position Type'. For example, if a Faculty member is supervising an Administrative Professional research position, ensure you switch the Position Type field to 'Faculty' before clicking Search.

1. In the pop-up window, search for the supervisor's position by either entering their position number, searching within a specific department or by entering their last name. When ready, click Search.

Supervisory Position Page (cont.)



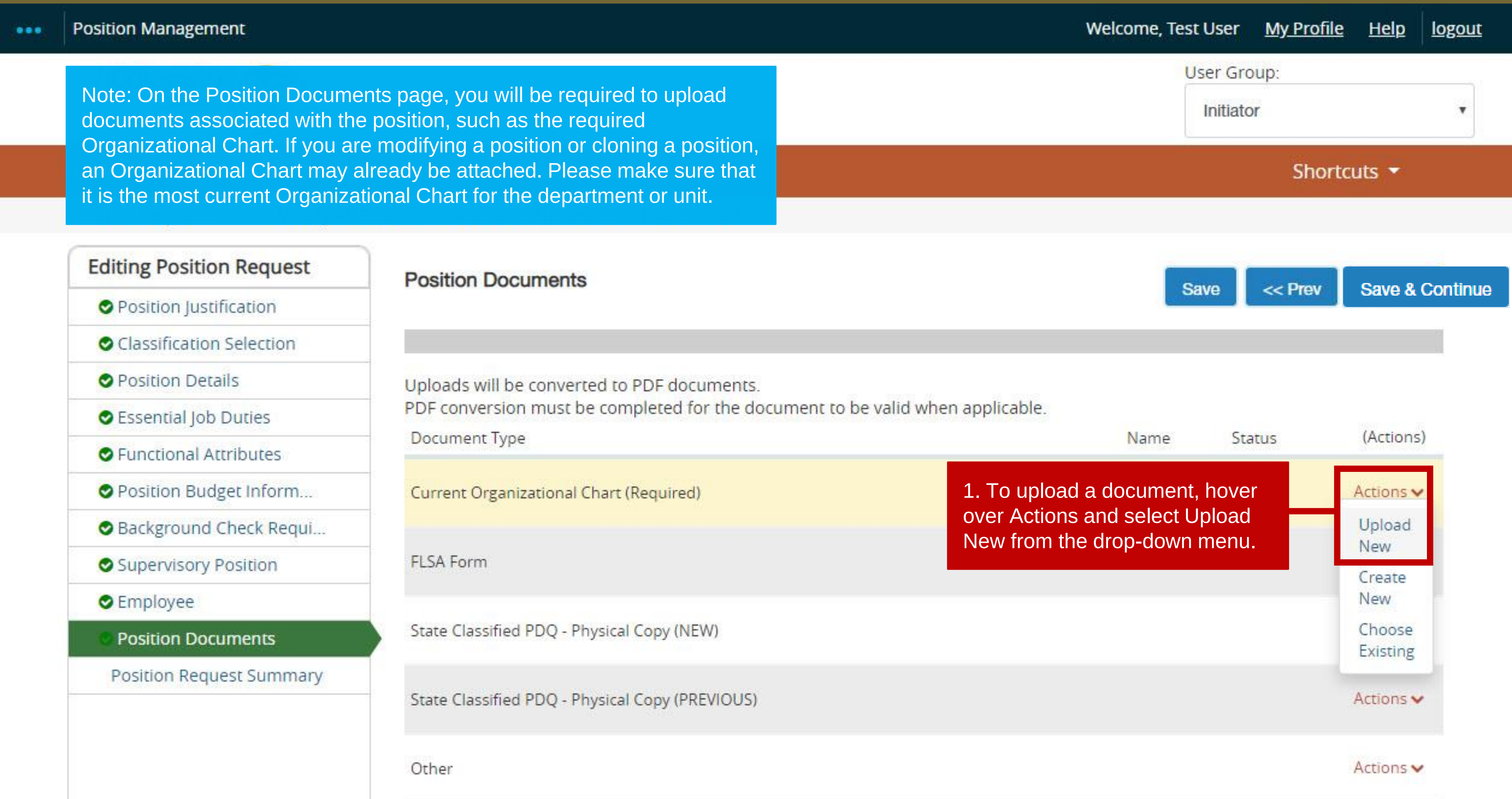
Supervisory Position Page (cont.)



Note: The Employee tab will only appear if you are **Modifying** a position description. If you are modifying an occupied position description, the employee's name will appear on this page. If you wish to 'Vacate' the occupant, you may do so on this page, otherwise, move forward by clicking on the Position Documents tab.

Note: The selected supervisor should now appear below.

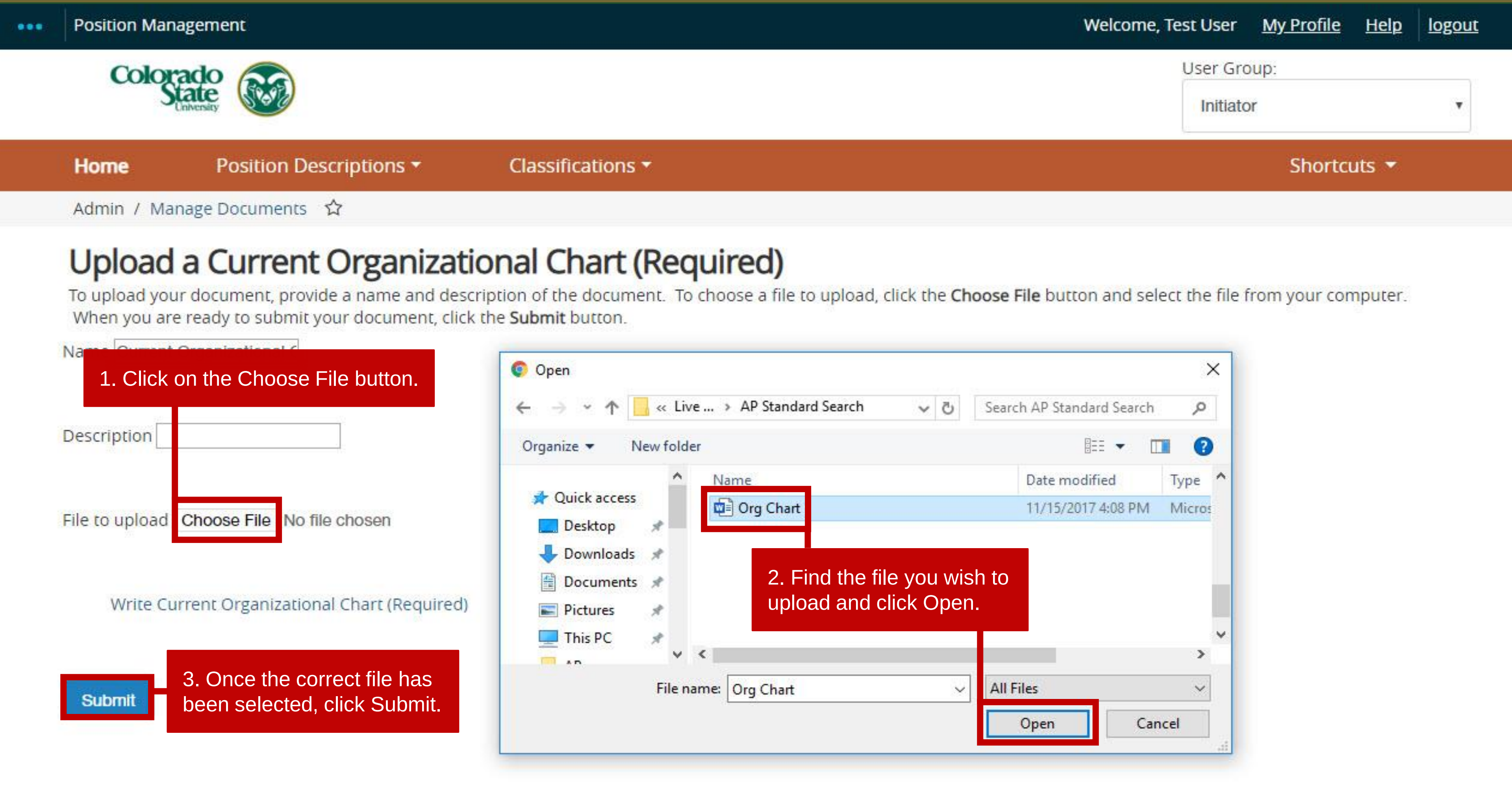
Position Documents Page



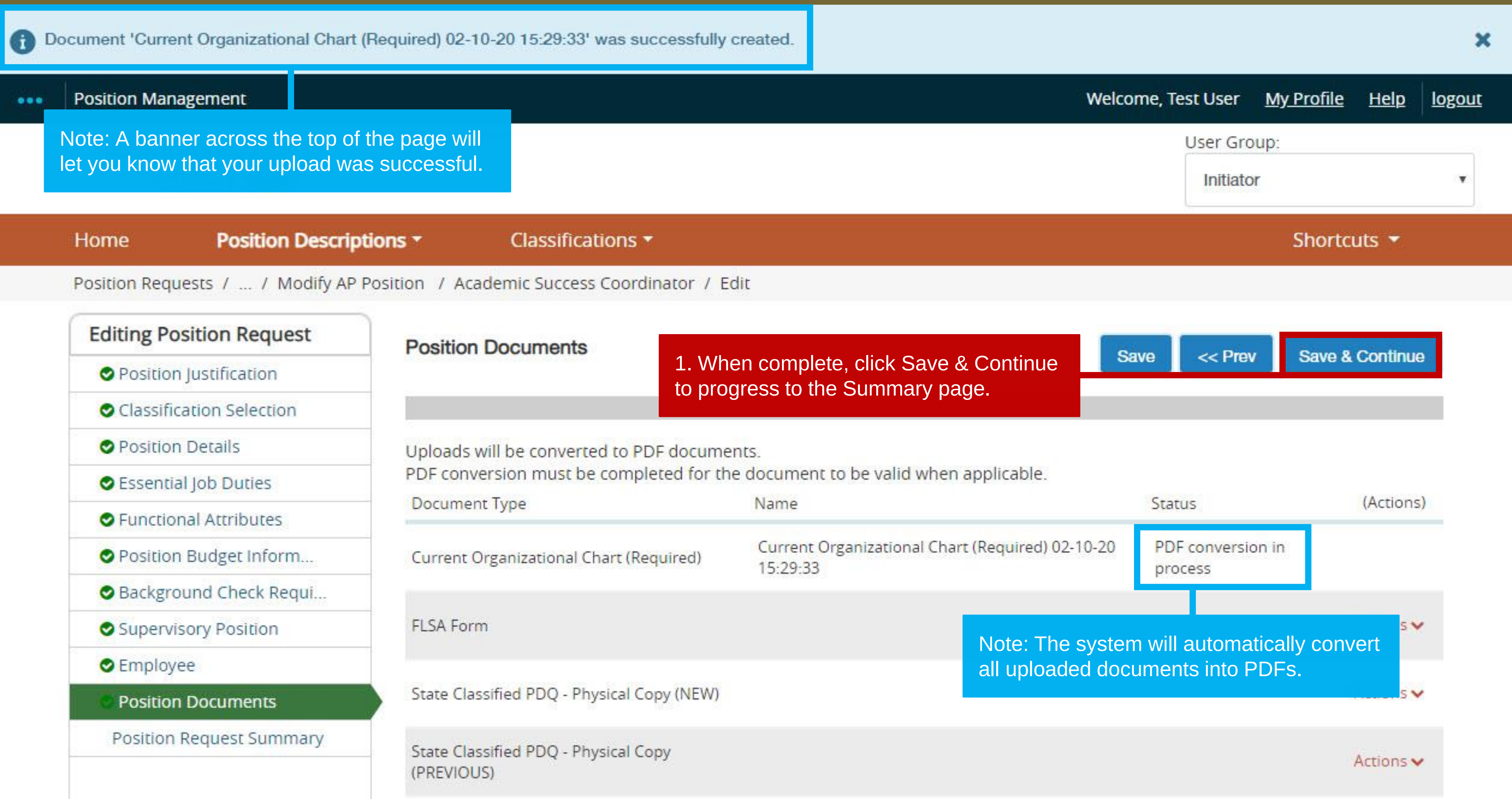
Note: On the Position Documents page, you will be required to upload documents associated with the position, such as the required Organizational Chart. If you are modifying a position or cloning a position, an Organizational Chart may already be attached. Please make sure that it is the most current Organizational Chart for the department or unit.

1. To upload a document, hover over Actions and select Upload New from the drop-down menu.

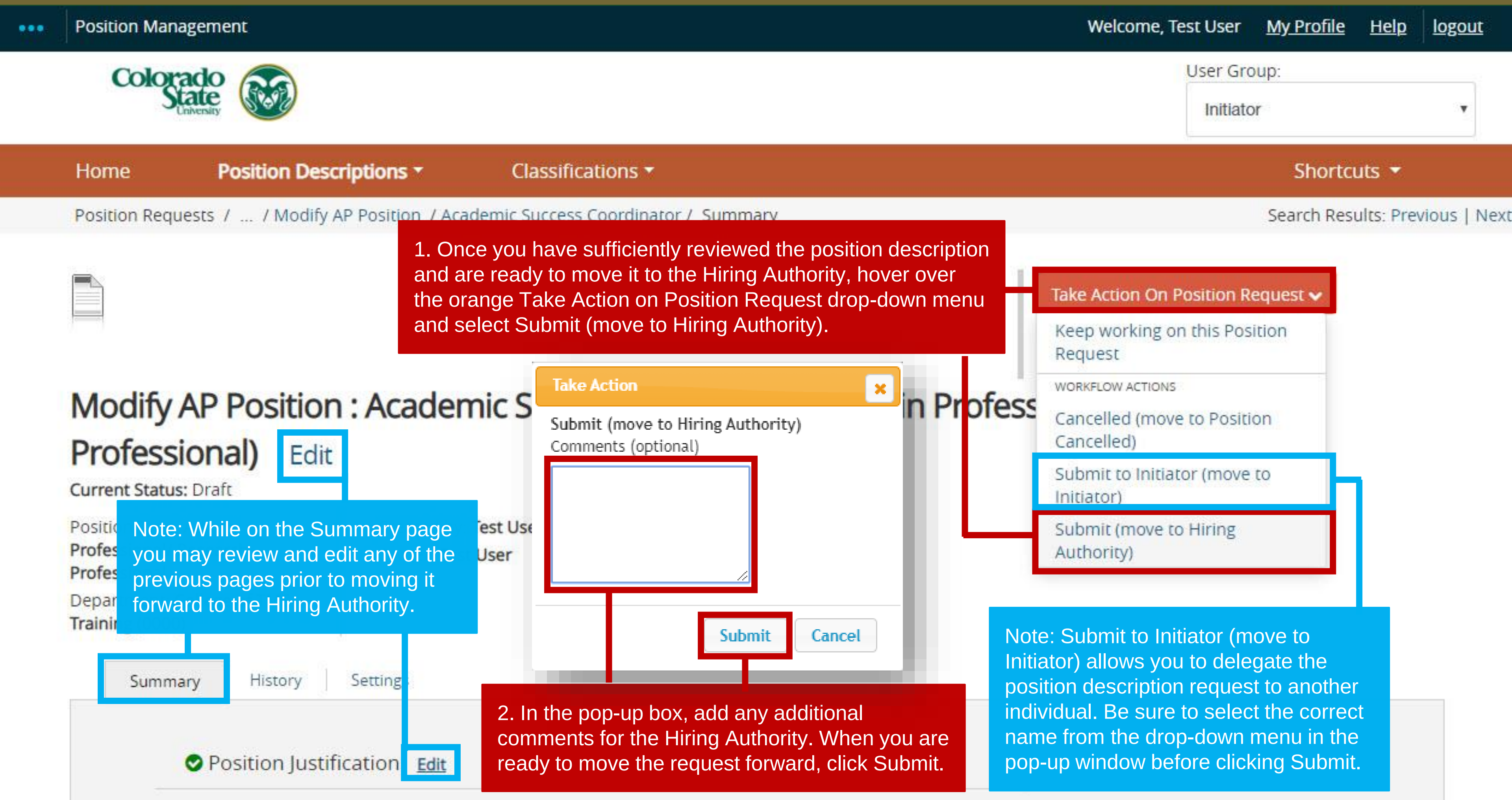
Position Documents Page (cont.)



Position Documents Page (cont.)



Summary Page



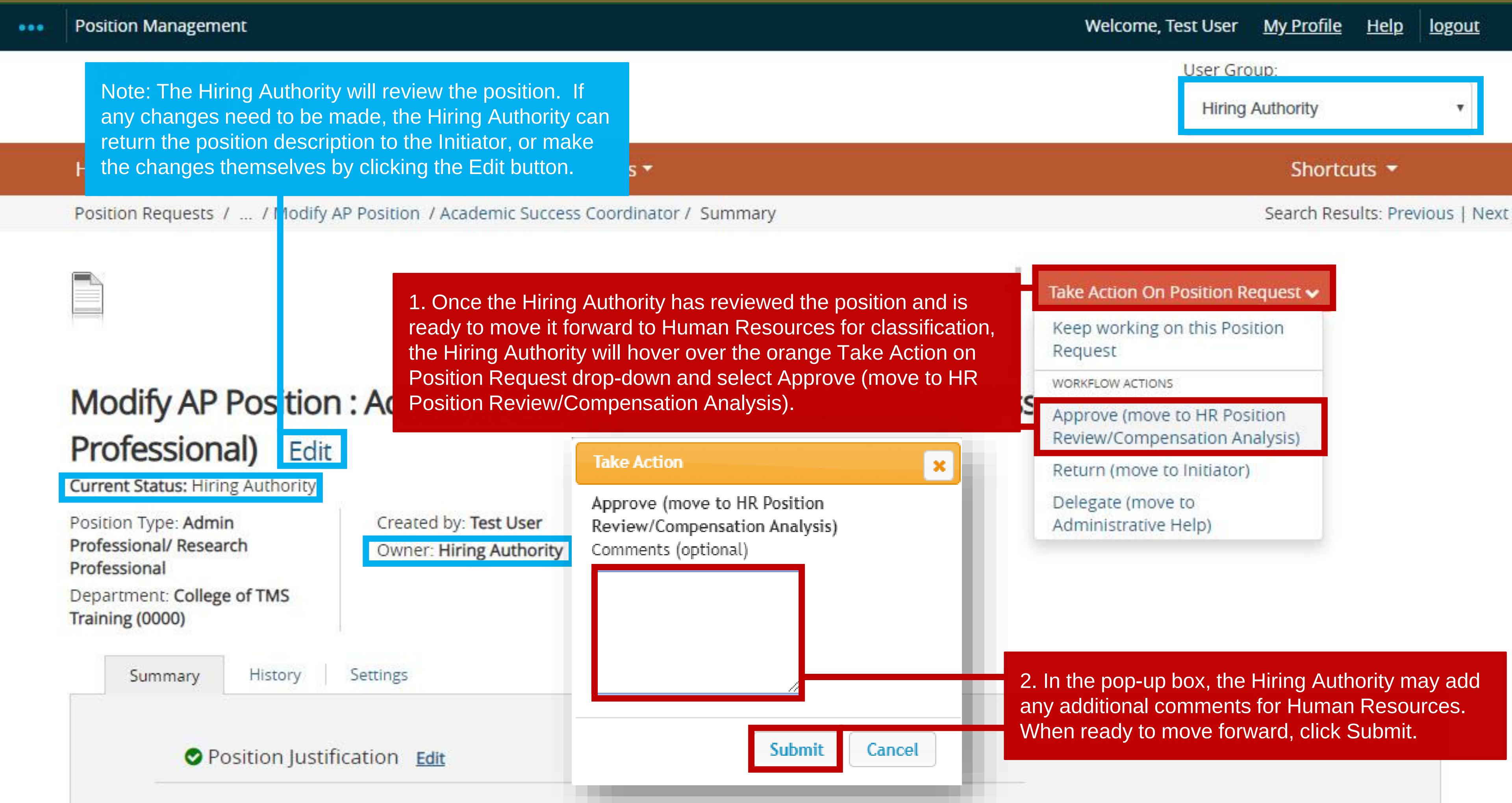
1. Once you have sufficiently reviewed the position description and are ready to move it to the Hiring Authority, hover over the orange Take Action on Position Request drop-down menu and select Submit (move to Hiring Authority).

Note: While on the Summary page you may review and edit any of the previous pages prior to moving it forward to the Hiring Authority.

2. In the pop-up box, add any additional comments for the Hiring Authority. When you are ready to move the request forward, click Submit.

Note: Submit to Initiator (move to Initiator) allows you to delegate the position description request to another individual. Be sure to select the correct name from the drop-down menu in the pop-up window before clicking Submit.

Review and Approval – Hiring Authority

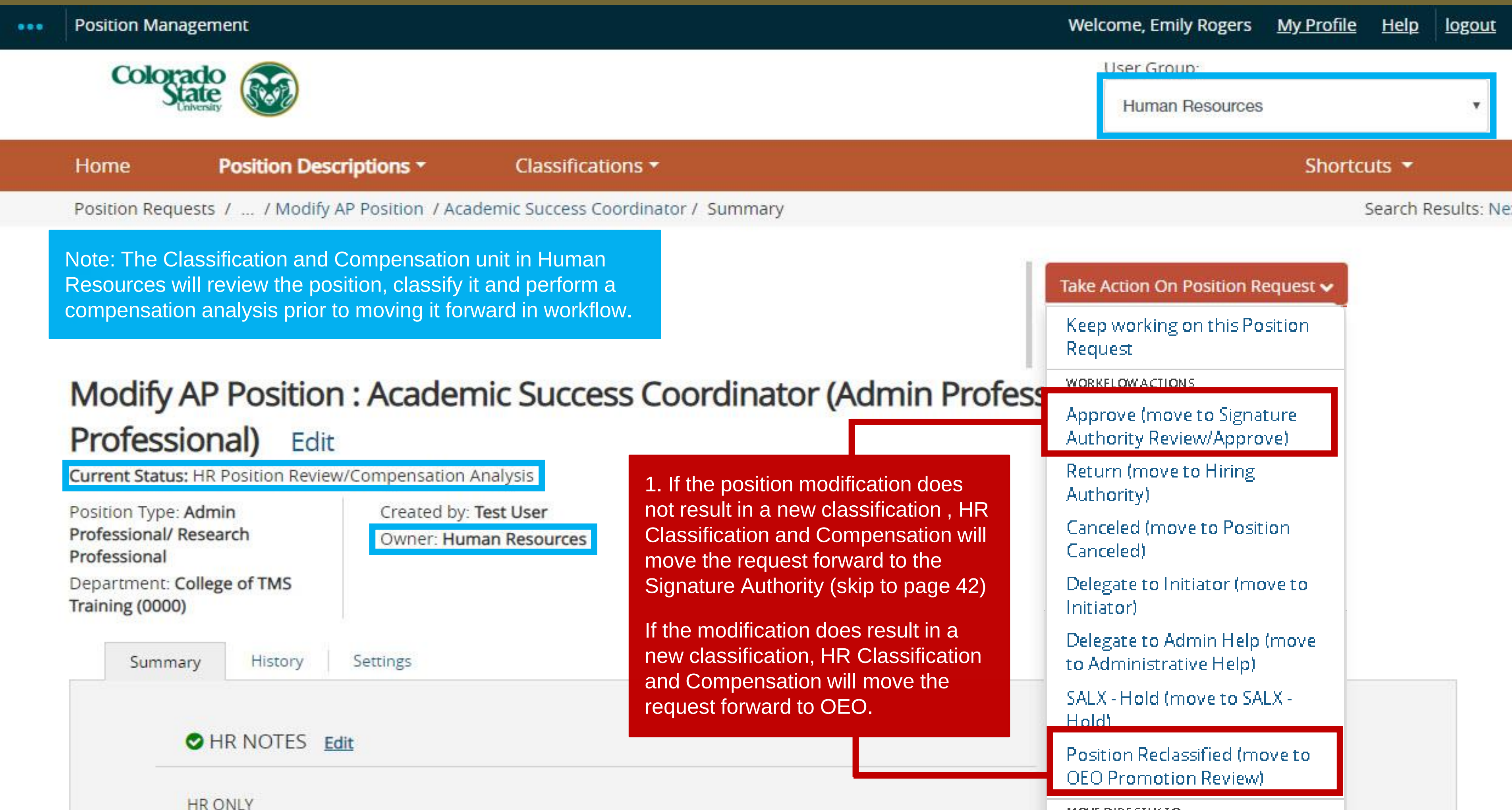


Note: The Hiring Authority will review the position. If any changes need to be made, the Hiring Authority can return the position description to the Initiator, or make the changes themselves by clicking the Edit button.

1. Once the Hiring Authority has reviewed the position and is ready to move it forward to Human Resources for classification, the Hiring Authority will hover over the orange Take Action on Position Request drop-down and select Approve (move to HR Position Review/Compensation Analysis).

2. In the pop-up box, the Hiring Authority may add any additional comments for Human Resources. When ready to move forward, click Submit.

Classification and Compensation Analysis – Human Resources



Note: The Classification and Compensation unit in Human Resources will review the position, classify it and perform a compensation analysis prior to moving it forward in workflow.

1. If the position modification does not result in a new classification , HR Classification and Compensation will move the request forward to the Signature Authority (skip to page 42)

If the modification does result in a new classification, HR Classification and Compensation will move the request forward to OEO.

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Alternative Appointment Review - OEO

Note: OEO will review the position modification to see if an AAR is warranted.

AAR not required when:

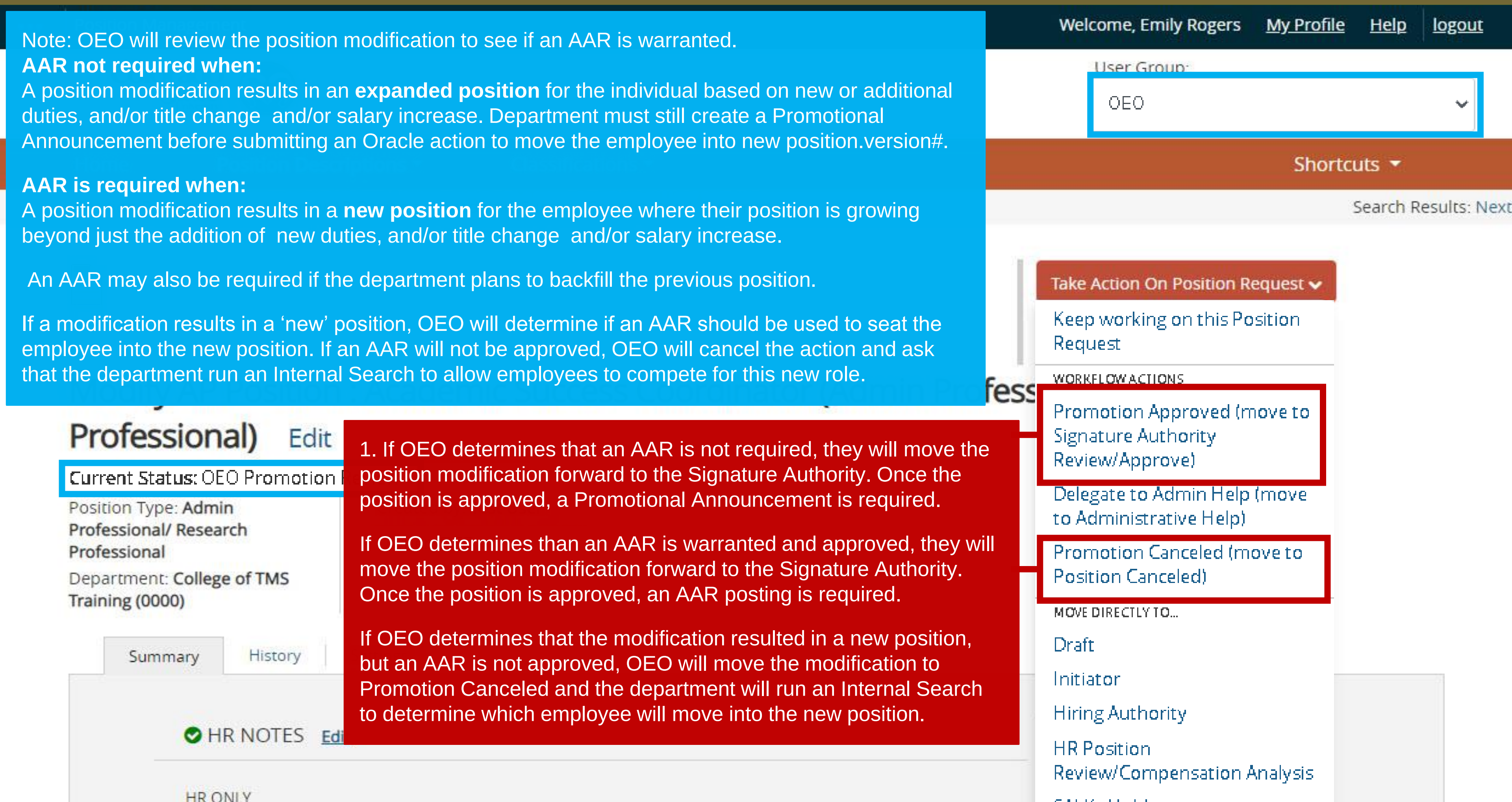
A position modification results in an **expanded position** for the individual based on new or additional duties, and/or title change and/or salary increase. Department must still create a Promotional Announcement before submitting an Oracle action to move the employee into new position.version#.

AAR is required when:

A position modification results in a **new position** for the employee where their position is growing beyond just the addition of new duties, and/or title change and/or salary increase.

An AAR may also be required if the department plans to backfill the previous position.

If a modification results in a 'new' position, OEO will determine if an AAR should be used to seat the employee into the new position. If an AAR will not be approved, OEO will cancel the action and ask that the department run an Internal Search to allow employees to compete for this new role.

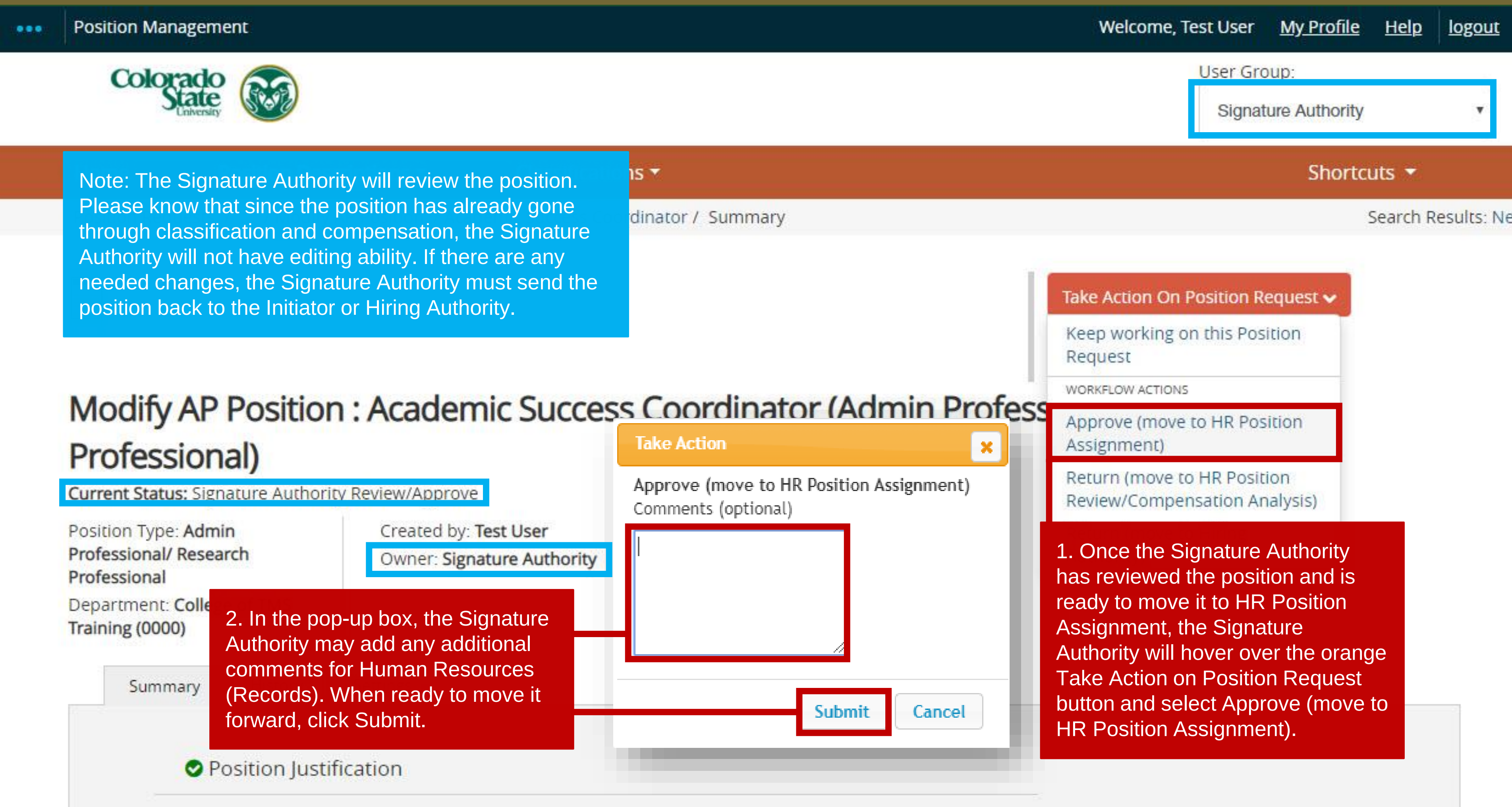


1. If OEO determines that an AAR is not required, they will move the position modification forward to the Signature Authority. Once the position is approved, a Promotional Announcement is required.

If OEO determines than an AAR is warranted and approved, they will move the position modification forward to the Signature Authority. Once the position is approved, an AAR posting is required.

If OEO determines that the modification resulted in a new position, but an AAR is not approved, OEO will move the modification to Promotion Canceled and the department will run an Internal Search to determine which employee will move into the new position.

Review and Approval – Signature Authority

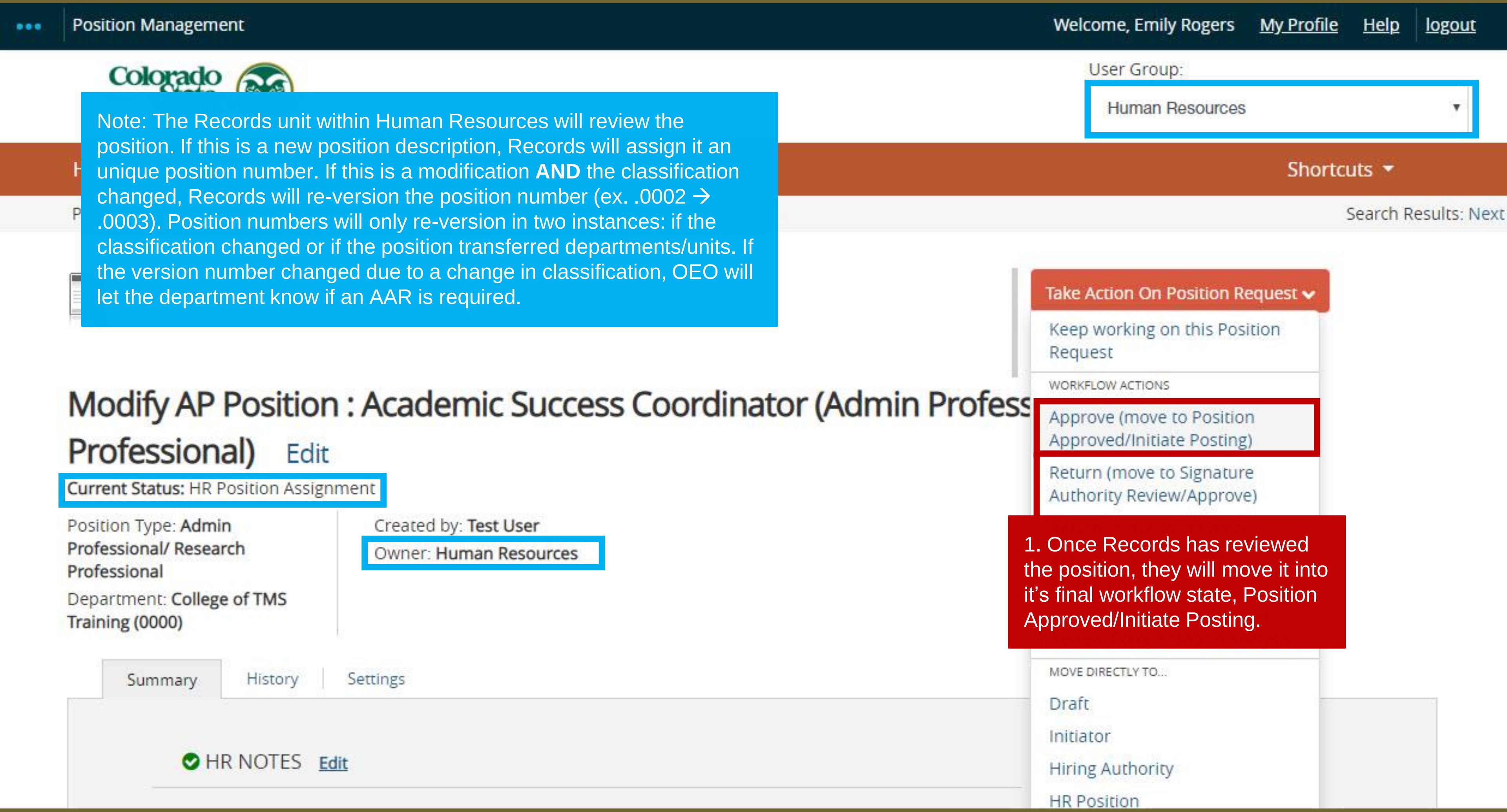


Note: The Signature Authority will review the position. Please know that since the position has already gone through classification and compensation, the Signature Authority will not have editing ability. If there are any needed changes, the Signature Authority must send the position back to the Initiator or Hiring Authority.

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

2. In the pop-up box, the Signature Authority may add any additional comments for Human Resources (Records). When ready to move it forward, click Submit.

Position Number Assignment and Final Approval – Human Resources



Note: The Records unit within Human Resources will review the position. If this is a new position description, Records will assign it an unique position number. If this is a modification **AND** the classification changed, Records will re-version the position number (ex. .0002 → .0003). Position numbers will only re-version in two instances: if the classification changed or if the position transferred departments/units. If the version number changed due to a change in classification, OEO will let the department know if an AAR is required.

1. Once Records has reviewed the position, they will move it into it's final workflow state, Position Approved/Initiate Posting.

Position Approved E-mail Notification - Hiring Authority

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Note: The Hiring Authority will receive an email notification alerting them that the position has been approved.

Hello Hiring Authority,
The {{action__job_title}} position has been placed in the status of "{{action__workflow_state}}"

****Please forward this email to your Initiator so that they may complete any of the TMS actions listed below****

If you are planning to **conduct a search** for this position, you may proceed by creating a posting from this position description.

- For further instructions regarding the Administrative Professional posting process, please review the training guide at this link: https://oeo.colostate.edu/media/sites/144/2017/05/CSU-Create-and-Edit-an-Admin-Pro-Job-Posting.pdf
- For further help with creating a Faculty posting, please review the training guide at this link: https://oeo.colostate.edu/media/sites/144/2017/05/CSU-Create-and-Edit-a-Faculty-Job-Posting.pdf

If you are planning to **hire out of a general open pool**, please create a secondary open pool posting using this approved position description.

- For further help with creating a secondary open pool posting using the approved position description, please see our Open Pool Guide, Step 3 located here: https://oeo.colostate.edu/media/sites/144/2017/05/How-to-Create-and-Utilize-Open-Pools-Step-3.pdf

If the position was **modified to update a current employee's position with new duties, and/or title, and/or salary and OEO determined that an AAR will not be required,** the department must now create a Promotional Announcement. Please note, if the modification did not result in a new classification and the employee is not receiving a new salary via an Off-Cycle Salary Adjustment form, a Promotional Announcement is still required.

- For further help on how to create a Promotional Announcement, please see this guide : https://oeo.colostate.edu/media/sites/160/2021/02/Create-and-Edit-a-Promotional-Announcement-Posting.pdf

If OEO determined that the **modification warrants an Alternative Appointment Request**, please create an Alternative Appointment Request posting from this position description.

- For further help on creating an Administrative Professional AAR posting, please review the training guide at this link: https://oeo.colostate.edu/media/sites/144/2017/05/CSU-Create-and-Edit-an-Admin-Pro-Alt-Appt-Request.pdf
- For further instructions for creating a Faculty AAR posting, please review the training guide at this link: https://oeo.colostate.edu/media/sites/144/2017/05/CSU-Create-and-Edit-a-Faculty-Alt-Appt-Request.pdf

For further help with **determining when a Promotional Announcement is required vs. an AAR**, please see the table located on OEO's Equal Work for Equal Pay webpage: https://oeo.colostate.edu/equal-pay-for-equal-work/

Position #: {{action__position_description-job_detail__external_job_number}}
Classification: {{action__position_description-title-title_detail__classification_title}}
Job Title: {{action__job_title}}
Department: {{action__organizational_unit}}
Status: {{action__workflow_state}}
Thank you,
Human Resources
Colorado State University

Next Steps

Once a position description, either new or modified, has reached the status of '**Position Approved/Initiate Posting**' all required steps on the Position Management (orange) side of TMS are now complete.

If the position description modification was submitted to update duties and/or title and/or salary in relation to a promotion for a current employee (regardless of whether the classification changed) and OEO determined that an AAR is not required, the Initiator must now create a Promotional Announcement via a TMS posting on the (blue) Applicant Tracking side of TMS.

If the position description modification was submitted to update duties and/or title and/or salary which resulted in a 'new' position and OEO has approved the AAR, the Initiator must now create an Alternative Appointment Request posting on the (blue) Applicant Tracking side of TMS. If the AAR was not approved, the department must now run an Internal Search.

If the position description creation/modification request was created to **fill a vacancy in the department**, the Initiator may now transition to the Applicant Tracking (blue) side of TMS to start the process of creating a posting request from this newly approved position description. For detailed directions on how to create a job posting, please view our AP Posting guide.

If the position description creation/modification is going to be used to hire out of a General Open Pool, please transition to the Applicant Tracking (blue) side of TMS and follow along with the Open Pool Guide #3.

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 assistance/questions regarding the creation of Position Descriptions, please contact the classification/compensation unit in Human Resources at
hr_cca@mail.colostate.edu