Create or Edit a Job Posting
Job Postings are created to announce the approved opening of a Faculty position.

**Faculty Job Announcements may be created by Initiators only.**

Initiators may create new job postings using approved position descriptions, only.

Below are the steps for the creation, approval and online posting of the Job Posting/Announcement.

The steps in the following slides explain how to create, prompt approval and post job postings.
1. Select the Applicant Tracking module by clicking the three dots in the top-left corner of the screen.

2. Select Initiator from the User Group drop-down menu.
1. Click on 'Postings' in the menu across the top then select 'Faculty' from the drop-down menu.
1. Once on the Postings page, click the ‘+ Create New Posting’ button and the Create New box will appear.
Create Posting from Approved Position Description

1. Select 'Create from Position Description'.

Note: ‘Create from Position Type’ is only used when creating NEW Open Pools. See the Open Pools training guide for details.

Note: ‘Create from Posting’ is only used when creating Open Pools from a PREVIOUSLY POSTED Open Pool. Selecting this option will clone and pull over all the information entered from a preexisting Open Pool posting. See the Open Pools training guide for details.
1. Choose your approved position description by selecting it from the list below, or click the 'More Search Options' button and type in the first 6 numbers of the position number into the Position Number field to search for the position description you wish to create the posting from.

Note: You may or may not choose to include the .Version number after the position number (012345.0001). If you choose to exclude it, all versions of the position description will appear in the search. Be sure to select the correct, most up-to-date version.

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

Shortcut: Hover over the Actions dropdown and select 'Create From' to start the posting from the selected position description.
1. Review the approved position description to ensure that it is the correct version then click the ‘Create Posting from this Position Description’ button in the top right corner of the screen.
1. Fill out the New Posting settings page.

Note: The Working Title will pull over from the approved position description. Please do not make any major edits to this field. You may fix spelling or grammatical mistakes or spell out abbreviations.

Note: These fields will auto populate with information from the position description. Please do not updated these if you have the ability to do so.
Note: The Initiator may select as many or as few categories as they feel necessary. If no categories are selected, OEO will make the selection once the posting is moved forward in the approval process. Once a selection is made and a job is posted, job seekers who have subscribed to that specific category will be notified of the new position.

Note: The Interest Cards or ‘Job Categories’ feature will allow job seekers to subscribe to a daily system email containing a list of jobs that have been posted to the CSU Jobs website. The email notification will only contain jobs that fall into one of the pre-selected job interest categories identified by the job seeker. If no jobs are posted in the selected categories on a particular day, the individual will not receive a Job Alert email that day.
1. Ensure that the Accept online applications box is checked.

Note: The Applicant Workflow should remain as ‘Under Review by Dept/Committee’.

Optional: If you will be soliciting letters of recommendation, you will need to update these three fields. Otherwise, leave them blank and use the reference tab further along in the process to collect reference contact information.

For further help setting up the reference collection tool in the system, please see our training guide located here:

https://oeo.colostate.edu/media/sites/144/2017/05/How-to-Request-References-in-TMS.pdf
1. Check the preferred method for receiving application materials. For standard searches, select Faculty Application.

2. When ready, click ‘Create New Posting’ to continue to the Posting Details tab.

Note: Please do not update the Special offline application instructions at this time.
Note: A lot of the information found on the Posting Details page will pull over from the approved position description. Some fields may or may not be editable by you.
1. Begin filling out the Posting Details page.

Note: The required Position Location field will auto-populate with ‘Fort Collins, CO’. If applicable, you may update this field to accurately reflect the location of the position. Please ensure you use the ‘City, State Abbreviation’ format.

Note: The Proposed Annual Salary Range will pull over from the approved position description. Please do not alter this amount. The department may also choose to add “Salary is commensurate with experience and qualifications”.

Note: The Description of Work Unit will pull over from the approved position description. You can edit this field if needed.

Note: The Research, Teaching, Service and Administration percentage breakdowns will pull over from the approved position description. Please do not edit these fields.
Posting - Posting Details Tab (cont.)

1. The listed Hiring Authorities will pull over from the approved position description. Additional Hiring Authorities may be added if needed.

2. Enter the position’s supervisor and their working title.

Note: These fields will pull over from the position description. If they are empty, ensure you are using an approved, completed position description to create the posting.

If you need to make a change to the Required or Preferred Job Qualifications, please reach out to HR Classification and Compensation before making any edits.

Note: The same Hiring Authority listed on the position description will need to be added to the posting. If they weren’t listed on the position description, the Hiring Authority will not be able to complete the hiring proposal later on in the process.

Please contact HR Classification and Compensation if you need to have the Hiring Authority added to the position description.
The Full Consideration Date for Tenure-Track Faculty searches is four weekends. The Full Consideration Date for Non-Tenure Track searches is three weekends. Ex: If a posting was approved and posted by OEO on March 1st, 2019, the full consideration date for a Tenure-Track search would be March 25th and March 18th for a Non-Tenure Track search.

2. The Close Posting Date must be at least three full weekends after the Full Consideration Date to allow for late applicants.

Note: The Working Title will pull over from the approved position description. Please be sure to spell out abbreviations and/or acronyms.

Note: These four fields are optional. A Desired Start Date is required if any of your required qualifications state “by anticipated/proposed state date”. An example is “Must have a Ph.D. by anticipated start date”. The Open Posting Date is the date the committee wants the posting to ‘go live’. If there is a specific date listed in this field, OEO will move the posting to ‘Approved – Pending’ meaning the posting will automatically post to the CSU Jobs website on this date. If you want the posting to be posted as soon as possible, leave this field blank.

Close posting date is the date the posting is removed from the CSU Jobs website. For Standard searches the close posting date needs to be three weekends after the full consideration date. For Accelerated searches and Internal searches the close posting date needs to be two weekends after the full consideration date. Open Pool close posting date is the same as the full consideration date.
1. The Special Instruction Summary allows the committee to communicate the specific details required in the application process to applicants i.e. documents that may be required to apply, information about references, etc. It will appear at the top of the job posting on the CSU Jobs website. The language ‘References will not be contacted without prior notification of candidates’ should also be included unless letters of recommendation will be solicited upon application. If you plan to solicit letters of recommendation, please see our reference letter guide. A great example of a special instruction summary is: “Interested applicants must submit a cover letter which addresses how professional experiences align with identified required and preferred qualifications of the position, a current curriculum vitae, and the names, e-mail 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 (search contact information)”.

2. All CSU job postings are automatically posted to these four auto-populated venues. Please do not delete them from this field. Be sure to add at least one national advertising venue plus any additional venues the committee plans to advertise the job opening (e.g. websites, list services, etc.).
1. The Short Posting field allows OEO to review and approve a 'bite-sized' version of the posting announcement. Some venues are expensive and may charge by the character. Because of this, the short posting can be used instead of the longer version. The short posting should include the title of the position, the location, a brief summary of the position, the 'Quick Link for Internal Postings' so applicants know where to apply, and the shortened EO/EA/AA and background check language that is auto-populated. **Please do not delete the EO/EA/AA auto-populated language.** This should appear at the bottom of every short posting.

Note: The language in these two fields will pull through to the job posting and will be viewable by applicants.

**Pass Message**

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.

**Fail Message**

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.

**Quick Link for Internal Postings**

http://colostate-sb.peopleadmin.com/postings/57244

Note: The Pass Message and Fail Message fields contain the language applicants will see once they submit their application. If you choose to use disqualifying supplemental questions and an applicant self-disqualifies, they will receive the Fail Message. All other applicants will see the Pass Message.
1. Select one of the prepopulated Diversity Statements and paste it into the required field.

Diversity Statement

Copy and paste one of the below diversity statements into the text box above. If one of these statements is not suitable for this position, please create your own for approval by OEO.

- Ability to advance the department’s commitment to diversity and inclusion through research, teaching and outreach with relevant programs, goals and activities.
- Demonstrated knowledge of, and relevant ability with, culturally diverse communities among potential target and constituent populations.
- Personal or professional commitment to diversity as demonstrated by persistent effort, active planning, allocation of resources and/or accountability for diversity outcomes.
- Reflecting departmental and institutional values, candidates are expected to have the ability to advance the Department’s commitment to diversity and inclusion.
- Personal and professional commitment to diversity as demonstrated by involvement in teaching, research, creative activity, service to the profession and/or diversity/inclusion activities.

2. Enter the name, email address and/or phone number of the search contact into the Search Contact field. This is the individual applicants will reach out to if they have any questions and is often times the search chair or search support staff.

Search Contact

This field is required.

Name and phone number and/or email address of contact for general questions about this position (viewable by applicant).

3. Use these two fields to enter the name of your EO Coordinator and Applicant Manager for the search. Entering their names here will grant them access to the posting to complete their TMS user role duties. Multiple EO Coordinators and Applicant Managers may be entered.

EO Coordinator

Select Some Options

This field is required.

Multiple individuals may be placed in the EO Coordinator field.

Applicant Manager

Select Some Options

This field is required.

Multiple individuals may be placed in the Applicant Manager field. If your EO Coordinator or Applicant Manager does not appear in the list, please contact OEO at oeo@colostate.edu or 491-5836.

4. When complete, click ‘Next’ to continue to the Essential Job Duties tab.
When ready, click 'Next' to continue to the Position Budget Information tab, 'Save' to return to complete the posting at a later time, or 'Prev' to return to the previous tab.

Note: Essential job duties that were entered during the creation of the position description will pull over and populate this tab. If you need to make a change to any of these fields, please reach out to HR Classification and Compensation at hr_cca@Mail.colostate.edu.
1. To add additional budget account fields, click on the ‘Add Budget Summary Entry’ button.

2. When ready, click ‘Next’ to go to the Alternative Appointment tab, ‘Save’ to return to complete the posting at a later time, or ‘Prev’ to return to the previous tab.

Note: The Position Budget Information tab is optional. This tab can be used by units or departments to track budget information.
Note: Use of the Alternative Appointment tab assumes that a candidate has already been identified for the position and you wish to seek approval to associate the appointment with the job posting. If this is the case, fill out all the information on this tab. For additional help on the Alternative Appointment process, please see our training guide located here: https://oeo.colostate.edu/media/sites/144/2017/05/CSU-Create-and-Edit-a-Faculty-Alt-Appt-Request.pdf

If this is not the case, select ‘No’ from the Alternative Appointment Requested? dropdown menu then proceed to the next tab.

1. When ready, click ‘Next’ to go to the Background Check Requirement tab, ‘Save’ to return to complete the posting at a later time, or ‘Prev’ to return to the previous tab.
Note: The Background Check Requirement tab will automatically pull over information from the position description and will not be editable on the posting. Use this area to verify that all of the information is correct. If you need to make any changes, please contact HR Classification and Compensation. Changes to this tab can only be made on the position description.

1. When ready, click 'Next' to go to the Supplemental Questions tab, 'Save' to return to complete the posting at a later time, or 'Prev' to return to the previous tab.
Note: Supplemental questions are similar to minimum qualification screening forms. It’s a way to determine if an applicant meets minimum qualifications by having them answer a set of questions when they are applying to the position. Certain answers to questions can be made ‘disqualifying’. This means that if an applicant selects a disqualifying answer, they will automatically self-disqualify from the pool. This automatically places them into the workflow state ‘System determined did not meet minimum qualifications’. You may choose to use either supplemental questions or a minimum qualification screening form or both.

1. To add a question, click on the ‘Add a question’ button.
1. You may search for a preexisting question using the Category drop down menu, or Keyword search. Once you have found an appropriate question, check the box next to it and click the 'Submit' button at the bottom.

2. If you are unable to find a suitable question, select ‘Add a new one’.
1. Use the Name field to name your question. You may also select a category to file it under.

2. Enter the supplemental question in the Question field. It should directly relate to one of your required qualifications. If the question is date sensitive, please be sure to include the referenced date. For example, the question shown here would need to include the anticipated start date as an applicant must have their Ph.D. prior to starting the position.

3. Select one of the two options under Possible Answers. ‘Open Ended Answers’ allows applicants to type a personalized response. ‘Predefined Answers’ gives the applicants set, multiple choices answers. Use ‘Predefined Answers’ if you wish to create self-disqualifying questions.

4. Enter the possible answer choices to the question above.

5. Click ‘Submit’.

Note: The system will continue to generate Possible Answer slots when previous ones are filled. Only use the number slots applicable to the question being asked and ignore the rest.
1. To make a question required, mark the 'Required' check box next to the question. Marking a question as required means applicants will need to answer this question before submitting their application.

2. To make a question disqualifying, click on the question. In the drop-down, check the box next to the answer you would like to make disqualifying. If an applicant selects this answer, they will self-disqualify from the search and will automatically be placed into the inactive workflow state 'System determined did not meet min quals'.

3. If you have multiple questions, you can change their order by entering a order number in the 'Position' box or by dragging and dropping them into your desired order.

4. When ready, click 'Next' to go to the Qualification Groups tab, 'Save' to return to complete the posting at a later time, or 'Prev' to return to the previous tab.
Note: Qualification Groups are not currently used. For now, please skip to the next tab.

1. When ready, click ‘Next’ to go to the Applicant Documents tab, ‘Save’ to return to complete the posting at a later time, or ‘Prev’ to return to the previous tab.
Note: On the Applicant Documents tab, select the documents applicants will need to attach to their applications when applying to the job posting. Documents are categorized as 'Not Used', 'Optional' or 'Required'. You can mark specific documents as optional or required based on the needs of your job search.

1. When complete, click 'Next' to go to the Search Committee tab, 'Save' to return to complete the posting at a later time, or 'Prev' to return to the previous tab.

Note: You can reorder the documents by typing in a number in the Order box OR by dragging and dropping the document into your desired order.
Note: Search committees are teams of qualified individuals selected by the Hiring Authority to work through the CSU search process to identify a qualified applicant to fill a vacancy. Each search committee will have a search committee chair and search committee members.

1. To add a search committee chair or member, click on the 'Add Existing User' button.

Note: If you are unable to find a search committee member who is a current CSU employee using the 'Add Existing User' lookup, please DO NOT create a new user account for this individual. All current CSU employees already have an existing TMS account. If they do not show up when searched, they may not have the Search Committee Member user role assigned to their profile. Please reach out to OEO at oeo@colstate.edu or (970) 491-5836 should this situation arise.
1. In the pop up box, search for the committee member using their name, email, or department.

Note: Check the ‘Committee Chair’ box for the individual who will be chairing the search committee. Before doing so, please ensure that the individual is search chair trained by looking up their name on OEO’s Trained Search Chair List.

Note: Searching for an individual using their email address is the best way to ensure that the correct search committee member is selected. (People with similar/same names sometimes get mixed up if you search by their ‘First/Last Name’.)

Note: Please ensure that you are adding the correct committee member. As soon as you click the ‘Add Member’ button, the system will send out an automatic email to that individual alerting them that they have been added to a posting as a search committee member.

2. Once you have located the correct search committee member, click the ‘Add Member’ button. Once added, a banner across the top of the page will let you know that your addition was successful. When all members have been selected, click ‘Close’ to return to the Search Committee Member tab.
1. If a committee member is NOT a CSU employee, you will need to create a guest user account for them. Click on the 'Create New User Account' button.

Note: Added search committee members will show up in the list below. You can designate a committee member as chair by checking the 'Committee Chair' box next to their name. Please verify that the person is search chair trained before adding them as the chair.

Note: If you need to remove a search committee member, hover over Actions and select 'Remove from Posting'.
1. In the pop up window, enter the guest user's First Name, Last Name, email address, and a Username you create for them. Most people enter usernames that are similar to CSU eID's (ex: emilyrogers, erogers, emilyr, etc.). Once you have filled in the required fields, click the 'Add Member to Search Committee' button.

Note: After you have created the guest user account, OEO will review and approve the request. Once their status has been switched from pending to approved, the guest user will be able to login using their username and the default password of: GoCSURams!
When you are finished adding the search committee, click 'Next' to go to the Evaluative Criteria tab, 'Save' to return to complete the posting at a later time, or 'Prev' to return to the previous tab.
1. When ready, click ‘Next’ to go to the References tab, ‘Save’ to return to complete the posting at a later time, or ‘Prev’ to return to the previous tab.

Note: OEO DOES NOT recommend using Evaluative Criteria at this time.

OEO does not recommend using this section. There will be training developed in the future. In the meantime, you may add criteria to the job posting’s criteria, but it is recommended to use a different method to evaluate applicants.

Adding New Criteria: Click on the button labeled “Add a Criterion”. A pop up section will appear where you can add criteria. Note: You can add as many criteria as you’d like. Criteria can be added at any time when creating the posting.

Adding Existing Criteria: There are two ways to search for approved criteria to add to the job being posted. You can filter using the key word search or filter by criterion category.

Assign Points: Click on the criterion that has been added and a dropdown menu will appear where points can be associated to each answer on the criterion.

Workflow State: Select the workflow state in the applicant process when you would like for Search Committee Members to begin rating applicants for the selected criterion.

Criterion Weight: You can designate the weight of a criterion relative to others in the weight field. It is recommended your total weights add up to 100 in order to easily use this function. (The system will not check nor force you to have your total weight equal 100).
2. If the committee wants to solicit letters of recommendation from references, then ‘Yes’ will need to be selected from the Accept Reference Letters drop-down menu. The Settings page will also need to be configured to accept letters of recommendation. Please see our Advanced Reference training guide.

3. The Last Day a Reference Provider Can Submit Reference Letter field allows the committee to select a date when references are no longer able to provide a letter of recommendation. Only use this field if you are soliciting letters of recommendation from references.

4. When complete, click ‘Next’ to go to the Posting Documents tab, ‘Save’ to return to complete the posting at a later time, or ‘Prev’ to return to the previous tab.

Note: This tab is used to collect reference contact information. If you choose to collect references through the system (using this tab) ensure you remove ‘List of Professional References’ as a required applicant document.
Posting – Posting Documents Tab

NOTE: Use the Posting Documents tab to upload the applicant screening tools for the search. Applicant screening tools are predetermined rating mechanisms utilized by a committee during the initial review of applications to determine which candidates are moving forward in the search process. These tools typically consist of the Minimum Qualifications screening form and an Applicant Rating Sheet (aka applicant screening form). These forms must be uploaded on this tab to complete the posting.

** If you are using disqualifying Supplemental Questions, the Minimum Qualifications Screening Form is not required **

1. To attach a screening form, hover over the Actions drop-down and select ‘Upload New’ from the drop-down menu.
1. To upload a document, click 'Choose File'.

Please note, depending on your web browser, this button may be labeled as 'Browse'.

2. Locate the file on your computer then select 'Open'.

3. Select 'Submit'.

Upload a Applicant Screening Form

To upload a file, please 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. Click the Submit button.
Note: The system automatically converts all uploaded documents into PDFs.
Note: The posting Summary displays all previous pages and their information. In addition, new links appear access the top: History (all transactions associated with the posting), Settings (which department the posting resides in and other information), and the Associated Position Description. To access these areas, simply click on the tab.

Note: In addition to summary information about your posting, you may also ‘See how Posting looks to Applicant’, print preview the ‘Applicant View’ of the posting, or ‘Print Preview’ the whole posting as it is viewed internally. You can also add the posting to your Watch List. Doing so will allow you to track the posting on your TMS homepage.
1. Once you have sufficiently reviewed the posting and are ready to move it to the Hiring Authority for review, hover over the ‘Take Action on Posting’ button and select ‘Standard Search Process (move to Hiring Authority Review and Approval)’.

2. You may add relevant comments for the Hiring Authority in the optional Comments box. When ready, click ‘Submit’.
1. Once the Hiring Authority has sufficiently reviewed the posting and is ready to move it to the EO Coordinator for review, they will hover over the ‘Take Action on Posting’ button and select ‘Approve (move to EO Coordinator Review)’.

2. The Hiring Authority may add any relevant comments for the EO Coordinator in the optional Comments box. When ready, they will click ‘Submit’.
1. Once the EO Coordinator has sufficiently reviewed the posting and is ready to move it forward to OEO for final review and approval, they will hover over the ‘Take Action on Posting’ button and select ‘Approve (move to OEO Review and Approval)’.

2. The EO Coordinator may add any relevant comments for OEO in the optional Comments box. When ready, they will click ‘Submit’.
Note: OEO has a two step approval process. Once the posting has transitioned from the preview stage, OEO 'approvers' will review the posting request and reach out to the Initiator if they have any questions or corrections.

1. Once OEO has sufficiently reviewed the posting, they will hover over the Take Action on Posting button and select 'Posted (move to Posted)'.

Current Status: OEO Review and Approval - In Progress
Owner: OEO
Hello Test User,

The Assistant Professor position (Posting #: 201800140F) has been placed in the status of “Posted.”

Advertising for this position can now begin. Please work with your support staff if you will be posting this announcement in other venues.

Position #: 010003.0001
Job Title: Assistant Professor
Department: College of TMS Training

Note: The Applicant Manager will receive an email notification from the system saying that the posting has been approved. You may now begin advertising in your selected recruitment venues.

Note: All postings are automatically added to the CSU Jobs website, Connecting Colorado, Indeed.com, and HigherEdJobs.com.

Thank you,

Office of Equal Opportunity
oeo@colostate.edu
970-491-5836

If you have an issue or questions please see our training website at http://oeo.colostate.edu/talent-management-system-tms or email OEO at oeo@colostate.edu
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
Email at oeo@colostate.edu