CSU Talent Management System
User Guide – Admin/Research Professional
How to Create an Alternative Appointment Request Posting
Alternative Appointment Request (AAR) postings are created from position descriptions to request a direct appointment for Admin Professional/Research Professional position.

Admin Professional/Research Professional Alternative Appointment Requests may only be created by Initiators using approved position descriptions.

Please reach out to OEO before initiating an AAR posting to ensure that the correct process is followed.

Below are the steps in the creation and approvals of the Alternative Appointment Request.
Initiating an Admin Professional/Research Professional AAR

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 Admin Professional/Research Professional from the drop-down menu.
1. From the Postings page, click on the Create New Posting button and the ‘Create New’ box will appear.
Create AAR 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.
Selecting a Position to Create an AAR posting (from)

1. Choose your approved position description by selecting it from the list below, or click the More Search Options button then 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.

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

Shortcut: Hover over Actions and select Create From to start the posting from the selected position description.
Selecting a Position to Create an AAR posting (from)

1. Review the approved position description 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.

* Required Information

- **Working Title**: Research Scientist II

Organizational Unit

- **Division**: Provost/Executive Vice President (1001DV)
- **Academic/Reporting Area**: College of Natural Sciences (1801CG)
- **Department**: Chemistry (1872)

Note: The Working Title will pull over from the approved position description.

Note: These fields will auto populate with information from the position description and may or may not be editable by you depending on your TMS access. Ensure that the correct division, reporting area and department are selected.
Note: Interest Cards, also known as Job Categories are **not required** for AAR postings. You may skip this section.
AAR – New Posting page

**Note:** Leave the Applicant Workflow as Under Review by Dept/Committee.

### Applicant Workflow

<table>
<thead>
<tr>
<th>Workflow State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under Review by Dept/Committee</td>
</tr>
</tbody>
</table>

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

### References

**Reference Notification**

Request References to submit Recommendations when candidate reaches selected workflow state?

**Recommendation Workflow**

When all Recommendations have been provided, move to selected workflow state?

**Recommendation Document Type**

- No Document

Allow a document upload when a reference provider submits a Recommendation?

### Online Applications

- **Accept online applications?**
- Special offline application instructions

**Note:** The Reference section on the New Posting page allows you to set up Reference Letter collection. You do not need to change/select anything under this section when creating an AAR posting.
1. Continue to fill out the New Posting page. Ensure that the Accept online applications? box is checked.

Note: You may leave the Special Offline application instructions field as is.

2. Check Alternative Appointment Request Application

3. Click the Create New Posting button to continue to the Posting Details page.
AAR – Posting Details Page

Note: On the Posting Details page you will enter information about your posting (FTE, Supervisor information, etc.). Some fields will not be editable by you or will have been copied over from the position description.
1. Select AAR from the Search Process Type drop-down menu.

Note: The Proposed Annual Salary Range will pull over from the approved position description. Please do not alter this amount.

Note: The 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.

2. Select an option from the Work Location drop-down menu to indicate if the position qualifies for remote or hybrid work flexibility.

Note: The Promotional Announcement Additional Information field is only required for Promotional Announcement Postings.
Posting - Posting Details Tab (cont.)

1. Use this field to select the Hiring Authority for the search. Typically, the actual Hiring Authority is listed, as well as any individual who will be helping with the TMS workflow/processes. The Hiring Authority user role finalizes the hire by initiating a Hiring Proposal at the end of the search process.

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

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

Note: The Position Summary will pull through from the approved Position Description.
1. Select Yes or No from the Is this an Hourly position? drop-down field.

**Note:** The Work Hours/Week will pull over from the approved position description.

The Required and Preferred Job Qualifications will pull over from the approved position description. **Please do not make any significant changes or updates to these fields.** If there is a significant difference between the approved position description’s qualifications and posting’s qualifications, the position description will need to be modified to reflect the changes made to the qualifications on the posting.

**TIP:** Use the text editor bar above each field to add rich text formatting i.e., bullets, bold, links, italicization, etc.

**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 on degree requirements, course selection, and Hogwarts resources available to students.
- Must have a valid Broom license or the ability to obtain a Broom license or access to a licensed flyer by the employment start date.

**Preferred Job Qualifications**

- A Master's degree in Magical Education
- Completed Ministry of Magic training on magical crisis response, particularly relating to trolls, demenors, and magical impostors.
- Experience assisting with management of class programs including advising and course selection.
- Demonstrated creativity, leadership, and the skills needed to work successfully with diverse groups.
- Commitment to diversity as evidenced by success in delivering successful programming to diverse student audiences which may include first generation at university, underrepresented populations, or economic disadvantage to achieving a higher education degree.
- Ability to successfully interact with students, resolve conflicts, contribute to student retention objectives, and resolve issues without direct oversight.
- Positive attitude, attention to detail and an ability to get along well with faculty and staff.

**Is this an Hourly position?**

*No*

**Work Hours/Week**

40

*Hourly positions do not have guaranteed hours and may work within a range of 0-40 hours per week.*

*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.*
1. Select Yes or No from the Research Professional Position drop-down menu.

Note: The Working Title will pull over from the approved position description. Please add ‘AAR:’ at the beginning.

Note: For AAR’s, these fields may be left blank.
Note: For AAR's, these fields may be left blank.

1. Replace the auto populated text in the Recruitment Plan field with “AAR”.

References will not be contacted without prior notification of candidates.

Internal Search Requested

An internal search is a form of a limited search that is the exception to the default national search. Recruitment can be limited to a department/unit or College/Division.

Rationale for Internal Search

List all advertising venues (e.g. websites, list services, etc.)
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.

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.

CSU is an EO/EA/AA employer and conducts background checks on all final candidates.

Quick Link for Internal Postings
http://colostate-sb.peopleadmin.com/postings/57050

Colorado State University (CSU) strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of the university, it is reasonable and prudent to do so.

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy and will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

The Title IX Coordinator is the Executive Director of the Office of Support and Safety Assessment, 123 Student Services Building, Fort Collins, CO 80523-2026, (970) 491-7407.
1. Copy and paste one of the five bulleted Diversity Statements into the required Diversity Statement field.

2. Enter a name and email address into the required Search Contact field.

3. You must select at least one EO Coordinator and one Applicant Manager.

4. When complete, click Save.
1. Once you are back at the top of the Posting Details page, click on Alternative Appointment Request from the left side menu.

Note: For AAR postings, you may skip these two sections.
Note: Utilization of the Alternative Appointment Request page 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. This page is required for AAR’s and will need to be filled out completely, with great detail, before the request is reviewed by OEO.

1. Select Yes from the Alternative Appointment Requested? drop-down menu.
2. Enter the name of the proposed individual.
3. Select the Nature of Appointment and Type of Appointment from the two drop-down menus.
2. Enter information regarding how this individual was identified.

3. Answer/fill in the fields pertaining to how the department plans to fill the newly vacated position (if applicable).

4. Select Yes or No from the Is a salary adjustment requested? drop-down menu.

5. When complete, click Save.

Note: Please fill in the boxes with as much detail as possible to avoid having the request sent back asking for more information/rationale.

Items OEO looks for:

- Why is it necessary to hire this individual through the AAR process as opposed to a national or internal search?
- Why is this individual being proposed for this position?
- Would anyone else be interested in this opportunity?
- Were other individuals considered for this position?
Note: These sections may be skipped when creating an AAR posting request.

1. Once you have filled in the Alternative Appointment Request page, click on Posting Documents from the left side menu.
1. To upload a resume, hover over the Actions button and select Upload New.

Note: Use the Posting Documents page to upload the required resume of the individual you are seeking to hire through the AAR process. Please ensure that the resume clearly demonstrates that the individual meets all the required job qualifications of the position. If the proposed individual does not meet the required qualifications of the position, they cannot be hired.
Upload a Alternative Appointment - Resume

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 click Open.

3. Click Submit.
1. When ready, click Next.

Note: The system automatically converts all uploaded documents into PDFs.
1. Once you have sufficiently reviewed the posting and are ready to move it to the EO Coordinator for review, hover over the Take Action on Posting button and select Standard Search Process / AAR (move to EO Coordinator Review).

2. You may add relevant comments for the EO Coordinator in the optional Comments box. When ready, click Submit.
AAR – Move in Workflow (from EO Coordinator to Hiring Authority)

1. Once the EO Coordinator has sufficiently reviewed the posting and is ready to move it forward to the Hiring Authority for review and approval, they will hover over the Take Action on Posting button and select Alternative Appointment Request (move to Hiring Authority Alternative Appointment Approval).

2. The EO Coordinator may add any relevant comments in the optional Comments box. When ready, they will click Submit.
1. Once the Hiring Authority has reviewed the posting, they will hover over the Take Action on Posting button and select Alternative Appointment Approved (move to Signature Authority Alternative Appointment Approval).

2. The Hiring Authority may add any relevant comments for the Signature Authority. When ready, they will click Submit.
1. Once the Signature Authority has reviewed the posting, they will hover over the Take Action on Posting button and select Alternative Appointment Approved (move to OEO Review and Approval).

2. The Signature Authority may add any relevant comments for OEO. When ready, they will click Submit.
1. Once OEO has sufficiently reviewed the Alternative Appointment Request, they will hover over the Take Action on Posting button and select Alternative Appointment Posted (move to Alternative Appointment Posted).

**Please Note**
Due to Colorado’s Equal Pay for Equal Work Act, all AARs must be announced on CSU’s internal job board for one day before an official hiring decision can be made. If another individual applies, their materials will need to be considered. Please reach out to OEO if you have any questions.
Note: Once the Alternative Appointment Request has been approved, a link will appear at the top of the Summary page. The proposed individual will need to be sent this link so they can ‘apply’ to the AAR posting in order to be associated with this position.
Hello,

The following position, Research Scientist II, has been placed into the status of “Alternative Appointment Approved.” As the hiring authority or applicant manager, you will need to email the incumbent the direct posting link so they can “apply” to this position. Please communicate to the incumbent that they do not need to upload any application documents (cover letter, resume etc.) to apply. They are only required to create a CSU jobs application account and “apply” to the position through the direct link. By selecting apply, they are linking their name to the approved Alternative Appointment Request posting within the TMS.

Direct posting link: http://colostate-sb.peopleadmin.com/postings/57050

Once the incumbent has linked their name to this position, the applicant manager will need to move the incumbent to the workflow state “Recommend for Hire - EOC” from the Applicant tab on the posting.

Once the hire request has been approved by CEO, the hiring authority may start the hiring proposal to finalize the AAR.

Job Title: Research Scientist II
Position #: 023892.0001
Posting #: 201800490AP
Department: Chemistry
Status: Alternative Appointment Approved

Thank you,

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

If you have any questions or need further assistance, please see our training website at http://oeo.colostate.edu/talent-management-system-tms or email OEO at oeo@colostate.edu
Note: The incumbent will apply to the AAR posting through the link sent to them by the Hiring Authority or Applicant Manager.
Note: Once the incumbent has applied to the position, the Applicant Manager will need to move them into the workflow state 'Recommend for Hire - EOC'.

1. Navigate to the AAR posting and select the Applicants tab.

2. Click on the applicants first name.
1. Once in their Job Application, hover over the orange Take Actions on Job Application button and select Recommend for Hire - EOC (move to Recommend for Hire - EOC) near the bottom of the menu.

2. In the pop up Take Action box, select Other from the Reason drop-down menu then enter “Alternative Appointment Request” or “AAR” in the Explanation box. Then click Submit.
Note: The EO Coordinator will review the hire request then move it forward to OEO for final review and approval.
Note: OEO will review the hire request then move the applicant into the workflow state Approved Recommend for Hire.
Hello Test User

Emily Rogers has been placed in the Approved Recommend for Hire status for the Research Scientist II position.

As the Hiring Authority you will need to start the Hiring Proposal for Emily Rogers.

For instructions on how to start the Hiring Proposal please see the *How to Initiate and Complete the Hiring Proposal* training guide: https://oeo.colostate.edu/media/sites/144/2017/05/CSU-How-to-Initiate-and-Complete-the-AP-Hiring-Proposal.pdf

For help drafting an Offer Letter, please view the templates listed on the Provost's website located here (Note: The templates are located halfway down the page under the header 'Offer Letter Templates'): http://provost.colostate.edu/faculty-administrative-professionals/

Job Title: Research Scientist II

Position #: 023892.0001

Posting #: 201800490AP

Department: Chemistry

Thank you,

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

Note: The Hiring Authority will receive an email stating that the incumbent has been approved for hire in the system and that the Hiring Proposal may now be initiated.

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
Note: The Hiring Authority will now be able to go into the incumbent’s job application to start the AP Hiring Proposal.

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

e-mail OEO at oeo@colostate.edu