



Colorado State University

CSU Talent Management System

User Guide – Admin/Research Professional

How to Create an Alternative Appointment Request Posting

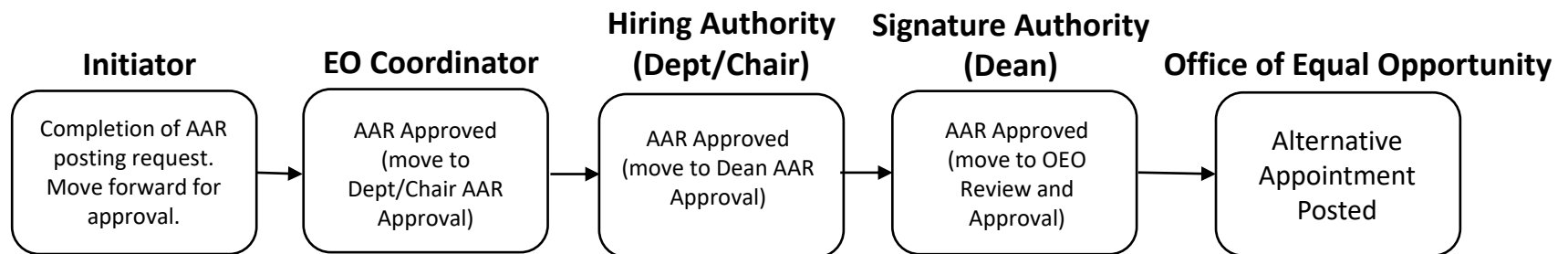
Create and Post an Admin Professional/Research Alternative Appointment Request (AAR)

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

The screenshot shows the Applicant Tracking System interface. A dark blue sidebar on the left contains the following menu items: 'Applicant Tracking System' (highlighted with a red box and three dots), 'Position Management', and 'OTHER TOOLS' (which includes 'Colorado State University Employee Portal'). The top navigation bar includes 'Welcome, Test User', 'My Profile', 'Help', and 'logout'. A red box highlights the 'Applicant Tracking System' link in the sidebar, with a callout box stating: '1. Select the Applicant Tracking module by clicking the three dots in the top-left corner of the screen.' Another red box highlights the 'User Group' dropdown menu, which is set to 'Initiator', with a callout box stating: '2. Select Initiator from the User Group drop-down menu.' The main content area is titled 'Online Recruitment System' and features tabs for 'Postings 3', 'Hiring Proposals', 'Position Requests 3', and 'Onboarding Tasks'. Below the tabs is a search bar and a 'Filters' button. A table displays recruitment data with columns for 'CURRENT STATE' and 'DAYS IN CURRENT STATE'. The table contains three rows, all with 'Initiator' as the current state. To the right of the table, a 'Shortcuts' dropdown is visible. Below the shortcuts, a card shows '0 Active Applicants' with a large '0' and a legend for 'Evaluated Applicants' (blue) and 'Unevaluated Applicants' (purple). At the bottom right, another card shows '14 Committees Served By Department last 365 Days' with a donut chart.

Applicant Tracking System

Welcome, Test User [My Profile](#) [Help](#) [logout](#)

Applicant Tracking System

Position Management

OTHER TOOLS

Colorado State University Employee Portal

1. Select the Applicant Tracking module by clicking the three dots in the top-left corner of the screen.

User Group:
Initiator

Shortcuts

Online Recruitment System

Postings 3 Hiring Proposals Position Requests 3 Onboarding Tasks

Filters

	CURRENT STATE	DAYS IN CURRENT STATE
OSTDOCTORAL FELLOWSHIP	Initiator	1846
	Initiator	1813
essor	Initiator	842

0 Active Applicants

0

Evaluated Applicants
Unevaluated Applicants


14 Committees Served By Department last 365 Days



Initiating an Admin Professional/Research Professional AAR

[Hire](#)

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User Group:

Initiator

Home **Postings** Shortcuts

Welcome to

1. Click on Postings in the menu across the top then select Admin Professional/Research Professional from the drop-down menu.

State Classified

Admin Professional/ Research Professional

Faculty

Inbox

SEARCH

Filters

TITLE	CURRENT STATE	DAYS IN CURRENT STATE
Assistant Director for Textbooks Bookstore	EO Coordinator Review	7

Onboarding Tasks

Special Handling Lists

Watch List

SEARCH

Unwatch Postings

0 Active Applicants

0

Evaluated Applicants

Unevaluated Applicants


1 Committees Served By Department last 365 Days



Create AAR posting from approved Position Description

[Hire](#)

Welcome, Test User [My Profile](#) [Help](#) [logout](#)



User Group:

Initiator

Home Postings

Postings / Admin Professional/ Research Professional

1. From the Postings page, click on the Create New Posting button and the 'Create New' box will appear.

Admin Professional/ Research Professional Postings

+ Create New Posting

Saved Searches

Search

More Search Options

Admin Professional/Research... ×

"Admin Professional/Research Professional Postings" 55 Selected records 0 × Clear selection?

← Previous

1

2

Next →

(Actions)

	Working Title	Posting Number	Position Number	Department	Active Applications	Workflow State	Last Status Update	
<input type="checkbox"/>	Postdoctoral Fellows - Open Pool	201700293AP		Chemistry (1872)	106	Closed	May 01, 2018 at 12:00 AM	Actions
<input type="checkbox"/>	Research Associates I, II, III, IV and Senior - Open Pool	201700294AP		Chemistry (1872)	29	Closed	May 01, 2018 at 12:00 AM	Actions
<input type="checkbox"/>	Research Scientists/Scholars I, II, III and Senior - Open Pool	201700295AP		Chemistry (1872)	30	Closed	May 01, 2018 at 12:00 AM	Actions



Create AAR posting from approved Position Description

...

Hire


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Colorado State University



User Group:

Initiator

Home

Postings

Postings / Admin Professional/ Research Professional

Admin Professional/ Research Professional Postings

+ Create New Posting

Saved Searches

Admin Professional/Research...

"Admin Professional/Research Professional P

Research Associates I, II, III, IV and S

Research Scientists/Scholars I, II, III and Senior - Open Pool

Postdoctoral Fellow - Ackerson Lab

201700295AP

Chemistry (1872)

30

201700619AP 023912.0001

Chemistry (1872)

1

Create New

What would you like to use to create this new posting?

Create from Position Type

Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

Create from Posting

Uses an existing posting as a template and automatically copies in most information.

Create from Position Description

Copies in most of the information from a 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)

... Hire Welcome, Test User My Profile Help logout

Colorado State University

User Group: Initiator

Home Postings

Postings / Admin Professional/ Research Professional / Create from Position Description

Admin Professional/ Research Professional Position Descriptions

Saved Searches Search Q More Search Options

Add Column: Add Column

Status: Status

Position Number: 023892.0001

Department: Department

Last Name:

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.

Ad hoc Search Admin Professional/Research...

Ad hoc Search 1 Save this search?

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

Working Title	Position Number	Department	Employee First Name	Employee Last Name	Supervisor	Status	(Actions)
Research Scientist II	023892.0001	Chemistry (1872)					Actions View Create From

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)

...

Hire


Welcome, Test User

My Profile

Help

logout

Colorado State University




User Group:
Initiator

Home


Postings


Shortcuts


Position Descriptions / Admin Professional/ Research Professional / Research Scientist II





1. Review the approved position description then click the Create Posting from this Position Description button in the top right corner of the screen.

 Create Posting from this Position Description

 Print Preview (Employee View)

 Print Preview

 View Supervisor

 Modify AP Position

Position Description: Research Scientist II (Admin Professional/ Research Professional)

Current Status: Active


Position Type: Admin Professional/ Research Professional

Department: Chemistry (1872)

Summary

History

Associated Classification

 Position Justification


Position Justification



AAR – New Posting page

[...](#) [Hire](#)


Welcome, Test User [My Profile](#) [Help](#) [logout](#)



User Group:
Initiator ▼

Home Postings ▼ Shortcuts ▼

Postings / Admin Professional/ Research Professional / New Posting ☆

 New Posting

1. Fill out the New Posting (Settings) page.

Create New Posting Cancel

* Required Information

Working Title *

Research Scientist II

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

Organizational Unit

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

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.

Interest Card

Interest card category

☐ Academic Advising / Counseling

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Colorado State University

AAR – New Posting page

Interest Card

Interest card category

- ☐ Academic Advising / Counseling
- ☐ Administrative Assistants
- ☐ Admissions and Enrollment
- ☐ Alumni Association / Services
- ☐ Animal Sciences / Livestock
- ☐ Anthropology
- ☐ Agriculture / Soil and Crop
- ☐ Art
- ☐ Theatre / Music / Dance
- ☐ Athletics
- ☐ Accounting / Finance
- ☐ Biochemistry and Molecular Biology
- ☐ Biology
- ☐ Biomedical Sciences

Note: Interest Cards, also known as Job Categories are **not required** for AAR postings. You may skip this section.



AAR – New Posting page

Applicant Workflow

Workflow State

Under Review by Dept/Committee ▼

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

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.

References will not be contacted without prior notification of candidates.



AAR – New Posting page (cont.)

Online Applications

☒ Accept online applications?

1. Continue to fill out the New Posting page. Ensure that the Accept online applications? box is checked.

Special offline application instructions

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

References will not be contacted without prior notification of candidates.

Accepted Application Forms

2. Check Alternative Appointment Request Application

☐ Administrative Professional - Standard Application Materials

☒ Alternative Appointment Request Application

☐ Administrative Professional Application - With Work Experience Form

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

Create New Posting


Cancel



AAR – Posting Details Page

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User Group:

Initiator ▼

Home Postings ▼ Shortcuts ▼

Postings / Admin Professional/ Research Professional / Research Scientist II (Draft) / Edit: Posting Details

Editing Posting

Posting Details

✓ Essential Job Duties

✓ Position Budget Inform...

✓ Alternative Appointmen...

✓ Background Check Requi...

✓ Supplemental Questions

✓ Qualification Groups

✓ Applicant Documents

✓ Search Committee

✓ Evaluative Criteria

✓ References

✓ Posting Documents

Summary

Posting Details

ABC [Check spelling](#)

* Required Information

Classification Information

This information is pulled in from the position description.

Classification Title	Resch Sci/Scholar II
Classification Code	009264
Salary Grade	
Min Salary	
Mid Salary	
Max Salary	

Position Information

Save

Next >>

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.



AAR – Posting Details Page

1. Begin filling out the Posting Details page.

Position Information

Position Number 023892.0001

Employment Category Temporary

Accelerated Search
Process Requested?

No

Will Accelerated Search be used for Recruitment? To qualify for an accelerated search, the position must make \$60,000 or less a year and may only be used for non-tenure level positions. For more information, please see page five of the CSU Search Manual found here.

Proposed Annual Salary
Range

38000

This field is viewable to potential applicants on the posting. You can include the following statement: Salary is commensurate with experience and qualifications.

FLSA

Exempt

* Position Location

Fort Collins, CO

Please enter the location of the position in a 'City, State Abbreviation' format. If the position is located in Fort Collins, CO, please do not edit the field.

Description of Work Unit

The Department of Chemistry has an international reputation for excellence in research across a broad array of disciplines, including analytical, biological, inorganic, organic, materials and physical chemistry. Ph.D. graduates receive world-class training, participate in cutting-edge (and often interdisciplinary) research projects, and are

The description of the work unit is used to promote the unit.

* Hiring Authority

Select Some Options

2. Select No from the Accelerated Search Process Qualified drop-down menu.

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

3. Enter the location of the position. Fort Collins, CO will autofill in this field. Please update if needed.

Note: The Description of Work Unit will pull over from the Position Description. If this field is empty, ensure you are using an approved, completed Position Description to create the AAR Posting.

4. Select a Hiring Authority. Multiple Hiring Authorities may be added.

Note: Be sure to fill out all required fields highlighted in red. 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.



AAR – Posting Details Page

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.

★ Supervisor Name

This field is required.

★ Supervisor Working Title

This field is required.

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

Position Summary

Carry out the assigned research projects satisfactorily in the area of the monomer, polymer, and catalyst synthesis as well as their characterizations; write research progress reports and drafts of manuscripts for publication in reputable journals; share group job responsibilities in instrument maintenance and other routine group jobs;

Position Supervises

0-1 graduate or undergraduate students
(Class/Working Title, Position #)

Decision Making

N/A

Conditions of Employment

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

Required Job Qualifications

Candidate must have a Ph.D. degree in chemistry, engineering or related areas at the time of appointment, specializing in polymer, catalytic, synthetic, or materials chemistry. A minimum of three years of postdoctoral research experiences in polymer chemistry, synthesis (organic, polymer and catalyst synthesis), polymerization catalysis, as well

Preferred Job Qualifications

Established strong publication record



AAR – Posting Details Page

Is this an Hourly position? Hourly position do not have a range of 0-40 hours per week.

40

Work Hours/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 Is this an Hourly position? drop-down menu.

Posting Details

Working Title

If this is a Research Professional position, select 'Yes'. Otherwise, select 'No'.

This field is required.

Example: Research Associate, Research Scientist, Postdoctoral Fellow.

2. Select Yes or No from the Research Professional drop-down menu.

Posting Number

Number of Vacancies

Desired Start Date

Position End Date (if temporary)

Open Posting Date

The date the committee would like the posting posted. If "as soon as possible," please leave blank.

To ensure full consideration, applications must be received by 11:59pm (MT) on

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



AAR – Posting Details Page

Note: For AAR's, you do not need to edit these fields.

Close Posting Date	<input type="text"/> <i>Close posting date is the date the posting is removed from the CSU Jobs website. For Standard searches the close posing 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 posing date is the same as the full consideration date.</i>
Special Instructions Summary	<div>References will not be contacted without prior notification of candidates.</div> <i>The information entered in this field will show on the top of the applicant posting. You would want to include information like: References will not be contacted without prior notification of candidates.</i>
Internal Search Requested	<input type="button" value="▼"/> <i>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.</i>
Rationale for Internal Search	<div></div>

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

★ Recruitment Plan	<div>AAR</div> <i>List all advertising venues (e.g. websites, list services, etc.)</i>
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AAR – Posting Details Page

Note: For AAR's, you do not need to edit this field.

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.

AP/Faculty Short Posting

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

Add the short posting to this field for other advertising and recruitment venues. You MUST include the below quick link in this field.

Quick Link for Internal Postings

<http://colostate-sb.peopleadmin.com/postings/57050>

Background Check Policy Statement

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.

EEO Statement

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/equal access/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.



AAR – Posting Details Page

1. Copy and paste one of the five bulleted Diversity Statements into the required Diversity Statement field.

★ Diversity Statement

This field is required.

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

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

★ 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 oep@colostate.edu or 491-5836.

4. When complete, click Save.

Save


Next >>



AAR – Posting Details Page

[Hire](#)

Welcome, Test User [My Profile](#) [Help](#) [logout](#)



User Group:

Initiator

Home **Postings** Shortcuts

Postings / Admin Professional/ Research Professional / Research Scientist II (Draft) / Edit: Posting Details

Editing Posting

Posting Details

✓ Essential Job Duties

✓ Position Budget Inform...

✓ Alternative Appointmen...

✓ Background Check Requi...

✓ Supplemental Questions

✓ Qualification Groups

✓ Applicant Documents

✓ Search Committee

✓ Evaluative Criteria

✓ References

✓ Posting Documents

Summary

Posting Details

Note: For AAR postings, you may skip these two sections.

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

This information is pulled in from the position description.

Classification Title

Resch Sci/Scholar II

Classification Code

009264

Salary Grade

Min Salary

Mid Salary

Max Salary

Position Information

Save

Next >>



AAR – Alternative Appointment Request Page



User Group:

Initiator

Shortcuts ▾

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.

- Editing Posting
- Posting Details
- ✓ Essential Job Duties
- ✓ Position Budget Inform...
- ✓ Alternative Appointmen...
- ✓ Background Check Requi...
- ✓ Supplemental Questions
- ✓ Qualification Groups
- ✓ Applicant Documents
- ✓ Search Committee
- ✓ Evaluative Criteria
- ✓ References
- ✓ Posting Documents
- Summary

Alternative Appointment Request

Save

<< Prev

Next >>

ABC [Check spelling](#)

Alternative Appointments are a deviation from the standard expectation that all Faculty and Administrative Professional positions be filled through national searches and as such may be used only under certain conditions.

Alternative Appointment Request

Please note: For an Alternative Appointment, the proposed individuals resume will need to be uploaded in the Posting Documents tab.

Alternative Appointment Requested?

1. Select Yes from the Alternative Appointment Requested? drop-down menu.

Name of Proposed Individual

2. Enter the name of the proposed individual.

Nature of Appointment

Please select

Type of Appointment

Please select ▾

3. Select the Nature of Appointment and Type of Appointment from the two drop-down menus.



AAR - Alternative Appointment Request Page

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?

Rationale for Request	
-----------------------	--

Please add as much detail as possible.

How Proposed Individual Was Identified	
--	--

If this is a current employee of your unit, are you going to fill the position vacated by this employee?	
	<input type="button" value="v"/>
If so, by what method?	<input type="button" value="Please select"/> <input type="button" value="v"/>
If other, please explain	

Is a salary adjustment requested?	<input type="button" value="No"/> <input type="button" value="v"/>
-----------------------------------	--

If yes, and this is not a direct hire, then complete an Individual Salary Adjustment Form

1. Enter in detailed rationale for why the alternative appointment is being requested. Why should this person be hired outside of the standard search process?

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.

Save	<< Prev	Next >>
------	---------	---------

AAR – Alternative Appointment Request Page

...


Hire

Welcome, Test User

My Profile

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User Group:
Initiator

Home

Postings

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Editing Posting

Posting Details

✓ Essential Job Duties

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✓ Applicant Documents

✓ Search Committee

✓ Evaluative Criteria

✓ References

✓ Posting Documents

Summary

Alternative Appointment Request

Save << Prev Next >>

ABC Check spelling

Alternative Appointments are a deviation from the standard expectation that all Faculty and Administrative Professional positions be filled through national searches and as such may be used only under certain conditions.

Alternative Appointment Request

Please note: For an Alternative Appointment, the proposed individuals resume will need to be uploaded in the Posting Documents tab.

Alternative Appointment

Requested? Yes

Name of Proposed Individual John Doe

Type of Appointment Regular

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.



AAR– Posting Documents Page

... Hire

Welcome, Test User [My Profile](#) [Help](#) [logout](#)



User Group:

Initiator

Shortcuts ▾

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.**

Save

<< Prev

Next >>

Posting Details

- ✓ Essential Job Duties
- ✓ Position Budget Inform...
- ✓ Alternative Appointmen...
- ✓ Background Check Requi...
- ✓ Supplemental Questions
- ✓ Qualification Groups
- ✓ Applicant Documents
- ✓ Search Committee
- ✓ Evaluative Criteria
- ✓ References

✓ Posting Documents

Summary

Posting Documents

To add a document to the posting, hover over the blue Action text link to the right of the document name.

Documents can be uploaded by browsing for the document or a document can be written or previously selected. Document types that are supported as attachment include .doc, .docx, .pdf, .rtf, .rtx, .txt, .tiff, .tif, .jpeg, .jpe, .jpg, .png, .xls and .xlsx. All documents uploaded will be converted to .pdf for security.

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Alternative Appointment - Resume			Actions ▾ Upload New Create New Choose Existing
Minimum Qualifications Screening Form			
Applicant Screening Form			
(DO NOT USE)Short Version of Posting(DO NOT USE)			Actions ▾

1. To upload a resume, hover over the Actions button and select Upload New.



AAR– Posting Documents Page



Hire

Welcome, Test User

[My Profile](#)

[Help](#)

[logout](#)



User Group:

Initiator

[Home](#)

[Postings](#) ▾

[Shortcuts](#) ▾

[Postings](#) / [Admin Professional/](#) [Research Professional](#) / [Research Scientist II](#) ☆

Upload a Alternative Appointment - Resume

To upload your document, 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. 1: To upload a document, click the **Choose File** button and select the file from your computer. To choose a file to upload, click the **Choose File** button and select the file from your computer.

1: To upload a document, click the **Choose File** button and select the file from your computer.

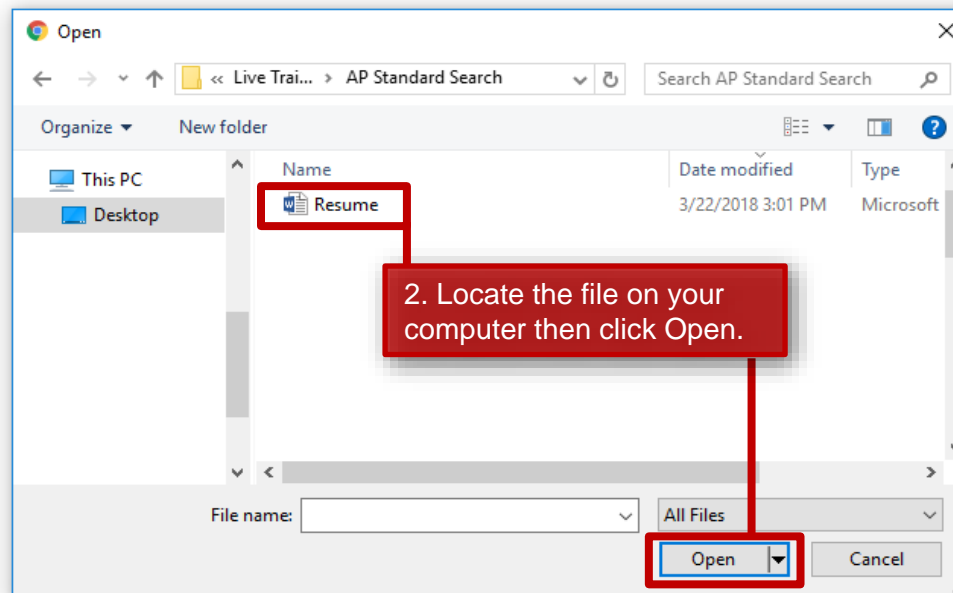
Please note, depending on your web browser, this button may be labeled as Browse.

File to upload **Choose File** No file chosen

Write Alternative Appointment - Resume

Submit

3. Click Submit.



AAR– Posting Documents Page

Document 'Alternative Appointment - Resume 11-06-18 14:44:03' was successfully created.

...

Hire

Welcome, Test UserMy ProfileHelplogout

User Group:

Initiator

HomePostingsShortcuts

Postings / Admin Professional/ Research Professional / Research Scientist II (Draft) / Edit: Posting Documents

Editing Posting

Posting Details

Essential Job Duties

Position Budget Inform...

Alternative Appointmen...

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Applicant Documents

Search Committee

Evaluative Criteria

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Posting Documents

Summary

Posting Documents

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To add a document to the posting, hover over the blue Action text link to the right of the document name.

Documents can be uploaded by browsing for the document or a document can be written or previously selected. Document types that are supported as attachment include .doc, .docx, .pdf, .rtf, .rtx, .txt, .tiff, .tif, .jpeg, .jpe, .jpg, .png, .xls and .xlsx. All documents uploaded will be converted to .pdf for security.

PDF conversion must be completed for the document to be valid when applicable.


Document Type	Name	Status	(Actions)
Alternative Appointment - Resume	Alternative Appointment - Resume 11-06-18 14:44:03	PDF conversion in process	
Minimum Qualifications Screening Form			Actions
Applicant Screening Form			Actions

Note: The system automatically converts all uploaded documents into PDFs.

Note: A banner across the top of the page will let you know the upload was successful.

1. When ready, click Next.

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Colorado State University

AAR – Move in Workflow (from Initiator to EO Coordinator)

Hire

Welcome, Test User

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User Group:

Initiator

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[Postings](#) / [Admin Professional/ Research Professional](#) / [Research Scientist II \(Draft\)](#) / [Summary](#)

[Search Results: Previous](#) | [Next](#)



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).

Take Action On Posting ▾

Keep working on this Posting

WORKFLOW ACTIONS

Standard Search Process / AAR
(move to EO Coordinator
Review)

Reassign (move to Initiator)

Promotional Announcement
(move to OEO Promotional
Announcement Review)

Posting: Research Scientist II (Academic Professional)

Current Status: Draft

Position Type: **Admin
Professional/ Research
Professional**

Department: **Chemistry (1872)**

Created by: **Test User**

Owner: **Test User**

Take Action

EO Coordinator Review (move to EO
Coordinator Review)
Comments (optional)

Submit

Cancel

2. You may add relevant comments for the EO Coordinator in the optional Comments box. When ready, click Submit.

Please review the details of the posting carefully before continuing.

To take move the posting, select the appropriate **Workflow** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting



AAR – Move in Workflow (from EO Coordinator to Hiring Authority)

... Hire Welcome, Test User My Profile Help logout

Colorado State University

User Group: EO Coordinator

Home Postings Shortcuts

Postings / Admin Professional/ Research Professional / Research Scientist II (EO Coordinator Review) / Summary Search Results: Previous | Next

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).

Posting: Research Scientist II

Current Status: EO Coordinator Review

Position Type: Admin Professional/ Research Professional
Department: Chemistry (1872)

Summary History Settings

Please review the details of the posting

To take move the posting, select the appropriate Workflow by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting

Take Action

Alternative Appointment Request (move to Hiring Authority Alternative Appointment Approval)
Comments (optional)

Submit Cancel

Take Action On Posting

Keep working on this Posting

WORKFLOW ACTIONS

Standard Search Process (move to Hiring Authority Review and Approval)
Return to Initiator (move to Initiator)
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.



AAR - Move in Workflow (from Hiring Authority to Signature Authority)

... Hire Welcome, Test User My Profile Help logout

Colorado State University

User Group: Hiring Authority

Home Postings Hiring Proposals Shortcuts

Postings / Admin Professional / Research Professional / Research Scientist II (Hiring Authority Alternative Appointment Approval) / Summary Search Results: Next

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).

Take Action On Posting

- Keep working on this Posting
- WORKFLOW ACTIONS
- Decline (move to Alternative Appointment Declined)
- Alternative Appointment Approved (move to Signature Authority Alternative Appointment Approval)
- Return to EO Coordinator (move to EO Coordinator Review)

Posting: Research Scientist II (Admin Professional)

Current Status: Hiring Authority Alternative Appointment Approval

Position Type: Admin Professional / Research Professional
Department: Chemistry (1872)

Created by: Test User
Owner: Hiring Authority

Summary History Settings Applicants

Please review the details of the posting carefully before clicking on the Submit button.

To take move the posting, select the appropriate Workflow by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting

Take Action

Alternative Appointment Approved (move to Signature Authority Alternative Appointment Approval)
Comments (optional)

Submit Cancel

2. The Hiring Authority may add any relevant comments for the Signature Authority. When ready, they will click Submit.



AAR – Move in Workflow (from Signature Authority to OEO)

...

Hire


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User Group:

Signature Authority

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Postings / Admin Professional/ Research Professional / Research Scientist II (Signature Authority Alternative Appointment Approval) / Summary

Search Results: Next

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).

Posting: Research Scientist II (Admin

Current Status: Signature Authority Alternative Appointment Appro

Position Type: Admin Professional/ Research Professional

Created by: Test User

Department: Chemistry (1872)

Owner: Signature Authority

Summary

History

Settings

Applicants

Please review the details of the posting carefully before cont

To take move the posting, select the appropriate Workflow by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting

Take Action

Alternative Appointment Approved (move to OEO Review and Approval)

Comments (optional)

Submit

Cancel

Take Action On Posting

Keep working on this Posting

WORKFLOW ACTIONS

Decline (move to Alternative Appointment Declined)

Return to EO Coordinator (move to EO Coordinator Review)

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.

AAR Final Review and Approval – OEO

... Hire

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Colorado State University

User Group: OEO

Home Postings ▾ Applicants ▾ Hiring Proposals ▾ Onboarding Events ▾ Shortcuts ▾

Postings / Admin Professional/ Research Professional / Research Scientist II (OEO Review and Approval) / Summary

Search Results: Next

Posting: Research Scientist II (Admin Professional/ Research Professional/ Research Scientist II)

Current Status: OEO Review and Approval

Position Type: Admin Professional/ Research Professional/ Research Scientist II

Created by: Test User

Owner: OEO

****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.

To take move the posting, select the appropriate Workflow by hovering over the orange "Take Action on this Posting" button

Take Action On Posting ▾


- Keep working on this Posting
- WORKFLOW ACTIONS
- EO Coordinator Review (move to EO Coordinator Review)
- Return (move to Hiring Authority Review and Approval)
- Approved (move to OEO Promotional Announcement Review)
- Alternative Appointment Posted (move to Alternative Appointment Posted)**
- Alternative Appointment Declined (move to Alternative Appointment Declined)
- Posted (move to Posted)
- Delegate to Initiator (move to Initiator)



Review and Approval – OEO

[Hire](#)


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User Group:
OEO

Home Postings Applicants Hiring Proposals Onboarding Events Shortcuts

Postings / Admin Professional/ Research Professional / Research Scientist II (Alternative Appointment Approved) / Summary Search Results: Next



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.

Take Action On Posting

- ★ See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview
- Add to Watch List

Posting: Research Scientist II (Admin Professional/ Research Professional) Edit

Current Status: Alternative Appointment Posted

This posting is not available to applicants via search results but may be accessed directly at <http://colostate-sb.peopleadmin.com/postings/57214>

Position Type: Admin Professional/ Research Professional
Department: Chemistry (1872)
Created by: Test User
Owner: OEO

Summary History Settings Applicants Reports Hiring Proposals Associated Position Description

Please review the details of the posting carefully before continuing.

To take move the posting, select the appropriate **Workflow** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting



Alternative Appointment Request Approved Email



Colorado State University

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 OEO, 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

The Hiring Authority and Applicant Manager will receive an email notification from the system once the Alternative Appointment Request has been approved. The 'Direct posting link' is provided, which you can email directly to the incumbent so they can apply to the position.

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



Alternative Appointment Request Incumbent Application



- Home
- Search Internal Jobs
- Search Jobs
- Your Bookmarked Postings
- Your Applications
- Your Documents
- Account Settings
- Demographic Info
- Logout Emily
- Help

Research Scientist II

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the **Apply for this Job** link/button. If you would like to bookmark this position for later review, click on the **Bookmark** link. If you would like to print a copy of this position for your records, click on the **Print Preview** link.

Bookmark this Posting

Print Preview

Apply for this Job

Please see Special Instructions for more details.
References will not be contacted without prior notification of candidates.

Note: The incumbent will apply to the AAR posting through the link sent to them by the Hiring Authority or Applicant Manager.


Posting Details


Posting Detail Information

Working Title	Research Scientist II
Research Professional Position	Yes
Posting Number	201800490AP
Position Type	Admin Professional/ Research Professional
Number of Vacancies	

AAR – How to Hire the Incumbent

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'.

 Print Preview

 Add to Watch List

Professional/ Research Professional)

This posting is not available to applicants via search require but may be accessed directly at <http://colostate-sb.peopleadmin.com/postings/57214>

Position Type: Admin

Created by: Test User

Professional/ Research

Owner: OEO

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

Department: Chemistry (1872)

Summary

History

Applicants

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Associated Position Description

Saved Searches ▼

Search

Q More Search Options ▼

Active Applicants



"Active Applicants" 1 Selected records 0 ✕ Clear selection?

Actions ▼

(Actions)

<input type="checkbox"/>	First Name	Last Name	Posting Number	Workflow State (Internal)	Application Date	
<input type="checkbox"/>	Emily	Rogers	201800490AP	Under Review by Dept/Committee	November 06, 2018 at 03:50 PM	Actions ▼

2. Click on the applicants first name.



AAR - Recommend for Hire (from Applicant Manager to EO Coordinator)

... Hire Welcome, Test User My Profile Help logout

Colorado State University

User Group: Applicant Manager

Home Postings Shortcuts

Postings / ... / Research Scientist II (Alternative Appointment Approved) / Applicant Review / Emily Rogers Under Review by Dept/Committee

Job application: Emily Rogers (Admin Professional/ Research Professional)

Current Status: Under Review by Dept/Committee
Application form: Alternative Appointment Request Application

Full name: Emily Rogers
Address: ...
Created by: Emily Rogers
Owner: Applicant Manager

Phone (Primary): (970) 481-...
Phone (Secondary): (970) 481-...
Position Type: Admin Professional/ Research Professional

Take Action On Job Application

- Withdrawn at Applicant's Request (move to Withdrawn at Applicant's Request)
- Hired for Pool Position (move to Hired for Pool Position)
- Send to Application Reactivated (move to Application Reactivated (MUST be prior to full consideration date))
- Request Semifinalist Interview - EOC (move to Request Semifinalist Interview - EOC)
- Request Finalist Interview - EOC (move to Request Finalist Interview - EOC)
- Recommend for Hire - EOC (move to Recommend for Hire - EOC)
- Recommend for Hire Alternate - EOC (move to Recommend for Hire Alternate - EOC)
- Open Pool - Finalist Interviewed, Not Selected (move to Open Pool - Finalist Interviewed, Not Selected)

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.

Take Action

Recommend for Hire - EOC (move to Recommend for Hire - EOC)

Reason (required)

Other

Explanation:

Submit Cancel



AAR - Recommend for Hire (from EO Coordinator to OEO)

...

Hire


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Colorado State University



User Group:


EO Coordinator

Home

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Postings / ... / Research Scientist II (Alternative Appointment Approved) / Applicant Review / Emily Rogers Recommend for Hire - EOC



Job application: Emily Rogers (Admin Professional/ Research Professional)

Current Status: Recommend for Hire

Application form: Alternative Appointment Request Application

Full name: Emily Rogers

Address:

Username: erogers

Email: emailaddress@zed.zed

Phone (Primary):

Phone (Secondary):

Position Type: Admin

Created by: Emily Rogers

Owner: EO Coordinator

Take Action On Job Application

Keep working on this Job application

WORKFLOW ACTIONS

Recommend for Hire (move to Recommend for Hire - OEO)

Return to Applicant Manager (move to EOC Returned to Applicant Manager)

Note: The EO Coordinator will review the hire request then move it forward to OEO for final review and approval.

AAR - Approved Recommend for Hire

...

Hire


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Colorado State University



User Group:
OEO

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Postings / ... / Research Scientist II (Alternative Appointment Approved) / Applicant Review / Emily Rogers Recommend for Hire - OEO



Note: OEO will review the hire request then move the applicant into the workflow state Approved Recommend for Hire.

Job application: Emily Rogers (Admin Professional/ Research Profes

Current Status: Recommend for Hire - OEO

Application form: Alternative Appointment Request Application

Full name: Emily Rogers

Address:

Address:

Address:

Username: erogers

Email: emailaddress@zed.zed

Phone (Primary): (970) 486-1000

Created by: Emily Rogers

Owner: OEO

Take Action On Job Application

Keep working on this Job application

WORKFLOW ACTIONS

Approved Recommend for Hire (move to Approved Recommend for Hire)

OEO Returned to Applicant Manager (move to OEO Returned to Applicant Manager)

Withdrawn at Applicant's Request (move to Withdrawn at Applicant's Request)

MOVE DIRECTLY TO...

Draft

Under Review by Dept/Committee

Application Reactivated (MUST be prior to full consideration date)

AAR - Approved Recommend for Hire Email Notification



Colorado State University

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



AAR - Starting the Hiring Proposal

... Hire

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User Group:

Hiring Authority

Home Postings ▾ Hiring Proposals ▾ Shortcuts ▾

Postings / ... / Research Scientist II (Alternative Appointment Approved) / Applicant Review / Emily Rogers Approved Recommend for Hire



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

★ View Posting Applied To

★ Preview Application

+

 Start AP Hiring Proposal

Job application: Emily Rogers (Admin Professional/ Research Professional)

Current Status: Approved Recommend for Hire
Application form: Alternative Appointment Request Application

Full name: Emily Rogers

Address:

Address Line 1

Address Line 2

City

Username: **erogers**

Email: **emailaddress@zed.zed**

Phone (Primary): (555) 555-5555

Phone (Secondary): (555) 555-5555

Created by: **Emily Rogers**

Owner: **Applicant Manager**

Note: For help completing the Hiring Proposal, please see our step-by-step guide located here:
<https://oeo.colostate.edu/media/sites/160/2017/05/CSU-How-to-Initiate-and-Complete-the-AP-Hiring-Proposal.pdf>



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 OEO at oeo@colostate.edu

