Colorado State University

CSU Talent Management System

User Guide – Admin/Research Professional

How to Create a Job Posting

myHR
Working together.

Last Updated: 8/24/2023

Create and Post an Admin Professional/Research Professional Job Posting

Job Postings are created to announce the approved opening of an Admin Professional/Research Professional position.

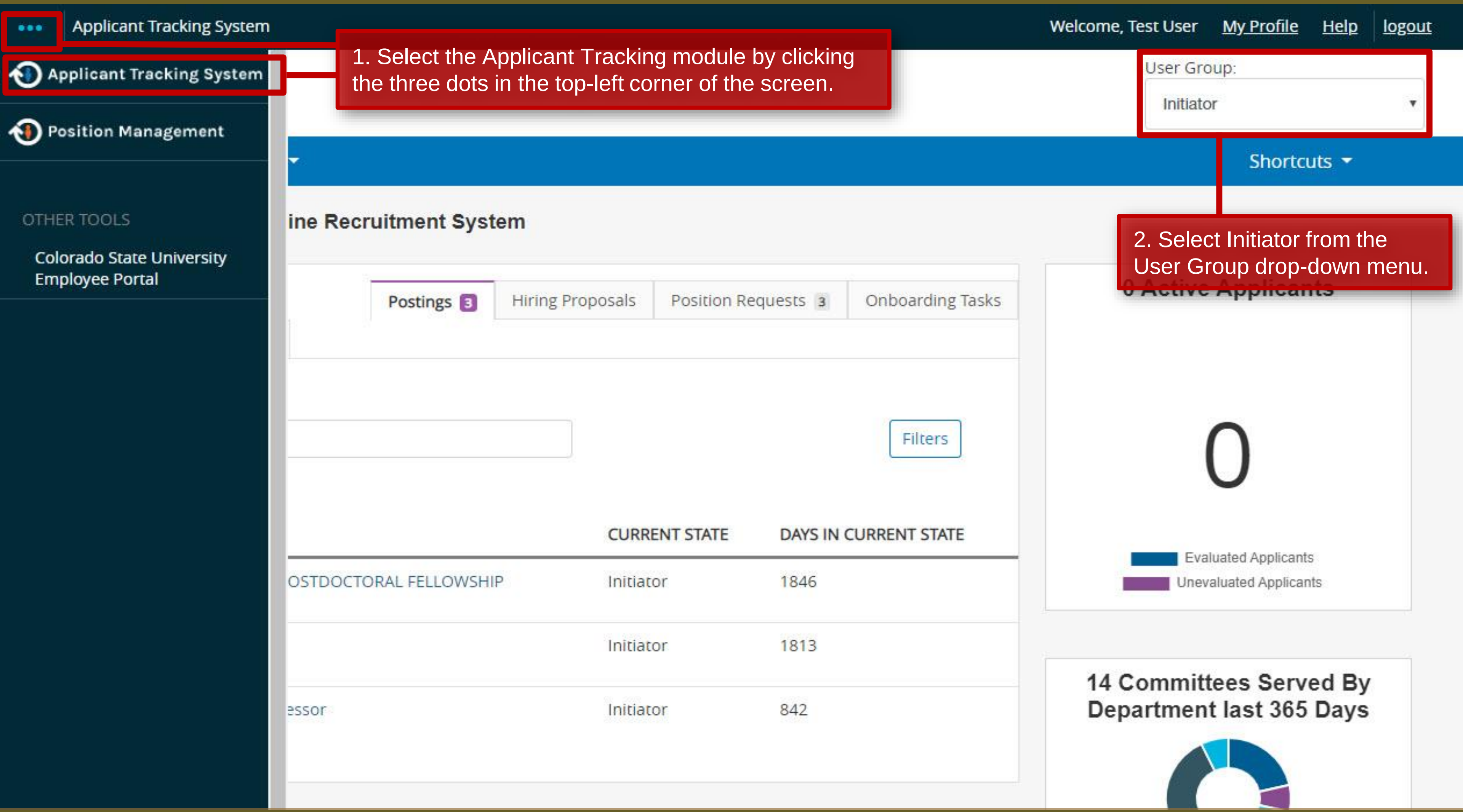
Admin Professional/Research Professional Job Announcements may be created by Initiators only.

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

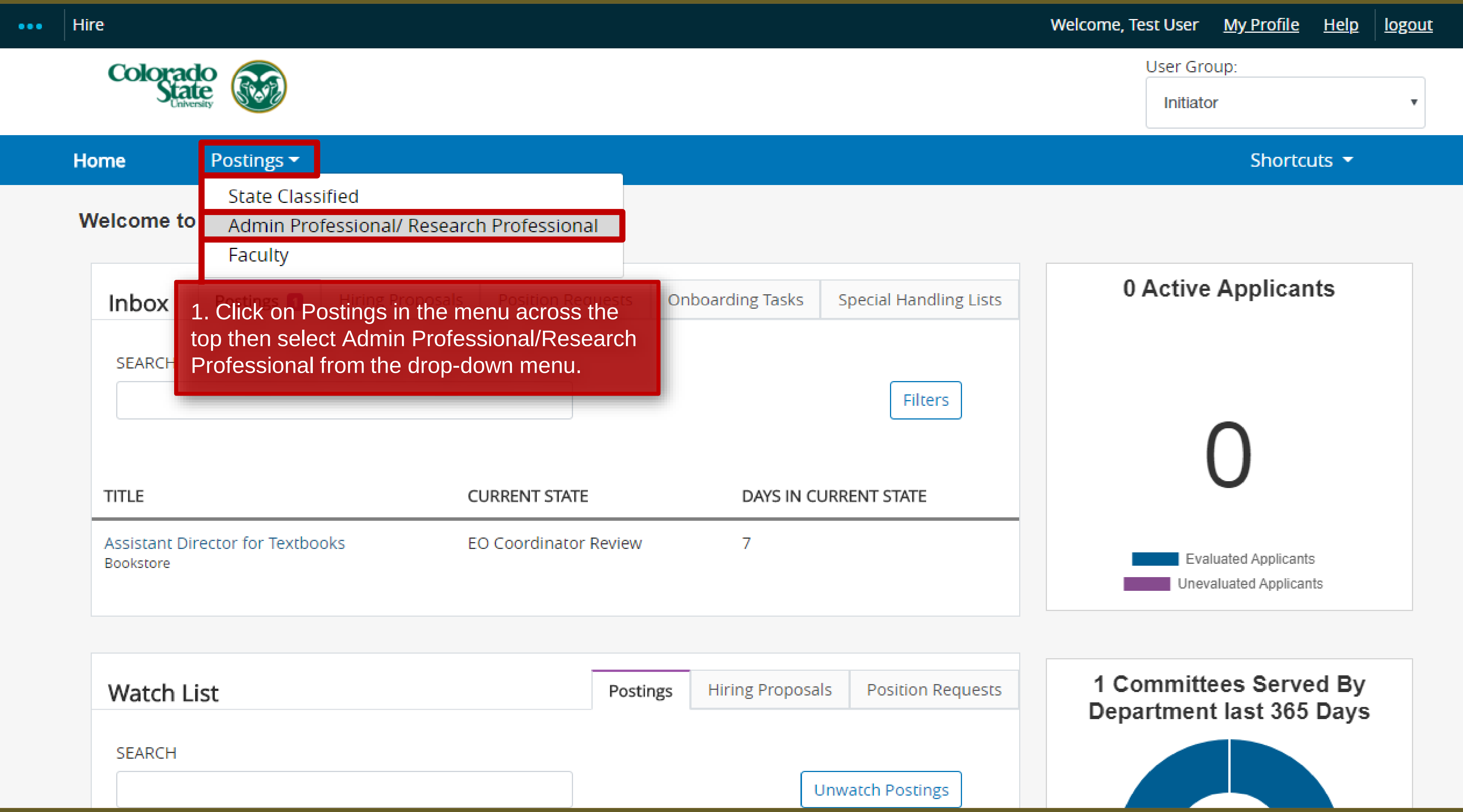
Below are the steps in the creation, approval and online posting of the Job Announcement.

The steps in the following slides explain how to create, prompt approval and post job postings.

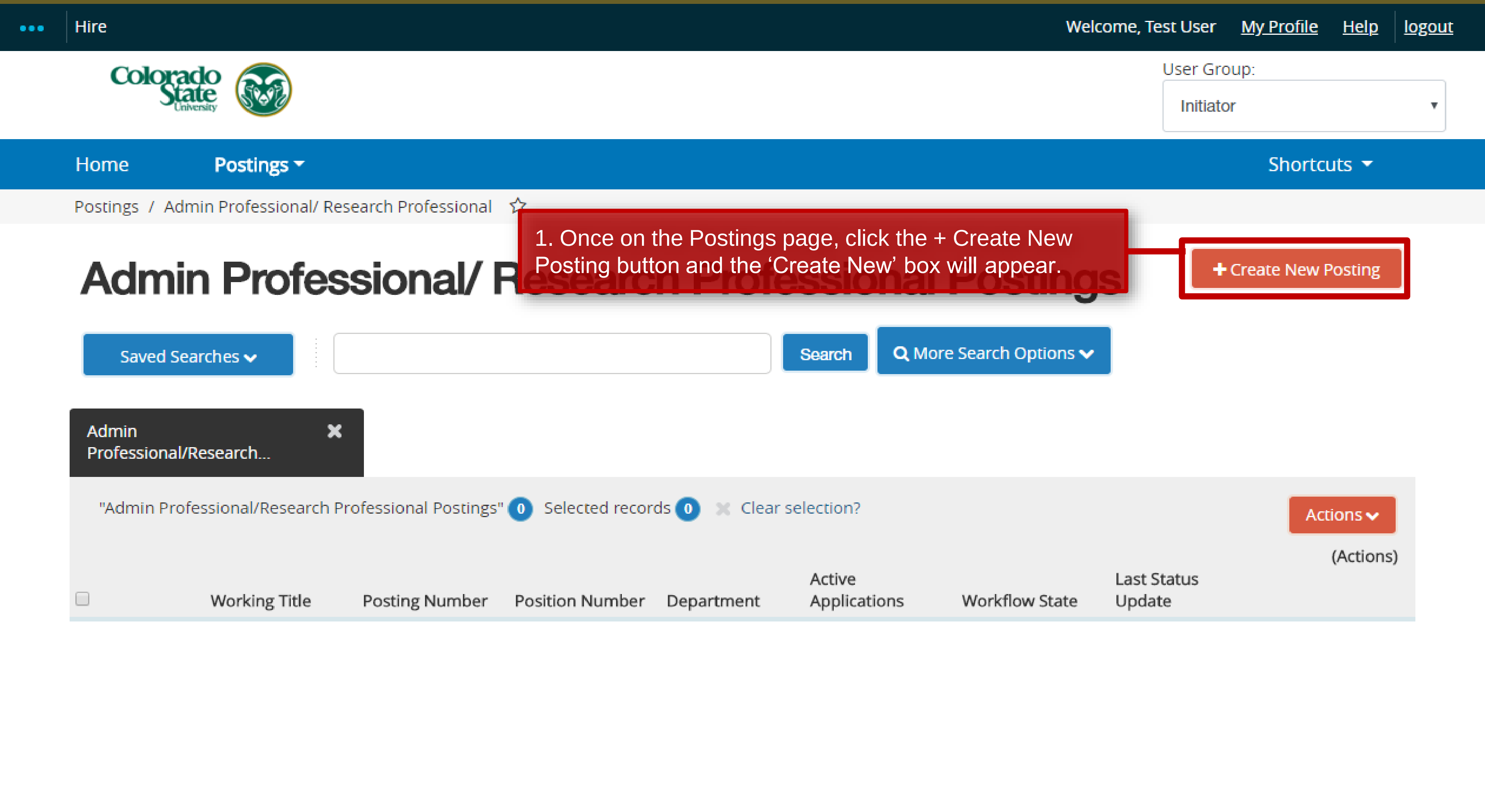
Initiating an Admin Professional/Research Professional Job Posting



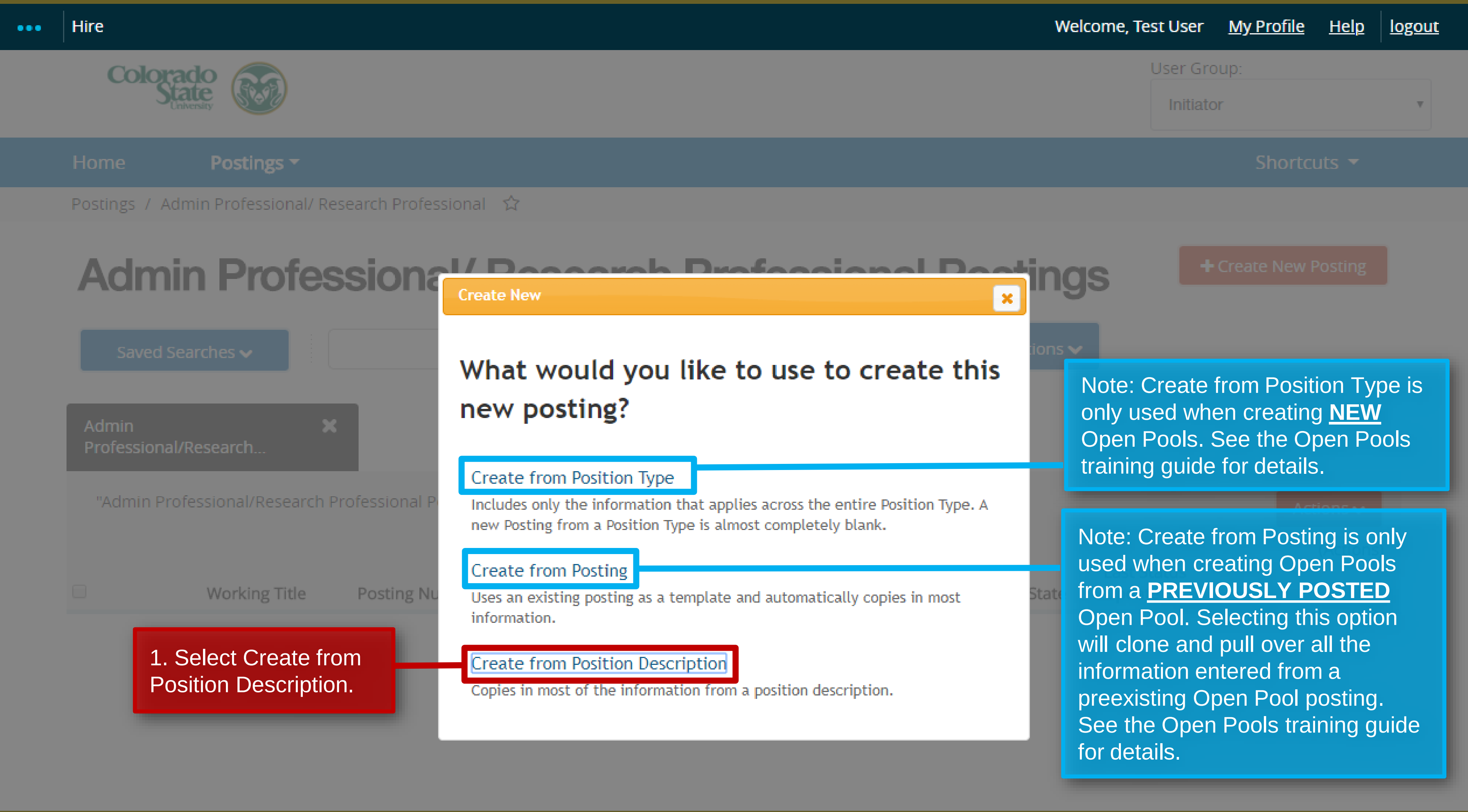
Initiating an Admin Professional/Research Professional Job Posting cont.



Create the Posting from an *Approved* Position Description



Create Posting from *Approved* Position Description

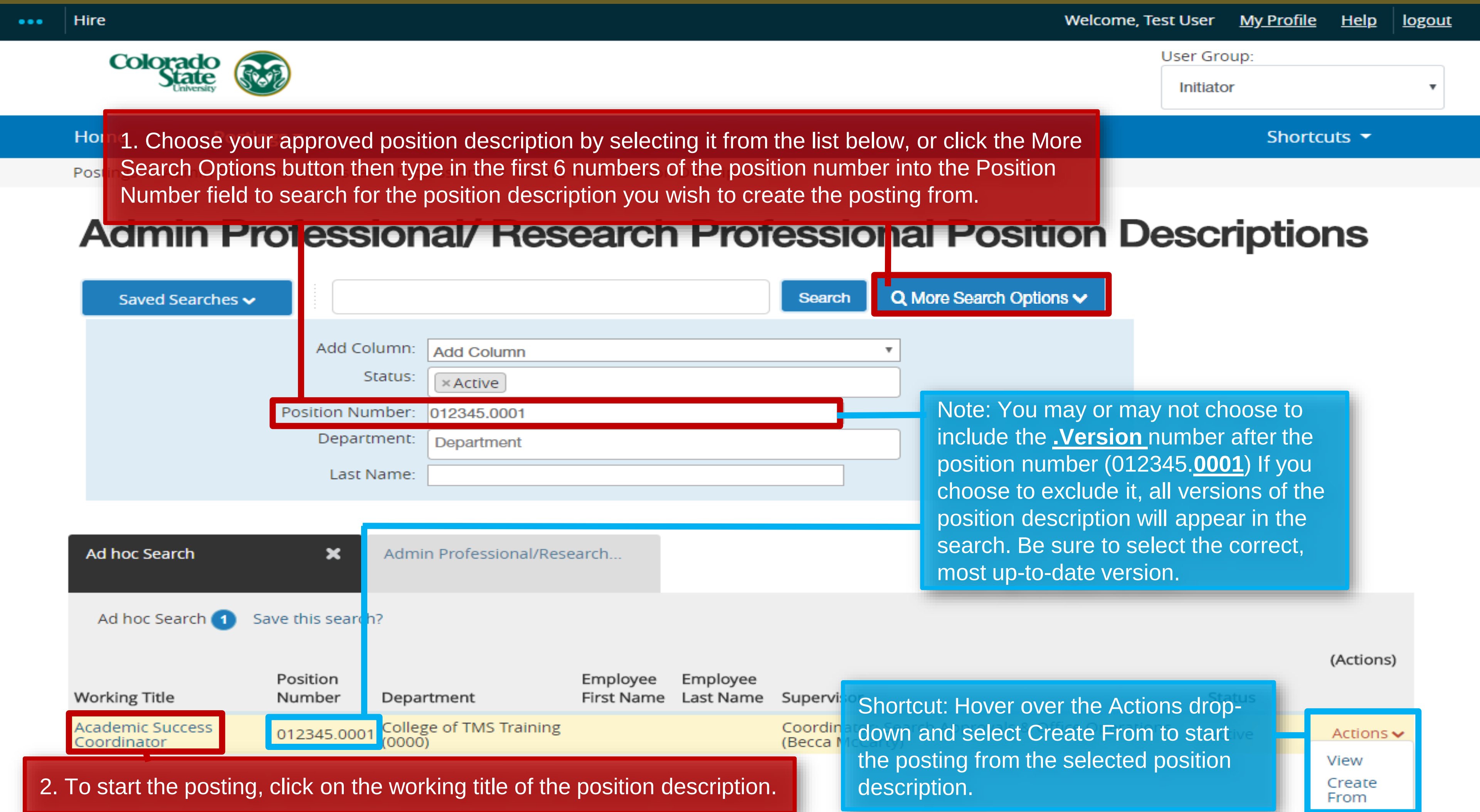


1. Select Create from Position Description.

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.

Selecting a Position Description to Create a Posting (from)



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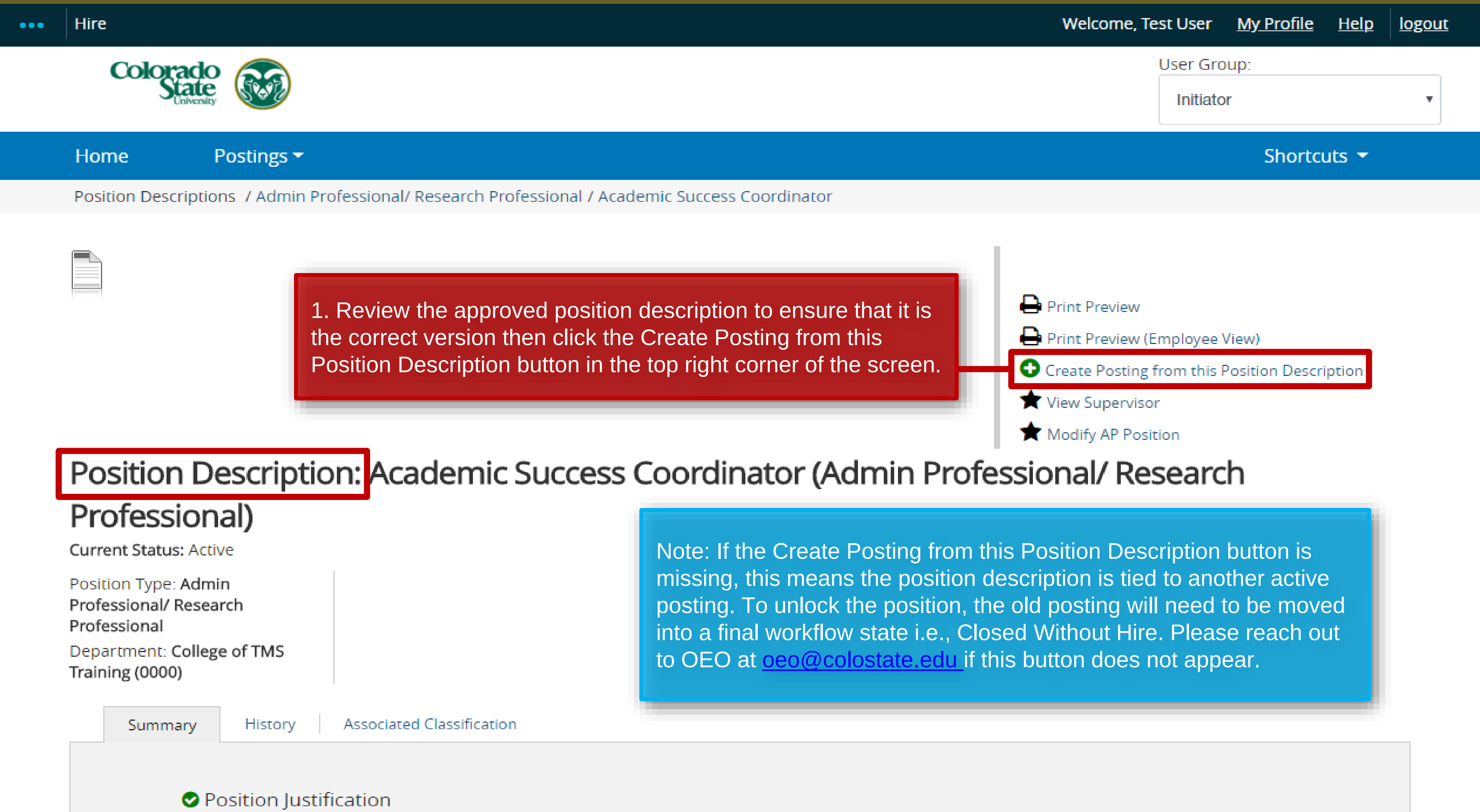
Selecting a Position to Create a Posting (from)



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.

Note: If the Create Posting from this Position Description button is missing, this means the position description is tied to another active posting. To unlock the position, the old posting will need to be moved into a final workflow state i.e., Closed Without Hire. Please reach out to OEO at oeo@colostate.edu if this button does not appear.

Posting – New Posting Settings page

Hire

Welcome, Test User My Profile Help logout

User Group:

Initiator

Home Postings Shortcuts

Postings / Admin Professional/ Research Professional / New Posting

1. Fill out the 'New Posting' settings page.

New Posting

* Required Information

Working Title * Academic Success Coordinator

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.

Organizational Unit

Division * Provost/Executive Vice President (1001DV)

Academic/Reporting Area * College of TMS Training (0000RA)

Department * College of TMS Training (0000)

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.**

Interest Card

Interest card category

☐ Academic Advising / Counseling

Posting – New Posting Settings page (cont.)

Interest Card

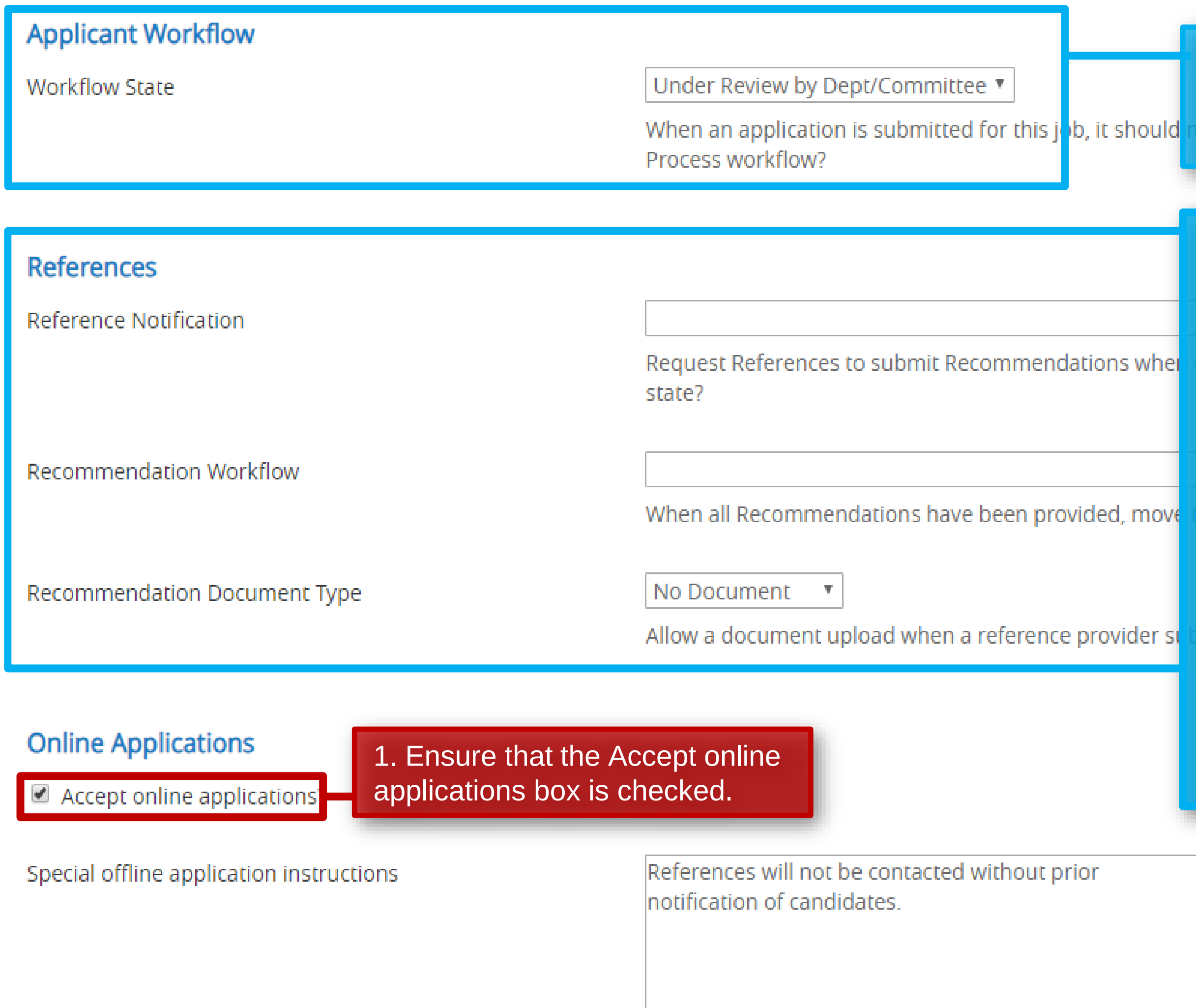
Interest card category

- [ ] 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: 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.

Posting – New Posting Settings page (cont.)



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. Ensure that the Accept online applications box is checked.

Posting – New Posting Settings page (cont.)

Online Applications

☑ Accept online applications?

Special offline application instructions

References will not be contacted without prior notification of candidates.

Note: Please do not updated the Special offline application instructions at this time.

Accepted Application Forms

2. Check the preferred method for receiving application materials. For standard searches, select Administrative Professionals – Standard Application Materials.

☑ Administrative Professional - Standard Application Materials

☐ Alternative Appointment Request Application

☐ Administrative Professional Application - With Work Experience Form

3. When ready, click Create New Posting to continue to the Posting Details tab.

Create New Posting

Cancel

Posting - Posting Details Tab

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

User Group: Initiator

Home | Postings | Shortcuts

Postings / Admin Professional/ Research Professional / Academic Success Coordinator (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

Save | Save & Continue

Check spelling

* Required Information

Classification Information

This information is pulled in from the position description.

Classification Title	Prof/Indiv Contrib II
Classification Code	ACPI02
Salary Grade	
Min Salary	
Mid Salary	
Max Salary	

Position Information

Position Number	012345.0001

Note: A lot of the information found on the Posting Details tab will pull over from the approved position description. Some fields may or may not be editable by you.

Posting - Posting Details Tab (cont.)

1. Select the type of search process the department plans to use for their search. Most AP searches will either be a Search Committee or Accelerated search type.

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 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.

Position Information

Position Number 030620.0001

Employment Category Special

Search Process Type Please select

For additional assistance regarding the different types of searches at CSU, please see the Types of Searches webpage.

Promotional Announcement Additional Information

If this is a Promotional Announceme... ...name of the individual receiving the promotion; 2) Indicate if the individual is receiving a salary increase or not; 3) The new requested salary amount (if applicable).

Note: The Promotional Announcement Additional Information field is only required for Promotional Announcement Postings.

Proposed Annual Salary Range $50,000 - $55,000

*This field is viewable to potential applicants on the posting. A salary **range** is required as per the Colorado Equal Pay for Equal Work Act. The following statement may be added after the salary range should you wish: Salary is commensurate with experience and qualifications.*

Employee Benefits Colorado State University is committed to providing employees with a strong and competitive benefits package that supports you, your health, and your family. Visit CSU's Human Resources website for detailed benefit plan information for eligible employees in the following University benefit areas: https://hr.colostate.edu/hr-community-and-supervisors/benefits/benefits-eligibility/ and https://hr.colostate.edu/prospective-employees/our-perks/. To see the value of CSU benefits in addition to wages, visit our compensation calculator – https://hr.colostate.edu/total-compensation-calculator/.

FLSA Non-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.

Work Location Please select

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

Posting - Posting Details Tab (cont.)

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

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.

Description of Work Unit

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

Established around the 10th century, Hogwarts is considered to be one of the finest magical institutions in the wizarding world. Children with magical abilities are enrolled at birth, and acceptance is confirmed by owl post at age eleven.

Hogwarts provides the utmost quality in magical education and is continually rated among the top 3 witchcraft and wizardry schools in the world.

For more information about the school, please see ou
http://www.hogwartsishere.com/

The description of the work unit is used to promote the

Hiring Authority: Rogers, Emily (erogers@colostate.edu) ✕

Multiple Hiring Authorities may be entered.

Supervisor Name

This field is required.

Supervisor Working Title

This field is required.

Position Summary

The incumbent of this position will advise 4th-year students in Divination, Defense Against the Dark Arts and Muggle Studies. This includes advising stude... intervention to students of concern, monitoring data ... referring students to appropriate campus resources and opportunities. The position is central to our ability to provide excellence in advising students successfully through our school programs.

Position Supervises: n/a

(Class/Working Title, Position #)

Decision Making: Works in collaboration with lead personnel to ensure task completion and team safety.

Note: If you would like to offer a potential **Signing Bonus** to your selected candidate at the end of the search process, the signing bonus amount must be advertised in the **Position Summary** field. If the department is interested in offering a bonus, please ensure the following language appears in the Position Summary field:

A signing bonus of up to $2,500 may be considered for successful candidates.

If you would like to offer more than $2,500, prior approval must be granted and a confirmation of the approval must be attached to the posting. Please see HR's dedicated Signing Bonus webpage for more information.

Posting - Posting Details Tab (cont.)

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.

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, dementors, 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.

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

1. Select Yes or No from the Is this an Hourly position? drop-down field.

* Is this an Hourly position?	No ▾ *Hourly positions do not have guaranteed hours and may work within a range of 0-40 hours per week.*
Work Hours/Week	40 *Please enter a value from 0 – 40 representing the number of work hours per week for this position. If the position is for an hourly employee, please set the work hours to 0.*

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

Posting - Posting Details Tab (cont.)

2. The Full Consideration Date for all AP/Research positions must be a minimum of three weekends after the approval of the posting announcement. Ex: If a posting was approved and posted by OEO on July 1st, the Full Consideration Date would have to be July 17th. If this is an Accelerated Search (jobs with salaries under $60,000 can qualify for Accelerated Searches), you would only need to advertise for two full weekends after the 'Approval/Posted' date. Ex: Posted July 1st, Full Consideration Date could be July 10th. OEO will correct/update these dates before posting.

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

Posting Details

Working Title: Academic Success Coordinator

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

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

This field is required.

Example: Research As

1. Select Yes or No from the Research Professional Position 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.

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 be eligible to work in the United States by the proposed start date".

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

Close Posting Date

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.

Posting - Posting Details Tab (cont.)

Special Instructions Summary

References will not be contacted without prior notification of candidates.

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.

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

Rationale for Internal Search

* Recruitment Plan

CSUJobs Website
Connecting Colorado Website
Indeed.com
HigherEdJobs.com

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

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 'Reference will not be contacted without prior notification of candidates' should also be included.

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 resume, 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)".

Note: Unless you are requesting an internal search, leave these two fields blank.

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.)

Posting - Posting Details Tab (cont.)

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.
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 ar… quick link in this field.*
Quick Link for Internal Postings	http://colostate-sb.peopleadmin.com/postings/57113
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. The Section 504 and ADA Coordinator is the Associate Vice President for Human Capital, Office of Equal Opportunity, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836.

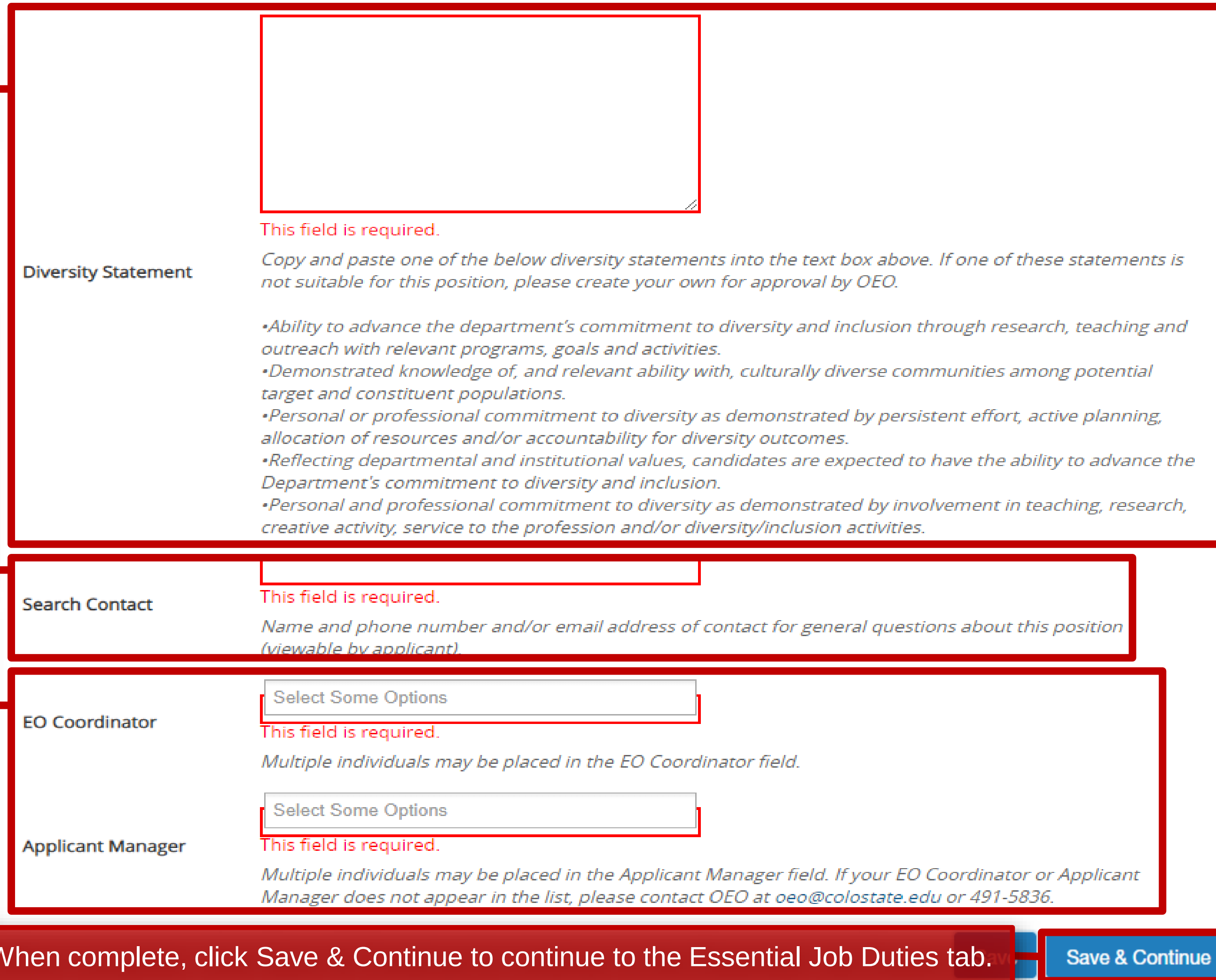
Note: The Pass Message and Fail Message fields contain the language applicants will see once they submit their application. If you choose to use disqualifying supplemental questions and an applicant ‘self-disqualifies’, they will receive the Fail Message. All other applicants will see the Pass Message.

Posting - Posting Details Tab (cont.)

1. Select one of the prepopulated Diversity Statements and paste it into the required field.

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.

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.



* 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.

* 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)

* EO Coordinator

Select Some Options

This field is required.

Multiple individuals may be placed in the EO Coordinator field.

* Applicant Manager

Select Some Options

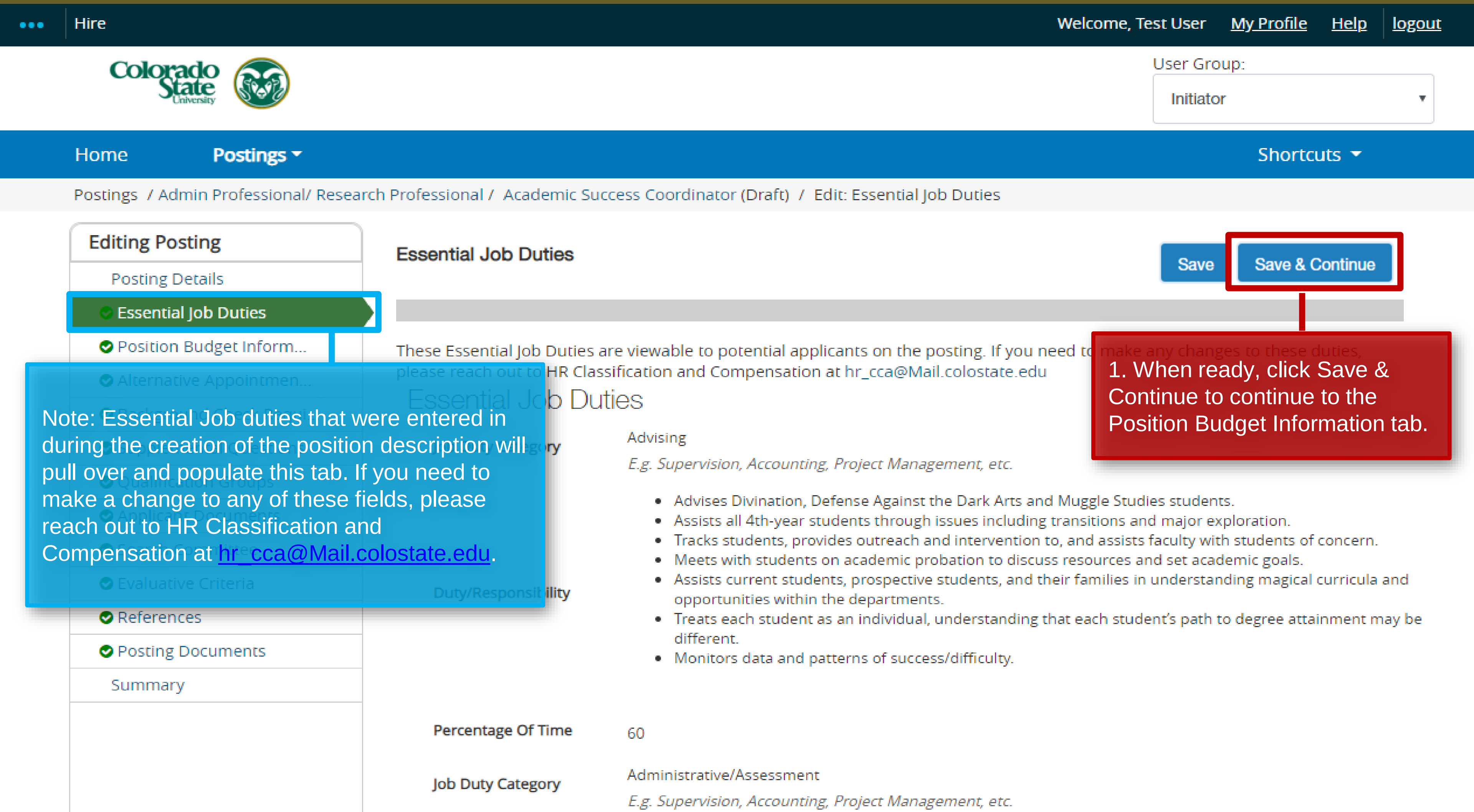
This field is required.

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.

Save & Continue

4. When complete, click Save & Continue to continue to the Essential Job Duties tab.

Posting – Essential Job Duties Tab



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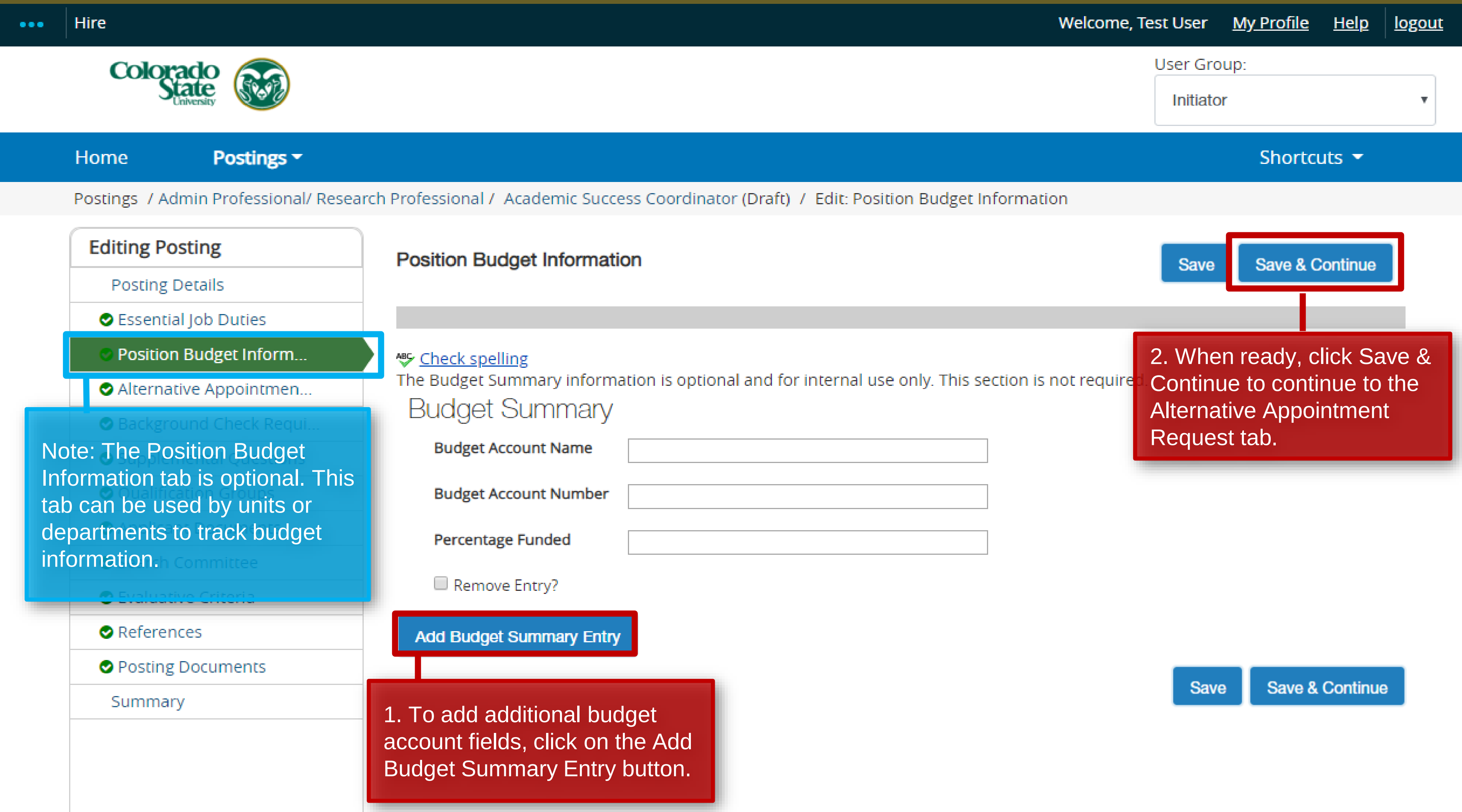
Posting - Position Budget Information Tab (optional)



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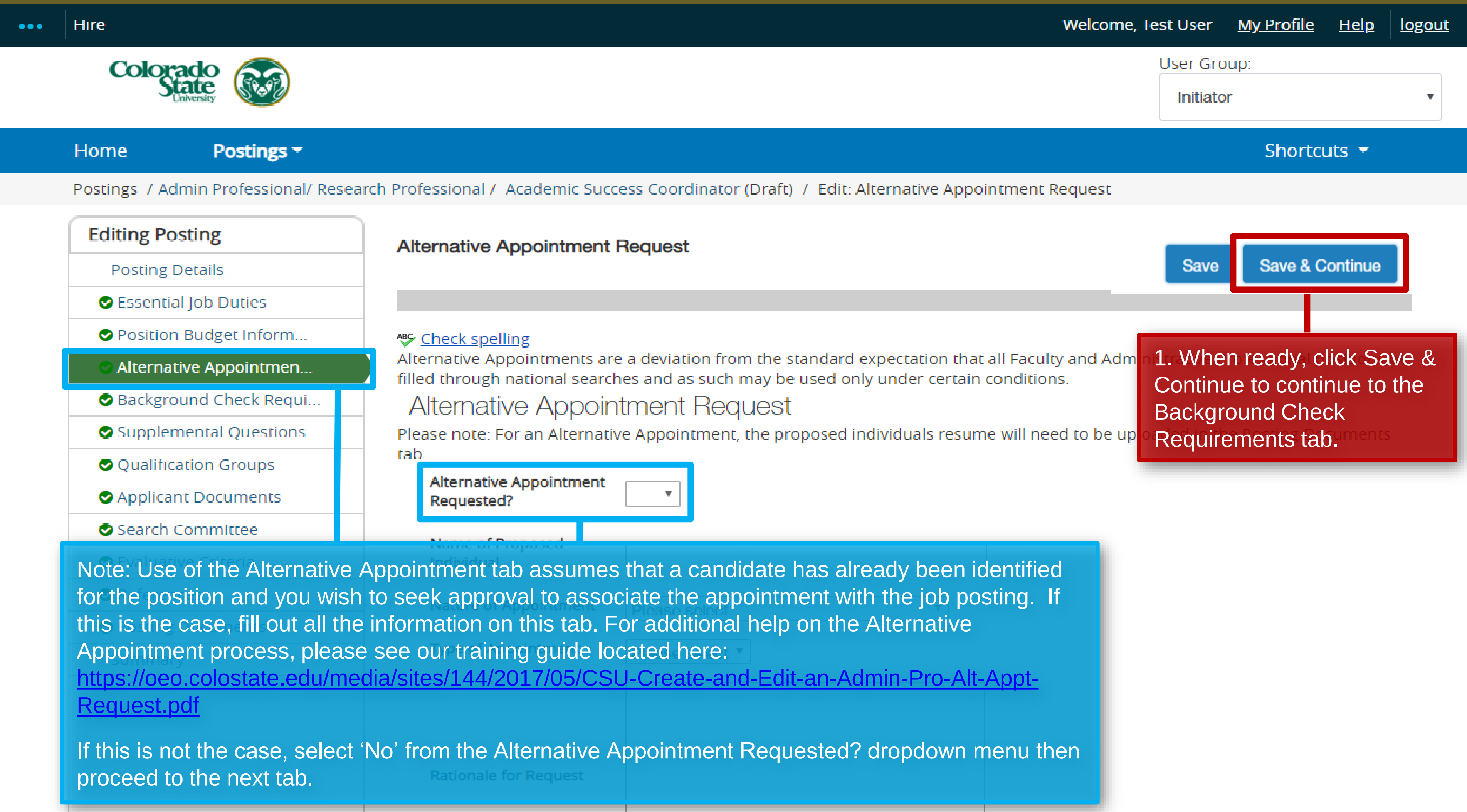
Posting - Alternative Appointment Request Tab

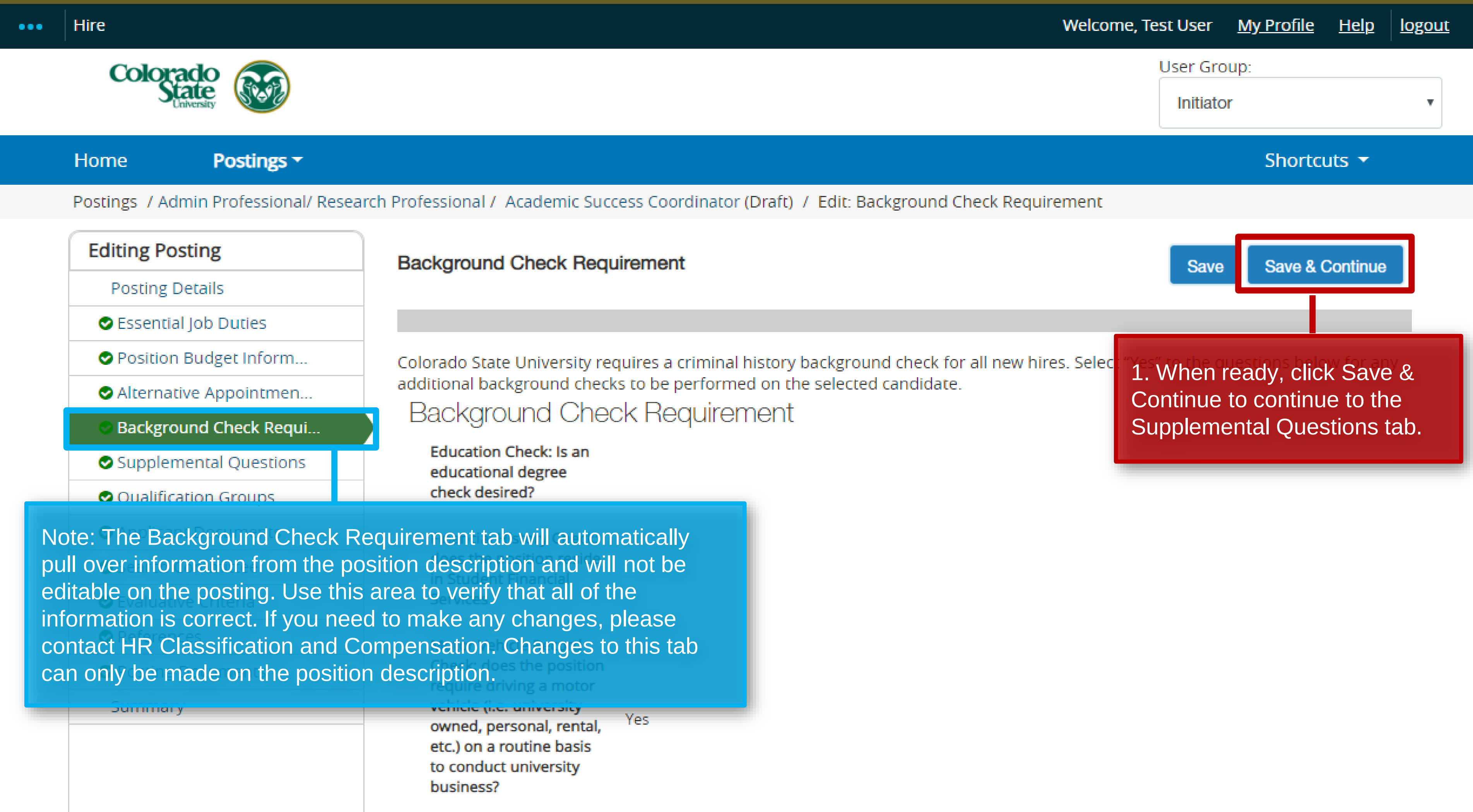


1. When ready, click Save & Continue to continue to the Background Check Requirements tab.

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-an-Admin-Pro-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.

Posting - Background Check Requirement Tab



1. When ready, click Save & Continue to continue to the Supplemental Questions 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.

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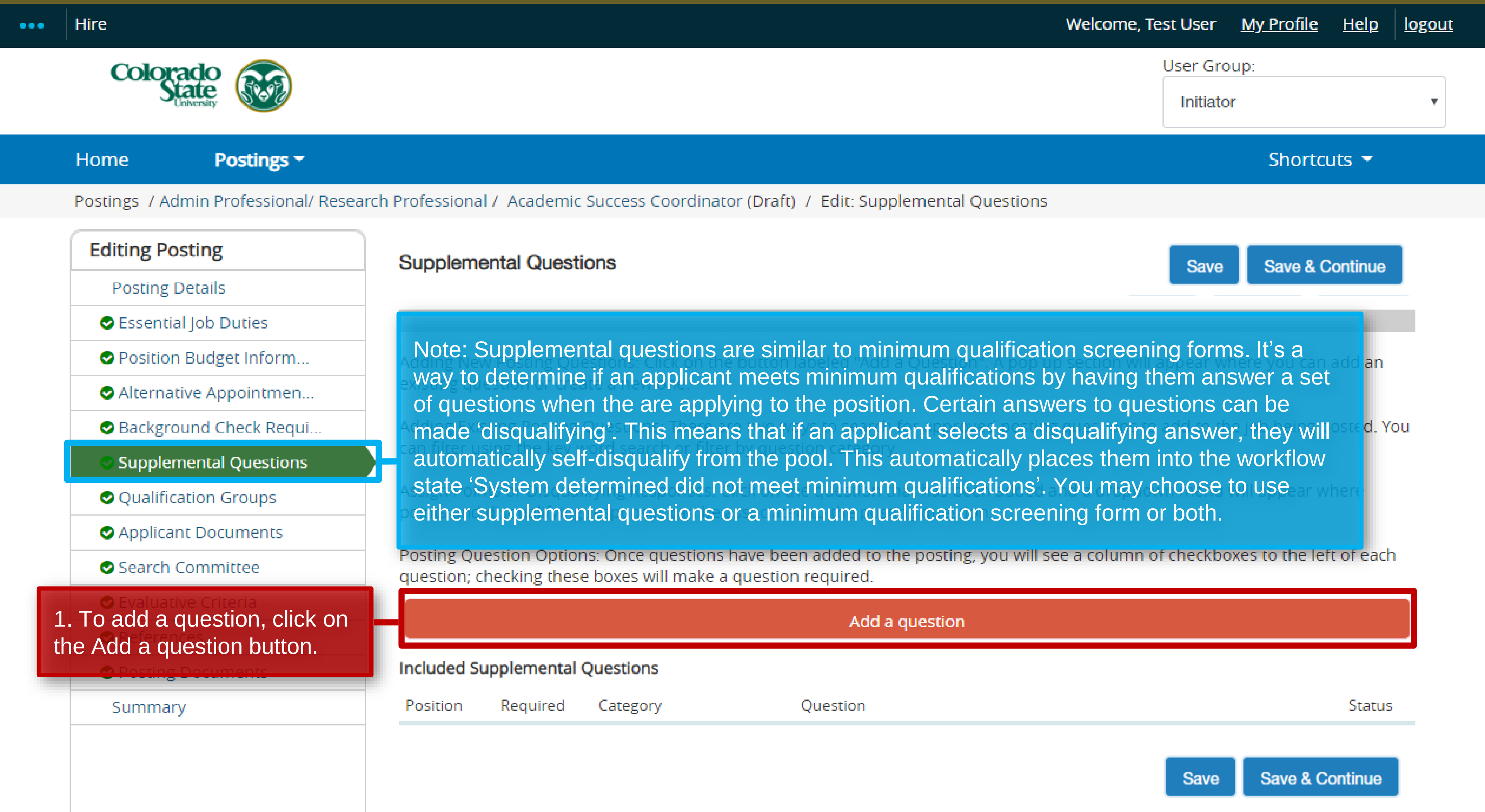
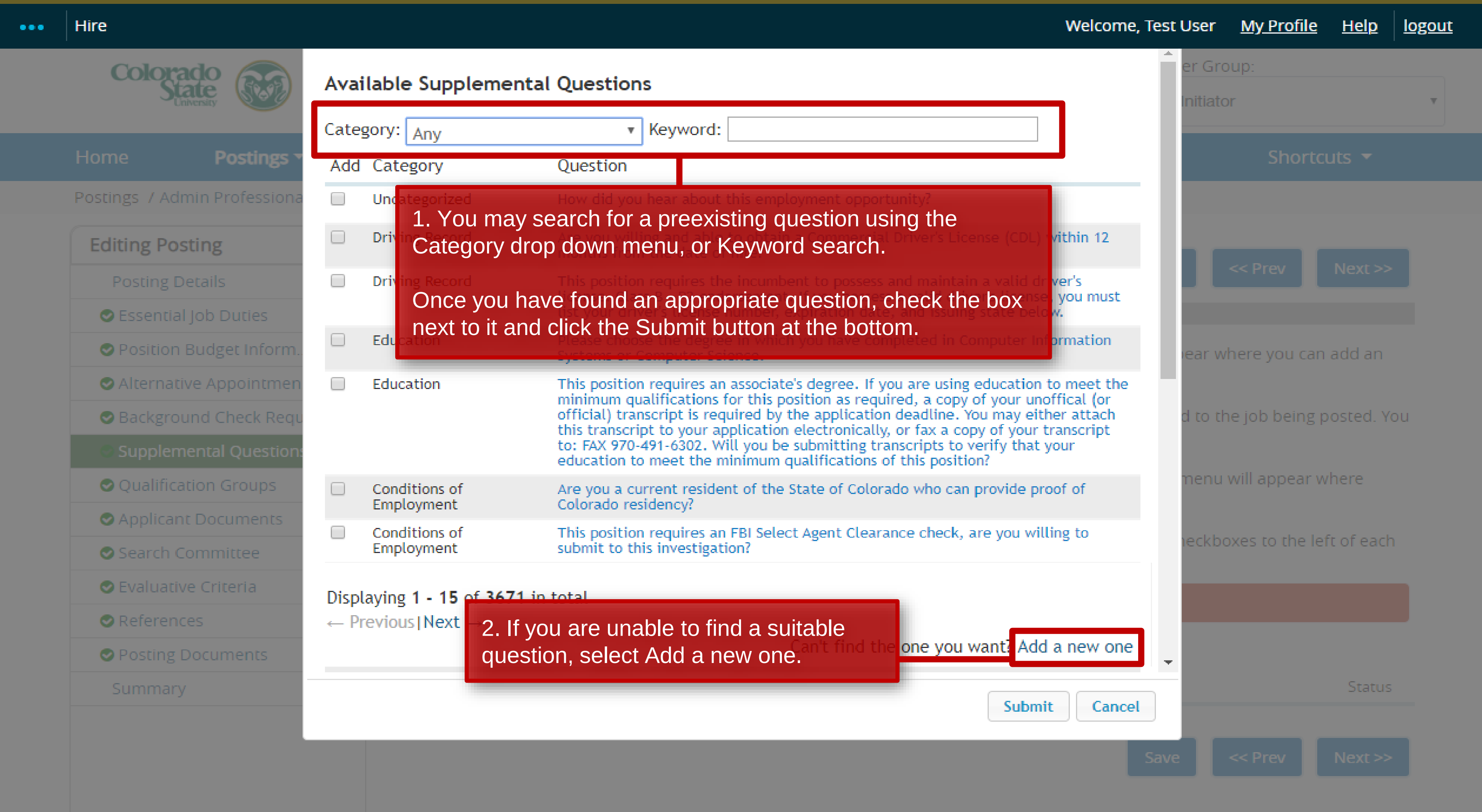
Posting - Supplemental Questions Tab



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 the 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.

Posting – Adding Supplemental Questions



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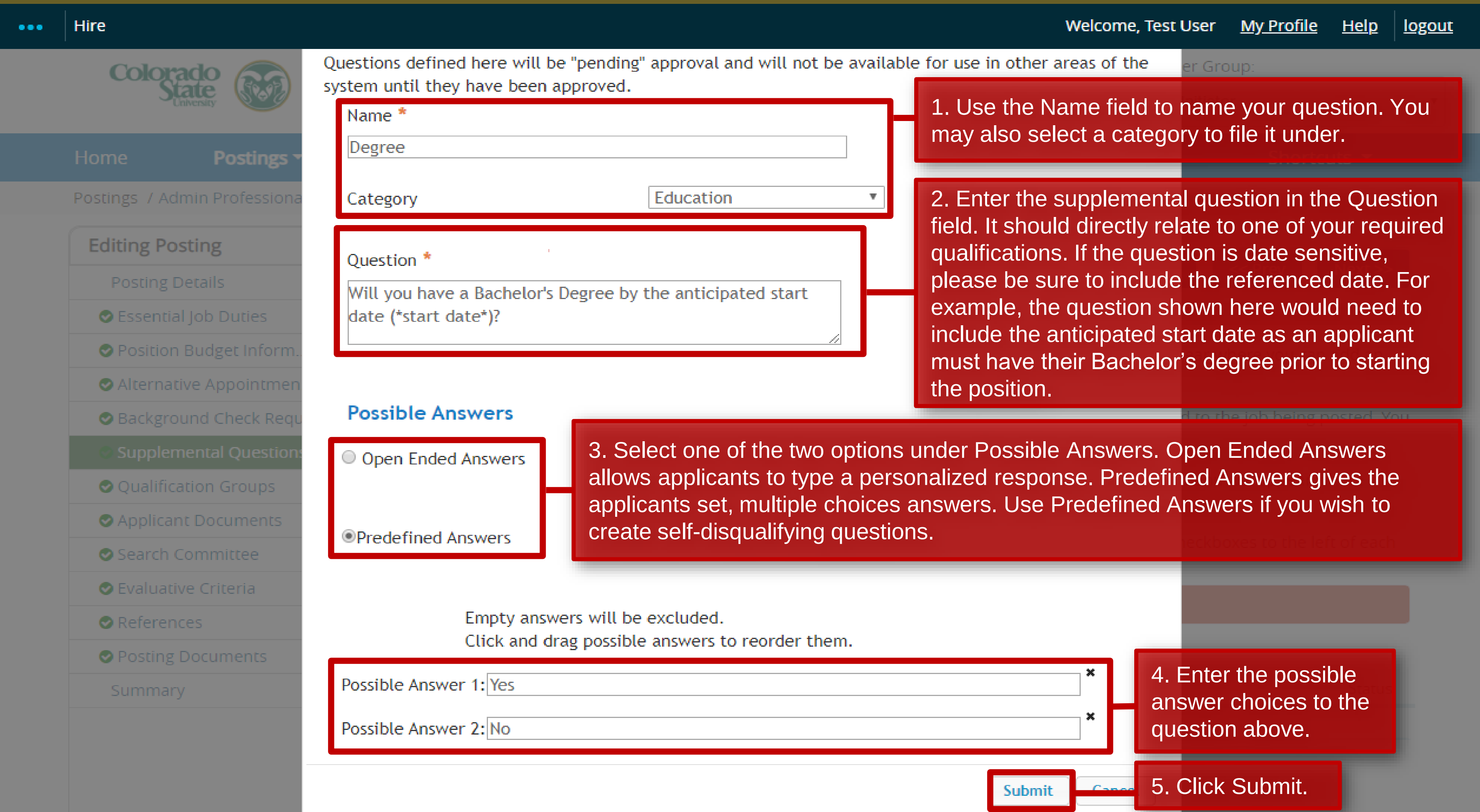
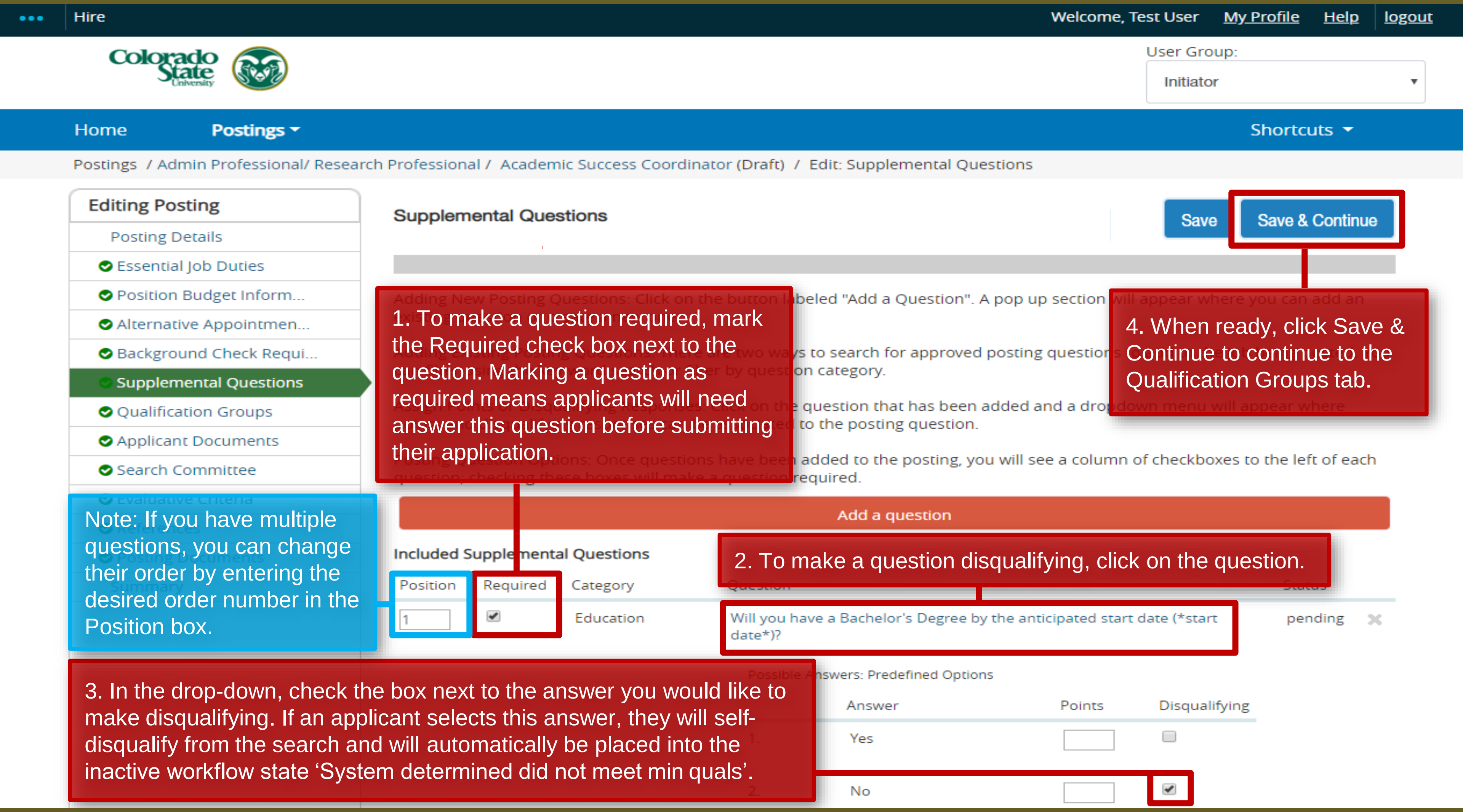
Posting – Adding Supplemental Questions (cont.)



Posting – Adding Supplemental Questions (cont.)



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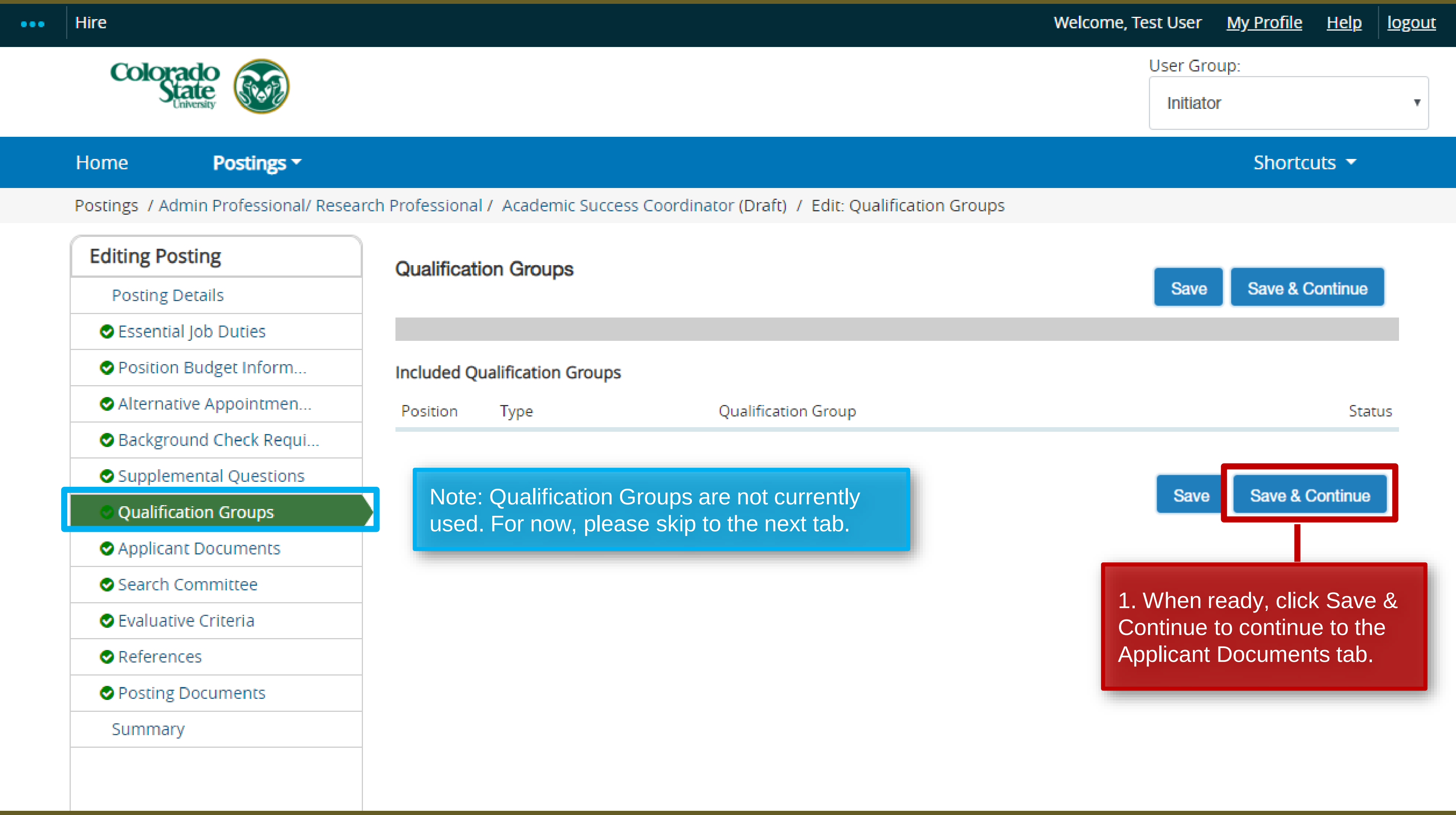
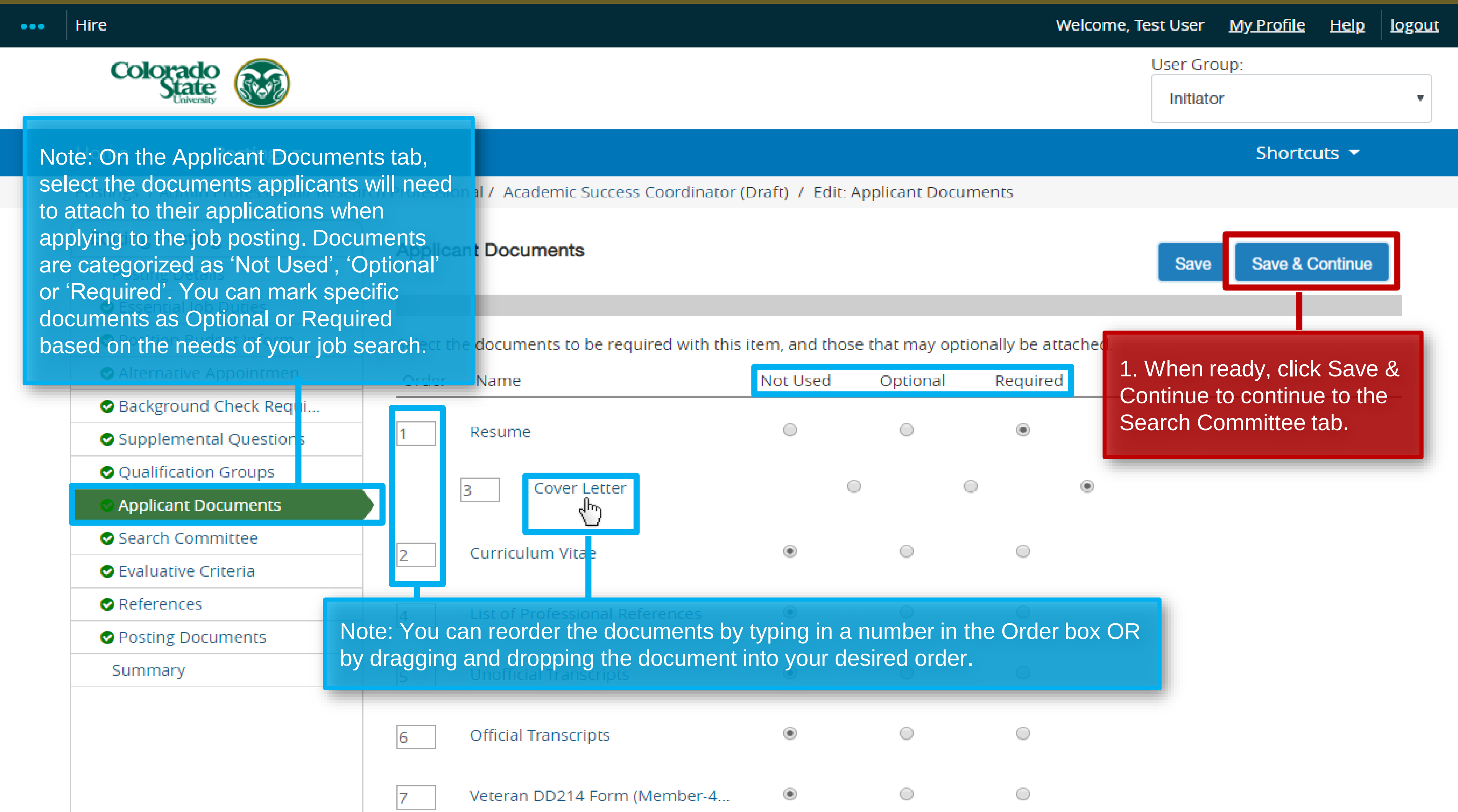
Posting - Qualification Groups Tab (not currently used)



Note: Qualification Groups are not currently used. For now, please skip to the next tab.

1. When ready, click Save & Continue to continue to the Applicant Documents tab.

Posting - Applicant Documents Tab

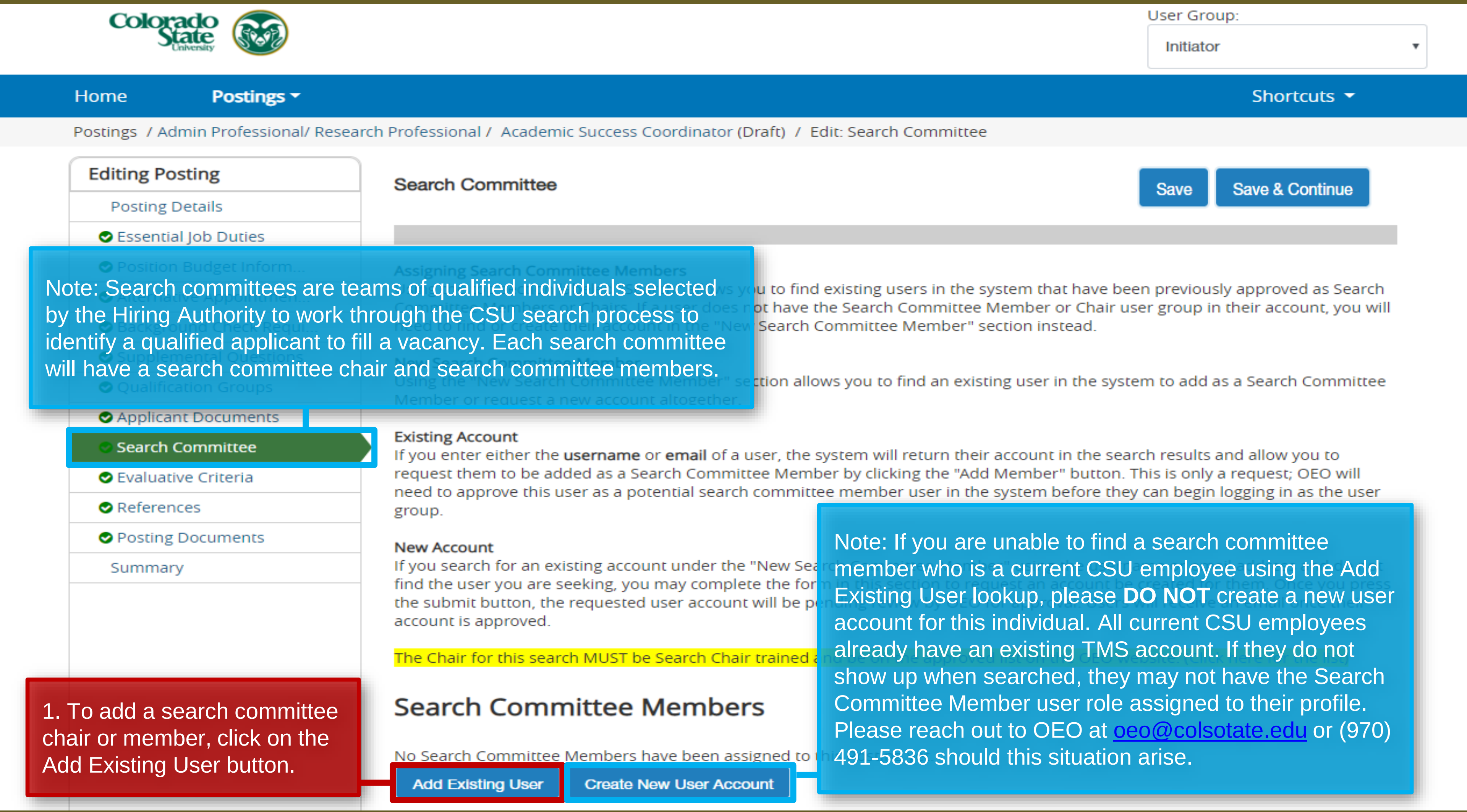


Note: On the Applicant Documents tab, select the documents applicants will need to attach to their applications when applying to the job posting. Documents are categorized as ‘Not Used’, ‘Optional’ or ‘Required’. You can mark specific documents as Optional or Required based on the needs of your job search.

1. When ready, click Save & Continue to continue to the Search Committee 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.

Posting - Search Committee Tab

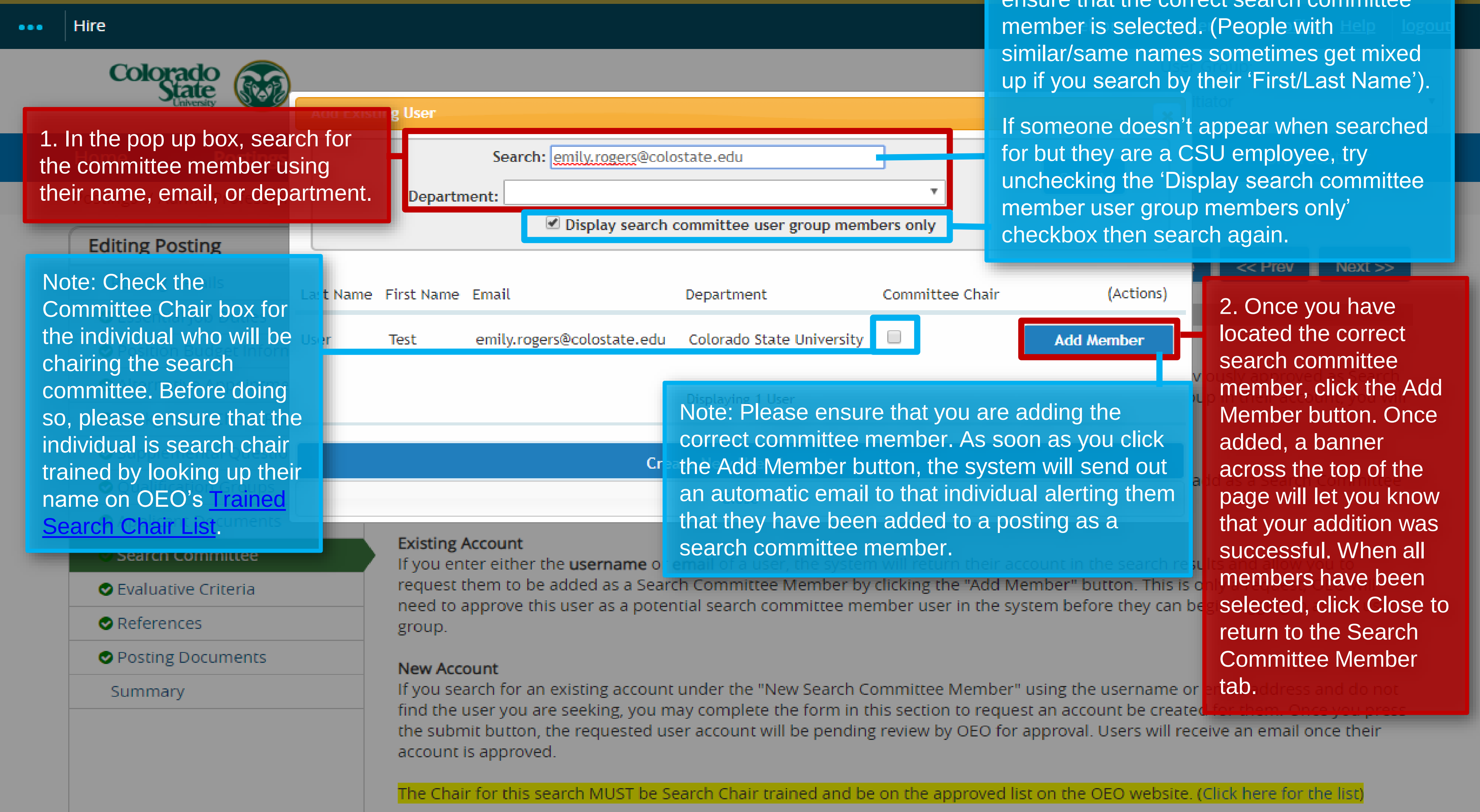


Note: Search committees are teams of qualified individuals selected by the Hiring Authority to work through the CSU search process to identify a qualified applicant to fill a vacancy. Each search committee will have a search committee chair and search committee members.

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@colsotate.edu or (970) 491-5836 should this situation arise.

Posting - Search Committee Tab (cont.)



1. In the pop up box, search for the committee member using their name, email, or department.

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').

If someone doesn't appear when searched for but they are a CSU employee, try unchecking the 'Display search committee member user group members only' checkbox then search again.

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.

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.

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.

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Posting - Search Committee Tab (cont.)

- Supplemental Questions
- Qualification Groups
- Applicant Documents
- Search Committee
- Evaluative Criteria
- References
- Posting Documents
- Summary

New Search Committee Member

Using the "New Search Committee Member" section allows you to find an existing user in the system to add as a Search Committee Member or request a new account altogether.

Existing Account

If you enter either the **username** or **email** of a user, the system will return their account in the search results and allow you to request them to be added as a Search Committee Member by clicking the "Add Member" button. This is only a request; OEO will need to approve this user as a potential search committee member user in the system before they can begin logging in as the user group.

New Account

If you search for an existing account under the "New Search Committee Member" using the username or email address and do not find the user you are seeking, you may complete the form in this section to request an account be created for them. Once you press the submit button, the requested user account will be pending review by OEO for approval. Users will receive an email once their account is approved.

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.

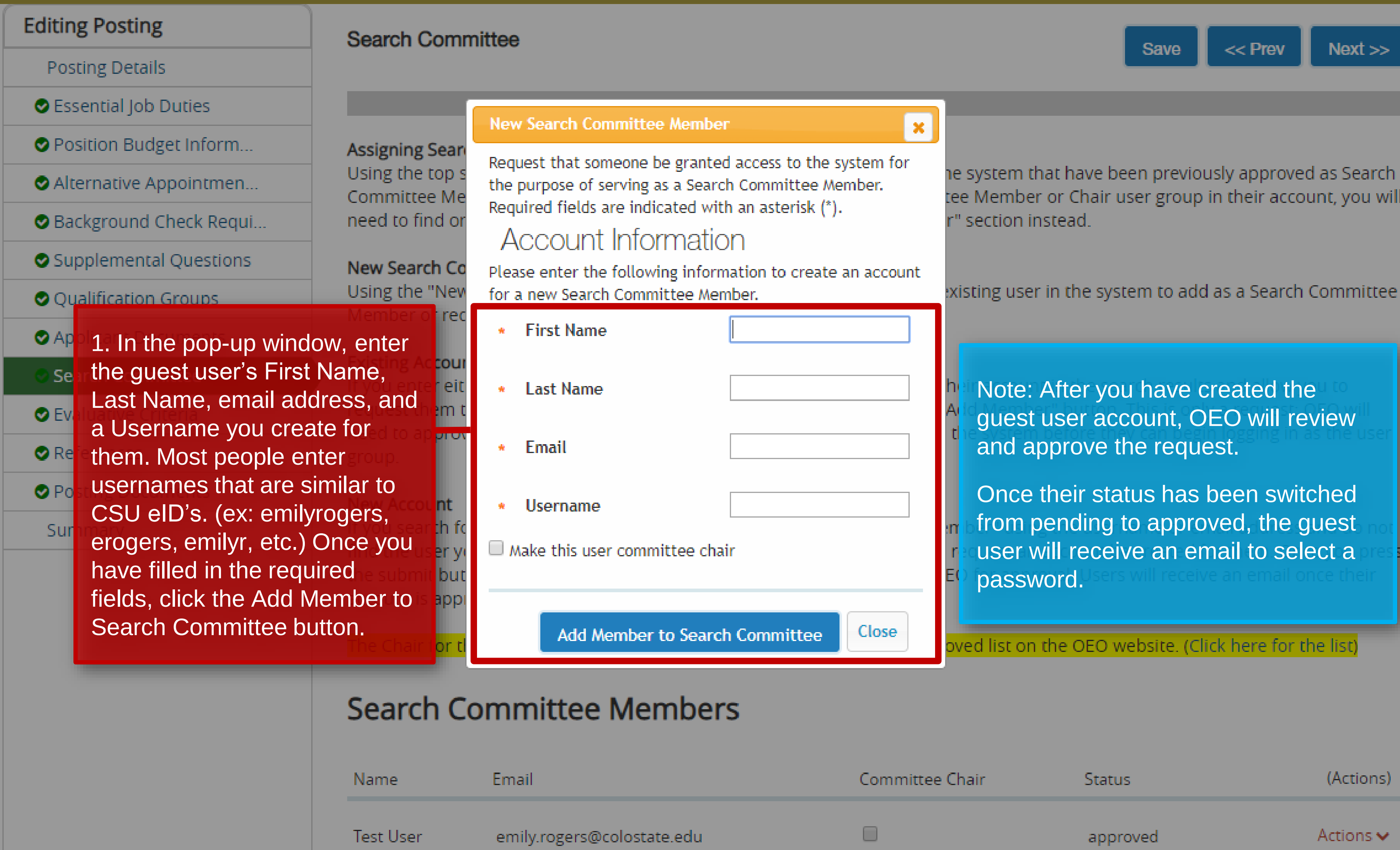
Name	Email	Committee Chair	Status	(Actions)
Test User	emily.rogers@colostate.edu	☐	approved	Actions Remove from Posting

Add Existing User | Create New User Account

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: if you need to remove a search committee member, hover over Actions and select Remove from Posting.

Posting - Search Committee Tab – Guest User (cont.)

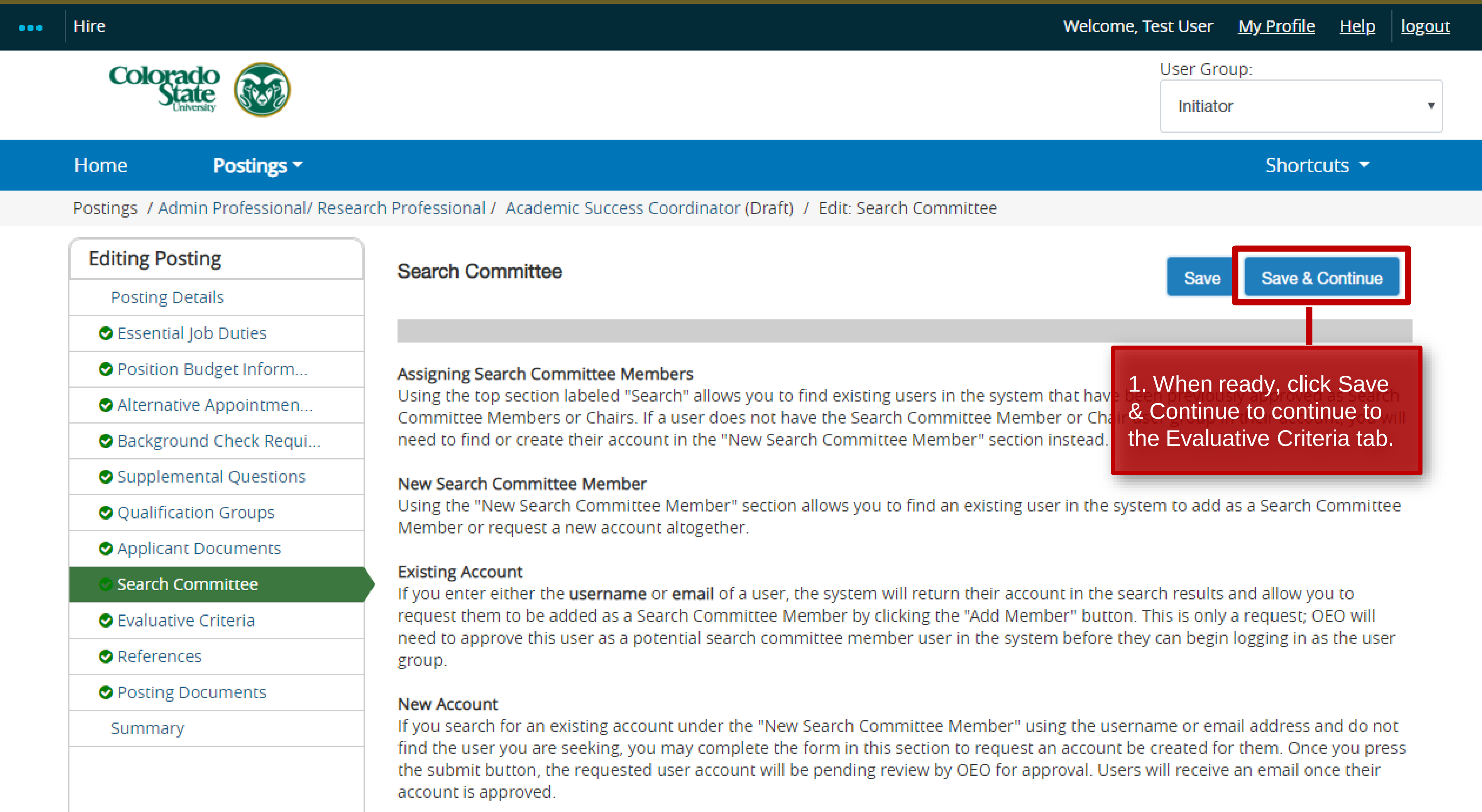


1. In the pop-up window, enter the guest user's First Name, Last Name, email address, and a Username you create for them. Most people enter usernames that are similar to CSU eID's. (ex: emilyrogers, erogers, emilyr, etc.) Once you have filled in the required fields, click the Add Member to Search Committee button.

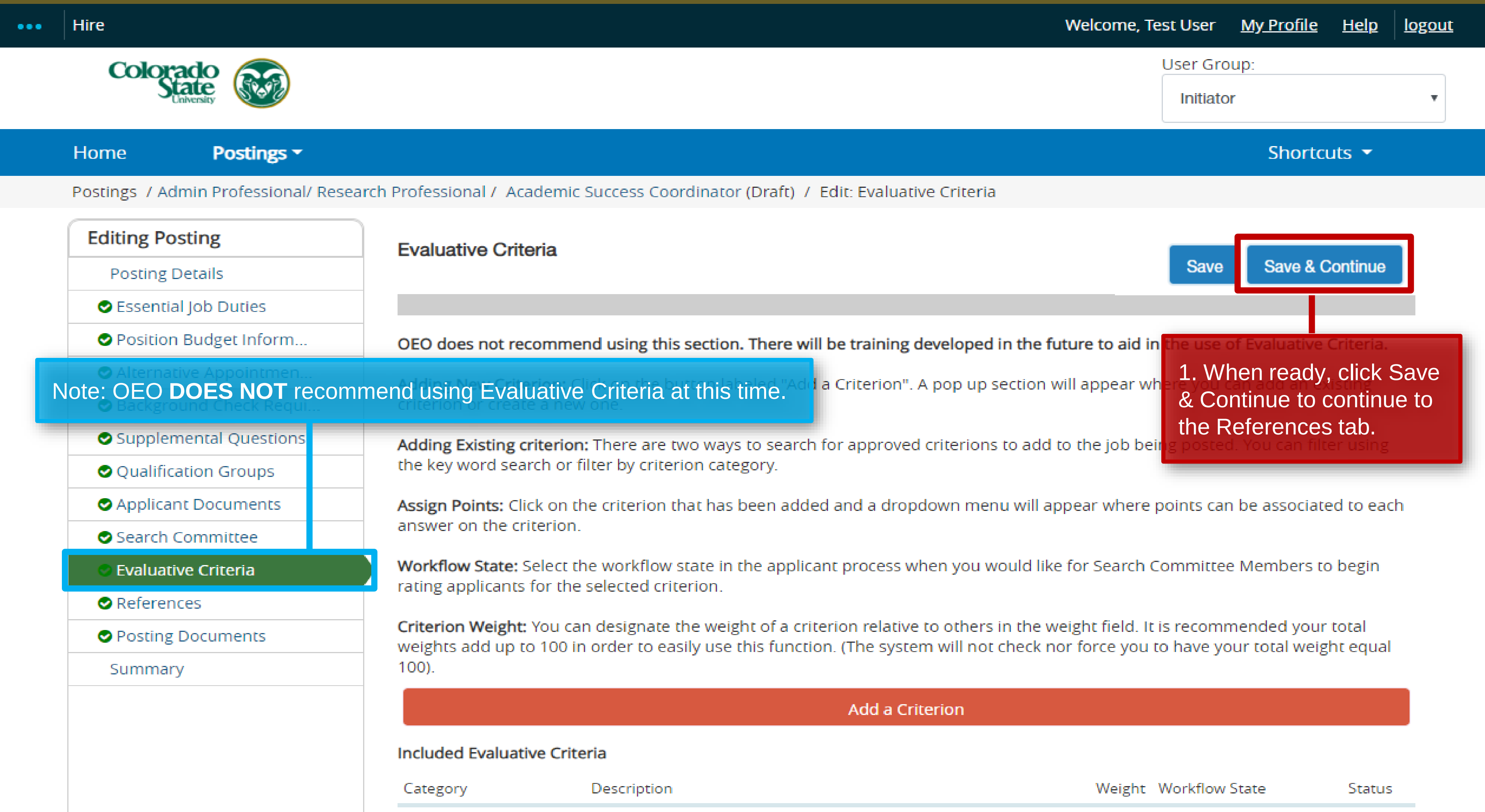
Note: After you have created the guest user account, OEO will review and approve the request.

Once their status has been switched from pending to approved, the guest user will receive an email to select a password.

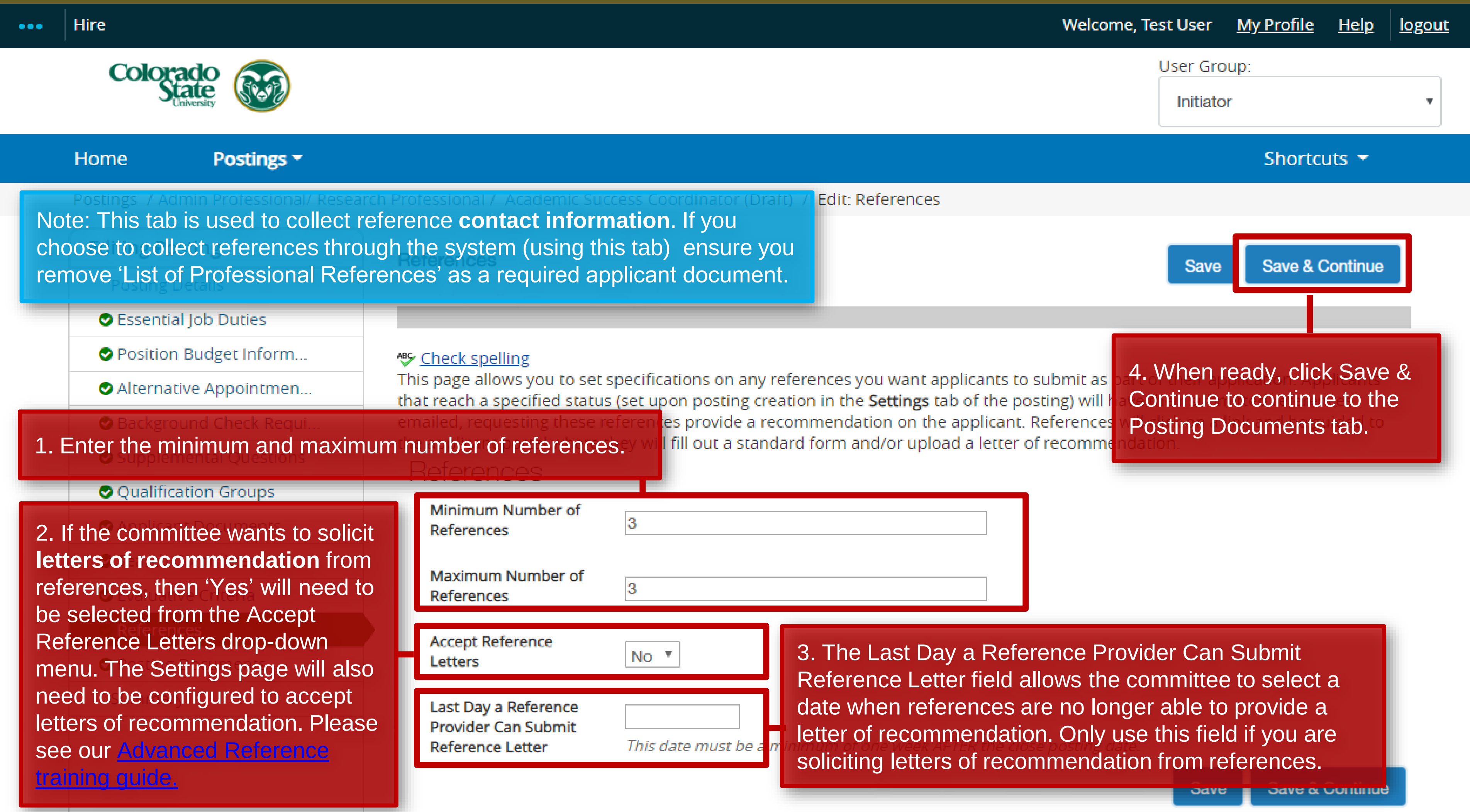
Posting - Search Committee Tab (cont.)



Posting - Evaluative Criteria Tab (Not Recommended)



Posting – References 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.

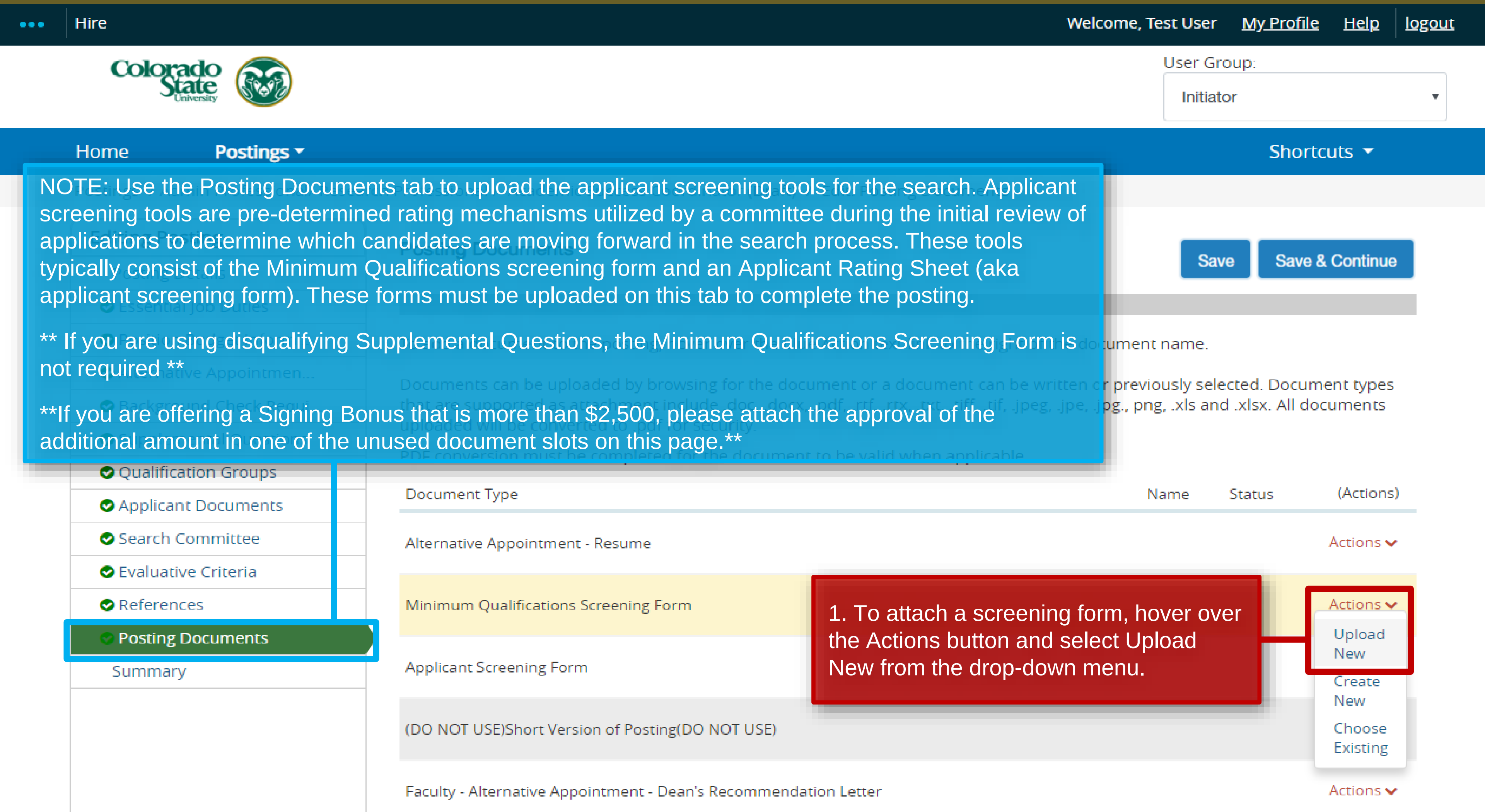
1. Enter the minimum and maximum number of references.

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 ready, click Save & Continue to continue to the Posting Documents tab.

Posting – Posting Documents Tab



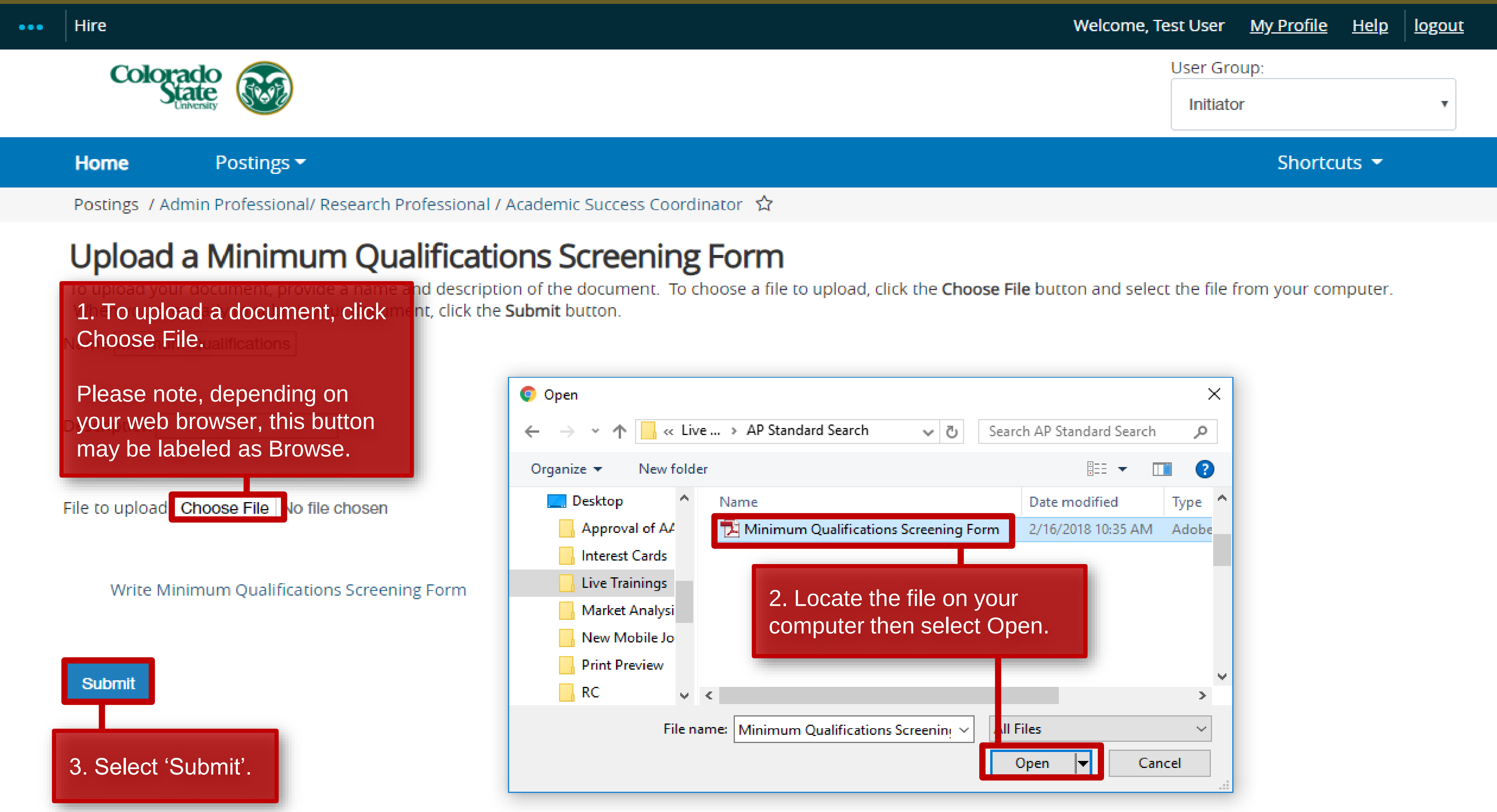
NOTE: Use the Posting Documents tab to upload the applicant screening tools for the search. Applicant screening tools are pre-determined rating mechanisms utilized by a committee during the initial review of applications to determine which candidates are moving forward in the search process. These tools 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 **

If you are offering a Signing Bonus that is more than $2,500, please attach the approval of the additional amount in one of the unused document slots on this page.

1. To attach a screening form, hover over the Actions button and select Upload New from the drop-down menu.

Posting – Posting Documents Tab (cont.)



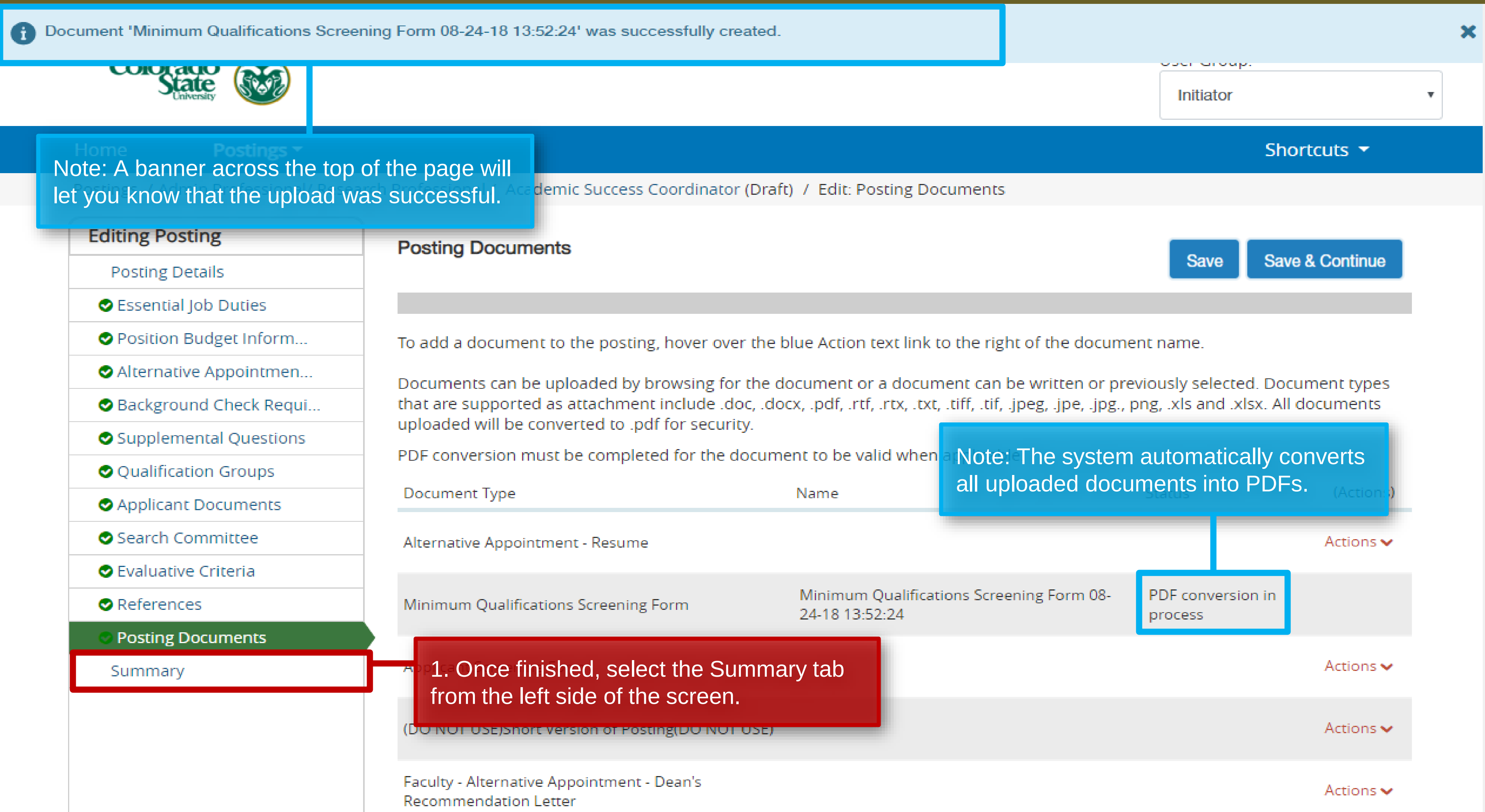
1. To upload a document, click Choose File.

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

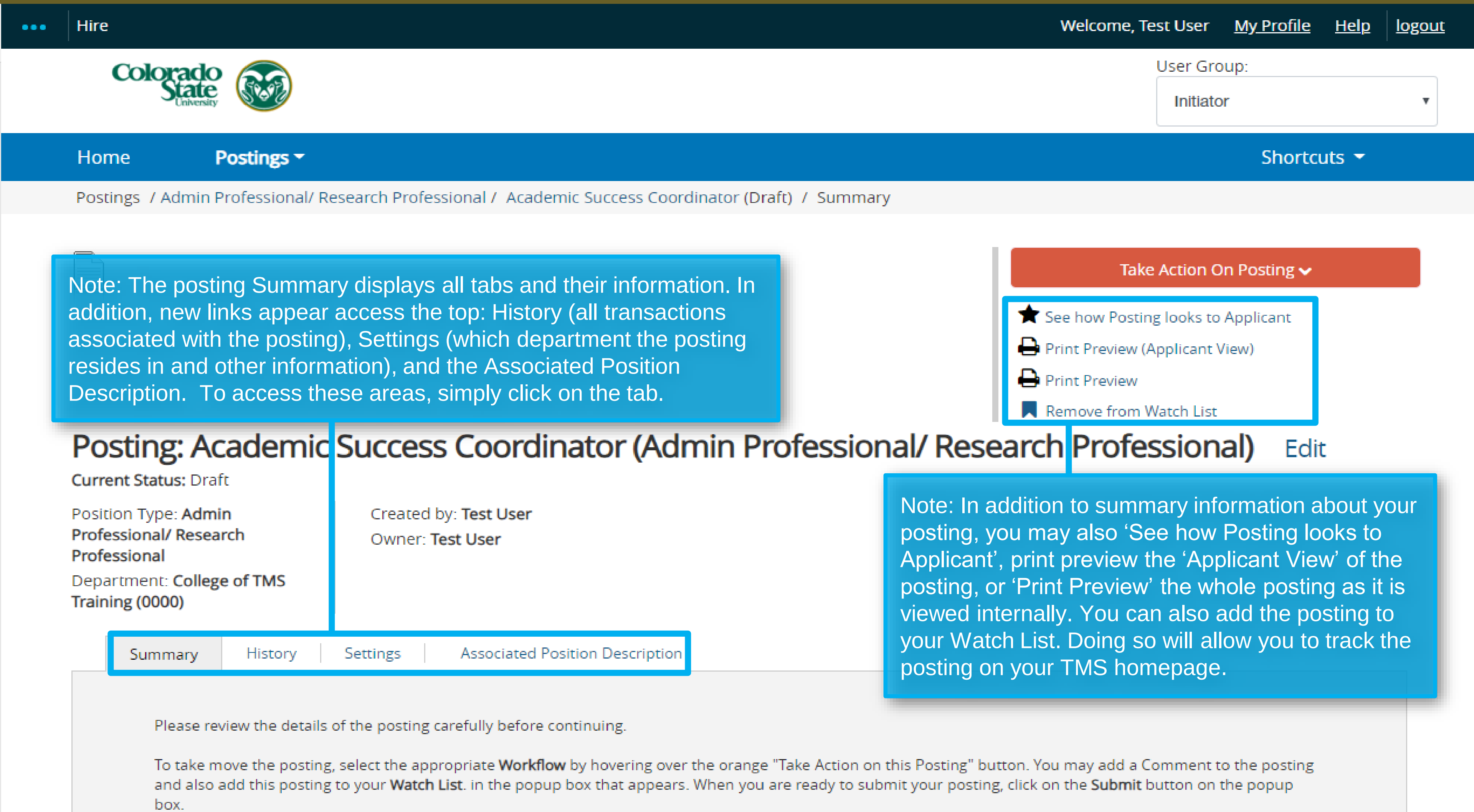
2. Locate the file on your computer then select Open.

3. Select 'Submit'.

Posting – Posting Documents Tab (cont.)



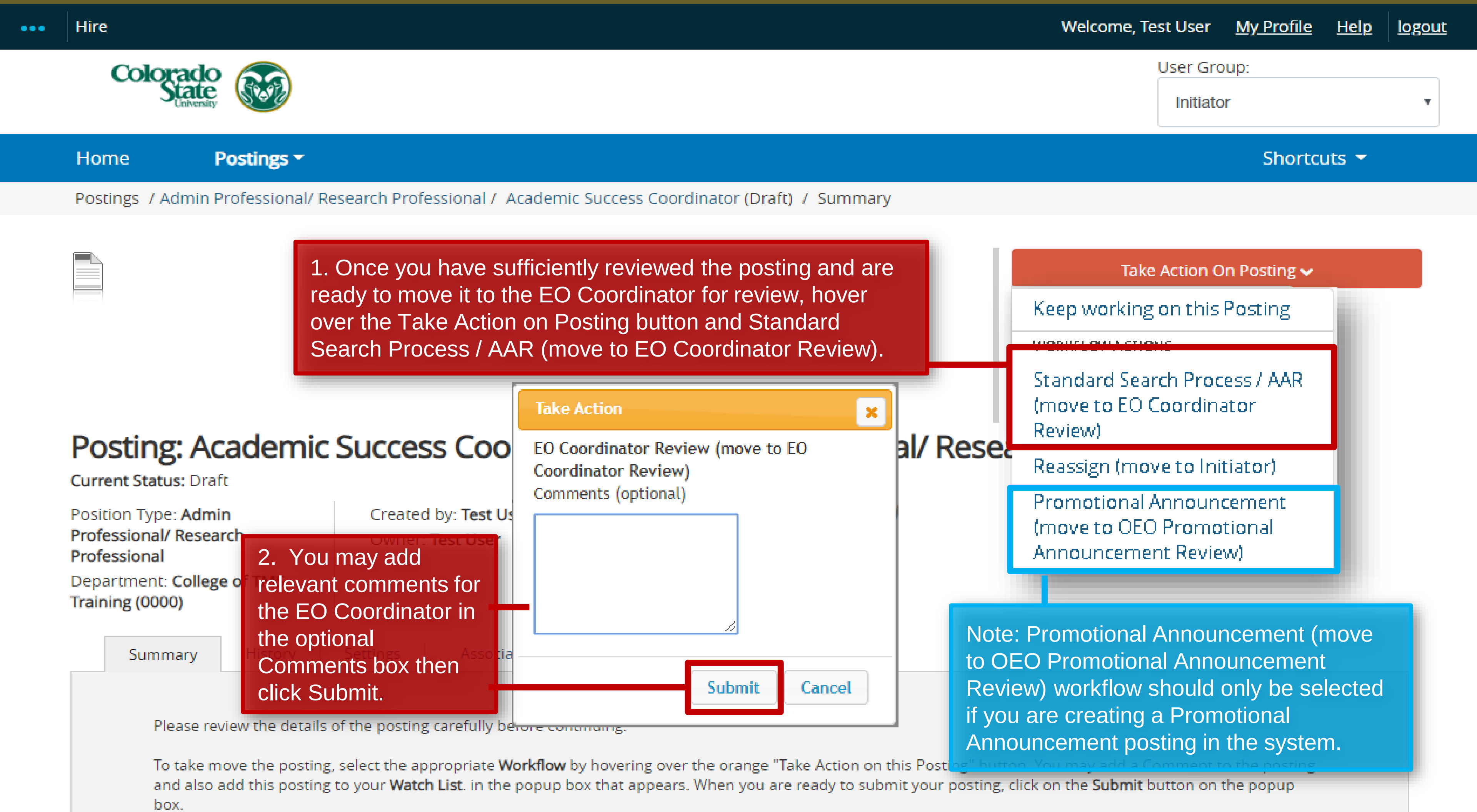
Posting – Summary page



Note: The posting Summary displays all tabs 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.

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



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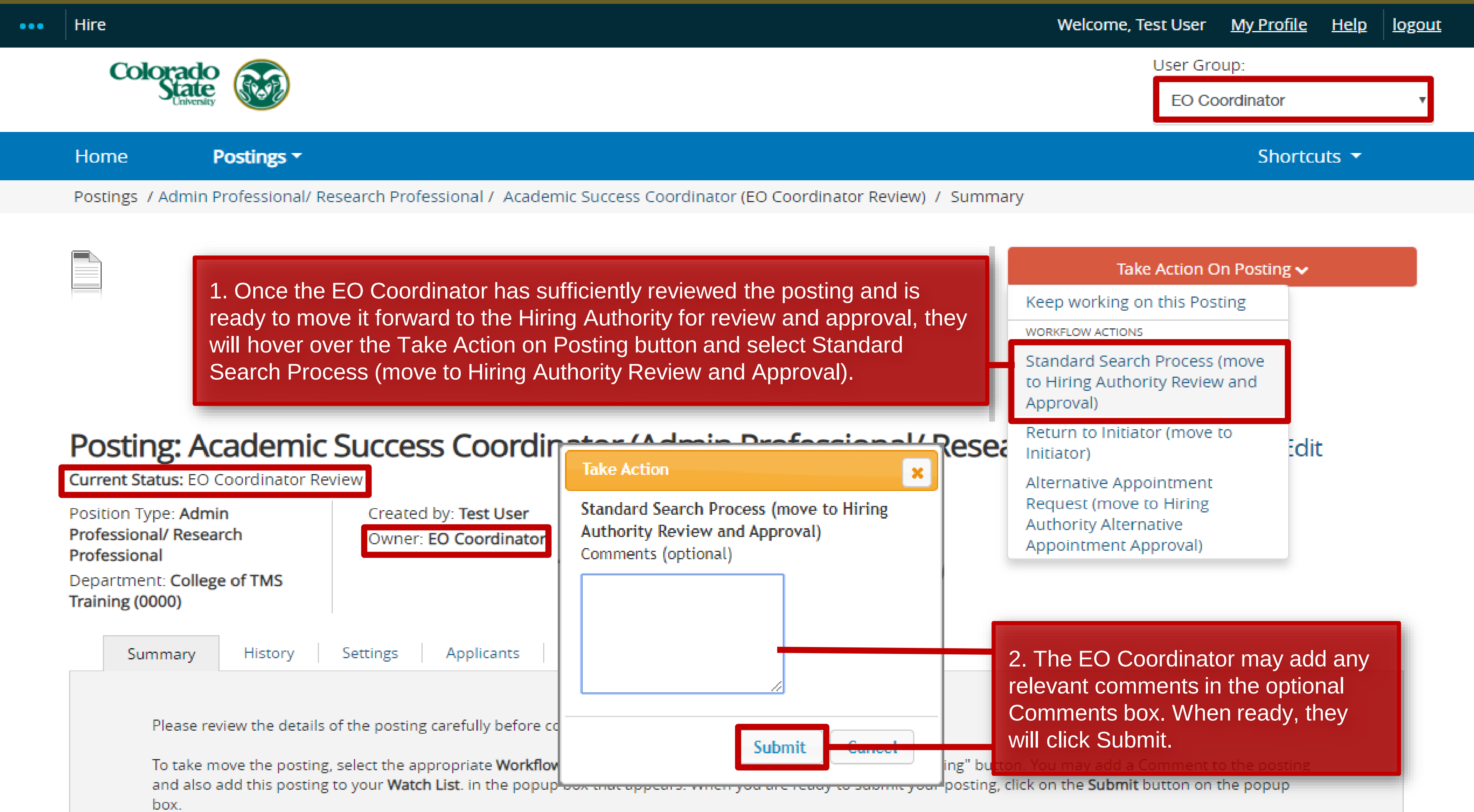
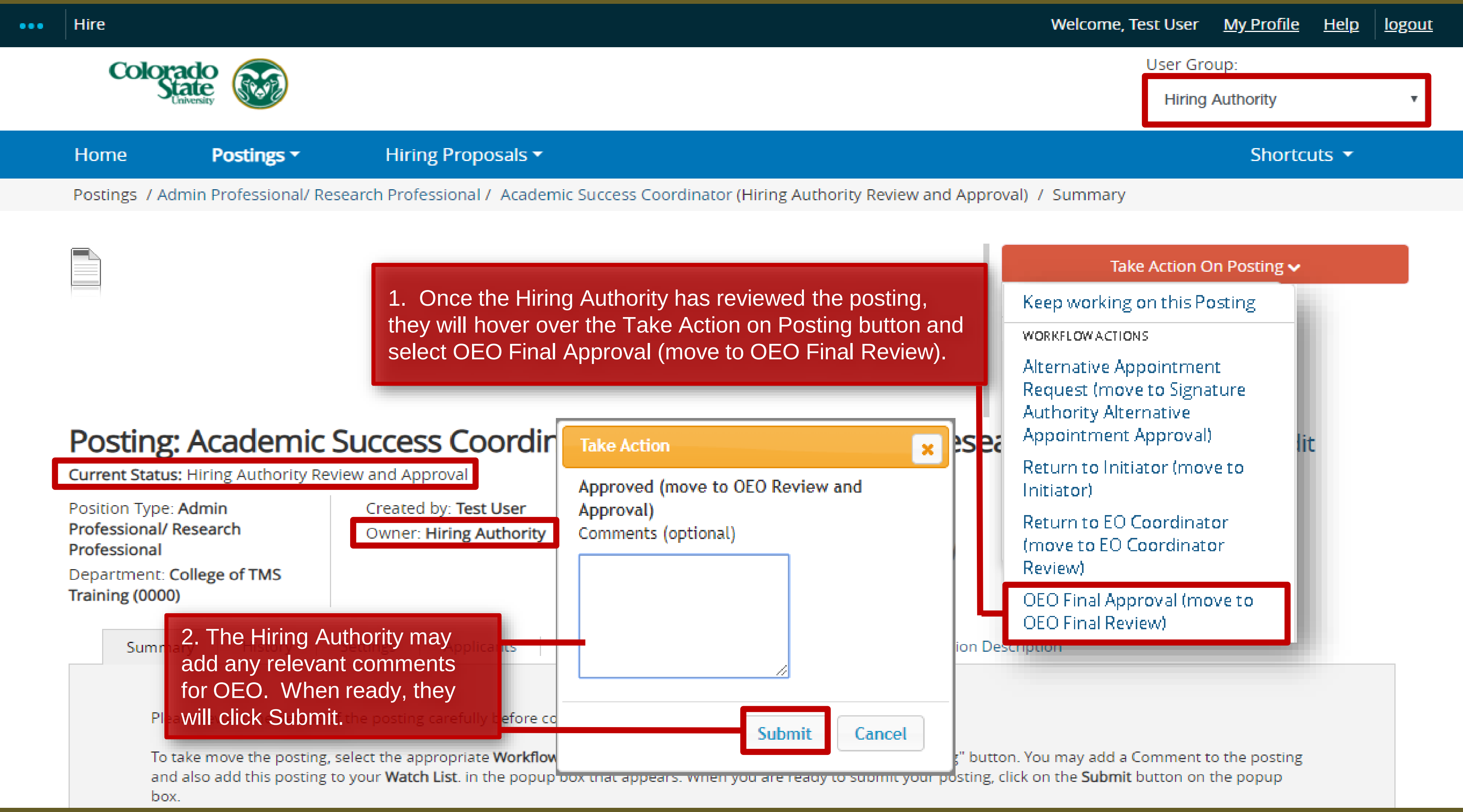
Posting – Move in Workflow (from EO Coordinator to Hiring Authority)



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

2. The EO Coordinator may add any relevant comments in the optional Comments box. When ready, they will click Submit.

Posting - Move in Workflow (from Hiring Authority to OEO)



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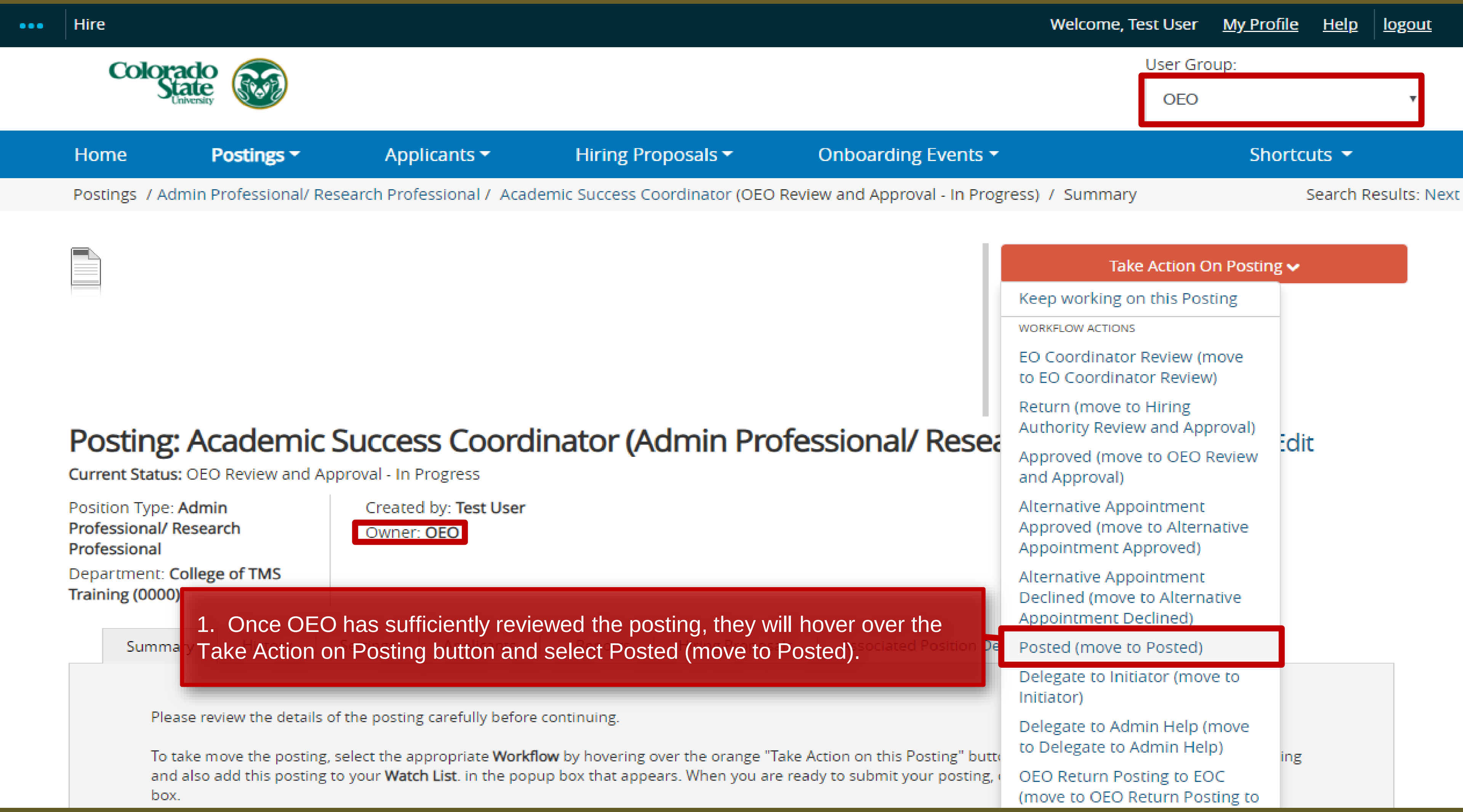
Final Review and Approval – OEO



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

Posting Approved E-mail

Colorado State University

Hello Test User,

The Academic Success Coordinator position (Posting #: 201800487AP) 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 #: 012345.0001

Job Title: Academic Success Coordinator

Department: College of TMS Training

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

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.

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