CSU Talent Management System
User Guide – Admin/Research Professional
How to Initiate and Complete the Hiring Proposal

Last Updated: 11/21/2018
Initiate and Complete a Hiring Proposal

Hiring Proposals are created to connect an identified candidate to an open position needing to be filled. Once an applicant has been placed in the ‘Approved Recommend for Hire’ workflow state by OEO, a Hiring Proposal can be initiated. Creating the Hiring Proposal and sending it through the approval process will initiate the background check. All background checks must be completed or waived by HR prior to sending out a formal Offer Letter.

Hiring Proposals may only be created by an individual with the Hiring Authority role in the TMS.

**Important note for Hiring Authorities** - You must be listed as the Hiring Authority on both the position description and posting in order to create the hiring proposal for a posting.

Below are the steps in the initiation, background check, review and approval of the Hiring Proposal.

**Hiring Authority**
- Initiation of hiring proposal

**Human Resources**
- Background check conducted

**Hiring Authority**
- Completion of any pre-employment requirements, and uploading of signed offer letter

**Office of Equal Opportunity**
- Review and approval

The steps in the following slides explain how to initiate/complete all requirements for the Hiring Proposal.
Note: Departments wishing to hire Foreign Nationals must first contact Business and Financial Services to obtain a Payroll Control Number (PCN) in order to complete the Hiring Proposal.

Contact: Business and Financial Services, Foreign Tax Office
bfs_foreigntax@Mail.Colostate.edu

Once the PCN has been assigned, enter the number in the “Please Provide Any Background Check Detail” field in the Hiring Information Section under the Hiring Proposal tab.
1. Select the Applicant Tracking module by clicking the three dots in the top-left corner of the screen.

2. Select Hiring Authority from the User Group drop-down menu.
1. Click on Postings from the menu across the top then select Admin Professional/Research Professional from the drop-down menu.
1. Locate the posting for which you wish to start the hiring proposal and click on the Working Title.

Shortcut: Hover over Actions and select View Applicants to be taken directly to the Applicants tab within the posting.

Note: You can search for the posting by entering the Posting Number into the main search bar.
1. If you clicked on the Working Title, you will be taken to the Summary tab of the posting. Click on the Applicants tab.
**Initiating a Hiring Proposal**

1. From the Applicants tab, locate the individual(s) in the workflow state Approved Recommend for Hire and click on their first name.

   **Note:** If you are hiring multiple individuals out of one posting, this process will need to be repeated for each candidate.
1. Once in the job application, click on the Start AP Hiring Proposal button in the top-right corner.
Connecting the Hiring Proposal to Position Description

Note: On this page, you will 'link' the candidate to the vacant position description. This will 'seat' them in the position once the process has been finalized.

1. The position description that was used to create the posting will automatically be selected from the list below. Confirm that the correct position is selected, then click one of the Select Position Description buttons to create the hiring proposal.

If the correct position description is not showing up, you may not be listed as the Hiring Authority on the approved position description. Please Contact HR to have your name added to the position description.

Note: If you are performing multiple hires out of one posting, each candidate will need to 'be seated' into their OWN position description. Selecting the same position descriptions, or one with an individual already seated in it, will cause the system to override the current occupant and replace them with the new individual. Each employee must have their own approved position description and unique position number.
Note: Be sure to fill in all of the required fields on the Hiring Proposal page. (i.e. Gender, Work Hours, Background Check etc.)

1. Ensure that you select the gender of the candidate. If the candidate decided to self disclose their gender when applying, their selection will be directly above the required Hiring Proposal Specific Gender drop-down menu. Be sure to match this. If they didn’t self disclose, use your best guess estimate and select a gender.

Note: CSU is required to select and report in aggregate, the genders of all hires made at the University as part of our obligation as a federal contractor. The binary selection of Male and Female is defined by the federal government and is required for our reporting.
1. Work Hours/Week will pull through from the position description. Please remove any ranges and only include the actual hours to be worked per-week. **If this is an hourly position, enter 0.**
Hiring Proposal Page

Note: You can initially leave these fields blank. The Actual Start Date and Starting Annual Salary are completed AFTER the background check is successfully returned and AFTER the Offer Letter is negotiated and signed.

Note: If you are hiring a foreign national, please enter the Payroll Control Number (PCN) in the Background Check Detail box from the foreign tax office. (Details on page 3.) If you are hiring a current CSU employee, please indicate so in this field.

1. Select Yes or No from the Is this an Open Pool hire? drop-down. Only select Yes if this hire is being made out of a Secondary Open Pool Posting.

2. Select Yes or No from the Is Background Check Required? drop-down. If you are not certain if one is required, add this detail in the field below.

3. When complete, click Next to continue to the Background Check Requirements page.
Note: The selections on Background Check Requirement page will pull over from the position description. No action is needed on this page. Be sure to note in the Please Provide Any Background Check Detail field if you notice that ‘Yes’ is incorrectly selected for any of the background check requests.

1. When ready, click Next.
On the Hiring Proposal Documents page, you may add documents such as budget authorization, recruitment documentation, Offer Letter, etc.

Please wait to attach the required, signed Offer Letter until **AFTER** the background check has been approved. An offer letter should not be sent to the proposed hire until after the individual has successfully passed a background check.

1. When ready, click Next to be taken to the Summary page.
Note: On the Hiring Proposal Summary page, review the hiring proposal and make any edits as needed.

1. When you are ready to move the hiring proposal forward to HR Background Checks, hover over the Take Action On Hiring Proposal button and select Submit to Background Check (move to Background Check).

2. In the pop-up box you may add any comments or questions for Human Resources in the optional Comments box. When ready, click Submit.
Email to Hiring Authority once background check is complete

Hello,

A hiring proposal related to the Academic Success Coordinator position has been placed in the status of "Make Offer/Offer Letter" and is ready for your review/approval. Please go to https://jobs.colostate.edu/hr and view your inbox to review/approve this action (if required).

Hiring Proposal Number: 201800514HPAP
Department: College of TMS Training
Posting Working Title: Academic Success Coordinator
Position #: 012345.0001
Name: Viktor Krum

Comment from previous workflow state:

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

Note: Once the background check is complete and Human Resources has moved the hiring proposal forward to the ‘Make Offer/Offer Letter’ workflow state, the Hiring Authority will receive an email from the system. At this point, the Hiring Authority may enter into negotiations with the candidate to determine the starting annual salary and actual start date.

Once negotiations are complete and the candidate has returned their signed offer letter, the Hiring Authority will need to log back into the TMS to complete the hiring proposal.

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
Completing the Hiring Proposal

1. Log back into the TMS and select Hiring Authority from the User Group drop-down menu.

2. Hover over Hiring Proposals from the top menu and select Admin Professional/ Research Professional.

Shortcut: From your Inbox on the homepage, select the Hiring Proposal tab across the top. Once selected, click on the working title of the position you are hiring for. This will take you directly to the hiring proposal.
1. If you clicked on Amin Professional/ Research Professional from the Hiring Proposal drop-down menu, you will be taken to this page. Locate the correct hiring proposal and click on the candidate’s first name.
1. Once in the hiring proposal, click Edit.
Hiring Information (revisited by Hiring Authority)

Note: These fields MUST match what is stated in the Offer Letter. Ensure you enter in the Starting Annual Salary as NUMERIC values only. *(No commas, special characters i.e., dollar signs, letters, etc.)*

Due to the TMS integration with Oracle, start dates for new appointments/hires must be dated within the month of hire/change, or a future date. Please update the hiring proposal and Offer Letter to reflect the current or future date for this newly appointed individual. If there is a unique circumstance related to the start date for this new appointment/hire, please contact the Records unit in Human Resources at HR_Records@colostate.edu.

1. Scroll down to the bottom of the page to the Hiring Information section. Enter the candidate’s negotiated Actual Start Date and Starting Annual Salary.

2. When ready click Save.
Note for Hiring a **Part-Time** candidate

Note: If you are hiring a salaried individual who will be working less than 40 hours a week, their part-time status will need to be reflected in the Work Hours/Week field.

In this scenario, Viktor will be working 50% of the FTE and will be making $22,500 a year. Instead of entering in ‘22500’ in the Starting Annual Salary field, the Hiring Authority needs to enter his salary as a 100% FTE. The ‘20’ that was entered into the ‘Work Hours/Week’ field will tell the system to calculate that Viktor will be making half of what was entered into the Starting Annual Salary field.

If 22500 was entered in the starting annual salary field, and 20 was entered in work hours a week field, the system would incorrectly calculate his salary as $11,250.
1. Once saved, the system will take you back to the top of the page. Select Hiring Proposal Documents from the left side menu.
Uploading the *Signed* Offer Letter

1. To upload the signed Offer Letter, hover over Actions and select Upload New.
Uploading the *Signed* Offer Letter

1. Click Choose File. 
   Note: Depending on your web browser, this button may be labeled differently.

2. Locate the signed offer letter on your computer then click Open.

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

Note: The hiring proposal may be used as a 'filing' resource for all documents used in a search. Recruitment documents, committee notes, and other search documents may all be combined into a single PDF document and uploaded into the system as an alternate to keeping them in a secure location in the department or on a password/user protected shared drive for three years, as required by the CSU search process.

Note: The system converts all uploaded documents into PDFs.

Note: A system banner across the top of the page will let you know that the upload was successful.
Sending the Hiring Proposal to OEO for Final Review

1. After you have filled in the Starting Annual Salary field, Actual Start Date field and have uploaded the signed offer letter and are ready to move the hiring proposal forward to OEO for final review, hover over the Take Action On Hiring Proposal button and select Move to OEO Final Approval.

2. If you want, add any relevant comments for OEO, then click Submit.
Hello Test User

As the Hiring Authority for the Academic Success Coordinator position (posting #: 201800487AP), you are being notified that the applicant, Viktor Krum, has been placed in the status of “Hired.”

At this point in the workflow, no further action is required in the Talent Management System. Please work with your support staff or HR Liason to ensure that the hire is finalized in Oracle.

Applicant Name: Viktor Krum
Posting #: 201800487AP
Job Title: Academic Success Coordinator
Classification Code:
Position.Version #: 012345.0001
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: Once the hiring proposal has been approved and the applicant has been transitioned into the Hired workflow state, the Hiring Authority will receive an email notification from the system. Please note, for new appointments, you will need to go into Oracle to finalize the hire.

Note: At this point, the Applicant Manager should reach out to all unsuccessful applicants letting them know that the position has been filled.

For help with creating mass, personalized emails that can be sent out using an applicant spreadsheet, please view our guide on creating a mail merge located here: https://oeo.colostate.edu/media/sites/144/2017/05/CSU-Create-a-Mail-Merge.pdf
Note: Once a hiring proposal has been completed, the system will automatically move the candidate into the applicant workflow state ‘Hired’ and the posting will automatically transition into the workflow state ‘Filled’.
Need further help?

Please visit the OEO website for more resources on the CSU Talent Management System (TMS) at:

https://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