

CSU Talent Management System User Guide

Step 3: Creating a Secondary Open Pool Posting to Hire out of the General Open Pool



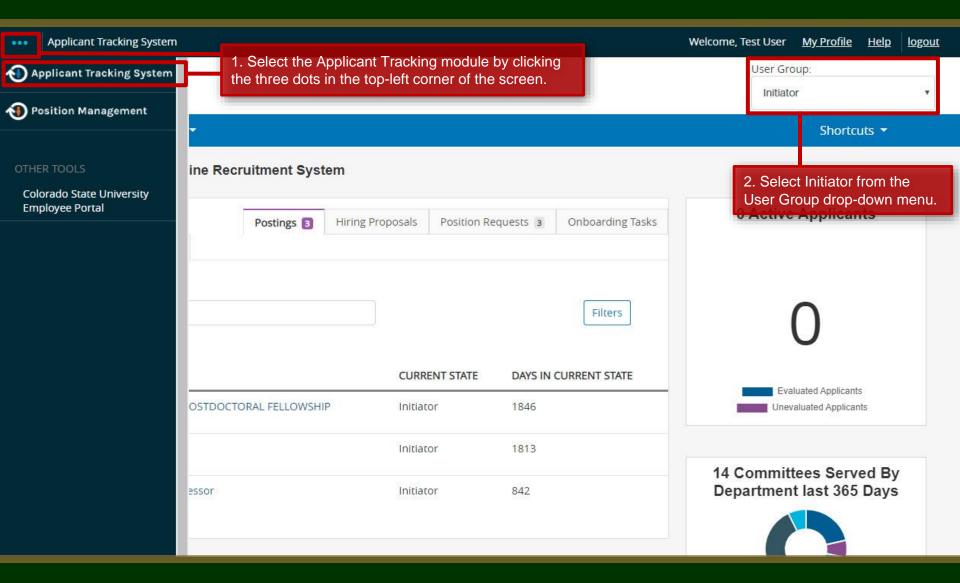
Making a hire out of a General Open Pool

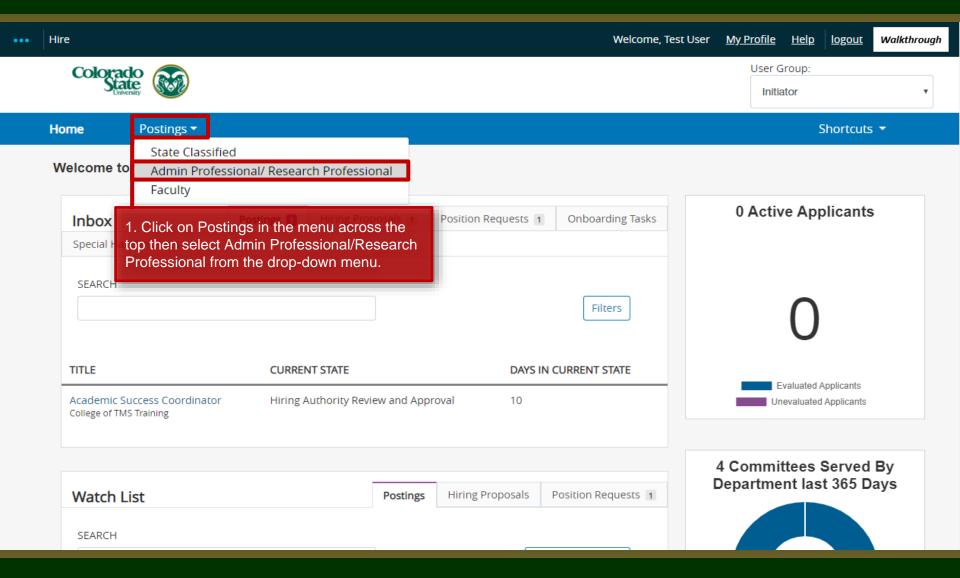
The third and final step of the Open Pool process is to create a Secondary Open Pool Posting from an approved position description. Once the Secondary Open Pool Posting has been approved internally (not posted online), OEO will copy over the current applicant list from your General Open Pool Posting to the Secondary Open Pool Posting, 'capturing' the available applicant pool at the time of the open vacancy.

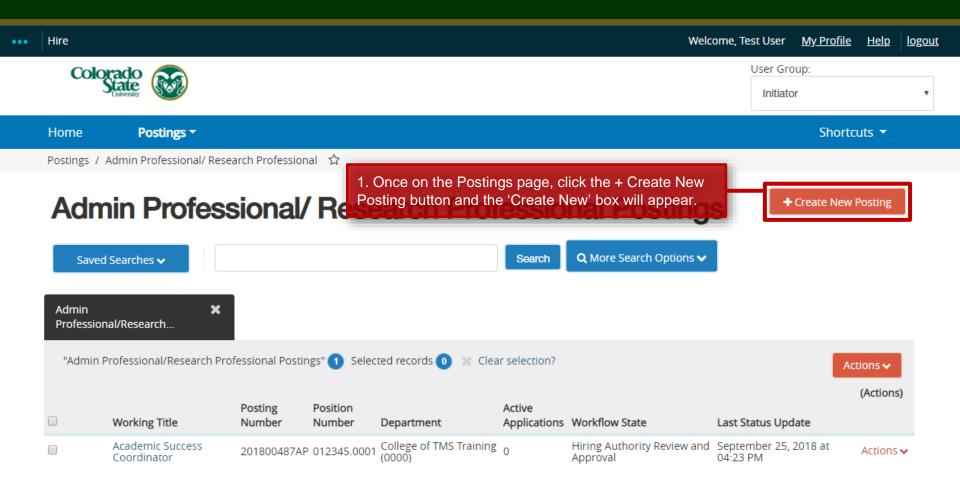
Old Open Pool Process vs. New Open Pool Process:

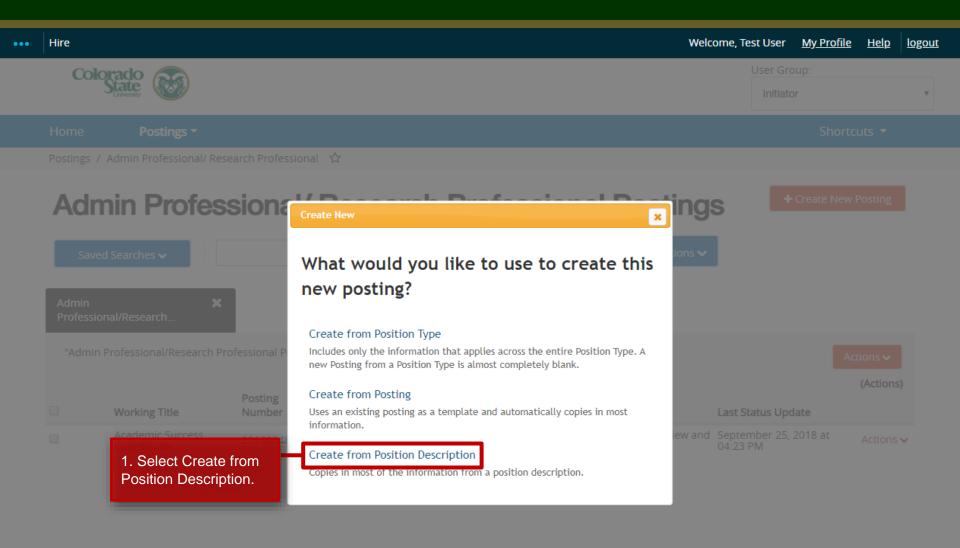
- Old: Previously, the Secondary Open Pool Posting was utilized by departments to submit their finalist
 interview requests, hire request, as well as create the Hiring Proposal for their top candidate. Interviews
 could only be performed AFTER the Secondary Open Pool Posting had been approved and the current
 applicant pool was copied over.
- New: Now, departments have the ability to conduct finalist interviews, PRIOR to creating the Secondary Open Pool Posting, as finalist interviews no longer need to be requested through the TMS. In using this process, departments will be able to submit their hire request immediately upon OEO copying over applicants to the Secondary Open Pool. This new process eliminates the finalist interview approval point as well as removing the time delay for when a department can begin reviewing applications and scheduling interview as there is now no need to wait for the creation and approval of the Secondary Open Pool Posting. The Secondary Open Pool Posting should now only be used to submit the hire request.

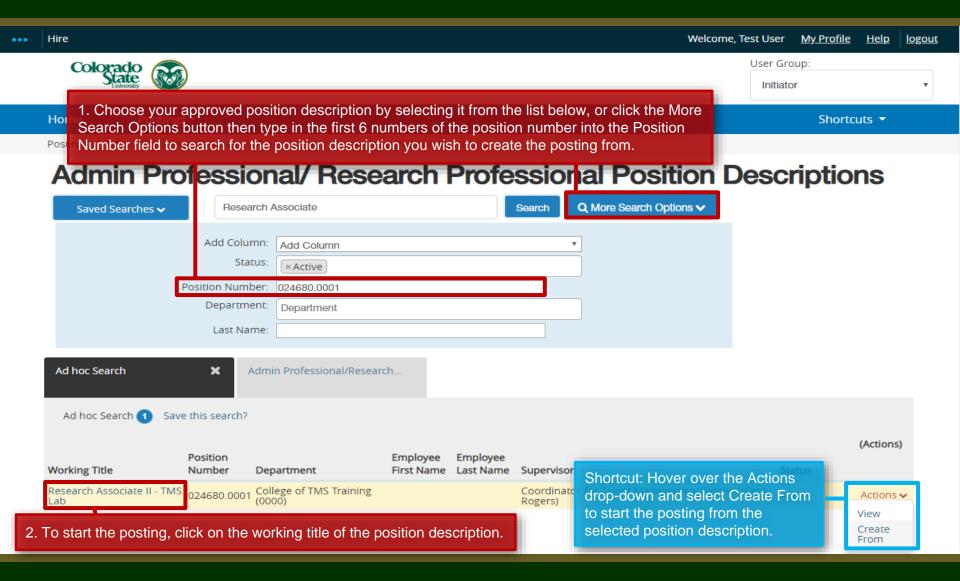
The following guide will demonstrate the New Open Pool Process when creating a Secondary Open Pool Posting.

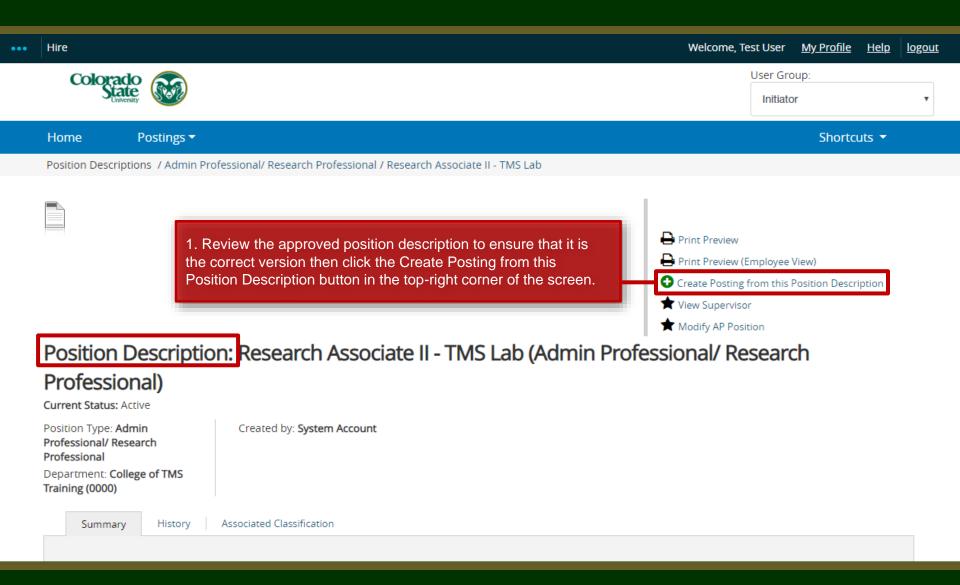




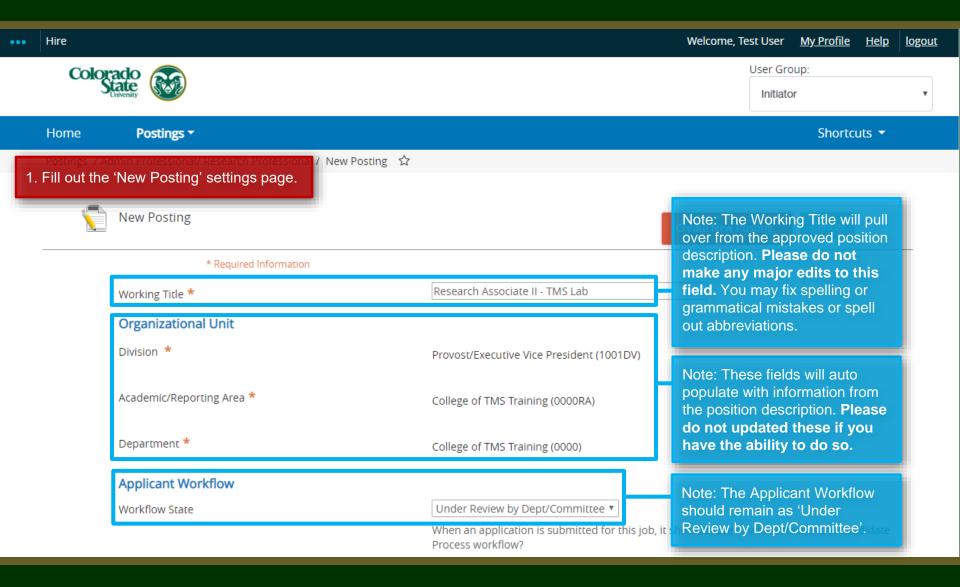




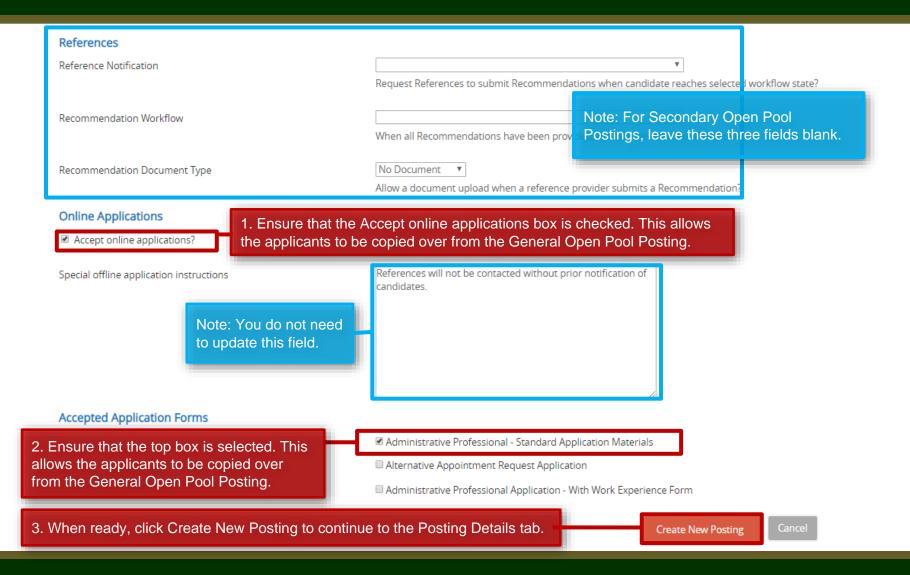


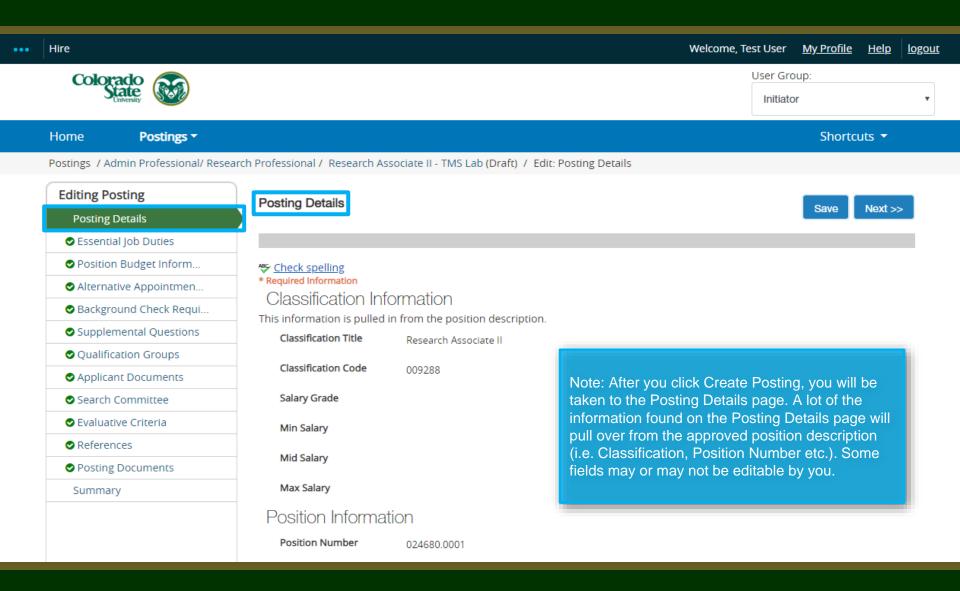


Creating a Secondary Open Pool Posting – New Posting Page

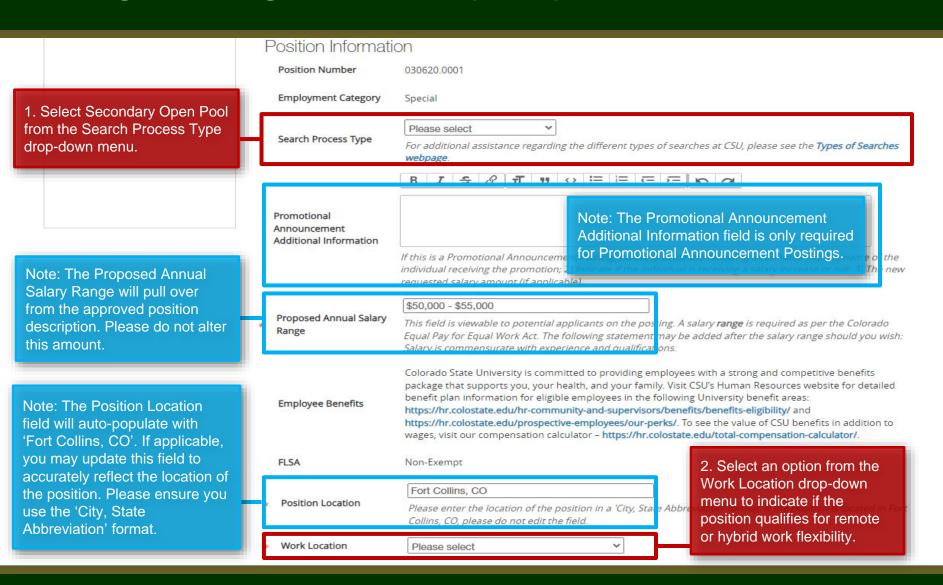


Creating a Secondary Open Pool Posting – New Posting Page

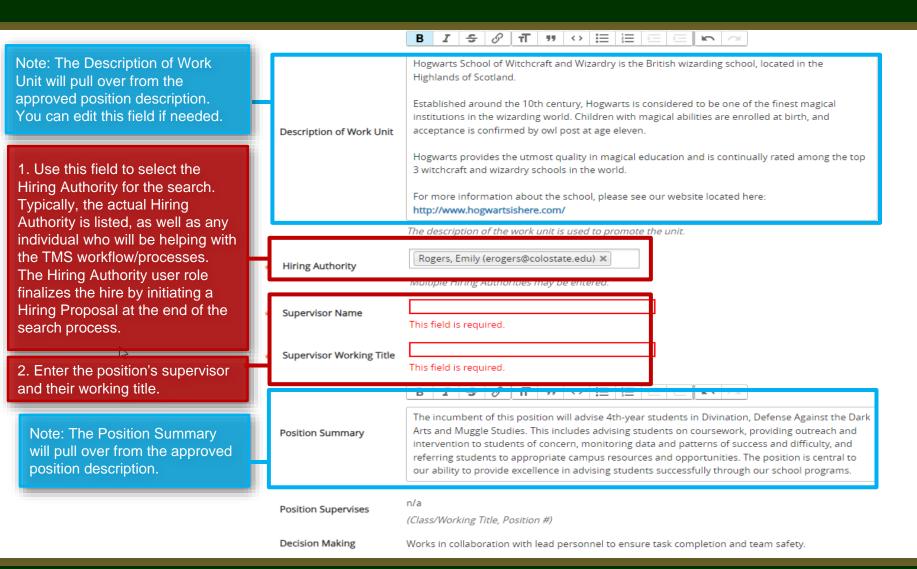




Posting - Posting Details Tab (cont.)



Posting - Posting Details Tab (cont.)

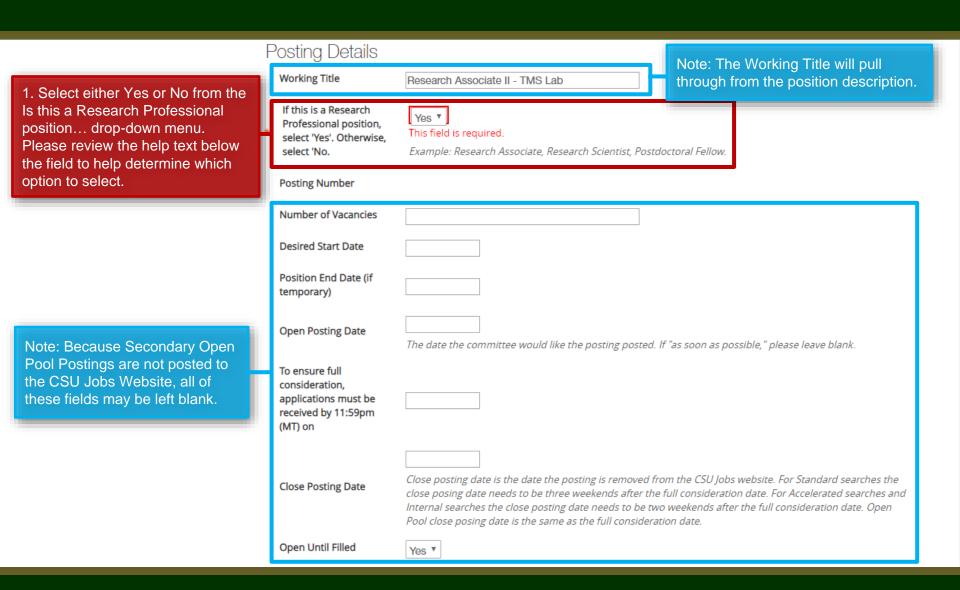


Note: All of these fields will pull through from the approved position description. Please do not update them.

Undergraduate students **Position Supervises** (Class/Working Title, Position #) Conducts independent and collaborative research, manages laboratory operations, determines supplies and equipment inventory needs, and supervises/trains undergraduate students. The RAII makes decisions regarding **Decision Making** purchasing of all supplies/reagents, and together with the PI, makes decisions about hiring work-study students that aid the RAII in lab maintenance duties, repairing and purchasing of larger equipment. Conditions of Pre-employment Criminal Background Check (required for new hires), Use, Handling, or Exposure to **Employment** hazardous materials - Ethidium Bromide B.S. in Molecular Biology/Genetics/Neuroscience (or closely related) and a minimum of 3 years of work Required Job experience in genetics/cell biology/molecular Qualifications biology or a Master's degree in Molecular Biology/Genetics/Neuroscience. Experience with Drosophila genetic techniques. Preferred Job Qualifications Is this an Hourly No ▼ position? Hourly positions do not have guaranteed hours and may work within 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.





References will not be contacted without prior notification of candidates. Special Instructions Summary Note: You do not need The information entered in this field will show on the top of the applicant posting. You would want to include to update or add content information like: References will not be contacted without prior notification of candidates. to these three fields. Internal Search Requested An internal search is a form of a limited search that is the exception to the default national search. Recruitment can be limited to a department/unit or College/Division. Rationale for Internal Search Hiring out of Open Pool 201800488AP 1. In the Recruitment Plan field, delete the four auto populated venues and enter the Posting Number of the General Open Recruitment Plan Pool Posting from which OEO will be copying over applicants. List all advertising venues (e.g. websites, list services, etc.)



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/57204

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.

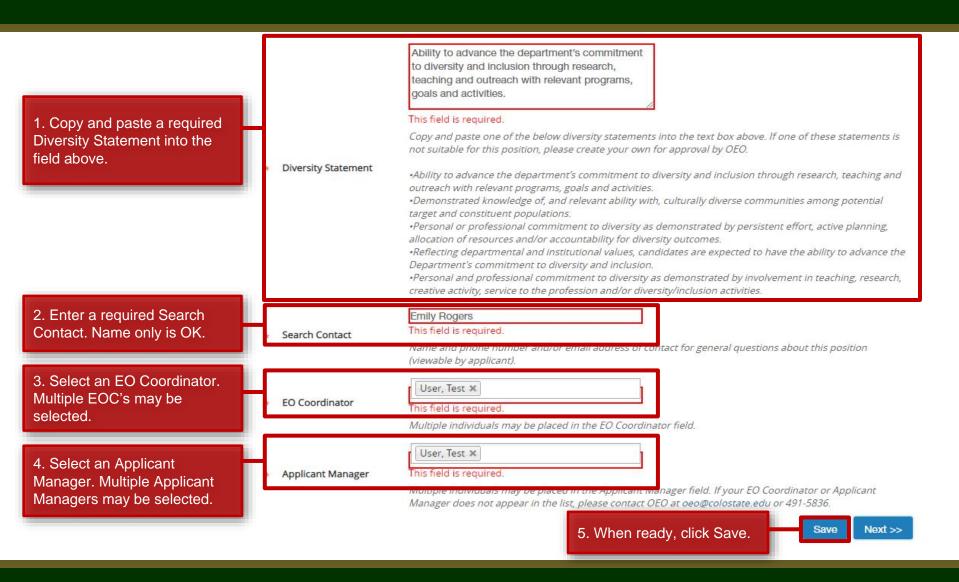
Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, 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.

EEO Statement

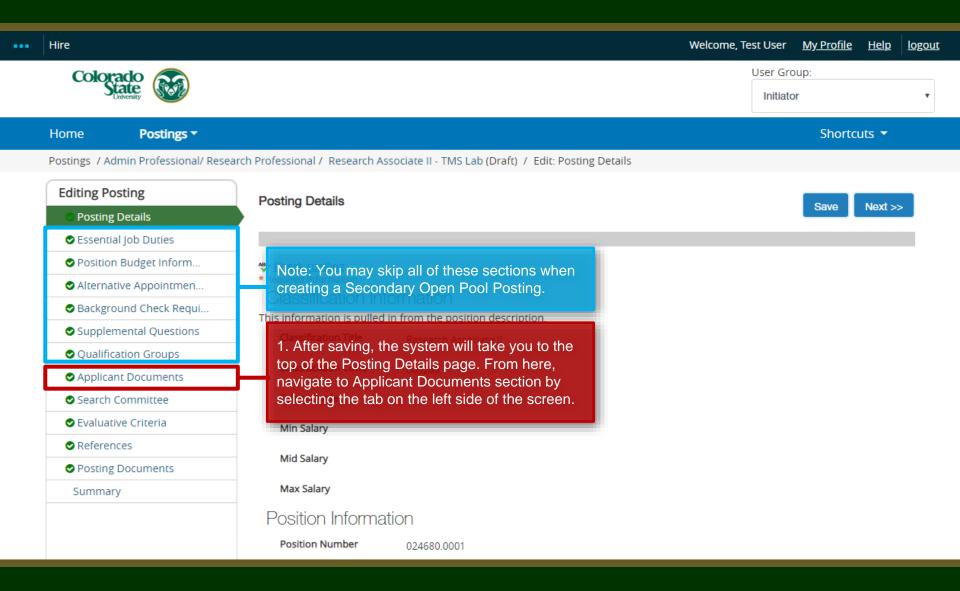
The Title IX Coordinator is the Executive Director of the Office of Support and Safety Assessment, 123 Student Services Building, Fort Collins, CO 80523 -2026, (970) 491-7407.

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.

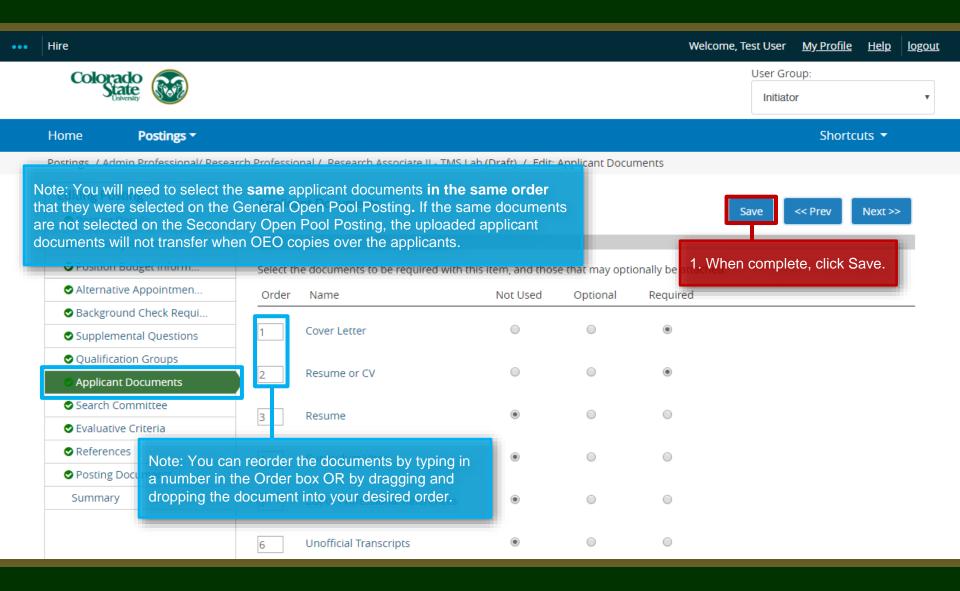
Note: You may skip these fields.



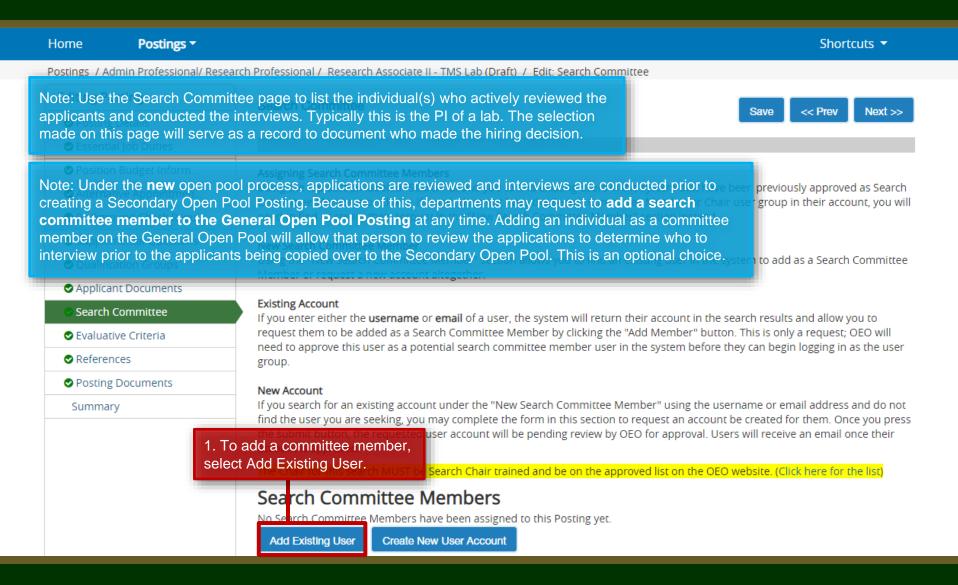
Creating a Secondary Open Pool Posting



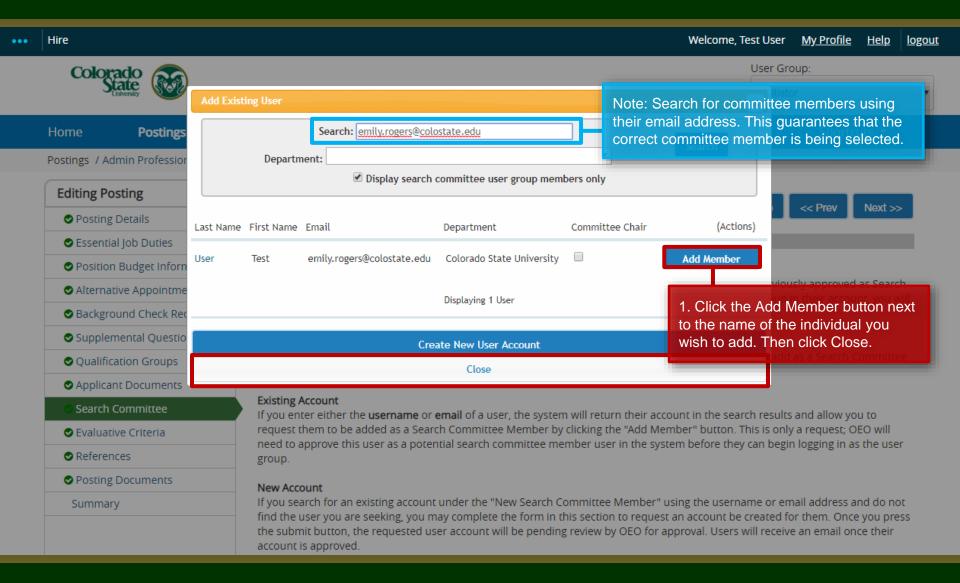
Creating a Secondary Open Pool Posting – Applicant Documents Page



Creating a Secondary Open Pool Posting – Search Committee Page



Creating a Secondary Open Pool Posting – Search Committee Page



Creating a Secondary Open Pool Posting – Search Committee Page

Postings ▼ Shortcuts ▼ Home Postings / Admin Professional/ Research Professional / Research Associate II - TMS Lab (Draft) / Edit: Search Committee **Editing Posting** Search Committee << Prev Posting Details Essential Job Duties Position Budget Inform... Assigning Search Committee Members Using the top section labeled "Search" allows you to find existing users in the system that have been previously approved as Search Alternative Appointmen... Committee Members or Chairs. If a user does not have the Search Committee Member or Chair user group in their account, you will Background Check Requi... need to find or create their account in the "New Search Committee Member" section instead. Supplemental Questions 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 Qualification Groups Member or request a new account altogether. Applicant Documents **Existing Account** Search Committee 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 Evaluative Criteria need to approve this user as a potential search committee member user in the system before they can begin logging in as the user

New Account

group.

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.

The Chair for this search MUST be Search Chair trained and be on the approved list on the OEO website. (Click here for the list)

Search Committee Members

Name	Email	Committee Chair	Status	(Actions)
Test User	emily.rogers@colostate.edu		approved	Actions 🗸

Next >>

References

Summary

side menu.

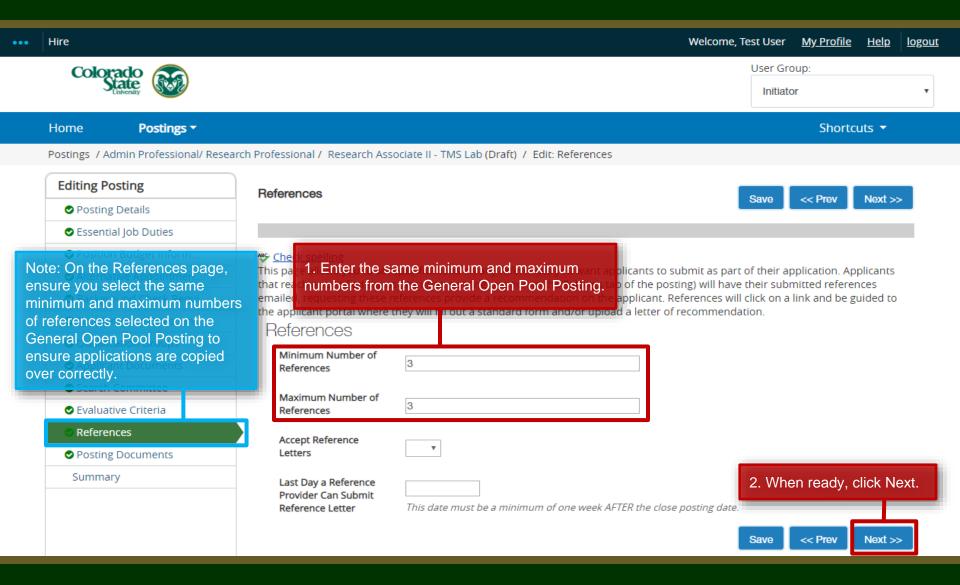
Posting Documents

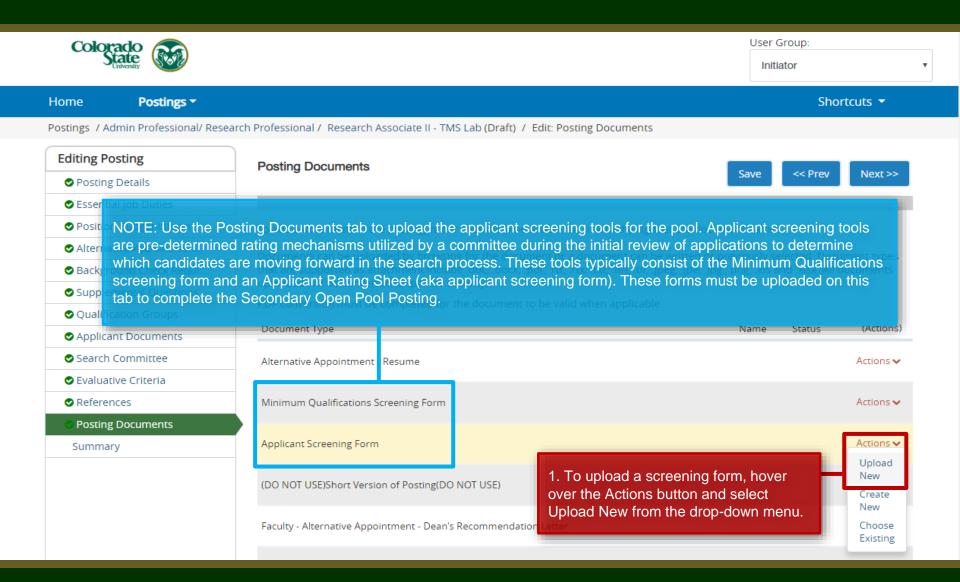
1. Once you have added

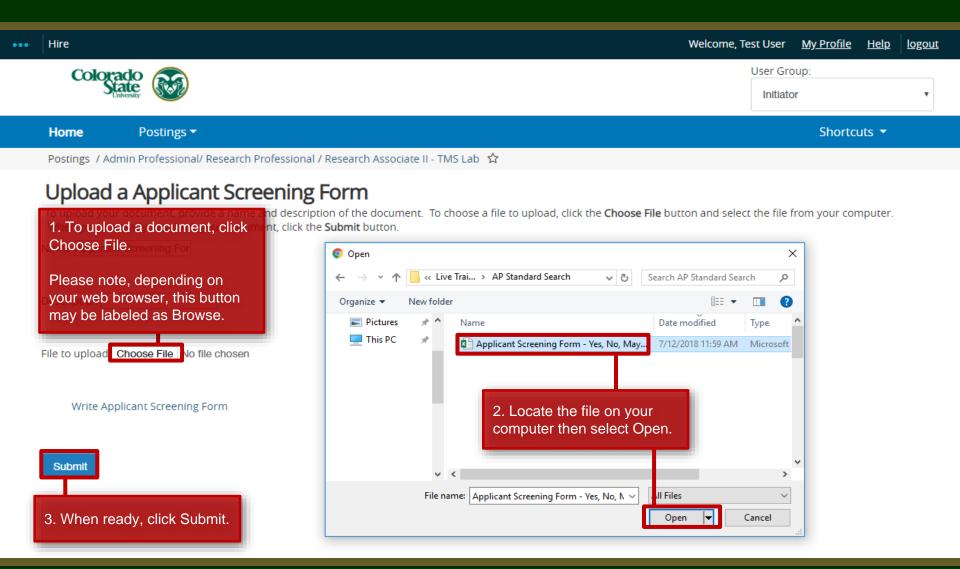
the search committee, click

on References from the left

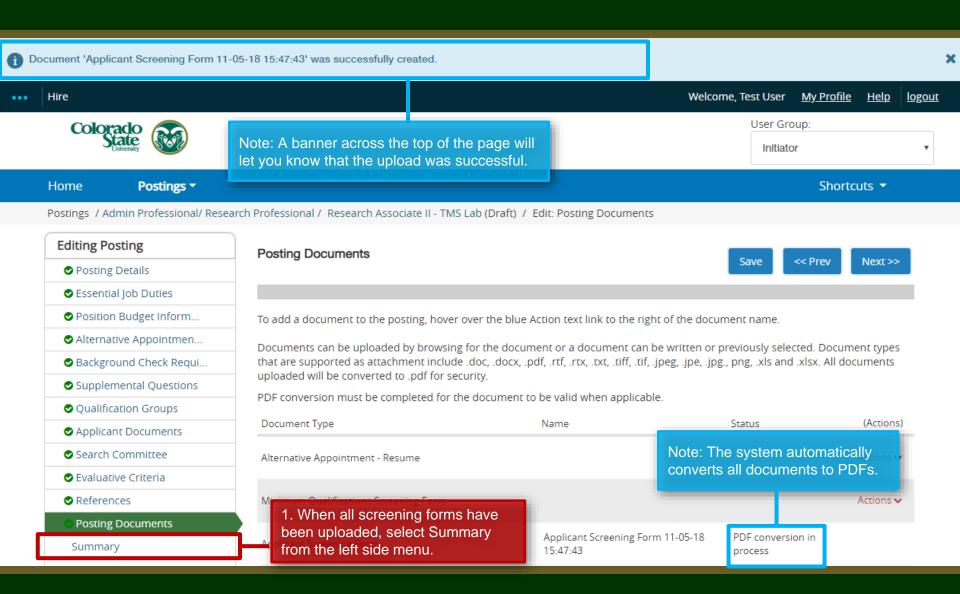
Creating a Secondary Open Pool Posting – References Page



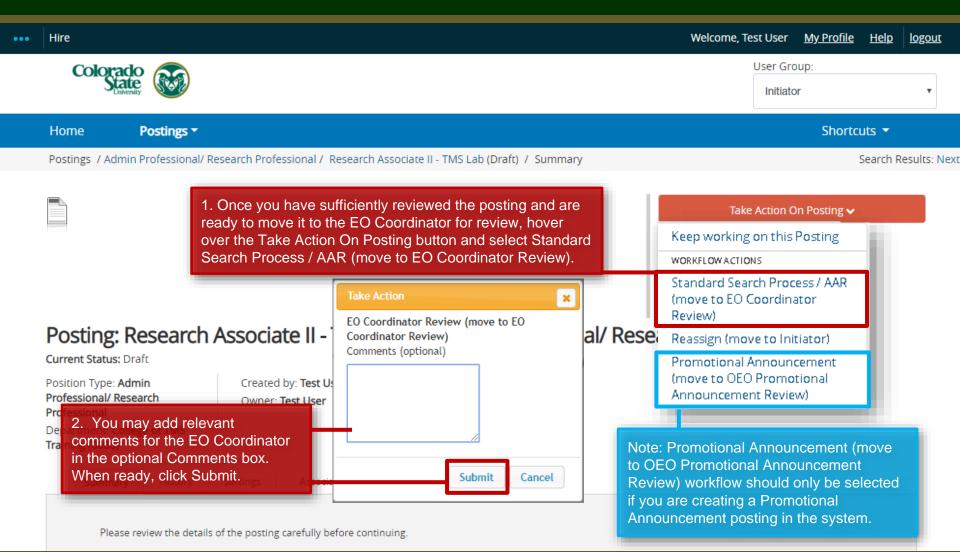




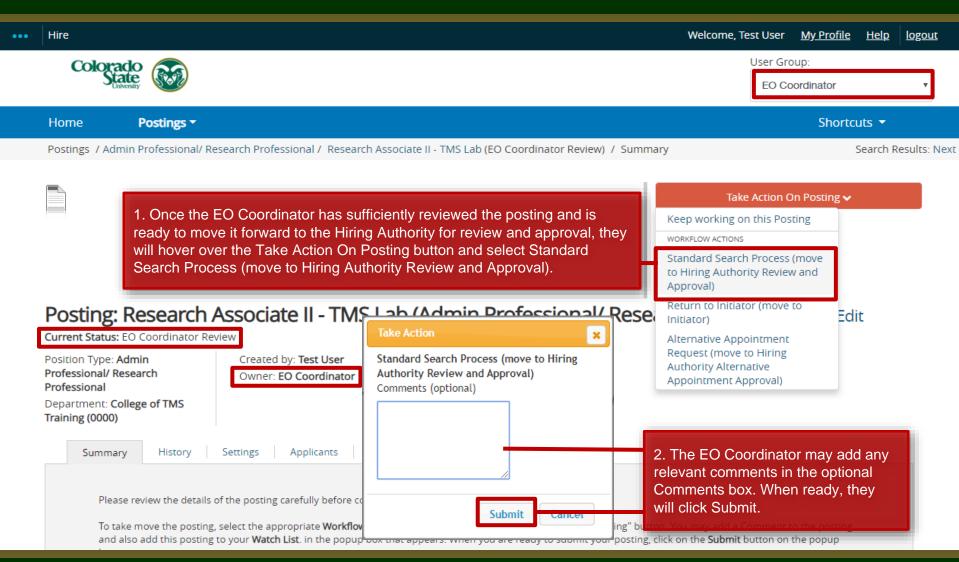
Creating a Secondary Open Pool Posting



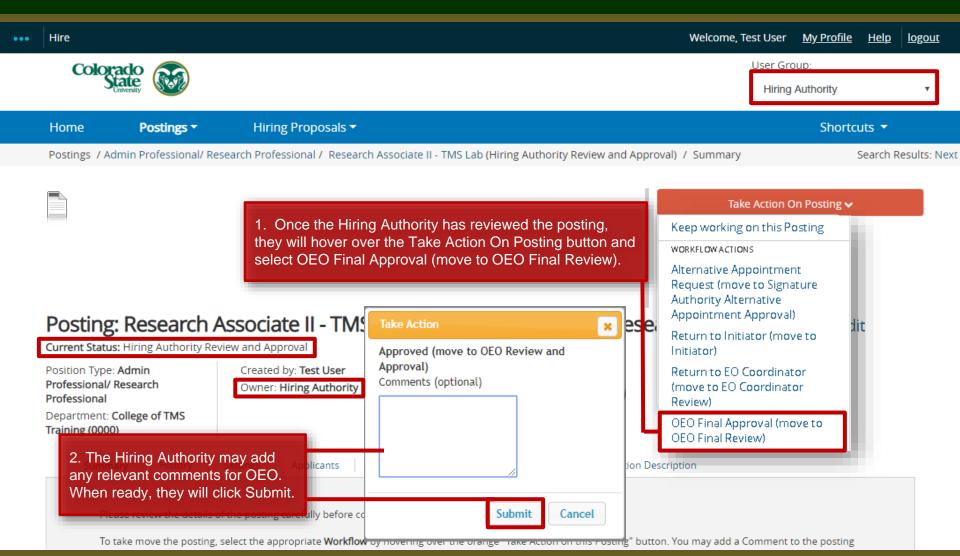
Creating a Secondary Open Pool Posting – Move in Workflow (from Initiator to EO Coordinator)



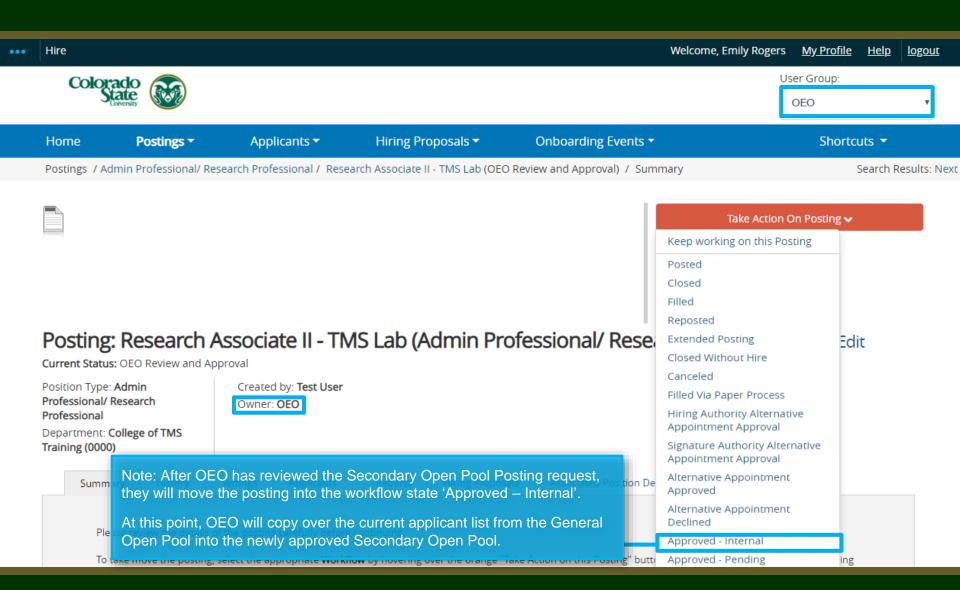
Creating a Secondary Open Pool Posting – Move in Workflow (from EO Coordinator to Hiring Authority)



Creating a Secondary Open Pool Posting – Move in Workflow (from Hiring Authority to OEO)



Creating a Secondary Open Pool Posting – OEO Approval



Email Notification to the Applicant Manager



Hello Test User,

The Research Associate II - TMS Lab position (Posting #: 201800489AP) has been placed in the status of "Approved - Internal."

If this is a Secondary Open Pool Posting, applicants form your general open pool will be copied over.

If this is an Internal Search to CSU or your department, please distribute this link to all individuals interested in applying: 61616

Position #: 024680.0001

Job Title: Research Associate II - TMS Lab

Department: College of TMS Training

Thank you,

Office of Equal Opportunity

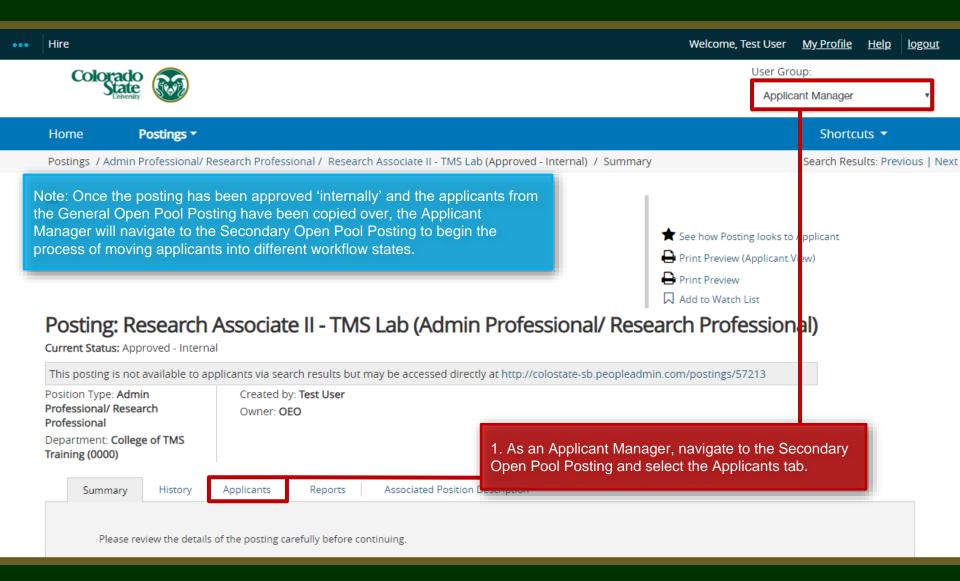
oeo@colostate.edu

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 once their Secondary Open Pool Posting has been moved into the workflow state 'Approved – Internal'.

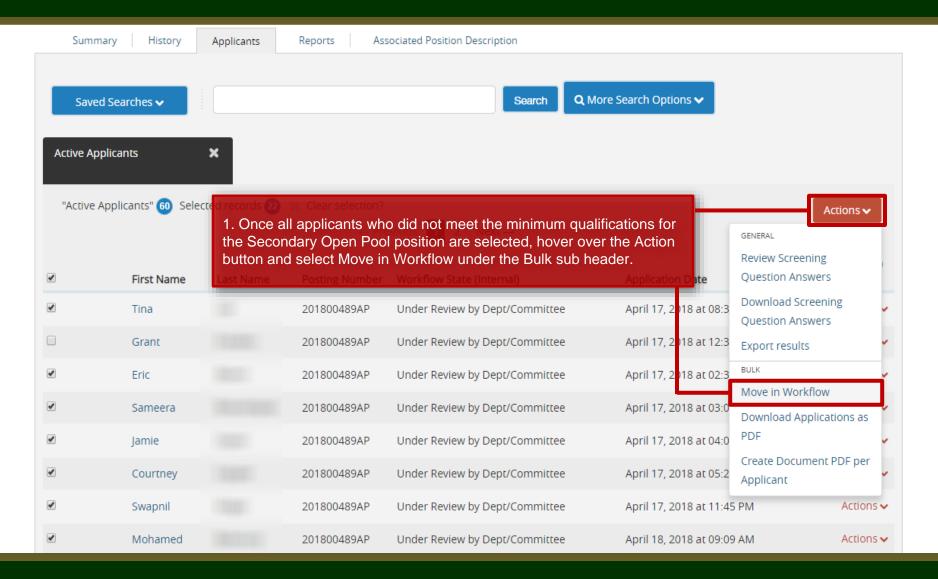
Applicants copied to Secondary Open Pool Posting



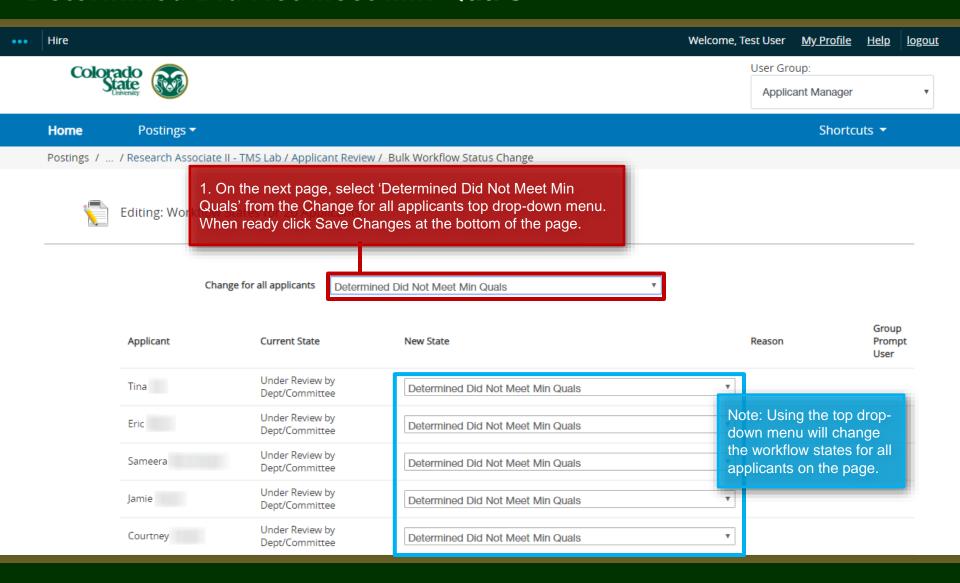
Applicant Manager – Begin process of transitioning applicants into different applicant workflow states

Posting: Research Associate II - TMS Lab (Admin Professional/ Research Professional) Note: Once on the Applicants Tab, the Applicant Manager will be able to see the applicant's postings/57213 copied over from the General Open Pool. In this example, there are currently 60 active applicants. Because applicants have already been reviewed and interviewed prior to them being copied over to the Secondary Open Pool using the New Open Pool Process, the Applicant Manager can submit their hire request, AFTER they update everyone else's workflow state. Associated Position Description History Applicants Reports 1. Before submitting the hire request, the Applicant Manager will need to Q More Search Options > transition applicants who did not meet the minimum qualifications for the Research Associate II level into the workflow state 'Determined did not meet min quals'. To bulk move these applicants (transition at the same time), check the boxes next to the names of the appropriate applicants. "Active Applicants" 60 Selected records 2 X Clear selection? Actions • ← Previous 1 2 Next → (Actions) First Name **Posting Number** Workflow State (Internal) Application Date Last Name Under Review by Dept/Committee April 17, 2018 at 08:37 AM Tina 201800489AP Actions 🗸 Grant 201800489AP Under Review by Dept/Committee April 17, 2018 at 12:36 PM Actions > Eric Under Review by Dept/Committee April 17, 2018 at 02:34 PM Actions > 201800489AP

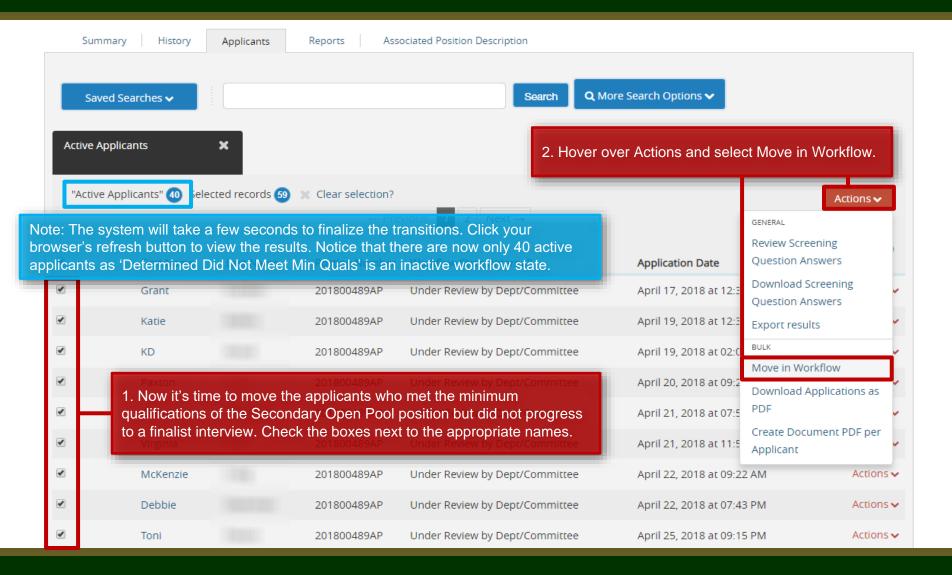
Applicant Manager – Begin process of transitioning applicants – 'Determined Did Not Meet Min Quals'



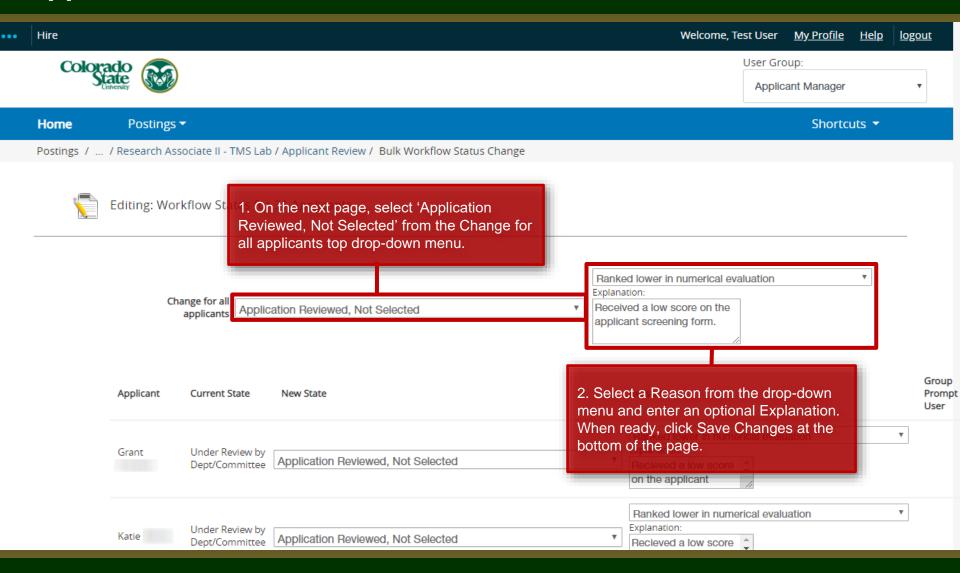
Applicant Manager – Begin process of transitioning applicants – 'Determined Did Not Meet Min Quals'



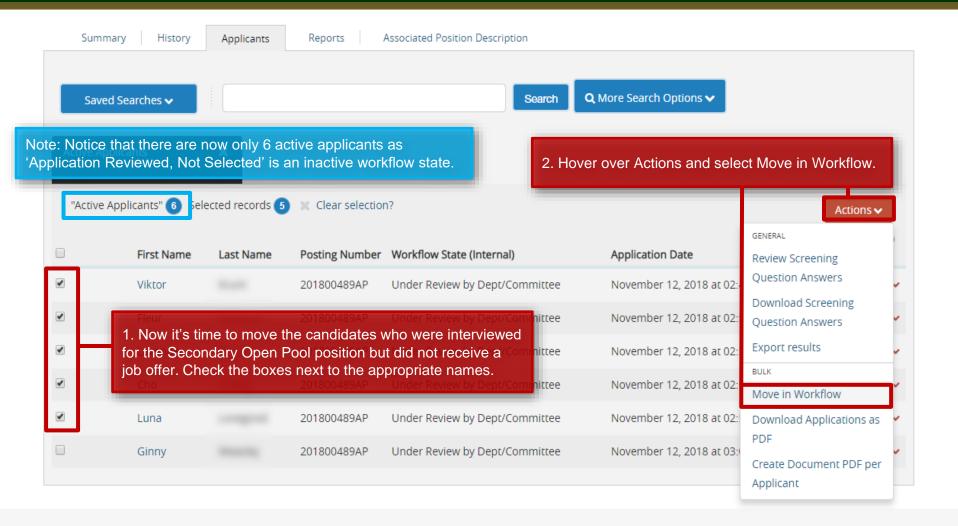
Applicant Manager – Begin process of transitioning applicants – 'Application Reviewed, Not Selected'



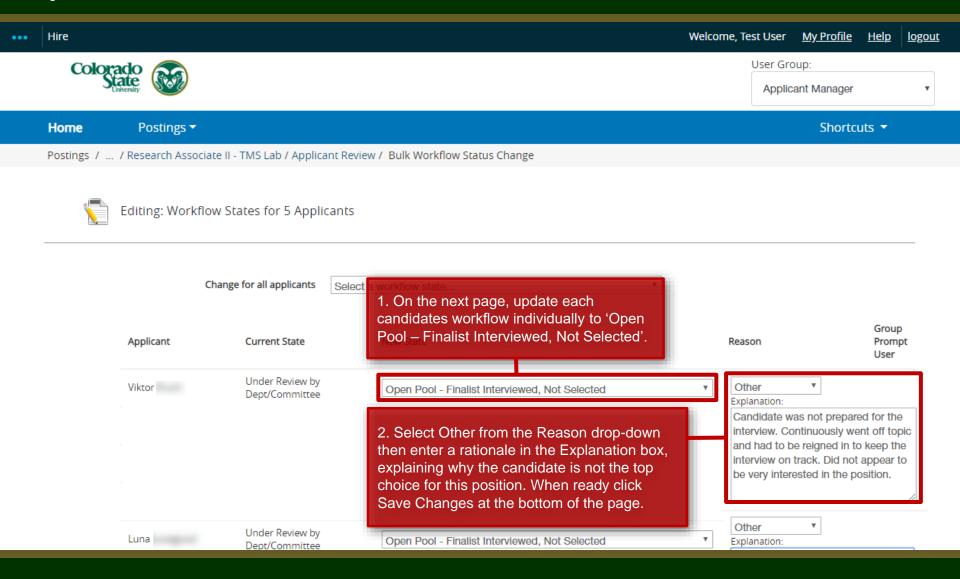
Applicant Manager – Begin process of transitioning applicants – 'Application Reviewed, Not Selected'



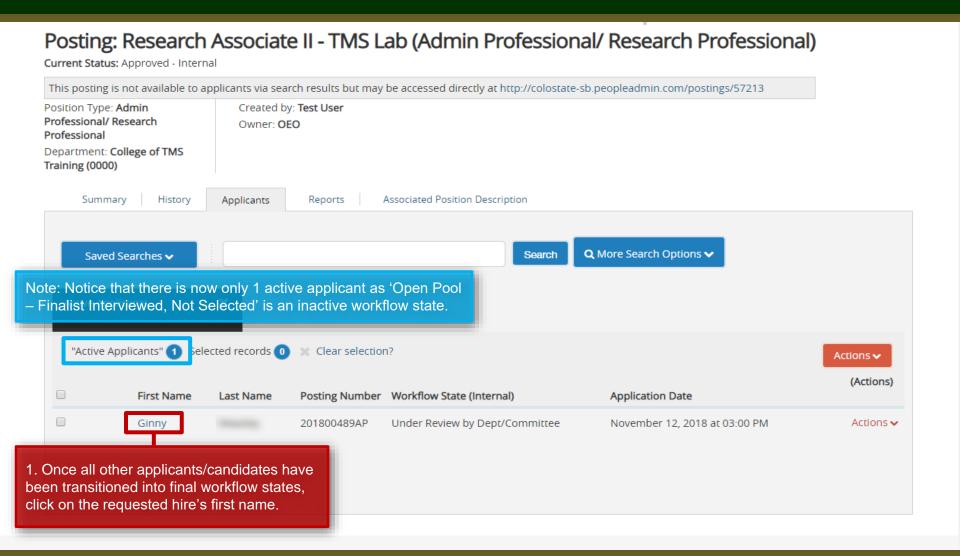
Applicant Manager – Begin process of transitioning applicants – 'Open Pool – Finalist Interviewed, Not Selected'



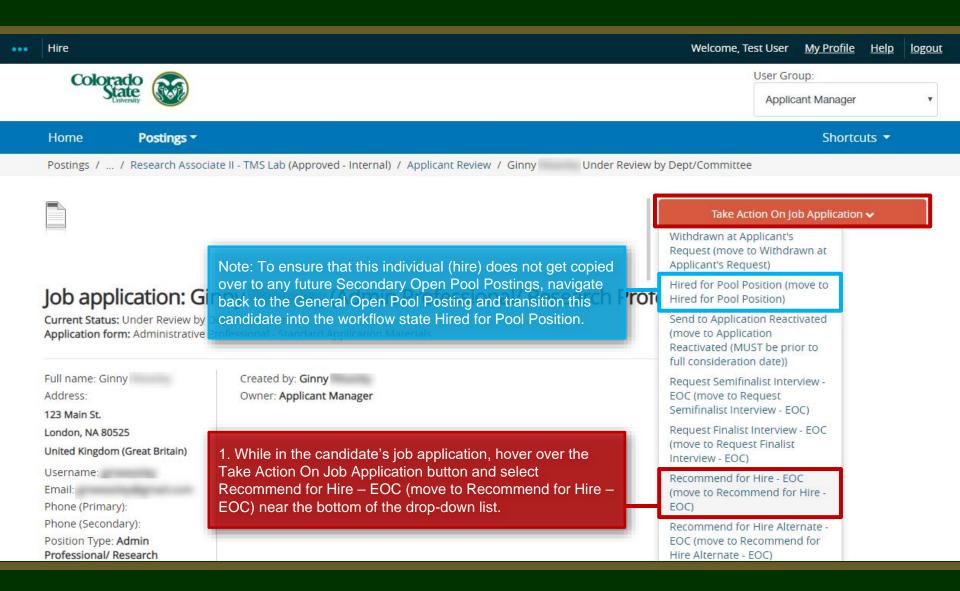
Applicant Manager – Begin process of transitioning applicants – 'Open Pool – Finalist Interviewed, Not Selected'



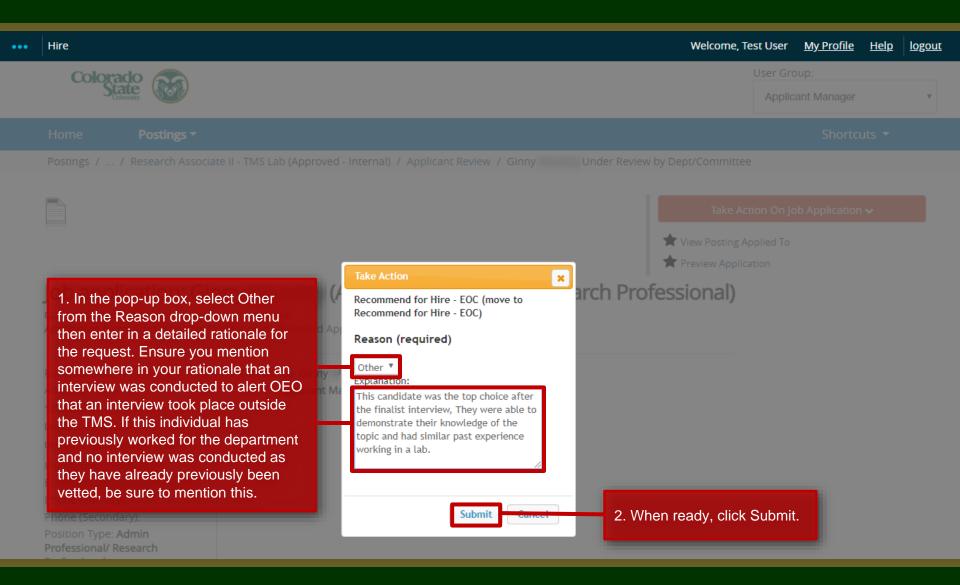
Applicant Manager – Submitting the Hire Request



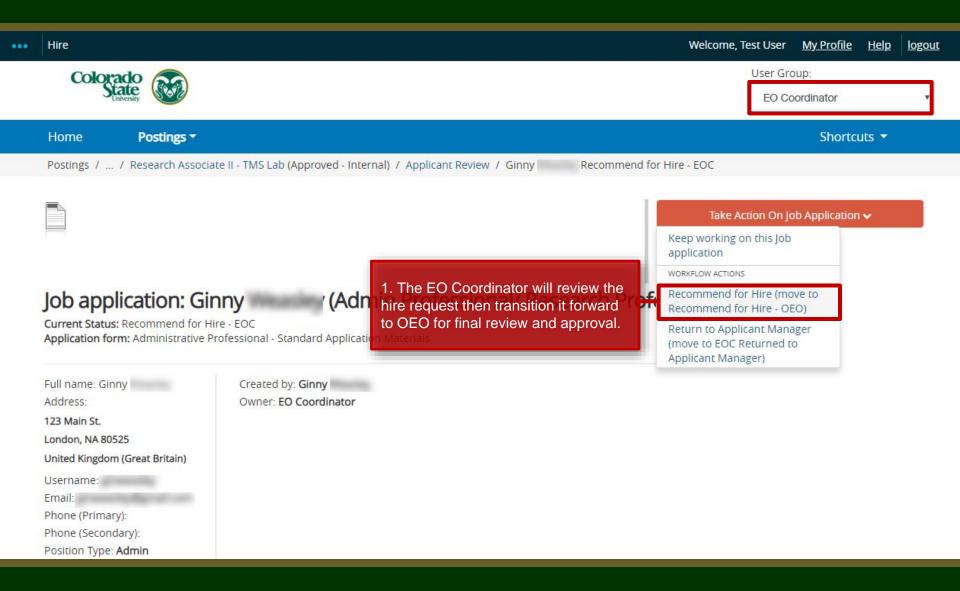
Applicant Manager – Submitting the Hire Request



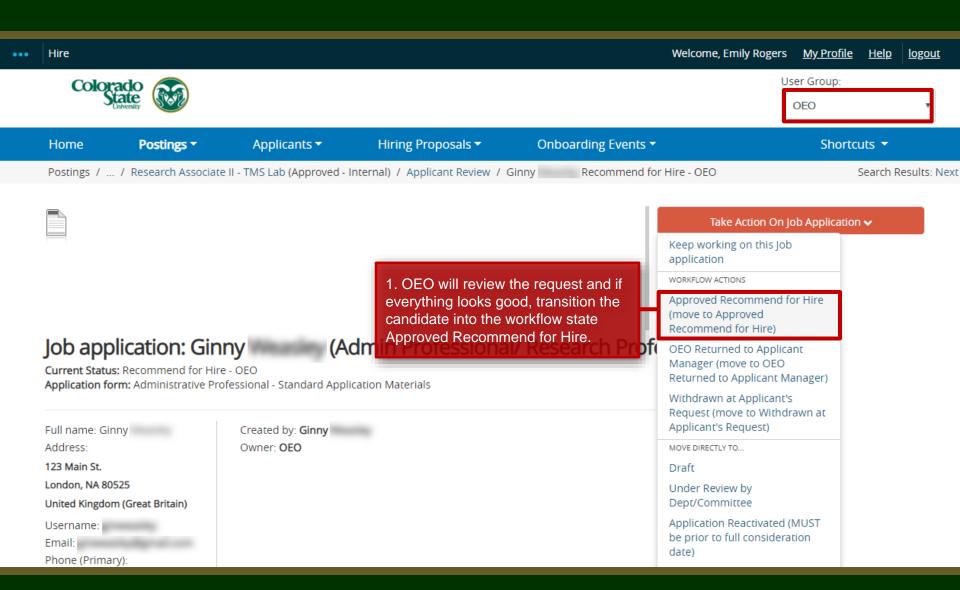
Applicant Manager – Submitting the Hire Request



EO Coordinator – Submitting the Hire Request



OEO – Final Approval



Email notification to the Hiring Authority



Hello Test User

Ginny has been placed in the Approved Recommend for Hire status for the Research Associate II - TMS Lab position.

As the Hiring Authority you will need to start the Hiring Proposal for Ginny

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 Associate II - TMS Lab

Position #: 024680.0001 Posting #: 201800489AP

Department: College of TMS Training

Thank you,

Office of Equal Opportunity oeo@colostate.edu

970-491-5836

Note: Once the hire request has been approved, the Hiring Authority will receive an email alert from the system. At this point, the Hiring Authority may start the process of creating a Hiring Proposal. For additional help on how to start the Hiring Proposal, please see the Hiring Proposal guide.

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

Need further help?

Please visit the Talent Acquisition website for more resources on the CSU Talent Management System (TMS) at: www.oeo.colostate.edu/talent-

management-system-tms

For additional help, contact
Talent Acquisition at:
(970) 491-5836
or
email TA at hr ta@colostate.edu

