

## EO Coordinators AP Postings Checklist – Standard Searches

Please ensure that the fields within the posting are populated with information based on the parameters outlined below.

- Classification Information**
  - These six fields will pull through from the approved position description and will not be editable.
- Position Number**
  - This number will pull through from the approved position description and will not be editable.
- Employment Category**
  - The employment category will pull through from the approved position description and will not be editable.
- Accelerated Search Process Requested?**
  - If Yes is selected in this field, please ensure that the search qualifies for the accelerated process by checking the [CSU Search Manual](#) (pg. 5).
- Proposed Annual Salary Range**
  - The salary or salary range will pull through from the approved position description. Please ensure that the salary matches what's stated on the approved position description. If a committee chooses to do so, they may add to the field 'Salary is commensurate with qualifications and experience.' **Please note that a range is required.**
- Employee Benefits**
  - This field is automatically populated with language regarding CSU's employee benefits and will not be editable.
- FLSA**
  - This field will pull through from the approved position description and will not be editable.
- Position Location**
  - Please ensure the correct location of the position is entered in this field. Fort Collins, CO will automatically be populated.
- Description of Work Unit**
  - Ensure that a description is listed. This field should be used to highlight the work of the department, college or unit.
- Hiring Authority**
  - It is okay to list more than one individual. Usually it is the actual hiring authority and a search support staff member.
- Supervisor Information**
  - The position's supervisor and their working title should be entered in this field.
- Position Summary**
  - Should contain a brief summary about the position. Any language about benefits should be listed here, as well as any physical requirements of the position.
  - Do not list essential job duties in this field.
- Required Job Qualifications**
  - Should differ from the preferred job qualifications and should exactly mirror the approved position description.
- Preferred Job Qualifications**

- Should differ from the required job qualifications and should exactly mirror the approved position description.

**Note:** *If the job qualifications on the posting are different than the job qualifications on the position description, the position description will need to be re-reviewed by HR Classification and Compensation. The posting request will then be returned to the initiator to incorporate the approved changes prior to sending it back to OEO.*

- Is this an Hourly position?**
  - Yes or No should be selected in this field.
- Work Hours/Week**
  - The number in this field will pull through from the approved position description and will not be editable.
- Working Title**
  - All abbreviations should be spelled out.
  - If this is a part-time position, add '(part-time)' to the working title.
  - If this position is located outside of Fort Collins, be sure to state the actual location in the working title.
- Research Professional Position**
  - Yes or No should be selected.
- Posting Number**
  - The system will assign a posting number to this field. It will not be editable.
- Number of Vacancies**
  - This is an optional field.
- Desired Start Date**
  - This field should be utilized if any of the qualifications state 'by start date', otherwise it is optional.
- Position End Date (if temporary)**
  - This field is optional and can be used if this is a temporary position with a specific end date.
- Open Posting Date**
  - If used, this is the date the posting will go live on the CSU Jobs Website. This is an optional field.
- Full Consideration Date**
  - Standard Searches - Minimum 3 full weekends/2 full weeks for advertising.
  - Accelerated and Internal Searches - 2 full weekends/1 full week for advertising.
- Close Posting Date**
  - Should be at least 3 weekends after full consideration date, or 2 full weekends for Accelerated and Internal Searches, in order to allow for late applications.
- Special Instructions Summary**
  - This field allows the committee to include special application instructions i.e. what is required to apply (cover letter, resume, reference contact information etc.)
    - Special Instructions Summary language example: "Interested applicants must submit a cover letter which addresses how professional experiences align with the required and preferred qualifications, a current resume, and the names, 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 \_\_\_\_\_"
  - The auto populated text "References will not be contacted without prior notification of candidates" should be included in this field.

- If letters of recommendation are going to be solicited from references as soon as an applicant applies, the language “References will be contacted for letters of recommendation upon submission of application” should be included in this field.
- **Internal Search Request**
  - This field should be blank or No should be selected for standard searches.
- **Rationale for Internal Search**
  - This field should be left blank for standard searches.
- **Recruitment Plan**
  - CSU jobs website, Indeed.com, HigherEdJobs.com and Connecting Colorado are auto-populated in this field and all CSU jobs are automatically posted to these websites which is centrally paid for by the university.
  - This field must include at least 1 national advertisement in addition to those auto populated.
  - Consider other recruitment resources including: department website, committee outreach, diverse venues, sponsored Indeed.com posting etc.
  - See OEO website for additional resources: <https://o eo.colostate.edu/recruitment-resources/>
- **Pass Message**
  - This is the statement an applicant will see after they have submitted their application.
- **Fail Message**
  - If an applicant selected a disqualifying answer to a supplemental question, they will receive this message after they submit their application.
- **AP/Faculty Short Posting**
  - This required field allows OEO to review and approve short posting announcements to be used for advertising venues that charge by character. It should be a condensed version of the long posting announcement.
  - The ‘Quick Link for internal postings’ must be included in the short posting by copying and pasting from below. This link should be stated as: “To see full posting announcement and to apply, please visit: (Quick Link) ”
  - The short EEO Statement is auto populated and should appear at the bottom of the short announcement, “CSU is an EO/EA/AA employer and conducts background checks on all final candidates”.
- **Background Check Policy Statement**
  - This is prepopulated language and will not be editable.
- **EEO Statement**
  - This is prepopulated language and will not be editable.
- **Diversity Statement**
  - A diversity statement must be selected by copying and pasting it from the list of five approved statements below this field while in edit mode.
- **Search Contact**
  - Ensure that the full name of the search chair or search support staff is listed in the field.
  - This field must include contact information in the form of a telephone number and/or email address.
- **EO Coordinator**
  - It is okay to have more than one EO Coordinator listed for backup.
- **Applicant Manager**
  - This field should list the Applicant Manager (typically the search chair and/or support staff). It is okay to have more than one listed.

- **Essential Job Duties**
  - These will have pulled over from the approved position description and will not be editable on the posting.
- **Position Budget Information**
  - This section is optional.
- **Alternative Appointment Request**
  - This section should be left blank for standard searches. If this is an AAR, ensure the fields are filled in with as much information as possible.
- **Background Check Requirement**
  - Background check selections made on the position description will pull through to the posting and will not be editable.
- **Supplemental Questions**
  - These questions are used to screen for the required qualifications of the position. These questions should only be used to address required qualifications and have Yes/No answers. Please ensure that the questions are marked as required.
- **Qualifications Groups**
  - This section should be blank. CSU does not currently use Qualification Groups in the TMS.
- **Application Documents**
  - Resume, CV, or Resume/CV and Cover Letter should be checked as 'required'
  - Order of appearance can be changed by numbering the items in the tab when in edit mode.
  - Whatever documents are selected here, either required or optional, should be mentioned in the above Special Instruction Summary field.
- **Search Committee**
  - Minimum of three search committee members for a standard search
    - The search chair should be on the OEO website under the Search Chair Training Participants link at: <http://www.oeo.colostate.edu/search-chair-training-participants>.
  - Minimum of two search committee members for an accelerated search
    - Hiring Authority will have the search chair designation for accelerated searches and does not need to be on the Search Chair Training Participants list.
- **Evaluative Criteria**
  - OEO does not recommend using this section. Please leave it blank
- **References**
  - Ensure there are numbers listed under the Reference Min and Max fields which indicates the number of reference contact information the committee wishes to collect.
  - If letters of recommendation will be collected, please ensure 'yes' is select and the minimum and maximum number of reference entered are the same.
  - [Please see the 'How to Request References in TMS' guide for additional details.](#)
- **Posting Documents**
  - Please ensure that a minimum qualification screening form and applicant screening form (rating sheet) are uploaded on this tab.
  - If the committee chooses to use supplemental questions, they do not need to upload a minimum qualifications screening form.

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