



# EOC UPDATE MEETING

DECEMBER 2019

Office of Equal Opportunity

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# Agenda Items

- Posting Changes
- Minimum Qualification  
Screening & Rating Sheets
- New OEO Website
- AAR Process
- For Consideration



# Posting Changes

- ❖ New posting preview process
  - New process beginning February 2020
  - Seeking departments to volunteer for the pilot
- ❖ Future proposed posting workflow changes:



# Minimum Qualification Screening & Rating Sheets

- ❖ Screening form guidelines
- ❖ Example language (see handout)

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

Postings / Admin Professional / Research Professional / Web-Developer I (OEO Review and Approval - In Progress) / Edit: Posting Documents

### Editing Posting

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

### Posting Documents

Save << Prev Next >>

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

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

Screening Forms should only include qualifications that can be assessed from submitted written materials. Qualifications such as 'Verbal Communication Skills', 'Presentation Skills', and 'Interpersonal Skills' cannot be listed on a screening form and if listed, should be removed prior to uploading them into the TMS. For further information regarding screening forms, please see our [Screening Form Guidelines](#).

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

Document Type	Name	Status	(Actions)
Alternative Appointment -	Resume		Actions ▾

# New OEO Website



COLORADO STATE UNIVERSITY

OFFICE OF EQUAL OPPORTUNITY

[Equal Opportunity](#) ▾

[Search Process](#) ▾

[Policies](#) ▾

[Discrimination and Complaints](#) ▾

[Sexual Harassment](#) ▾



## Welcome to the Office of Equal Opportunity at Colorado State University

The Office of Equal Opportunity (OEO) supports Colorado State University's commitment to promote human and intellectual diversity by fostering an inclusive environment for all members of the University community. OEO ensures the University's obligations of equal access and equal opportunity in education and employment for all faculty, staff and students through the application and implementation of policies, procedures and practices that are equitable, transparent and understood by members of the University community.

## Contact Us

Phone: (970) 491-5836

Email: [oeo@colostate.edu](mailto:oeo@colostate.edu)

Office Hours: 8:00 AM to 5:00 PM

Fax: (970) 491-2690

Location: Student Services Building,  
Room 101

## Announcements

EO Coordinator Update Meeting registration is now available. Please click here to [register for the EO Coordinator Update Meeting](#).



Principles of Community

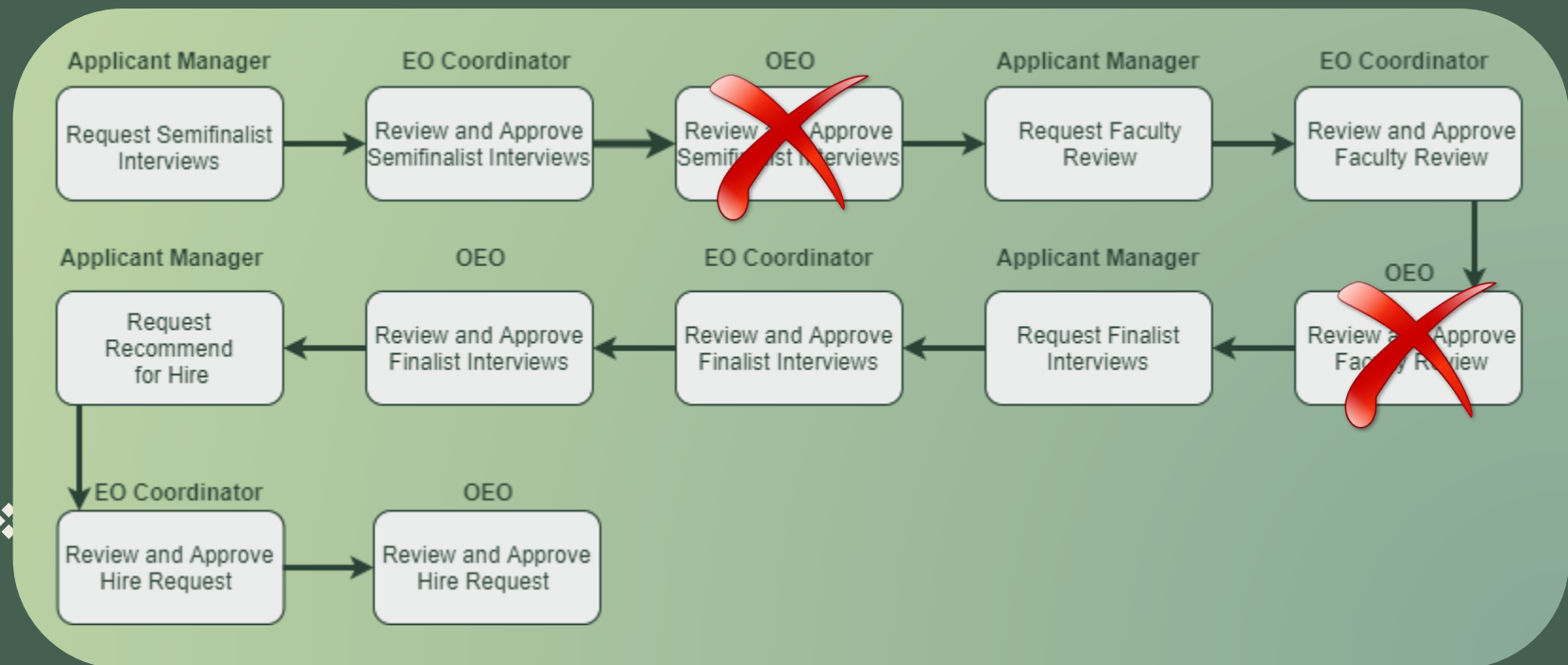
# AAR Process

- ❖ Removing EOC Approval Role
- ❖ Current Workflow



# For Consideration:

- ❖ Remove OEO review of the semifinalist interview and faculty approval points



# Questions & Discussion

