TALENT MANAGEMENT SYSTEM

Direct posting updates OEO can make without department permission

Please note that while we are now able to make these direct changes to postings, we still must notify the department of any updates to allow for feedback or comments.

1. Position Location
   a. This may be updated to match the working title or position summary.
2. Driver's license language or visa language
   a. OEO can automatically update this language to the approved standard language
      i. Standard visa language:
         1. "The successful candidate must be legally authorized to work in the United States by proposed start date. [Department] will not provide visa sponsorship for this position."
      ii. Standard driver's license language:
         1. "The successful candidate must have a valid driver's license or the ability to obtain a driver's license or access to a licensed driver by the employment start date."
            a. Note: CEMML is the only department who can omit the 'Or access to a licensed driver' portion due to the nature and location of their positions.
3. Dates
   a. OEO may update the full consideration and close posting dates to align with the established recruitment timeline requirements.
      i. If the dates don't align with the type of search i.e. Standard vs. Accelerated, NTT vs TT, Internal vs External, verify with the department if they wish to update these dates.
      ii. If a 'Desired Start Date' is required due to language used in the required qualifications, ask the department for their desired date. Must be after the close posting date.
4. Special Instructions Summary
   a. If a posting request is missing a Special Instruction Summary, OEO has the ability to add the standard language of "To apply please upload a cover letter which addresses the minimum and preferred qualifications, a resume, and the names and contact information of three professional references. References will not be contacted without prior notification of candidates."
      i. If additional documents are being sought, please include them in the standard Special Instruction Summary language.

5. Short Posting
    a. If 'identifying information' is missing, OEO has the ability to add the name of the department, name of organization (CSU) and the title of the position as the first sentence of the short posting
        i. Example: "The Office of Equal Opportunity at Colorado State University has an open _____ position"
    b. If the Short Posting is missing altogether, OEO has the ability to suggest language by combining the Position Summary, Special Instructions and/or Required Qualifications. This suggested language should also include the statement "To view full position announcement and to apply, please visit: (Quick Link). CSU is an EO/EA/AA employer and conducts background checks on all final candidates."
6. Search Contact
    a. If the contact information is missing, add the listed individual's email address.
7. Supplemental Questions
    a. If there is a typo in a question or if the language does not match the qualification language, OEO has the ability to update the language of the question for the department.
    b. If two qualifications are combined into a single question, OEO as the ability to split these into two separate questions.
8. Applicant Documents
    a. If it's clear that a required or optional document is missing or was accidentally selected based on the information provided in the Special Instructions Summary, OEO may update this section for the department.
        i. Example: Special Instructions Summary states "Please upload a Resume or CV" yet the Applicant Document slot only states 'Resume', you may update this to the option "Resume or CV".
        ii. Example: If 'List of Professional References' is selected as a required Applicant Document yet the department is also utilizing the Reference section, go ahead and remove the required list.
9. References
    a. You may update this section to align with the directions provided in the Special Instructions Summary.
        i. Example: If the min and max fields are left blank in the Reference section yet the Special Instruction Summary states 3 professional references are required, update the min and max field to 3.