



Colorado State University

Talent Management System (TMS)

How to Create a Promotional Announcement Posting



COLORADO STATE UNIVERSITY

How to Create a Promotional Announcement Posting

When is a Promotional Announcement Posting required?

Anytime a position description is modified for a *current* employee to add expanded duties, and/or title change and/or a new salary, a Promotional Announcement Posting is required after the modification is finalized. This means that **all position modifications** (that don't result in an AAR) **need to have an accompanying Promotional Announcement Posting**.

If you need additional help determining the new system/process requirements for 'promotions', [please see this table listing different promotional scenarios](#).

The following flowchart shows the simplified promotional announcement posting approval workflow.



Initiating a Promotional Announcement Posting

The screenshot shows the Applicant Tracking System interface. In the top-left corner, there are three dots next to the 'Applicant Tracking System' label. A red box highlights these dots with the instruction: "1. Select the Applicant Tracking module by clicking the three dots in the top-left corner of the screen." In the top-right corner, there is a 'User Group' dropdown menu with 'Initiator' selected. A red box highlights this menu with the instruction: "2. Select Initiator from the User Group drop-down menu." The main content area is titled 'Online Recruitment System' and features a navigation bar with 'Postings 3', 'Hiring Proposals', 'Position Requests 3', and 'Onboarding Tasks'. Below this is a search bar and a 'Filters' button. A table displays the following data:

	CURRENT STATE	DAYS IN CURRENT STATE
OSTDOCTORAL FELLOWSHIP	Initiator	1846
	Initiator	1813
essor	Initiator	842

On the right side, there is a summary card for '0 Active Applicants' showing a large '0' and a legend for 'Evaluated Applicants' (blue) and 'Unevaluated Applicants' (purple). Below this is another card titled '14 Committees Served By Department last 365 Days' with a donut chart.



Initiating a Promotional Announcement Posting (cont.)



User Group:
Initiator

Home

Postings

Shortcuts

Welcome to

- State Classified
- Admin Professional/ Research Professional
- Faculty
- Temporary Hourly
- Temporary Hourly Posting Templates

1. Click on Postings in the top menu then select Admin Professional / Research Professional.

Inbox

Position Requests Onboarding Tasks

My Filled Postings
Last 30 days

0

My Open Postings

1

SEARCH

Filters

There are no results to be displayed.

Average days your inbox tasks wait

Watch List

Postings Position Requests


SEARCH

Unwatch Postings



Initiating a Promotional Announcement Posting (cont.)

Applicant Tracking System Welcome, Test User [My Profile](#) [Help](#) [Logout \(Test User\)](#)

 User Group: Initiator

Home **Postings** Shortcuts

Postings / Admin Professional/ Research Professional ☆

Admin Professional/ Research Postings

1. Click + Create New Posting + Create New Posting

Saved Searches Search More Search Options

Admin Professional/Research... ✕

"Admin Professional/Research Professional Postings" 127 Selected records 0 ✕ Clear selection? Actions

← Previous 1 2 3 4 5 Next →

	Posting Number	Position Number	Department	Active Applications	Workflow State	Last Status Update	(Actions)
<input type="checkbox"/>							

Initiating a Promotional Announcement Posting (cont.)

User Group: Initiator

Home Postings Shortcuts

Postings / Admin Professional/ Research Professional

Admin Professional Postings

Saved Searches

Admin Professional/Research...

"Admin Professional/Research P...

Working Title

Flow Last Status Update February

Actions

(Actions)

Create New

What would you like to use to create this new posting?

[Create from Position Type](#)
Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

[Create from Posting](#)
Uses an existing posting as a template and automatically copies in most information.

[Create from Position Description](#)
Copies in most of the information from a position description.

+ Create New Posting

More Search Options

1. Select Create from Position Description.



Initiating a Promotional Announcement Posting (cont.)

Admin Professional/ Research Professional Position Descriptions

Search interface for Admin Professional/ Research Professional Position Descriptions. Includes a search bar, a "Search" button, and a "Hide Search Options" button. Below the search bar are several filter fields: "Add Column" (dropdown), "Status" (dropdown with "Active" selected), "Position Number" (text input with "018937.0001" entered), "Department" (text input), and "Last Name" (text input).

Note: To search for the position description, click on the More Search Options button and enter the position number in the Position Number field. Then click Search.

Note: If the position modification **did not** result in a new classification, the current employee's name should appear in the field below. If it doesn't, please ensure you are using the correct position description to create the promotional announcement posting.

If the position modification **did** result in a new classification (i.e., RS I→II), these fields will be blank.

1. Select the working title of the position you wish to create the posting from.

Working Title	Position Number	Department	Employee First Name	Employee Last Name	Supervisor	Status	(Actions)
Resch Sci/Scholar II	018937.0001	Chemistry (1872)			Professor (Eugene Chen)	Active	Actions

Initiating a Promotional Announcement Posting (cont.)



User Group:

Initiator

[Home](#)

[Postings](#) ▾

[Shortcuts](#) ▾

[Position Descriptions](#) / [Admin Professional/ Research Professional](#) / [Resch Sci/Scholar II](#)



[Print Preview](#)

[Print Preview \(Employee View\)](#)

1. Click Create Posting from this Position Description.

[Create Posting from this Position Description](#)

[View Supervisor](#)

[Modify AP Position](#)

Position Description: Resch Sci/Scholar II (Admin Professional/ Research Professional)

Current Status: Active

Position Type: Admin Professional/ Research Professional

Department: Chemistry (1872)

Created by: PeopleAdmin Integrations



Initiating a Promotional Announcement Posting – Settings Page



User Group:
Initiator



New Posting

1. The Working Title field will be populated with the position's working title. Please add 'PROMOTIONAL ANNOUNCEMENT:' before the working title.

Create New Posting

* Required Information

Cancel

Working Title *

PROMOTIONAL ANNOUNCEMENT: Resch Sci/Scholar II

Organizational Unit

Division *

Provost/Executive Vice President (1001DV)

Academic/Reporting Area *

College of Natural Sciences (1801CG)

Department *

Chemistry (1872)

Note: If you have more than one unit/department assigned to your TMS profile, ensure you select the correct Division, Academic/Reporting Area and Department for this position. If the correct department does not show up in your list, please reach out to oeo@colostate.edu.



Initiating a Promotional Announcement Posting – Settings Page

New Job Alert

New Job Alert Categories

- Academic Advising/Counseling
- Accounting and Finance
- Administrative Assistants
- Agriculture Sciences
- Alumni Association/Services
- Animal Sciences / Livestock
- Anthropology
- Art
- Assistant / Associate / Full Professors
- Athletics

1. Select a New Job Alert Category.

Note: Promotional Announcement postings are approved internally and only posted to the CSU internal job board. Because of this, subscribers to New Job Alert emails will not receive notification of these promotional postings.



Initiating a Promotional Announcement Posting – Settings Page

Veteran Affairs

Veterinary Medicine / Veterinary Teaching Hospital

Note: For Promotional Announcement postings, please do not update any of the below fields.

Applicant Workflow

Workflow State

Under Review by Dept/Committee ▼

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

References

Reference Notification

▼

Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow

▼

When all Recommendations have been provided, move to selected workflow state?

Recommendation Document Type

No Document ▼

Allow a document upload when a reference provider submits a Recommendation?



Initiating a Promotional Announcement Posting – Settings Page

Online Applications

Accept online applications?

1. Promotional Announcement postings will not accept job applications as they are merely an announcement of a promotion. Please be sure to uncheck the Accept online applications box.

Special offline application instructions

2. This field is the same field as the Special Instructions Summary found on the Posting Details tab. Please remove the pre-populated text and add 'The following is a promotional announcement and not a vacant position.'

The following is a promotional announcement and not a vacant position

Accepted Application Forms

3. Even though applications will not be accepted for these promotional announcement postings, ensure the top check box is selected as this is a system requirement.

Administrative Professional - Standard Application Materials

Alternative Appointment Request Application

4. When ready, click Create New Posting to continue to the Posting Details page.

Create New Posting

Cancel



Promotional Announcement Posting - Posting Details



User Group:
Initiator

Note: Begin filling in the required fields found on the Posting Details page. Many of these fields will already be filled in.

Shortcuts ▾

Postings / Admin Professional / Research Professional / Resch Sci/Scholar II (Draft) / Edit: Posting Details

Editing Posting

Posting Details

- ✓ Essential Job Duties
- ✓ Position Budget Inform...
- ✓ Alternative Appointmen...
- ✓ Background Check Requi...
- ✓ Supplemental Questions
- ✓ Qualification Groups
- ✓ Applicant Documents
- ✓ Search Committee
- ✓ Evaluative Criteria
- ✓ References
- ✓ Posting Documents

Posting Details

Save Save & Continue

[Check spelling](#)

* Required Information

Classification Information

This information is pulled in from the position description.

Classification Title	Resch Sci/Scholar II
Classification Code	009264
Salary Grade	
MIn Salary	
MId Salary	
Max Salary	



Promotional Announcement Posting - Posting Details

Summary

Position Information

Position Number 018937.0001

Employment Category Special

Note: You can either leave the Accelerated Search Process Requested field blank, or you may select 'No' from the drop-down.

Accelerated Search Process Requested?

Will Accelerated Search be used for Recruitment? To qualify for an accelerated search, the position must make \$60,000 or less a year and may only be used for non-director level positions. For more information, please see page five of the CSU Search Manual found [here](#).

1. The Proposed Annual Salary Range field will pull through from the approved position description. If the individual receiving this promotion is **also** receiving a salary raise, please ensure you list the newly approved salary in this field. This should mirror the new salary listed on the Out /Off-cycle Salary Form.

Proposed Annual Salary Range

\$54,500

This field is viewable to potential applicants on the posting. A salary range is required as per the Colorado Equal Pay for Equal Work Act. The following statement may be added after the salary range should you wish: Salary is commensurate with experience and qualifications.

Employee Benefits

Colorado State University (CSU) is committed to providing employees with a strong and competitive benefits package that supports you, your health, and your family. Visit CSU's Human Resources website for detailed benefit plan information for permanent full-time and part-time faculty and administrative professional employees in the following University benefit areas. <https://hr.colostate.edu/wp-content/uploads/sites/25/2021/01/benefits-summary-afap.pdf>.

FLSA

Exempt

Note: Fort Collins, CO will auto-populate in the Position Location field. If this location is incorrect, please update it accordingly.

Position Location

Fort Collins, CO

Please enter the location of the position in a 'City, State Abbreviation' format. If the position is located in Fort Collins, CO, please do not edit the field.



Promotional Announcement Posting - Posting Details

Note: The Description of Work Unit field will pull through from the position description. You may make edits if needed.

Description of Work Unit

The Department of Chemistry has an international reputation for excellence in research across a broad array of disciplines, including analytical, biological, inorganic, organic, materials and physical chemistry. Ph.D. graduates receive world-class training, participate in cutting-edge (and often interdisciplinary) research projects, and are employed at all levels of academia and industry around the globe. The faculty also receives

The description of the work unit is used to promote the unit.

1. Even though a hiring proposal is not required for Promotional Announcement postings, the posting still requires a Hiring Authority.

Hiring Authority

User, Test x

This field is required.

Multiple Hiring Authorities may be entered.

2. Enter the required Supervisor Name and Working Title.

Supervisor Name

John Doe

Supervisor Working Title

Department Head

Note: The Position Summary field will pull through from the position description. You may make edits if needed.

Position Summary

Carry out fundamental research in biochemistry areas including deconstruction of biopolymers into sugars, chemicals, monomers, and biofuels as well as polymerization of bio-derived monomers to biocompatible, biodegradable, or environmentally sustainable polymers.

Promotional Announcement Posting - Posting Details

Note: The Required and Preferred Job Qualifications will pull through from the position description. Please do not alter these.

Required Job Qualifications

Candidate must have a Ph.D. degree in chemistry or biochemistry at the time of appointment, specializing in chemistry, biochemistry, organometallic chemistry, polymer chemistry, and catalysis.

A minimum of three years of postdoctoral research experiences with the expertise in catalytic biomass conversion to chemicals, monomers, polymers, and fuels are required.

Preferred Job Qualifications

Prefer candidate has received academic training in polymer and organometallic chemistry, and has had significant research experience in the synthesis and characterization of monomers, catalysts, and polymers.

Published paper(s) in polymer chemistry and related scientific journals.

Note: The selection in this field will pull through from the position description. Please do not update this.

Is this an Hourly position?

No

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.

1. If you haven't already, please add 'PROMOTIONAL ANNOUNCEMENT:' to the beginning of the Working Title.

Posting Details

Working Title

PROMOTIONAL ANNOUNCEMENT: Resch Sci/Schol



Promotional Announcement Posting - Posting Details

1. Select Yes or No from the required, Is this a Research Professional position drop-down menu.

If this is a Research Professional position, select 'Yes'. Otherwise, select 'No.'

Yes ▾

This field is required.

Example: Research Associate, Research Scientist, Postdoctoral Fellow.

Note: These fields may be left blank.

Posting Number

Number of Vacancies

Desired Start Date

MM/DD/YYYY



Position End Date (if temporary)

MM/DD/YYYY



Open Posting Date

MM/DD/YYYY



The date the committee would like the posting posted. If "as soon as possible," please leave blank.

To ensure full consideration, applications must be received by 11:59pm (MT) on

02/12/2021



Close Posting Date

02/12/2021



Close posting date is the date the posting is removed from the CSU Jobs website. For Standard searches the close posting date needs to be three weekends after the full consideration date. For Accelerated searches and Internal searches the close posting date needs to be two weekends after the full consideration date. Open Pool close posting date is the same as the full consideration date.

2. Promotional Announcement postings must be posted on the internal job board for at least 24 hours. Because of this, the Full Consideration Date and the Close Posting Date should match, and the dates selected should be tomorrow's date. For example, if this posting was created on February 11, the full and close should be February 12. OEO will ensure these dates are correct before posting the announcement to the internal job board.



Promotional Announcement Posting - Posting Details

1. If you entered language into the Special Offline Application Instructions field found on the settings page, that language will pull through to the Special Instructions Summary field. If you didn't update this field on the settings page, please enter 'The following is a promotional announcement and not a vacant position' into this field.

Special Instructions Summary

The following is a promotional announcement and not a vacant position

The information entered in this field will show on the top of the applicant posting. You would want to include information like: References will not be contacted without prior notification of candidates.

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

Recruitment Plan

CSUJobs Website
Connecting Colorado Website
Indeed.com
HigherEdJobs.com

List all advertising venues (e.g. websites, list services, etc.)

Note: You may skip these fields.



Promotional Announcement Posting - Posting Details

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.
Fall 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	<div data-bbox="923 529 1460 793" style="border: 1px solid black; padding: 5px;"><p>CSU is an EO/EA/AA employer and conducts background checks on all final candidates.</p></div> <p><i>Add the short posting to this field for other advertising and recruitment venues. You MUST include the below quick link in this field.</i></p>
Quick Link for Internal Postings	https://colostate-training.peopleadmin.com/postings/83792
Background Check Policy Statement	Colorado State University 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 history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will also be conducted when required by law or contract and when, in the discretion of the University, it is reasonable and prudent to do so.

Note: You may skip this field.



Promotional Announcement Posting - Posting Details

1. Copy and paste a Diversity Statement into the required field.

Diversity Statement

Ability to advance the department's commitment to diversity and inclusion through research, teaching and outreach with relevant programs, goals and activities.

This field is required.

Copy and paste one of the below diversity statements into the text box above. If one of these statements is not suitable for this position, please create your own for approval by OEO.

- Ability to advance the department's commitment to diversity and inclusion through research, teaching and outreach with relevant programs, goals and activities.
- Demonstrated knowledge of, and relevant ability with, culturally diverse communities among potential target and constituent populations.
- Personal or professional commitment to diversity and inclusion as demonstrated by persistent effort, active planning allocation of resources and/or accountability for diversity and inclusion outcomes.
- Reflecting departmental and institutional values, candidates are expected to have the ability to advance the Department's commitment to diversity and inclusion.

2. Enter a required Search Contact.

Search Contact

emily.rogers@colostate.edu

This field is required.

Name and phone number and/or email address of contact for general questions about this position (viewable by applicant)

3. Even though these user groups are not involved in the approval process of Promotional Announcement postings, they are still required by the system. Please enter a EO Coordinator and Applicant Manager.

EO Coordinator

Rogers, Emily

This field is required.

Multiple individuals may be placed in the EO Coordinator field.

Applicant Manager

User, Test

This field is required.

Multiple individuals may be placed in the Applicant Manager field. If your EO Coordinator or Applicant Manager does not appear in the list, please contact OEO at oeo@colostate.edu or 491-5836

4. When ready, click 'Save'.

Save

Save & Continue



Promotional Announcement Posting - Posting Details



User Group:

Initiator

Home

Postings

Shortcuts

Postings / Admin Professional/ Research Professional / PROMOTIONAL ANNOUNCEMENT: Resch Sci/Scholar II (Draft) / Edit: Posting Details

Editing Posting

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

Posting Details

Save

Save & Continue

[Check spelling](#)

* Required Information

Classification Information

This information is pulled in from the position description.

Classification Title Resch Sci/Scholar II

Note: These tabs are not utilized for Promotional Announcement postings and may be skipped.

Min Salary

Mid Salary

1. From the left-side menu, click Summary.



Promotional Announcement Posting – Move in Workflow (Initiator → OEO)



User Group:
Initiator



Note: From the Summary page, you can make any needed edits before transitioning the posting in the approval workflow.

Posting: PROMOTIONAL ANNOUNCEMENT: Resch Sci/ Professional/ Research Professional

Edit

Current Status: Draft

Position Type: Admin Professional/ Research Professional
Department: Chemistry (1872)

Created by: Test User
Owner: Test User

Take Action On Posting

Keep working on this Posting

WORKFLOW ACTIONS

Standard Search Process / AAR (move to EO Coordinator Review)

Reassign (move to Initiator)

Promotional Announcement (move to OEO Promotional Announcement Review)

1. When ready, hover over the Take Action On Posting button and select 'Promotional Announcement (move to OEO Promotional Announcement Review)'. In the pop-up window, you may leave optional comments for OEO, then click Submit.



Promotional Announcement Posting – Move in Workflow (OEO → Approved – Internal → Posted to Internal Job Board)



User Group:
OEO



Note: Once it OEO's queue, the posting will be reviewed, approved internally, and added to the internal job board.

Posting: PROMOTIONAL ANNOUNCEMENT: Resch Sci/ Professional/ Research Professional) [Edit](#)

Current Status: OEO Promotional Announcement Review

Position Type: Admin Professional/ Research Professional
Department: Chemistry (1872)

Created by: Test User
Owner: OEO

Take Action On Posting

Keep working on this Posting

WORKFLOW ACTIONS

MOVE DIRECTLY TO...

- Draft
- Initiator
- Signature Authority Alternative Appointment Approval
- Alternative Appointment Approved
- Alternative Appointment Declined
- Approved - Internal



Email sent to Applicant Manager upon approval



Colorado State University

Hello Test User,

The PROMOTIONAL ANNOUNCEMENT: Resch Sci/Scholar II position (Posting #: 202100110AP) has been placed in the status of "Approved - Internal."

If this is a Secondary Open Pool Posting, applicants from 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: <https://colostate-training.peopleadmin.com/postings/83792>

If this is a Promotional Announcement Posting, no further TMS action is required. Once your full consideration date has passed, you may proceed with submitting an Oracle action to finalize the position change. For additional help, please see these resources.

Position #: 018937.0001

Posting #: 202100110AP

Job Title: PROMOTIONAL ANNOUNCEMENT: Resch Sci/Scholar II

Department: Chemistry

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

Note: Once approved, an email will be sent to the listed Applicant Manager letting them know that no further action in the TMS is needed for this position.

Note: Please ensure you include the Promotional Announcement posting number in the Oracle comment box when you submit your Oracle Action.

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



Promotional Announcement Posting on the Internal Job Board



Note: Once added to the Internal Job Board, only those with a CSU eIDs will be able to view it. For additional information regarding CSU's Internal Job Board, [please see this guide](#):



PROMOTIONAL ANNOUNCEMENT: Resch Sci/Scholar II

Bookmark this Posting

Print Preview

Please see **Special Instructions** for more details.
This is a promotional announcement for a current CSU employee.

Posting Details

Working Title	PROMOTIONAL ANNOUNCEMENT: Resch Sci/Scholar II
Position Location	Fort Collins, CO
Research Professional Position	Yes
Posting Number	202100110AP
Position Type	Admin Professional/ Research Professional

Note: Promotional Announcement postings do not accept applications (Apply for this Job button is missing) and the Special Instructions at the top of the page let individuals know that this is merely an announcement of a 'promotion'.

Next Steps

At this point in the process, all TMS work is now complete. Please see the below scenarios to determine your path moving forward. For additional guidance, [please see this table listing different promotional scenarios.](#)

Position modification resulted in new classification; salary remains the same.

- Submit an Oracle action assignment change to transition the incumbent into the new position.version number.

Position modification did not result in new classification; salary remains the same.

- All actions are now complete

Position modification resulted in new classification; salary is changing.

- Submit an Oracle action assignment change to transition the incumbent into the new position.version number and to update their salary.
- OEO will email the department and HR Records a copy of the approved Off/Out of Cycle Salary form.

Modification did not result in new classification; salary is changing

- Submit an Oracle action to update the incumbent's salary.
- OEO will email the department and HR Records a copy of the approved Off/Out of Cycle Salary form.



Need further help?

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

