How to Create and Post an Internal Job Posting

An Internal Job Posting is created/utilized when a department plans to run an internal search for a promotional opportunity, or when there is a new vacancy, and the department wishes to move a current employee into the vacant position. If approved by OEO, the department can run an internal, competitive search using the search committee model to promote an employee.

Internal Job Postings may be created by Initiators only.

Initiators may create internal job postings using approved and updated position descriptions, only.

The steps in the following slides explain how to create, prompt approval and post internal job postings.
Initiating an Internal Job Posting

1. Select the Applicant Tracking module by clicking the three dots in the top-left corner of the screen.

2. Select Initiator from the User Group drop-down menu.
1. Click on Postings in the menu across the top then select Admin Professional/Research Professional from the drop-down menu.

<table>
<thead>
<tr>
<th>TITLE</th>
<th>CURRENT STATE</th>
<th>DAYS IN CURRENT STATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Director for Textbooks Bookstore</td>
<td>EO Coordinator Review</td>
<td>7</td>
</tr>
</tbody>
</table>
Create the Posting from an *Approved* Position Description

1. Once on the Postings page, click the + Create New Posting button and the 'Create New' box will appear.
Create Posting from Approved Position Description

1. Select Create from Position Description.

Note: Create from Position Type is only used when creating NEW Open Pools. See the Open Pools training guide for details.

Note: Create from Posting is only used when creating Open Pools from a PREVIOUSLY POSTED Open Pool. Selecting this option will clone and pull over all the information entered from a preexisting Open Pool posting. See the Open Pools training guide for details.
1. Choose your approved position description by selecting it from the list below or click the More Search Options button then type in the first 6 numbers of the position number into the Position Number field to search for the position description you wish to create the posting from.

Note: You may or may not choose to include the .Version number after the position number (012345.0001) If you choose to exclude it, all versions of the position description will appear in the search. Be sure to select the correct, most up-to-date version.

Shortcut: Hover over the Actions dropdown and select Create From to start the posting from the selected position description.

2. To start the posting, click on the working title of the position description.
Selecting a Position to Create a Posting (from)

1. Review the approved position description to ensure that it is the correct version then click the Create Posting from this Position Description button in the top right corner of the screen.

Position Description: Academic Success Coordinator (Admin Professional/ Research Professional)
1. Fill out the ‘New Posting’ settings page.

Note: The Working Title will pull over from the approved position description. Please do not make any major edits to this field. You may fix spelling or grammatical mistakes or spell out abbreviations.

Note: These fields will auto populate with information from the position description. Please do not update these if you have the ability to do so.
1. Select a New Job Alert Category.

Note: Internal job 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 internal postings but the system still requires the selection of a category.
1. Ensure the Accept online applications box is checked.

Note: For internal job postings, please do not update any of these fields.
Posting – New Posting Settings page (cont.)

2. Check the preferred method for receiving application materials. For internal searches, select Administrative Professionals – Standard Application Materials.

3. When ready, click Create New Posting to continue to the Posting Details tab.

Note: Please do not updated the Special offline application instructions at this time.
Posting - Posting Details Tab

Note: A lot of the information found on the Posting Details tab will pull over from the approved position description. Some fields may or may not be editable by you.
1. Begin filling out the Posting Details tab.

Note: The Position Location field will auto-populate with ‘Fort Collins, CO’. If applicable, you may update this field to accurately reflect the location of the position. Please ensure you use the ‘City, State Abbreviation’ format.

Note: The Description of Work Unit will pull over from the approved position description. You can edit this field if needed.

Note: The Proposed Annual Salary Range will pull over from the approved position description. Please do not alter this amount. The department may also choose to add “Salary is commensurate with experience and qualifications”.

Note: The Description of Work Unit will pull over from the approved position description. You can edit this field if needed.

Note: The Proposed Annual Salary Range will pull over from the approved position description. Please do not alter this amount.

The department may also choose to add “Salary is commensurate with experience and qualifications”.

Note: You can leave the Accelerated Search Process Requested? drop-down blank.
1. Use this field to select the Hiring Authority for the search. Typically, the actual Hiring Authority is listed, as well as any individual who will be helping with the TMS workflow/processes. The Hiring Authority user role finalizes the hire by initiating a Hiring Proposal at the end of the search process.

2. Enter the position's supervisor and their working title.

Note: These fields will pull over from the approved position description. If they are empty, ensure you are using an approved, completed position description to create the posting. You may make small edits to the position summary if you wish.
1. Select Yes or No from the Is this an Hourly position? drop-down field.

Note: The Work Hours/Week will pull over from the approved position description.

1. The Required and Preferred Job Qualifications will pull over from the approved position description. Please ensure you add ‘Must be a CSU employee’ to the Required Job Qualifications field. No other changes should be made to these two fields.

TIP: To format the qualifications with ‘bullets’, type * before each qualification.

Required Job Qualifications

* B.S. or B.A. degree completed by the time of appointment and a minimum of two years of professional experience in magical higher education working with students or other similar experience.
* Ability to collect, analyze and interpret data, and maintain databases.
* Experience in advising/mentoring students on degree requirements, course selection, and Hogwarts resources available to students.

Preferred Job Qualifications

* A Master's degree in Magical Education
* Completed Ministry of Magic training on magical crisis response, particularly relating to trolls, demons, and magical impostors.
* Experience assisting with management of class programs including advising and course selection.
* Demonstrated creativity, leadership, and the skills needed to work successfully with diverse groups.
* Commitment to diversity as evidenced by success in delivering successful programming to diverse student audiences which may include first generation at university, underrepresented populations, or economic disadvantage to achieving a higher education degree.

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. Select Yes or No from the Research Professional Position drop-down menu.

2. The Full Consideration Date for internal searches must be a minimum of **two weekends** after the approval of the internal posting.

3. The Close Posting Date should match the Full Consideration date.

Note: The Working Title will pull over from the approved position description. Please be sure to spell out abbreviations and/or acronyms.

Note: These four fields are optional. If you want to open your internal search on a specific date, add that date to the Open Posting Date field.
1. The Special Instruction Summary allows the committee to communicate the specific details required in the application process to applicants i.e. documents that may be required to apply, information about references, etc. It will appear at the top of the job posting on the CSU Jobs Website. The language 'Reference will not be contacted without prior notification of candidates' should also be included.

A great example of a special instruction summary is: “Interested applicants must submit a cover letter which addresses how professional experiences align with identified required and preferred qualifications of the position, a current resume, and the names, e-mail 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 (search contact information).”

2. Select Yes from the Internal Search Requested drop-down menu then fill in the Rationale for an Internal Search field. Information entered in this field should address why the department is requesting an internal search and speak to why they are not pursuing a standard, national search.

3. Delete the four auto-populated venues in the Recruitment Plan field and replace them with the listserves/websites/ways the department plans to announce this broadly to their internal work force.
1. The Short Posting field allows OEO to review and approve a ‘bite-sized’ version of the posting announcement (perfect for a listserv announcement). The short posting should include the title of the position, the location, a brief summary of the position, the ‘Quick Link for Internal Postings’ so applicants know where to apply, and the shortened EO/EA/AA and background check language that is auto-populated. Please do not delete the EO/EA/AA auto-populated language. This should appear at the bottom of every short posting.

Note: The Pass Message and Fail Message fields contain the language applicants will see once they submit their application. If you choose to use disqualifying supplemental questions and an applicant ‘self-disqualifies’, they will receive the Fail Message. All other applicants will see the Pass Message.

Note: The language in these two fields will pull through to the job posting and will be viewable by applicants.
1. Select one of the prepopulated Diversity Statements and paste it into the required field.

2. Enter the name, email address and/or phone number of the search contact into the Search Contact field. This is the individual applicants will reach out to if they have any questions and is often the search chair or search support staff.

3. Use these two fields to enter the name of your EO Coordinator and Applicant Manager for the search. Entering their names here will grant them access to the posting to complete their TMS user role duties. Multiple EO Coordinators and Applicant Managers may be entered.

4. When ready, click Save & Continue.
Note: Essential Job duties that were entered in during the creation of the position description will pull over and populate this tab. If you need to make a change to any of these fields, please reach out to HR Classification and Compensation at hr_cca@Mail.colostate.edu.

1. When ready, click Save & Continue.
Posting - Position Budget Information Tab (optional)

Note: The Position Budget Information tab is optional. This tab can be used by units or departments to track budget information.

1. To add additional budget account fields, click on the Add Budget Summary Entry button.

1. When ready, click Save & Continue.
Posting - Alternative Appointment Tab

Note: Use of the Alternative Appointment tab assumes that a candidate has already been identified for the position and you wish to seek approval to associate the appointment with the job posting. If this is the case, fill out all the information on this tab. For additional help on the Alternative Appointment process, please see our training guide located here: https://oeo.colostate.edu/media/sites/144/2017/05/CSU-Create-and-Edit-an-Admin-Pro-Alt-Appt-Request.pdf

If this is not the case, select ‘No’ from the Alternative Appointment Requested? dropdown menu then proceed to the next tab.

1. When ready, click Save & Continue
Note: The Background Check Requirement tab will automatically pull over information from the position description and will not be editable on the posting. Use this area to verify that all of the information is correct. If you need to make any changes, please contact HR Classification and Compensation. Changes to this tab can only be made on the position description.

1. When ready, click Save & Continue
Note: Supplemental questions are similar to minimum qualification screening forms. It's a way to determine if an applicant meets minimum qualifications by having them answer a set of questions when they are applying to the position. Certain answers to questions can be made ‘disqualifying’. This means that if an applicant selects a disqualifying answer, they will automatically self-disqualify from the pool. This automatically places them into the workflow state ‘System determined did not meet minimum qualifications’. You may choose to use either supplemental questions or a minimum qualification screening form or both.

1. To add a question, click on the Add a question button.
Posting – Adding Supplemental Questions

1. You may search for a preexisting question using the Category drop down menu, or Keyword search.
   Once you have found an appropriate question, check the box next to it and click the Submit button at the bottom.

2. If you are unable to find a suitable question, select Add a new one.
1. Use the Name field to name your question. You may also select a category to file it under.

2. Enter the supplemental question in the Question field. It should directly relate to one of your required qualifications. If the question is date sensitive, please be sure to include the referenced date. For example, the question shown here would need to include the anticipated start date as an applicant must have their Bachelor’s degree prior to starting the position.

3. Select one of the two options under Possible Answers. Open Ended Answers allows applicants to type a personalized response. Predefined Answers gives the applicants set, multiple choices answers. Use Predefined Answers if you wish to create self-disqualifying questions.

4. Enter the possible answer choices to the question above.

5. Click Submit.
1. To make a question required, mark the Required check box next to the question. Marking a question as required means applicants will need to answer this question before submitting their application.

2. To make a question disqualifying, click on the question.

3. In the drop-down, check the box next to the answer you would like to make disqualifying. If an applicant selects this answer, they will self-disqualify from the search and will automatically be placed into the inactive workflow state ‘System determined did not meet min quals’.

4. When ready, click Save & Continue.
Posting - Qualification Groups Tab (not currently used)

Note: Qualification Groups are not currently used. For now, please skip to the next tab.

1. When ready, click Save & Continue
**Posting - Applicant Documents Tab**

- **Note:** On the Applicant Documents tab, select the documents applicants will need to attach to their applications when applying to the job posting. Documents are categorized as ‘Not Used’, ‘Optional’ or ‘Required’. You can mark specific documents as Optional or Required based on the needs of your job search.

- **Note:** You can reorder the documents by typing in a number in the Order box OR by dragging and dropping the document into your desired order.

1. **When ready, click Save & Continue**
Posting - Search Committee Tab

Note: Search committees are teams of qualified individuals selected by the Hiring Authority to work through the CSU search process to identify a qualified applicant to fill a vacancy. Each search committee will have a search committee chair and search committee members.

1. To add a search committee chair or member, click on the Add Existing User button.

Note: If you are unable to find a search committee member who is a current CSU employee using the Add Existing User lookup, please DO NOT create a new user account for this individual. All current CSU employees already have an existing TMS account. If they do not show up when searched, they may not have the Search Committee Member user role assigned to their profile. Please reach out to OEO at oeo@colostate.edu or (970) 491-5836 should this situation arise.
1. In the pop up box, search for the committee member using their name, email, or department.

Note: Searching for an individual using their email address is the best way to ensure that the correct search committee member is selected. (People with similar/same names sometimes get mixed up if you search by their ‘First/Last Name’)

2. Once you have located the correct search committee member, click the Add Member button. Once added, a banner across the top of the page will let you know that your addition was successful. When all members have been selected, click Close to return to the Search Committee Member tab.

Note: Please ensure that you are adding the correct committee member. As soon as you click the Add Member button, the system will send out an automatic email to that individual alerting them that they have been added to a posting as a search committee member.

Note: Check the Committee Chair box for the individual who will be chairing the search committee. Before doing so, please ensure that the individual is search chair trained by looking up their name on OEO’s Trained Search Chair List.
Posting - Search Committee Tab (cont.)

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 Member or request a new account altogether.

Existing Account
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 need to approve this user as a potential search committee member user in the system before they can begin logging in as the user group.

New Account
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.

Note: Added search committee members will show up in the list below. You can designate a committee member as chair by checking the Committee Chair box next to their name. Please verify that the person is search chair trained before adding them as the chair.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Committee Chair</th>
<th>Status</th>
<th>(Actions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test User</td>
<td><a href="mailto:emily.rogers@colostate.edu">emily.rogers@colostate.edu</a></td>
<td>✅</td>
<td>approved</td>
<td></td>
</tr>
</tbody>
</table>

1. If a committee member is **NOT** a CSU employee, you will need to create a guest user account for them. Click on the Create New User Account button.

Note: if you need to remove a search committee member, hover over Actions and select Remove from Posting.
1. In the pop-up window, enter the guest user’s First Name, Last Name, email address, and a Username you create for them. Most people enter usernames that are similar to CSU eID’s. (ex: emilyrogers, erogers, emilyr, etc.) Once you have filled in the required fields, click the Add Member to Search Committee button.

Note: After you have created the guest user account, OEO will review and approve the request. Once their status has been switched from pending to approved, the guest user will receive an email from the system allowing them to set their own password.
Posting - Search Committee Tab (cont.)

1. When ready, click Save & Continue.
Posting - Evaluative Criteria Tab (Not Recommended)

Note: OEO DOES NOT recommend using Evaluative Criteria.

1. When ready, click Save & Continue
Note: This tab is used to collect reference contact information. If you choose to collect references through the system (using this tab), ensure you remove ‘List of Professional References’ as a required applicant document.

1. Enter the minimum and maximum number of references.

2. If the committee wants to solicit letters of recommendation from references, then ‘Yes’ will need to be selected from the Accept Reference Letters drop-down menu. The Settings page will also need to be configured to accept letters of recommendation. Please see our Advanced Reference training guide.

3. The Last Day a Reference Provider Can Submit Reference Letter field allows the committee to select a date when references are no longer able to provide a letter of recommendation. Only use this field if you are soliciting letters of recommendation from references.

4. When ready, click Save & Continue.
NOTE: Use the Posting Documents tab to upload the applicant screening tools for the search. Applicant screening tools are pre-determined rating mechanisms utilized by a committee during the initial review of applications to determine which candidates are moving forward in the search process. These tools typically consist of the Minimum Qualifications screening form and an Applicant Rating Sheet (aka applicant screening form). These forms must be uploaded on this tab to complete the posting.

** If you are using disqualifying Supplemental Questions, the Minimum Qualifications Screening Form is not required **

1. To attach a screening form, hover over the Actions button and select Upload New from the drop-down menu.
1. To upload a document, click Choose File. Please note, depending on your web browser, this button may be labeled as Browse.

2. Locate the file on your computer then select Open.

3. Select ‘Submit’.

Upload a Minimum Qualifications Screening Form

To upload your document, provide a name and description of the document. To choose a file to upload, click the Choose File button and select the file from your computer. After choosing the file, click the Submit button.
Posting – Posting Documents Tab (cont.)

Note: A banner across the top of the page will let you know that the upload was successful.

1. Once finished, select the Summary tab from the left side of the screen.

Note: The system automatically converts all uploaded documents into PDFs.
Posting – Summary page

Note: The posting Summary displays all tabs and their information. In addition, new links appear access the top: History (all transactions associated with the posting), Settings (which department the posting resides in and other information), and the Associated Position Description. To access these areas, simply click on the tab.

Note: In addition to summary information about your posting, you may also ‘See how Posting looks to Applicant’, print preview the ‘Applicant View’ of the posting, or ‘Print Preview’ the whole posting as it is viewed internally. You can also add the posting to your Watch List. Doing so will allow you to track the posting on your TMS homepage.
Posting – Move in Workflow (from Initiator to EO Coordinator)

1. Once you have sufficiently reviewed the posting and are ready to move it to the EO Coordinator for review, hover over the Take Action on Posting button and Standard Search Process / AAR (move to EO Coordinator Review).

2. You may add relevant comments for the EO Coordinator in the optional Comments box then click Submit.

Note: Promotional Announcement (move to OEO Promotional Announcement Review) workflow should only be selected if you are creating a Promotional Announcement posting in the system. An internal search is different than a Promotional Announcement.
1. Once the EO Coordinator has sufficiently reviewed the posting and is ready to move it forward to the Hiring Authority for review and approval, they will hover over the Take Action on Posting button and select Standard Search Process (move to Hiring Authority Review and Approval).

2. The EO Coordinator may add any relevant comments in the optional Comments box. When ready, they will click Submit.
1. Once the Hiring Authority has reviewed the posting, they will hover over the Take Action on Posting button and select OEO Final Approval (move to OEO Final Review).

2. The Hiring Authority may add any relevant comments for OEO. When ready, they will click Submit.
1. Once OEO has sufficiently reviewed the posting, they will hover over the Take Action on Posting button and select Approved – Internal. Once moved to Approved – Internal, OEO will also add the job posting to the CSU Internal Job Board.
Hello Test User,

The Academic Success Coordinator position (Posting #: 201800487AP) 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://jobs.colostate.edu/postings/84906

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 (if needed). For additional help, please see these resources.

Position #: 012345.0001
Job Title: Academic Success Coordinator
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 saying that the posting has been approved. Please then proceed with sending out the direct link to all interested internal applicants.
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](http://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](mailto:oeo@colostate.edu)