Talent Management System (TMS)

How to Create a Promotional Announcement Posting
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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.
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.
Initiating a Promotional Announcement Posting (cont.)

1. Click on Postings in the top menu then select Admin Professional / Research Professional.
Initiating a Promotional Announcement Posting (cont.)

1. Click + Create New Posting
Initiating a Promotional Announcement Posting (cont.)

1. Select Create from Position Description.
### Admin Professional/ Research Professional Position Descriptions

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

<table>
<thead>
<tr>
<th>Working Title</th>
<th>Position Number</th>
<th>Department</th>
<th>Employee First Name</th>
<th>Employee Last Name</th>
<th>Supervisor</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resch Sci/Scholar II</td>
<td>018937.0001</td>
<td>Chemistry (1872)</td>
<td></td>
<td></td>
<td>Professor (Eugene Chen)</td>
<td>Active</td>
</tr>
</tbody>
</table>

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. Click Create Posting from this Position Description.

Note: If the Create Posting from this Position Description button is missing, this means the position description is tied to another active posting. To unlock the position, the old posting will need to be moved into a final workflow state. Please reach out to OEO at oeo@colostate.edu if this button does not appear.
1. The Working Title field will be populated with the position’s working title. Please add ‘PROMOTIONAL ANNOUNCEMENT:’ before the working title.

* Required Information

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.
### 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?*
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.

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.'

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.

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

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

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

Posting Details

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

2. In the Promotional Announcement Additional Information field, answer the following questions:
   1. The name of the individual receiving the promotion
   2. Indicate if the individual is receiving a salary increase or not;
   3. The new requested salary amount (if applicable).

3. 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. The amount listed in this field should match the New Requested Salary field on the position description and the amount entered into the field above.

4. Select a Work Location from the Work Location field.

1. Select Promotional Announcement from the Search Process Type drop-down menu.

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

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

2. Enter the required Supervisor Name and Working Title.

**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 engage...

**Hiring Authority**

- User, Test

*This field is required.*

**Supervisor Name**

John Doe

**Supervisor Working Title**

Department Head

**Position Summary**

Carry out fundamental research in biochemistry areas including deconstruction of biopolymers into sugars, chemicals, monomers, and brotules as well as polymerization of bio-derived monomers to biocompatible, biodegradable, or environmentally sustainable polymers.
<table>
<thead>
<tr>
<th><strong>Required Job Qualifications</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Preferred Job Qualifications</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

**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.*

**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.*

<table>
<thead>
<tr>
<th><strong>Working Title</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>PROMOTIONAL ANNOUNCEMENT: Resch Sci/ScHOL</td>
</tr>
</tbody>
</table>
Promotional Announcement Posting - Posting Details

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

2. In the Desired Start Date field, enter the requested effective date of the new salary if applicable. Please see HR’s website for additional guidance surrounding effective dates.

3. 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.

- If this is a Research Professional position, select ‘Yes’. Otherwise, select ‘No.’

- In the Desired Start Date field, enter the requested effective date of the new salary if applicable. Please see HR’s website for additional guidance surrounding effective dates.

- 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.
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 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**

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

Note: You may skip these fields.
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.

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.

CSU is an EO/EA/AA employer and conducts background checks on all final candidates.

Add the short posting to this field for other advertising and recruitment venues. You MUST include the below quick link in this field.

https://colostate-training.peopleadmin.com/postings/83792

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

2. Enter a required Search Contact.

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 an EO Coordinator and Applicant Manager.

4. When ready, click ‘Save’.
1. From the left-side menu, click Summary.

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

Note: From the Summary page, you can make any needed edits before transitioning the posting in the approval workflow.
Promotional Announcement Posting – Move in Workflow (OEO → Approved – Internal → Posted to Internal Job Board)

Note: Once it OEO's queue, the posting will be reviewed, approved internally, and added to the internal job board.
Email sent to Applicant Manager upon approval

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
oose@colostate.edu
970-491-5836

If you have an issue or questions please see our training website at http://oem.colostate.edu/talent-management-system-tms or email OEO at oeo@colostate.edu

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.
### 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:

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**PROMOTIONAL ANNOUNCEMENT: Resch Sci/Scholar II**

Please see Special Instructions for more details.

*This is a promotional announcement for a current CSU employee.*

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**Posting Details**

<table>
<thead>
<tr>
<th>Working Title</th>
<th>PROMOTIONAL ANNOUNCEMENT: Resch Sci/Scholar II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Location</td>
<td>Fort Collins, CO</td>
</tr>
<tr>
<td>Research Professional Position</td>
<td>Yes</td>
</tr>
<tr>
<td>Posting Number</td>
<td>202100110AP</td>
</tr>
<tr>
<td>Position Type</td>
<td>Admin Professional/ Research Professional</td>
</tr>
</tbody>
</table>

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**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 update their salary.

- No Off-Cycle Salary Adjustment Form is needed when a salary change is related to additional duties/responsibilities. Please see HRs website for additional details.

**Modification did not result in new classification; salary is changing**

- Submit an Oracle action to update the incumbent’s salary.

- No Off-Cycle Salary Adjustment Form is needed when a salary change is related to additional duties/responsibilities. Please see HRs website for additional details.
Please visit the Talent Acquisition 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 Talent Acquisition at:
(970) 491-5836
or
email TA at hr_ta@colostate.edu