

Talent Management System (TMS)

How to Create a Promotional Announcement Posting



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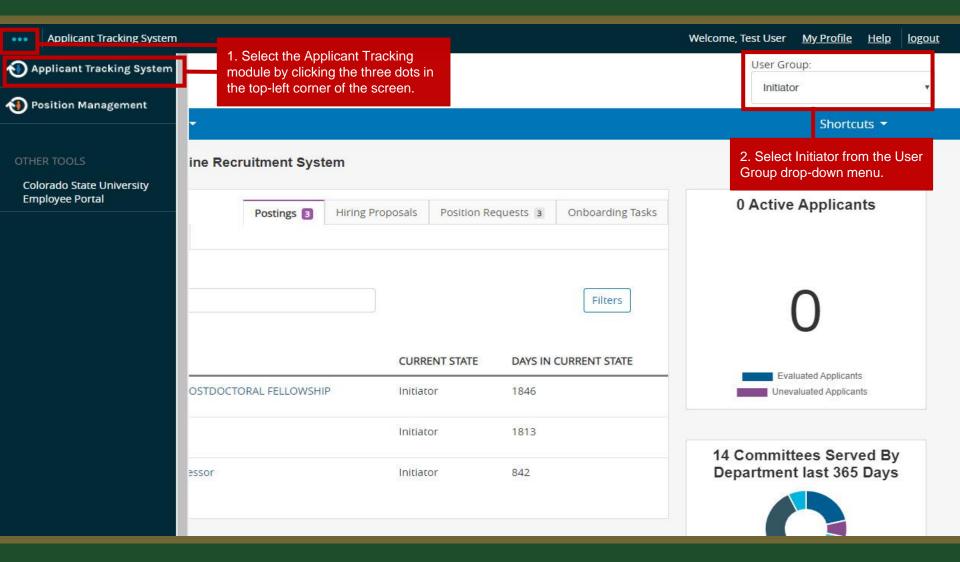
When is a Promotional Announcement Posting required?

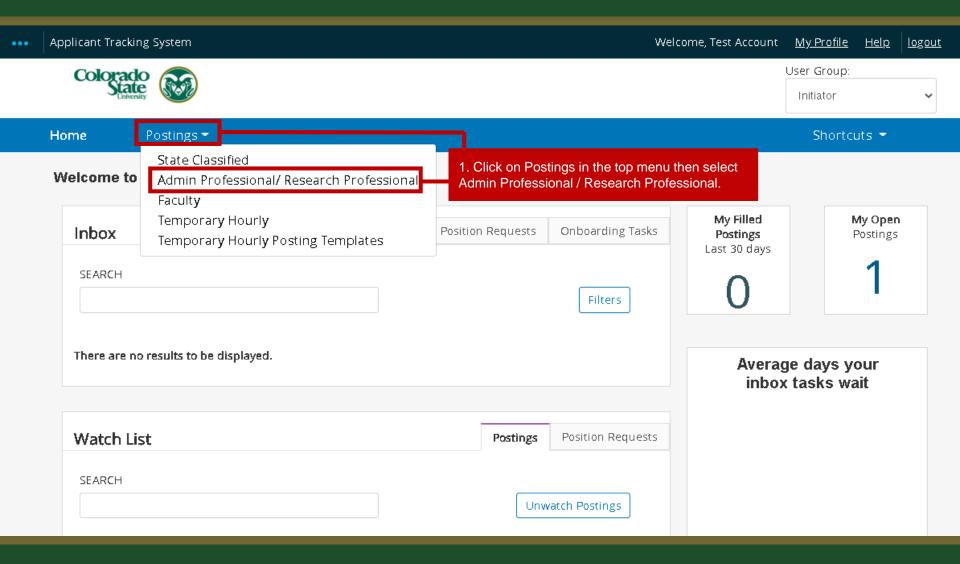
Anytime a position description is modified for a *current* employee to add expanded duties, and/or title change and/or a new salary, a Promotional Announcement Posting is required after the modification is finalized. This means that **all position modifications** (that don't result in an AAR) **need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

If you need additional help determining the new system/process requirements for 'promotions', <u>please</u> see this table listing different promotional scenarios.

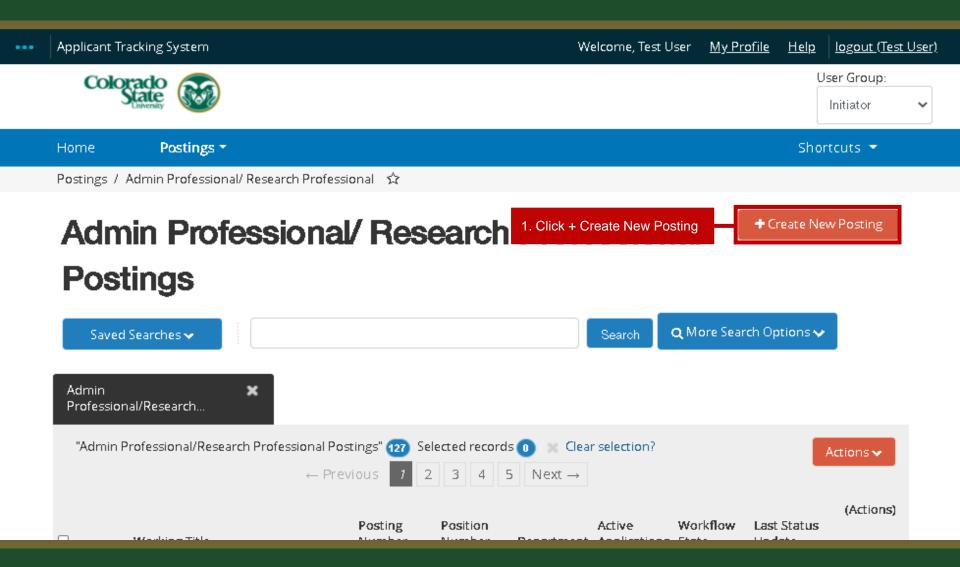
The following flowchart shows the simplified promotional announcement posting approval workflow.



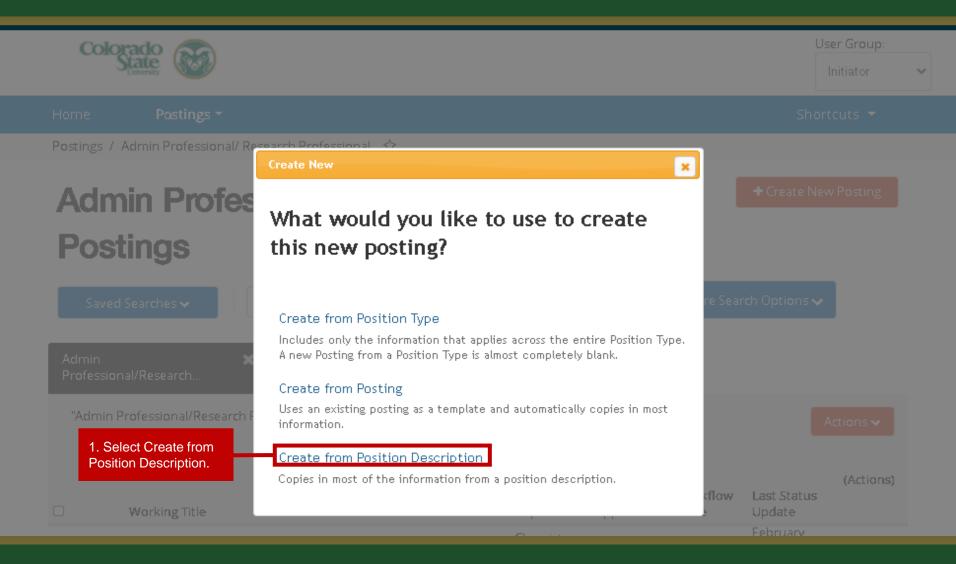




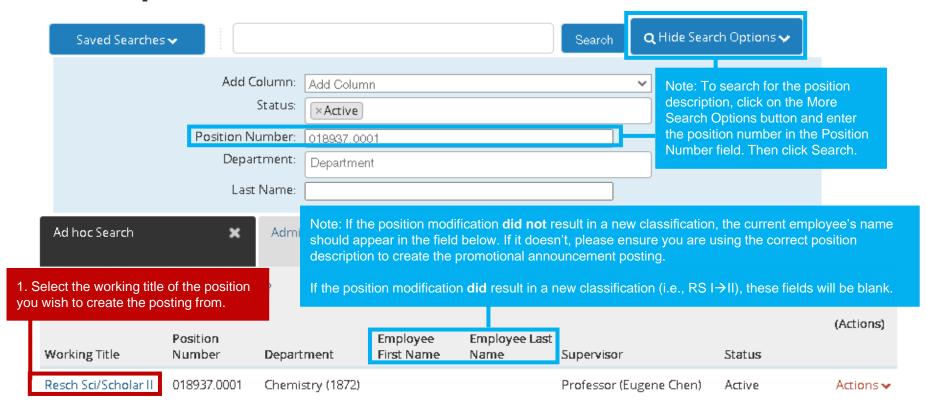


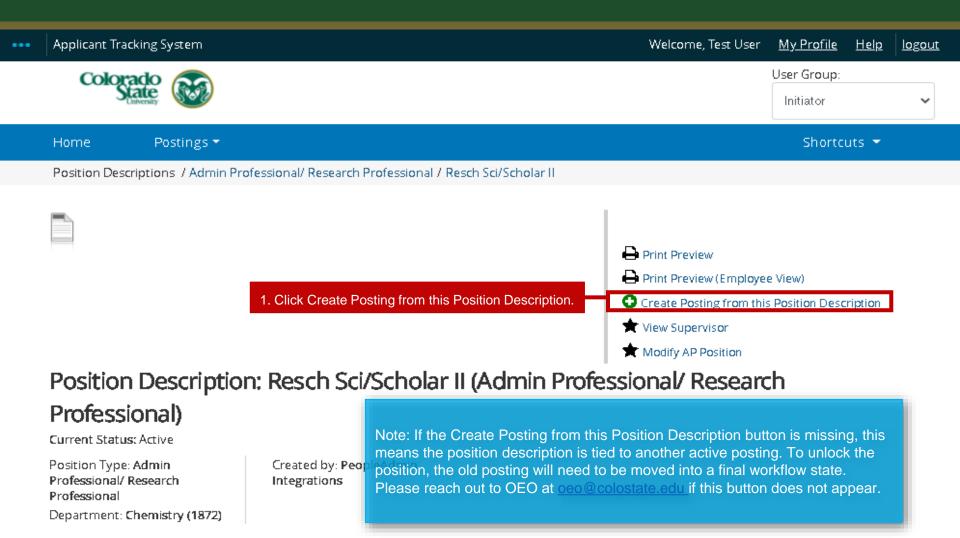




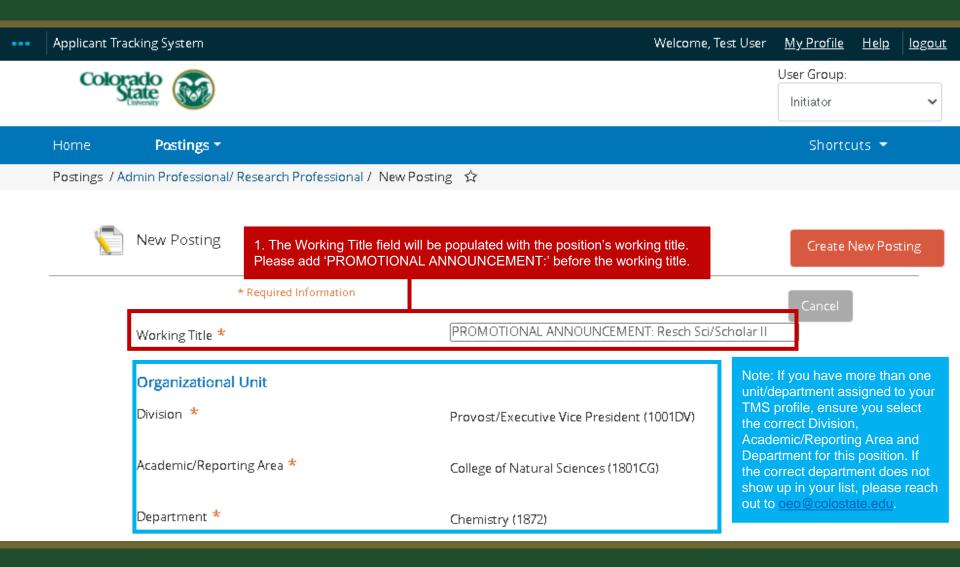


Admin Professional/ Research Professional Position Descriptions



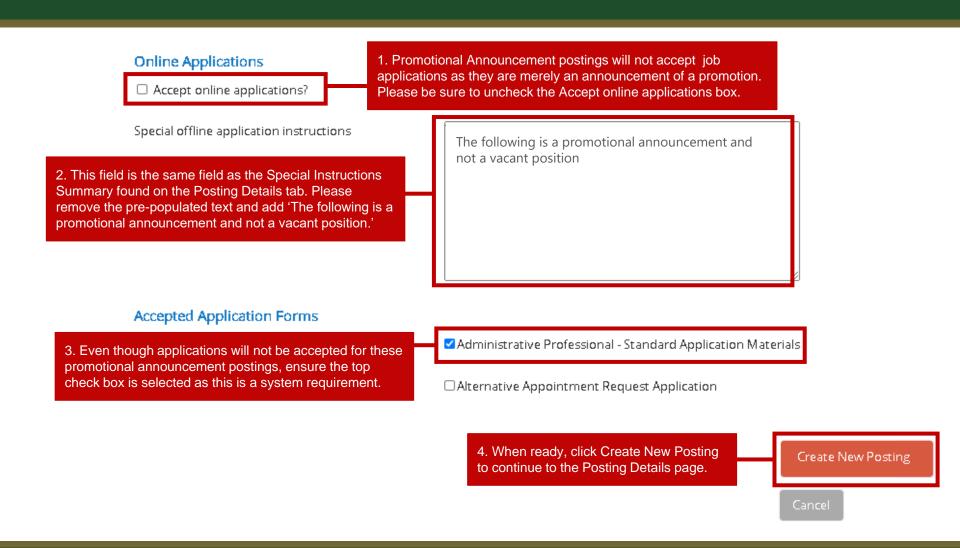




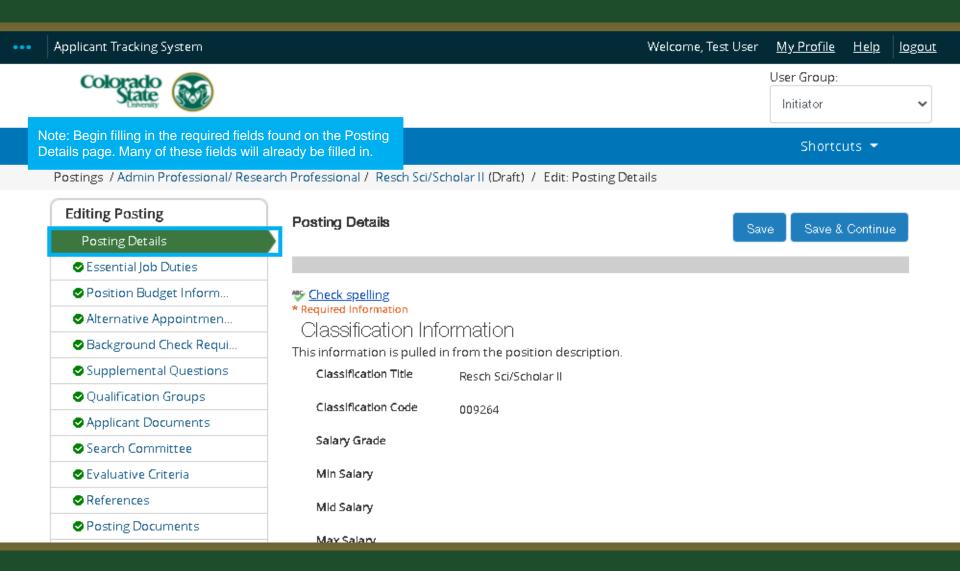


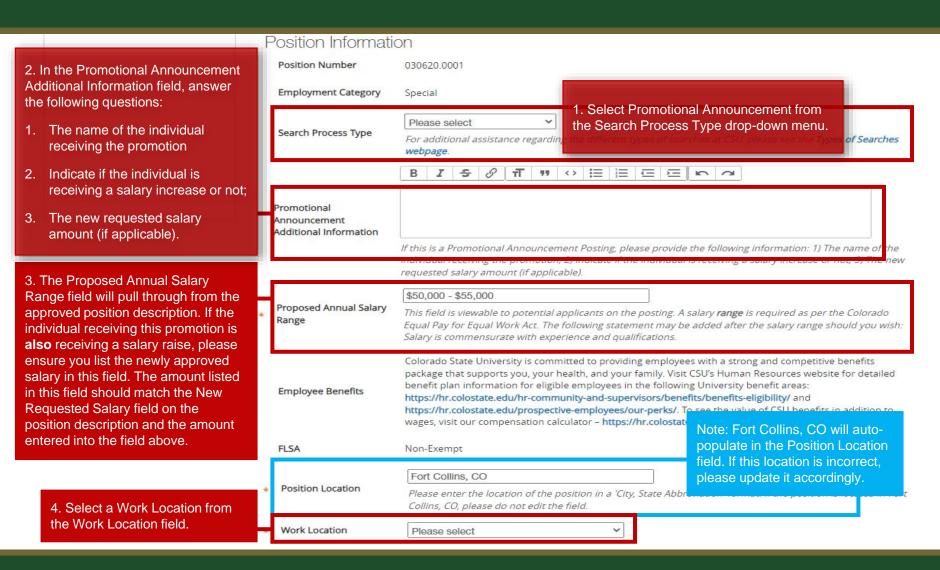
New Job Alert	
New Job Alert Categories	
☐ Academic Advising/Counseling	
☐ Accounting and Finance	
☐ Administrative Assistants	Select a New Job Alert Category.
☐ Agriculture Sciences	
☐ Alumni Association/Services	Note: Promotional Announcement postings are approved internally and only posted to the CSU internal job board. Because of this, subscribers to New Job Alert emails will not receive notification of these promotional postings.
☐ Animal Sciences / Livestock	not receive notification of these promotional postings.
☐ Anthropology	
□ Art	
Assistant / Associate / Full Professors	
☐ Athletics	

□ Veteran Affairs	
Uveterinary 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?

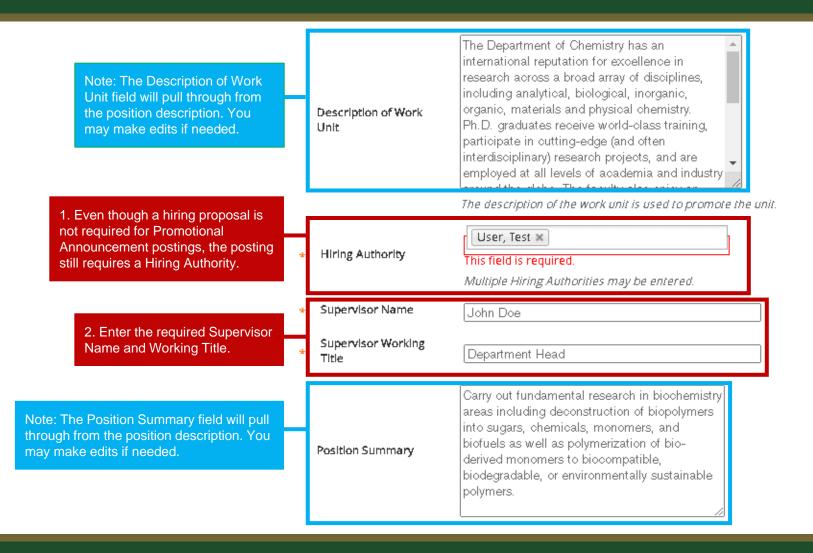






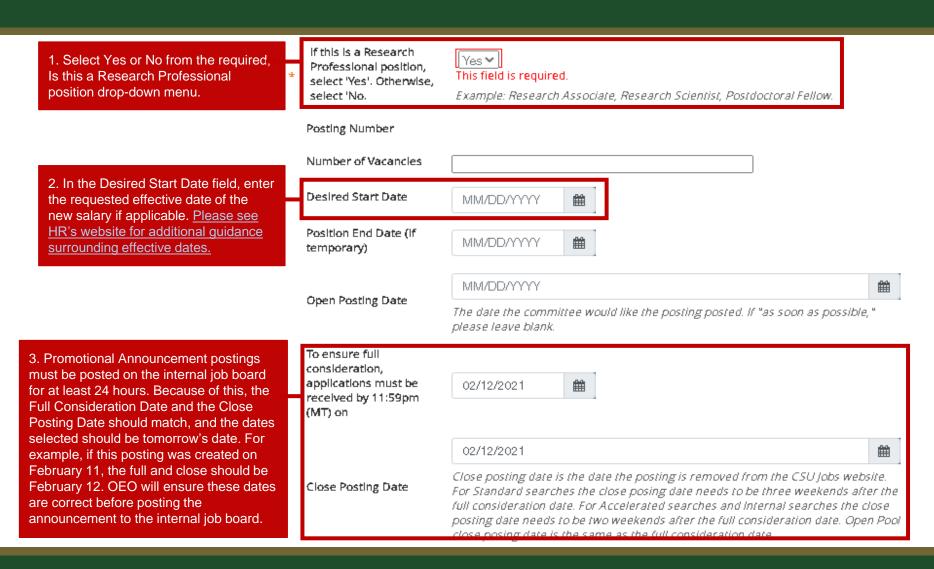




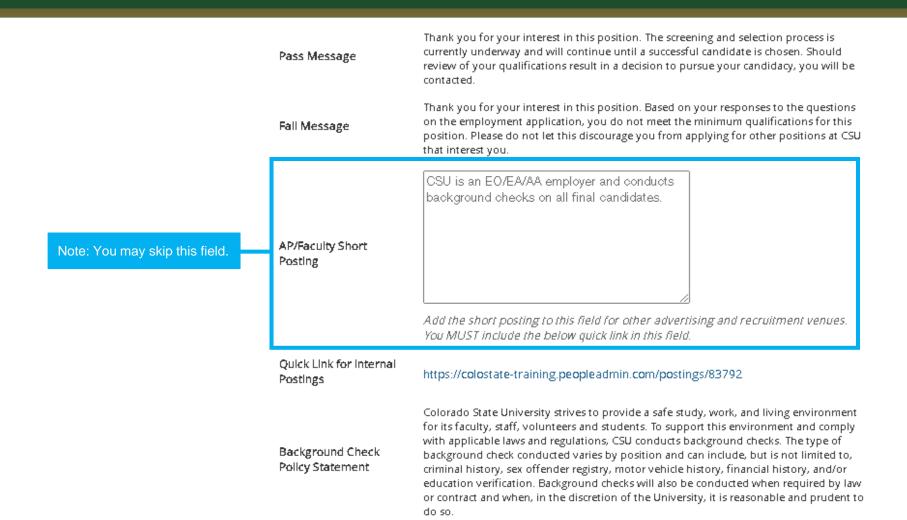


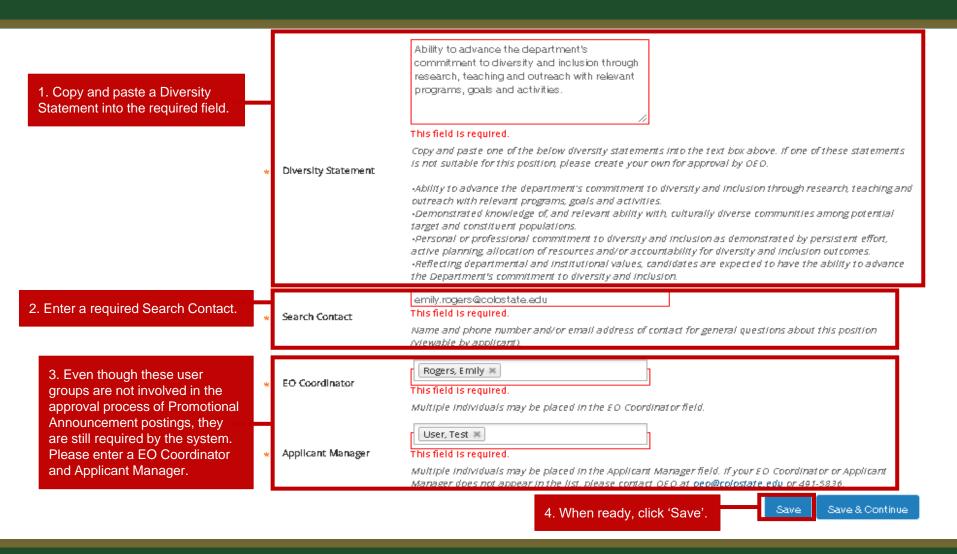
Candidate must have a Ph.D. degree in chemistry or biochemistry at the time of appointment, specializing in chemistry, biochemistry, organometallic chemistry, polymer chemistry, and catalysis. Regulred lob **Oualifications** A minimum of three years of postdoctoral research experiences with the expertise in catalytic biomass conversion to chemicals, monomers, polymers, and Note: The Required and Preferred fuels are required. Job Qualifications will pull through from the position description. Please do not alter these. Prefer candidate has received academic training in polymer and organometallic chemistry, and has had significant research experience in the synthesis and Preferred lob characterization of monomers, catalysts, and polymers. Qualifications: Published paper(s) in polymer chemistry and related scientific journals. Note: The selection in this field will pull No 🕶 is this an Hourly through from the position description. Hourly positions do not have guaranteed hours and may work within a range of 0position? Please do not update this. 40 hours per week. 40 Please enter a value from 0 - 40 representing the number of work hours per week Work Hours/Week for this position. If the position is for an hourly employee, please set the work hours 1. If you haven't already, please add to 0. 'PROMOTIONAL ANNOUNCEMENT:' Postina Details to the beginning of the Working Title. Working Title PROMOTIONAL ANNOUNCEMENT: Resch Sci/Schol



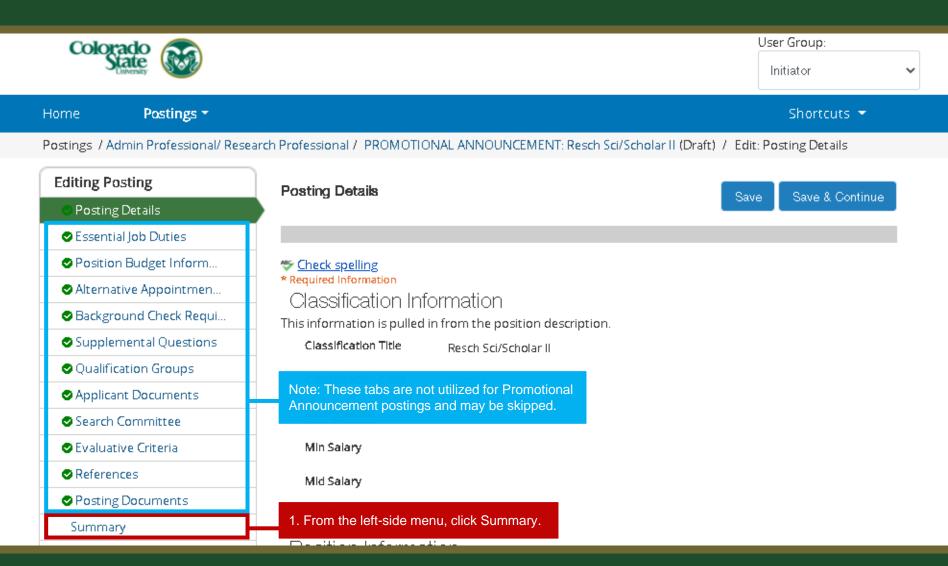


1. If you entered language into the The following is a promotional **Special Offline Application Instructions** announcement and not a vacant field found on the settings page, that position language will pull through to the Special Special Instructions Instructions Summary field. If you didn't Summary update this field on the settings page, please enter 'The following is a The information entered in this field will show on the top of the applicant posting. promotional announcement and not a You would want to include information like: References will not be contacted vacant position' into this field. without prior notification of candidates. Internal Search An internal search is a form of a limited search that is the exception to the default Requested national search. Recruitment can be limited to a department/unit or College/Division. Rationale for internal Search. Note: You may skip these fields. CSUJobs Website Connecting Colorado Website Indeed.com HigherEdJobs.com Recruitment Plan List all advertising venues (e.g. websites, list services, etc.)

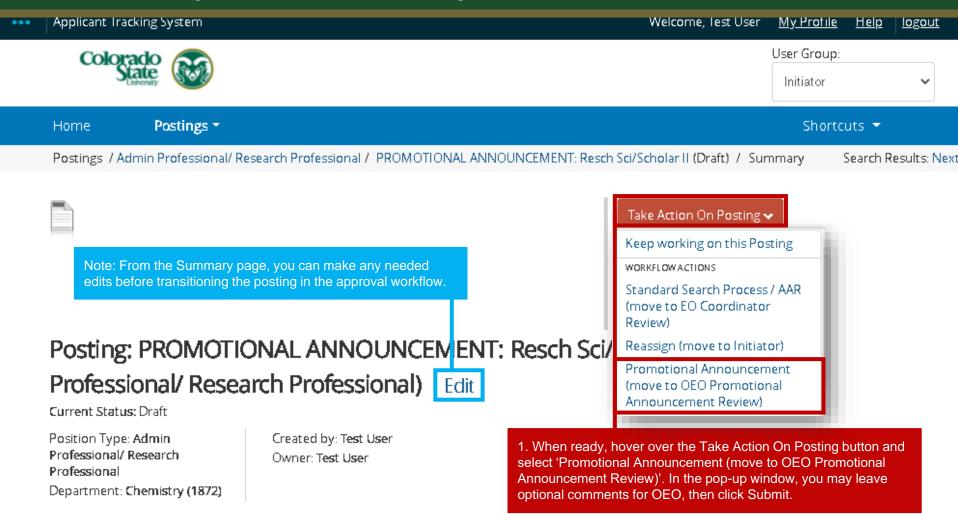






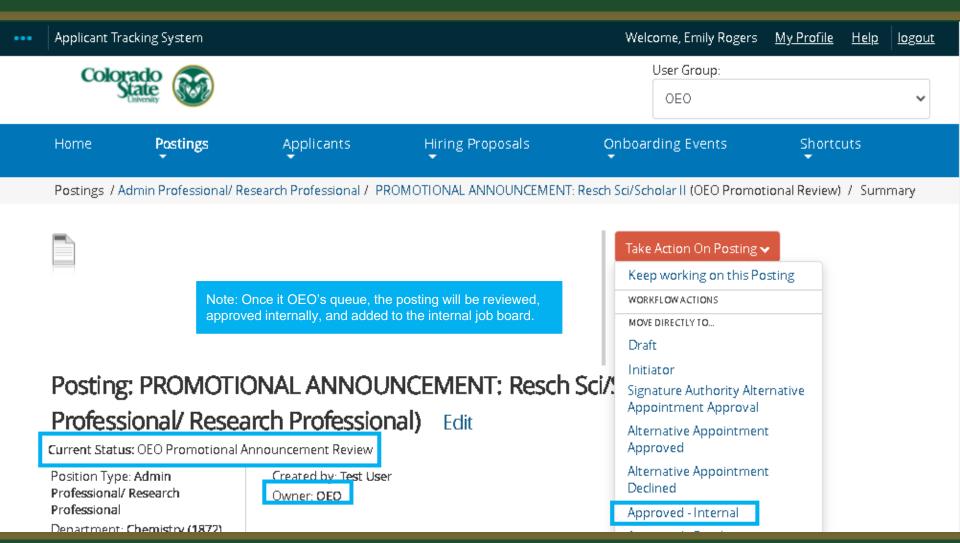


Promotional Announcement Posting – Move in Workflow (Initiator → OEO)





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

oeo@colostate.edu

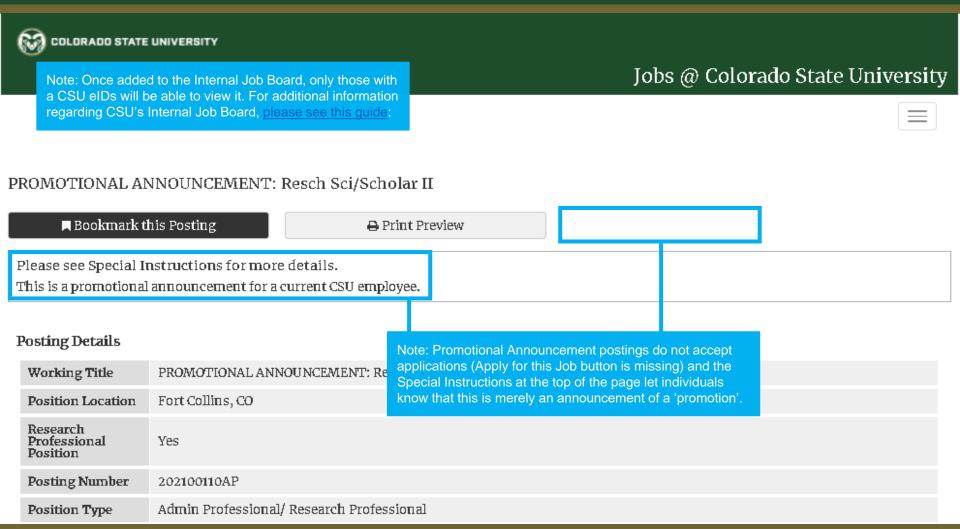
970-491-5836

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





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. <u>Please see HRs website for additional details.</u>

Need further help?

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

<u>www.oeo.colostate.edu/talent-management-</u> <u>system-tms</u>

For additional help, contact
the Talent Acquisition at:
(970) 491-5836
or
email TA at hr ta@colostate.edu

