



Colorado State University

# Talent Management System (TMS)

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How to Create a Temporary Hourly Job Posting



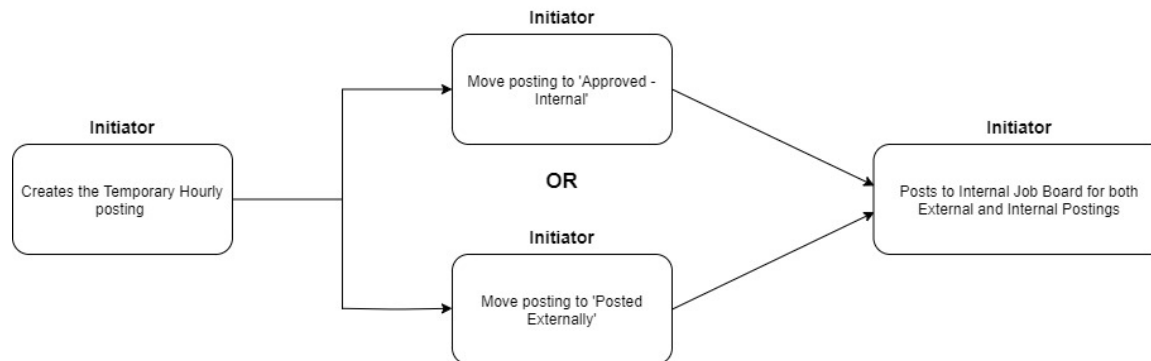
# How to Create and Post a Temporary Hourly Job Posting

Job Postings are created to announce the approved opening of a Temporary Hourly position.

**Temporary Hourly Job Announcements may be created by Initiators only.**

Initiators may create new job postings using pre-populated Temporary Hourly templates, blank Temporary Hourly templates, or previous Temporary Hourly postings, only. Position Descriptions in the TMS will not be utilized to create Temporary Hourly position types. Instead, the posting announcement will serve as the official position description.

Below are the steps in the creation, approval and posting of a Temporary Hourly job announcement.



# Initiating a Temporary Hourly Job Posting

The screenshot shows the Applicant Tracking System interface. In the top-left corner, there are three dots next to the 'Applicant Tracking System' menu item. 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 shows a 'Recruitment System' dashboard with tabs for 'Postings' (3), 'Hiring Proposals', 'Position Requests' (3), and 'Onboarding Tasks'. Below the tabs 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 'Shortcuts' dropdown and a summary card for '0 Active Applicants'. The card shows 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 Temporary Hourly Job Posting (cont.)

Applicant Tracking System

Welcome, Test Account [My Profile](#) [Help](#) [Logout](#)

Colorado State University

User Group: Initiator

Home **Postings** Shortcuts

Welcome to

Inbox

SEARCH

There are

Watch

SEARCH

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

1. Click on Postings in the top menu then select Temporary Hourly from the drop-down options.

Note: Temporary Hourly **Posting Templates** houses the prepopulated templates which can be used to create a posting. Selecting this option will allow you to browse the different template options. Ensure you navigate back to 'Temporary Hourly' when you are ready to create the posting announcement.

If you have Temporary Hourly position that you frequently hire for and wish to create a permanent Template, please reach out to Tommy Crews in the Employment Office at [Thomas.Stanley.Crews@colostate.edu](mailto:Thomas.Stanley.Crews@colostate.edu)

Postings Last 30 days: 0

My Open Postings: 1

Average days your inbox tasks wait

Filters

Unwatch Postings

Postings Position Requests



# Initiating a Temporary Hourly Job Posting (cont.)



User Group:  
Initiator

## Temporary Hourly Postings

1. Click + Create New Posting

+ Create New Posting

Saved Searches

Search

More Search Options

Temporary Hourly Postings

"Temporary Hourly Postings" 0 Selected records 0 Clear selection?

Actions

(Actions)

<input type="checkbox"/>	Working Title	Posting Number	Department	Active Applications	Workflow State	Last Status Update
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# Initiating a Temporary Hourly Job Posting (cont.)



User Group:  
Initiator

Note: There are three options when creating a Temporary Hourly posting announcement.

## Temporary Hourly

Saved Searches

### Create from Posting Template

This allows you to create a Temporary Hourly posting using a **pre-populated template**. Though templates provide a great starting point, the initiator will be able to make edits to postings created from templates in order to tailor the position to the department. This is a great option if you are hiring a generic Temporary Hourly position which fits one of the created templates. See page (7) if you click this option.

### 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 Posting Template

Copies in information from a Posting Template

### Create from Position Type

This allows you to create a Temporary Hourly posting using a **blank template**. The initiator will fill in all required fields using their own information. This option is great for unique positions. See page (9) if you click this option.

### Create from Posting

This allows the initiator to create a Temporary Hourly posting using a **previously created posting**. If you select this option, information from the selected posting will pull through to this new posting where you will be able to make edits if needed. This is a great option if you make frequent hires for the same position. See page (7) if you click this option.



# Initiating a Temporary Hourly Job Posting via a Template/Posting



User Group:  
Initiator

Note: If you selected, 'Create from Posting Templates' OR 'Create from Posting', you will be directed to the Posting Template library OR to a list of your previous postings where you will need to select which template/posting to create your new posting from.

Shortcuts

## Temporary Hourly Posting Templates

Saved Searches

Search

More Search Options

Temporary Aide Postings Tem...

"Temporary Aide Postings Templates" 1

Posting Name

Status

(Actions)

Temporary Administrative Assistant

approved

Actions

1. Select the template/posting you wish to use.

Shortcut: Hover over the Actions button associated with the template/posting and select Create From.

- GENERAL
- View Posting Template
- Create From



# Initiating a Temporary Hourly Job Posting via a Template/Posting



User Group:  
Initiator



1. Click Create Posting from this Posting Template (or Create Posting from this Posting if you selected this option).

Print Preview

Create Posting from this Posting Template

## Posting Template: Temporary Administrative Assistant (Temporary Hourly)

Current Status: Approved

Position Type: Temporary Hourly

Organizational Unit: Colorado State University (Root)

Summary

Posting Details

Position Information





# Initiating a Temporary Hourly Job Posting – Settings Page



User Group:  
Initiator



New Posting

1. On the new posting's Settings page, enter a Working Title for the position. Once entered, scroll down to continue filling in page.  
If you created a posting from a template/posting, a Working Title will already be populated. You may update this if needed.

Create New Posting

Cancel

Working Title \*

## Organizational Unit

Division \*

Vice President for Student Affairs (8004DV)

Academic/Reporting Area \*

HDS Administration Rptg Area (8045RA)

Department \*

Housing and Dining Facilities (8046)

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](mailto:oeo@colostate.edu).



# Initiating a Temporary Hourly Job 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. The Initiator may select as many or as few New Job Alert categories as they feel necessary. Once a selection is made and a job is posted, job seekers who have subscribed to that specific category will be notified of the new position (only if posted externally).

'Temporary Hourly' will automatically be selected as a New Job Alert category, please do not uncheck this.

Note: The New Job Alert feature will allow job seekers to subscribe to a daily system email containing a list of jobs that have been posted to the CSU Jobs website. The email notification will only contain jobs that fall into one of the pre-selected job interest categories identified by the job seeker. If no jobs are posted in the selected categories on a particular day, the individual will not receive a Job Alert email that day.



# Initiating a Temporary Hourly Job Posting – Settings Page

Temporary Hourly

Veteran Affairs

Veterinary Medicine / Veterinary Teaching Hospital

Note: For Temporary Hourly postings, please do not update any of the below fields.

## Applicant Workflow

Workflow State

Application Received ▼

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 Temporary Hourly Job Posting – Settings Page

Recommendation Document Type

## Online Applications

Accept online applications?

Special offline application instructions

Note: The Special offline application instructions field is the same field as the Special Instructions to Applicants field found on the posting details page. Information entered in this field on the settings page will also appear in the field on the posting details page.

If you are collecting applications outside the system via email, ensure you enter 'how to apply' directions either in this field or the Special Instructions to Applicants field.

1. There are two way to collect job applicants for Temporary Hourly positions. If the department wishes to use the TMS as their method for collecting applications, please ensure the Accept online applications box is checked. This will allow applicants to apply to the Temporary Hourly position on the CSU Jobs Website.

If the department instead wishes to collect applications via an alternative method i.e., email, this box must be unchecked.

References will not be contacted without prior notification to applicant.

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

Create New Posting

Cancel



# Temporary Hourly Posting - Posting Details



User Group:

Initiator ▼

Note: Begin filling in the required fields found on the Posting Details page.

If you created the new posting from a template or previous posting, many of these fields will already be filled in. Please review the information to ensure it's correct and if needed, make edits.

Shortcuts ▼

Draft) / Edit: Posting Details

## Editing Posting

Posting Details

✓ Essential Job Duties

✓ Applicant Documents

✓ References

Summary

## Posting Details

Save Save & Continue

ABC [Check spelling](#)  
\* Required Information

### Position Information

Classification Title	Temporary Hourly
Employment Category	Temporary
Is this an Hourly position?	Yes
Work Hours/Week	0-40
Overtime Eligible?	Yes

Note: The top Position Information section will be filled in with pre-populated information specific to Temporary Hourly position types and cannot be edited.



# Temporary Hourly Posting - Posting Details

Note: The Position Location field will be pre-populated with 'Fort Collins, CO 80523. If the position's location is different, please ensure you update this field accordingly.

1. Fill in the Description of Work Unit field. Typically, this information can be found on the department's website. If you created the posting from a template or posting, information may already be filled in. Please review the information and make any needed edits to ensure it matches the department/unit.

2. Enter an email address for the Search Contact. This should be the individual an applicant will reach out to if they have any questions about the position.

4. Fill in the Position Summary field. If you created the posting from a template or posting, information may already be filled in. Please review the information and make any needed edits to ensure it matches the department/unit and open position.

* Position Location	<input type="text" value="Fort Collins, CO 80523"/>
* Description of Work Unit	<p>OUR LOCATION Colorado State University, located in Fort Collins, Colorado (approximately 65 miles North of Denver), is situated on nearly 5,000 acres of land, including the main campus, a foothills campus, an agricultural campus, and a mountain campus (Pingree Park).</p> <p>Colorado State University also has 4,600 acres for research centers, Cooperative</p>
* Search Contact Email	<input type="text" value="John.Doe@colostat.edu"/> <small>This field is required.</small>
* Applicant Manager	<input type="text" value="Account, Test x"/>
* Position Summary	<p>This position serves as a significant support and resources for team members in coordinating meetings and events, including scheduling, space, catering, travel, A/V, registration, confirmation, and other needs. Responsibilities will include but are not limited to:</p>

3. Select the name of the Applicant Manager. If their name does not show up, please contact [oeo@colostate.edu](mailto:oeo@colostate.edu). The Applicant Manager is the individual who will disposition applicants by moving them in workflow and requesting the hire at the end of the search process.



# Temporary Hourly Posting - Posting Details

1. Fill in the Minimum and Preferred Qualifications of the position. If you created your posting from a template or previous posting, qualifications may already be filled in. Please note, Temporary Hourly postings **must include both minimum and preferred qualifications.**

Note: Please ensure the qualifications are appropriate for the position. For example, a Temporary Administrative Assistant should not list a Master's degree as a minimum job qualification.

If you have questions regarding your position's minimum and preferred qualifications, please reach out Tommy Crews at [Thomas.Stanley.Crews@colostate.edu](mailto:Thomas.Stanley.Crews@colostate.edu).

\*

## Position Minimum Qualifications

- \* Two years (24 months at full-time, 40hrs/wk) of general clerical experience.
- \* Excellent verbal and written communication skills

\*

## Preferred Qualifications

- \* Experience using Microsoft Office products (i.e. Word, PowerPoint, Excel)
- \* Previous Customer Service Experience
- \* Two or more years of general clerical experience.
- \* Bachelor's degree

This field is required.

**TIP:** To format the qualifications with 'bullets', type \* before each qualification.

## Posting Details

\*

### Working Title

Temporary Administrative Assistant

Posting Number

Department

Housing and Dining Facilities

2. If you need to make edits to the position's working title, you may do so in this field.



# Temporary Hourly Posting - Posting Details

1. Enter the salary of the position. While a salary range is suggested, a set hourly rate may be used in place of a range for temporary hourly positions where a range is not appropriate.

2. Enter the Close Date for the posting. This is the date the posting announcement will pull down from the CSU Jobs website. **Please note, Temporary Hourly positions must be posted for at least one (1) day,** but you may choose to advertise for more time should you wish. If you select to only post for one day, please ensure you select the day after the posted day. For example, if the position was posted on the 18<sup>th</sup>, the close date should be set to the 19<sup>th</sup> meaning the position will pull down from the CSU Jobs Website at 11:59 PM on the 19<sup>th</sup>.

3. Enter Special Instructions to Applicants. This field should include information about the required documents needed to apply. Example: To apply, please submit a cover letter that addresses the minimum and preferred job qualifications, a resume, and the contact information for three professional references. References will not be contacted without prior notification to applicant.

<b>Salary Range</b>	<input type="text" value="\$12.50 - \$17.50 a hour"/>
---------------------	-------------------------------------------------------

*A salary range is suggested for postings. A set hourly pay rate may be listed in place of a range for temporary hourly positions where a range is not appropriate. The minimum of the range or set rate cannot be lower than Colorado's minimum hourly rate. The department's set range or hourly rate should reflect what the department actually believes it may pay for the particular position.*

## Employee Benefits

Language to be updated before go live. This text is filler until the specific text is provided to Michael.

<b>Close Date</b>	<input type="text" value="01/19/2021"/>
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*This field is required.*

*Please select a date that is at least three business days after the posted date. All Temporary Hourly posting must be announced for a minimum of three days.*

## Special Instructions to Applicants

To apply, please submit a cover letter that addresses the required and preferred job qualifications of the position, a resume, and the contact information for three professional references. References will not be contacted without prior notification to the applicant.

## 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.





# Temporary Hourly Posting - Posting Details

## EEO Statement

pregnancy and will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

The Acting Title IX Coordinator is the Vice President for Equity, Equal Opportunity and Title IX, 123 Student Services Building, Fort Collins, CO. 80523-0160, (970) 491-1715, [titleix@colostate.edu](mailto:titleix@colostate.edu).

The Section 504 and ADA Coordinator is the Vice President for Equity, Equal Opportunity and Title IX, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836.

1. Copy and paste a required Diversity Statement from the options below and add it to the Diversity Statement field.

This field is required.

## \* Diversity Statement

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.
- Personal and professional commitment to diversity and inclusion as demonstrated by involvement in teaching, research, creative activity, service to the profession and/or diversity/inclusion activities.

2. Scroll down to the bottom of the Posting Details page and click Save and Continue when you are ready to move forward.

Save

Save & Continue



# Temporary Hourly Posting – Essential Job Duties

Postings / Temporary Hourly / Temporary Administrative Assistant (Draft) / Edit: Essential Job Duties

## Editing Posting

Posting Details

✓ Essential Job Duties

✓ Applicant Documents

✓ References

1. Enter the Essential Job Duties of the position on this page. **At least one duty is required.** If you created the position from a template or previous posting, information may already be filled in. Please review this information to ensure it's correct.

Note: To remove an Essential Job Duty entry, check the Remove Entry button then click Save.

## Essential Job Duties

Save

<< Prev

Save & Continue

2. When you are ready to move forward, click Save and Continue.

ABC [Check spelling](#)

\* Required Information

## Essential Job Duties

\* Job Duty Category

Administrative Support

*E.g. Supervision, Accounting, Project Management, etc.*

\* Duty/Responsibility

\* Position responsibilities may vary  
\* Greet and direct all visitors including vendors, clients, prospective employees, students, faculty, and staff  
\* Answer incoming calls and respond to inquiry or direct to appropriate contact  
\* Contribute to a team effort by taking initiative to assist others during periods of

\* Percentage Of Time

Varies

*Remember: Job Duties entries must total 100%*

Remove Entry?

Add Essential Job Duties Entry



# Temporary Hourly Posting – Applicant Documents



User Group:  
Initiator

Shortcuts

Note: On the Applicant Documents page, select the documents applicants will need to attach to their applications when applying to the job posting. Please ensure the documents match what's stated in the Special Instructions to Applicants field. 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.

1. When ready, click Save and Continue.

Save << Prev Save & Continue

Essential Job Duties

Applicant Documents

References

Summary

Select the documents to be required with this item, and those that may optionally be attached.

Order	Name	Not Used	Optional	Required
1	Resume	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3	Cover Letter	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Unofficial Transcripts	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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.

# Temporary Hourly Posting – References

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.

User Group:  
Initiator ▼

Shortcuts ▼

Administrative Assistant (Draft) / Edit: References

## Editing Posting

Posting Details

✔ Essential Job Duties

✔ Applicant Documents

✔ References

Summary

## References

Save

<< Prev

Save & Continue

✔ [Check spelling](#)

This page allows you to set specifications on any references you want applicants to submit as part of their application. Applicants that reach a specified status (set upon posting creation in the **Settings** tab of the posting) will have their submitted references emailed, requesting these references provide a recommendation on the applicant. References will click on a link and be guided to the applicant portal where they will fill out a standard form and/or upload a letter of recommendation.

## References

Minimum Requests

Maximum Requests

Save

<< Prev

Save & Continue

1. Enter the minimum and maximum number of references.

2. When ready, click Save and Continue.



# Temporary Hourly Posting – Posting the Position

**IMPORTANT: The posting process involves TWO STEPS.**

## Scenarios:

1. Department wishes to post externally to collect external job applications

**TMS Actions:** Post Externally (move to Posted) → Add to the Internal Job Board

2. Department wishes to post internally so that the posting is only viewable to current CSU employees

**TMS Actions:** Post Internally (move to Approved - Internal) → Add to the Internal Job Board.

**Please note: Posting Internally (move to Approved – Internal) does not automatically add a posting to the internal job board.** Instead, a posting in the 'Approved – Internal' workflow state is only accessible via a direct link and is not 'searchable', even on the internal job board. Therefore, the department must also post internal postings to the internal job board to ensure potential internal applicants can view and access them.

## Posting: Temporary Administrative Assistant (Temporary Ho

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

Summary

History

Settings

Please review the details of the posting carefully before continuing.

Welcome, Test Account [My Profile](#) [Help](#) [logout](#)

User Group:

Initiator

1. When you are ready to post the position, hover over the Take Action On Posting button.

Take Action On Posting ▾

Keep working on this Posting

WORKFLOW ACTIONS

Reassign (move to Initiator )

Post Internally (move to Approved - Internal)

Post Externally (move to Posted)

2. In the drop-down menu below, you can either select Post Internally (move to Approved – Internal) OR, Post Externally (move to Posted).

Please note, if the department wishes to collect applications from a broader applicant pool, select Post Externally from this drop-down menu. You will meet the internal posting requirement by adding this to the internal job board shown on the next page.



# Temporary Hourly – Adding the Posting to Internal Job Board

Posting was successfully transitioned

Applicant Tracking System

Welcome, Test Account [My Profile](#) [Help](#) [logout](#)

Colorado State University

User Group: Initiator

Home Postings Shortcuts

**\*\* PLEASE NOTE, THE POSTING PROCESS IS NOT YET COMPLETE \*\***

1. Even though the posting has now transitioned in workflow (either to Approved – Internal or Posted) the initiator posting process is not yet complete!

The internal or external posting must now be added to the Internal Job Board. Please note that moving a posting to 'Approved – Internal' does not automatically add the position to the internal job board.

Take Action On Posting

- Keep working on this Posting
- Publish changes for this Posting to the Applicant Portal
- Post to Internal Job Board

WORKFLOW ACTIONS

Posting: Temporary Administrative Assistant (Temporary Hourly)

Current Status: Approved - Internal

This posting is not available to applicants via search results but may be accessed directly

Position Type: Temporary Hourly  
Department: Housing and Dining Facilities (8046)

Created by: Test Account  
Owner: Initiator

Summary History Settings Reports


1. To finalize the process, hover over the Take Action On Posting button and select Post to Internal Job Board.



# Temporary Hourly – Position Added to Internal Job Board

Posting has been published to the Internal Job Board. ✕

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

 User Group: Initiator ▼

Home **Postings** ▼ Shortcuts ▼

Postings / Temporary Hourly / Temporary Administrative Assistant (Approved - Internal) / Summary

Note: When you see the banner 'Posting has been published to the Internal Job Board', the posting creation process is complete.

Take Action On Posting ▼

- ★ See how Posting looks to Applicant
- 🖨️ Print Preview (Applicant View)
- 🖨️ Print Preview
- 🔖 Add to Watch List

## Posting: Temporary Administrative Assistant (Temporary Hourly)

Current Status: Approved - Internal

This posting is not available to applicants via search results but may be accessed directly at <https://colostate-training.peopleadmin.com/postings/82951>

Position Type: Temporary Hourly	Created by: Test Account
Department: Housing and Dining Facilities (8046)	Owner: Initiator

Summary | History | Settings | Reports



# Next Steps

At this point in the process, the Temporary Hourly position is now posted on the CSU jobs website, either internally or externally, and will collect applications until the Close Posting Date.

After the Close Posting Date, the posting will pull down from the CSU Jobs website. At that point, the department will begin their review of applications. Once they have conducted their review and have made a final hiring decision, the Applicant Manager will move applicants in workflow, dispositioning those not moving forward into 'Candidate Not Selected' and moving their selected candidate into 'Hired'.

**Please note, only Applicant Managers can view and move applicants in workflow. [For additional help on how to move temporary hourly applicants in workflow and complete the hire in Oracle, please see this guide.](#)**

Once all applicants are moved into a final workflow state, the department will submit an Oracle action to finalize the hire just as they normally would when hiring Temporary Hourly (Non-student hourly) positions via the old process.

