Talent Management System (TMS)

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.
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 Temporary Hourly Job Posting (cont.)

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
Initiating a Temporary Hourly Job Posting (cont.)

1. Click + Create New Posting

Temporary Hourly Postings

Saved Searches ▾ | Search ▾ | More Search Options ▾

Temporary Hourly Postings

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

Working Title  ▾  Posting Number  ▾  Department  ▾  Active Applications  ▾  Workflow State  ▾  Last Status Update

(Actions)
Initiating a Temporary Hourly Job Posting (cont.)

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

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.

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

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.

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

Shortcut: Hover over the Actions button associated with the template/posting and select Create From.
Initiating a Temporary Hourly Job Posting via a Template/Posting

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

Posting Template: Temporary Administrative Assistant (Temporary Hourly)

Current Status: Approved

Position Type: Temporary Hourly
Organizational Unit: Colorado State University (Root)
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.

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 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

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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.

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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**

- **Recommendation Document Type:** No Document
  - Allow a document upload when a reference provider submits a Recommendation?
1. There are two ways 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.

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.

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

Recommendation Document Type

Online Applications

☐ Accept online applications?

Special offline application instructions

References will not be contacted without prior notification to applicant.

Create New Posting

Cancel
Temporary Hourly Posting - Posting Details

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.

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.

3. Select the name of the Applicant Manager. If their name does not show up, please contact 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.

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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Location</td>
<td>Fort Collins, CO 80523</td>
</tr>
<tr>
<td>Description of Work Unit</td>
<td>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). Colorado State University also has 4,600 acres for research centers, Cooperative Extension, and other programs.</td>
</tr>
<tr>
<td>Search Contact Email</td>
<td>John <a href="mailto:Doe@colostate.edu">Doe@colostate.edu</a></td>
</tr>
<tr>
<td>Applicant Manager</td>
<td>Account Test</td>
</tr>
<tr>
<td>Position Summary</td>
<td>This position serves as a significant support and resource role for team members in coordinating meetings and events, including scheduling, space, catering, travel, AV, registration, confirmation, and other needs. Responsibilities will include but are not limited to:</td>
</tr>
</tbody>
</table>
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.

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

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

Posting Details

- Working Title: Temporary Administrative Assistant
- Posting Number
- Department: Housing and Dining Facilities

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

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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.
Temporary Hourly Posting - Posting Details

1. Enter a salary range for the position. A **salary range is required**. If the position has a set hourly rate, please use Colorado’s minimum hourly pay rate as the low end of your salary range.

   **Salary Range**

   $12.50 - $17.50 an hour

   A salary range is required for all temporary hourly postings. If the position has a set hourly pay rate, please use Colorado’s minimum hourly pay rate as the low end of your salary range.

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 18th, the close date should be set to the 19th meaning the position will pull down from the CSU Jobs Website at 11:59 PM on the 19th.

   **Employee Benefits**

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

   **Close Date**

   This field is required.

   01/19/2021

   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.

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 the applicant.

   **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

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.

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or 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/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.

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

1. Scroll down to the bottom of the Posting Details page and click Save and Continue when you are ready to move forward.
1. Enter the Essential Job Duties of the position on this page. 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.

2. When you are ready to move forward, click Save and Continue.
Temporary Hourly Posting – Applicant Documents

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.

<table>
<thead>
<tr>
<th>Order</th>
<th>Name</th>
<th>Not Used</th>
<th>Optional</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Resume</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Cover Letter</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Unofficial Transcripts</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 and Continue.
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.

1. Enter the minimum and maximum number of references.

   - Minimum Requests: 3
   - Maximum Requests: 3

2. When ready, click Save and Continue.
Temporary Hourly Posting – Posting the Position

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

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. Only current CSU employees can see postings added to the Internal Job Board.

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.

Posting: Temporary Administrative Assistant (Temporary Hourly)

Current Status: Draft

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

Created by: Test Account
Owner: Test Account

Please review the details of the posting carefully before continuing.
** 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 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.

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.

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

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
Department: Housing and Dining Facilities (8046)
Created by: Test Account
Owner: Initiator

Take Action On Posting

- See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview
- Add to Watch List
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.