Colorado State University

CSU Talent Management System
User Guide – Admin/Research Professional

How to Create a Job Posting

my HR
Working together.

Create and Post an Admin Professional/Research Professional Job Posting

Job Postings are created to announce the approved opening of an Admin Professional/Research Professional position.

Admin Professional/Research Professional Job Announcements may be created by Initiators only.

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

Below are the steps in the creation, approval and online posting of the Job Announcement.

Initiator	EO Coordinator	Hiring Authority	Talent Acquisition	
Completion of Create Posting form. The search committee and committee chair are designated and recruitment plan provided.	Review and approval	Review and approval	Review and approval	Posted

The steps in the following slides explain how to create, prompt approval and post job postings.

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Initiating an Admin Professional/Research Professional Job Posting

Applicant Tracking System

Welcome, Test User   My Profile   Help   logout

Applicant Tracking System

Position Management

OTHER TOOLS

Colorado State University Employee Portal

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

User Group:

Initiator

Shortcuts ▾

ine Recruitment System

2. Select Initiator from the User Group drop-down menu.

0 Active Applicants

Postings 3   Hiring Proposals   Position Requests 3   Onboarding Tasks

Filters

0

	CURRENT STATE	DAYS IN CURRENT STATE
OSTDOCTORAL FELLOWSHIP	Initiator	1846
	Initiator	1813
essor	Initiator	842

Evaluated Applicants
Unevaluated Applicants

14 Committees Served By Department last 365 Days

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Initiating an Admin Professional/Research Professional Job Posting cont.

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

Create the Posting from an *Approved* Position Description

Create Posting from *Approved* Position Description

Hire   Welcome, Test User   My Profile   Help   logout

User Group: Initiator

Home   Postings ▼   Shortcuts ▼

Postings / Admin Professional/ Research Professional ☆

Admin Professional/ Research Professional Postings

+ Create New Posting

Saved Searches ▼

Admin Professional/Research... ✕

"Admin Professional/Research Professional P...

Working Title   Posting Nu...

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 Position Description
Copies in most of the information from a 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. Select Create from Position Description.

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Selecting a Position Description to Create a Posting (from)

Hire

Welcome, Test User   My Profile   Help   logout

User Group:
Initiator

Home   ...   Shortcuts ▾

Pos...

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.

Admin Professional/ Research Professional Position Descriptions

Saved Searches ▾

[   ]   Search   🔍 More Search Options ▾

Add Column: [Add Column   ▾]
Status: [×Active   ]
Position Number: [012345.0001   ]
Department: [Department   ]
Last Name: [   ]

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.

Ad hoc Search   ✖   Admin Professional/Research...

Ad hoc Search ① Save this search?

Working Title	Position Number	Department	Employee First Name	Employee Last Name	Supervisor	Status	(Actions)
Academic Success Coordinator	012345.0001	College of TMS Training (0000)			Coordinator (Becca M...)	Active	Actions ▾

2. To start the posting, click on the working title of the position description.

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

Actions ▾
View
Create From

Colorado State University

Selecting a Position to Create a Posting (from)

Posting – New Posting Settings page

Hire

Welcome, Test User   My Profile   Help   logout

User Group:
Initiator

Home   Postings ▾   Shortcuts ▾

Postings / Admin Professional/ Research Professional / New Posting ☆

1. Fill out the 'New Posting' settings page.

New Posting

* Required Information

Working Title * | Academic Success Coordinator

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.

Organizational Unit

Division *   Provost/Executive Vice President (1001DV)

Academic/Reporting Area *   College of TMS Training (0000RA)

Department *   College of TMS Training (0000)

Note: These fields will auto populate with information from the position description. **Please do not updated these if you have the ability to do so.**

Interest Card

Interest card category

☐ Academic Advising / Counseling

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Posting – New Posting Settings page (cont.)

Interest Card

Interest card category

☐ Academic Advising / Counseling

☐ Administrative Assistants

☐ Admissions and Enrollment

☐ Alumni Association / Services

☐ Animal Sciences / Livestock

☐ Anthropology

☐ Agriculture / Soil and Crop

☐ Art

☐ Theatre / Music / Dance

☐ Athletics

☐ Accounting / Finance

☐ Biochemistry and Molecular Biology

☐ Biology

☐ Biomedical Sciences

Note: The Initiator may select as many or as few categories as they feel necessary. If no categories are selected, Talent Acquisition will make the selection once the posting is moved forward in the approval process. 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.

Note: The Interest Cards or 'Job Categories' 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.

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Posting – New Posting Settings page (cont.)

Applicant Workflow

Workflow State

Under Review by Dept/Committee ▼

When an application is submitted for this job, it should ... Process workflow?

Note: The Applicant Workflow should remain as 'Under Review by Dept/Committee'.

References

Reference Notification

Request References to submit Recommendations when ... state?

Recommendation Workflow

When all Recommendations have been provided, move to ... w state?

Recommendation Document Type

No Document ▼

Allow a document upload when a reference provider su ...

Optional: If you will be soliciting **letters of recommendation,** you will need to update these three fields. Otherwise, leave them blank and use the reference tab further along in the process to collect **reference contact information**.

For further help setting up the reference collection tool in the system, please see our training guide located here

Online Applications

☑ Accept online applications

1. Ensure that the Accept online applications box is checked.

Special offline application instructions

References will not be contacted without prior notification of candidates.

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Posting – New Posting Settings page (cont.)

Online Applications

☑ Accept online applications?

Special offline application instructions

References will not be contacted without prior notification of candidates.

Note: Please do not updated the Special offline application instructions at this time.

Accepted Application Forms

☑ Administrative Professional - Standard Application Materials

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

☐ Alternative Appointment Request Application

☐ Administrative Professional Application - With Work Experience Form

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

Create New Posting   Cancel

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Posting - Posting Details Tab

Posting - Posting Details Tab (cont.)

Position Information

Position Number 030620.0001

Employment Category Special

Search Process Type
Please select
For additional assistance regarding the different types of searches at CSU, please see the *Types of Searches* webpage.

1. Select the type of search process the department plans to use for their search. Most AP searches will either be a Search Committee or Accelerated search type.

Promotional Announcement Additional Information
If this is a Promotional Announcement... [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).

Note: The Promotional Announcement Additional Information field is only required for Promotional Announcement Postings.

Proposed Annual Salary Range
$50,000 – $55,000
This field is viewable to potential applicants on the posting. A salary **range** is required as per the Colorado Equal Pay for Equal Work Act. The following statement may be added after the salary range should you wish: Salary is commensurate with experience and qualifications.

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

Employee Benefits
Colorado State University is committed to providing employees with a strong and competitive benefits package that supports you, your health, and your family. Visit CSU's Human Resources website for detailed benefit plan information for eligible employees in the following University benefit areas: https://hr.colostate.edu/hr-community-and-supervisors/benefits/benefits-eligibility/ and https://hr.colostate.edu/prospective-employees/our-perks/. To see the value of CSU benefits in addition to wages, visit our compensation calculator – https://hr.colostate.edu/total-compensation-calculator/.

FLSA Non-Exempt

Position Location
Fort Collins, CO
Please enter the location of the position in a 'City, State Abbrev...[...lo]cated in Fort Collins, CO, please do not edit the field.

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.

Work Location
Please select

2. Select an option from the Work Location drop-down menu to indicate if the position qualifies for remote or hybrid work flexibility.

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Posting - Posting Details Tab (cont.)

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

Description of Work Unit

Hogwarts School of Witchcraft and Wizardry is the British wizarding school, located in the Highlands of Scotland. Established around the 10th century, Hogwarts is considered to be one of the finest magical institutions in the wizarding world. Children with magical abilities are enrolled at birth, and acceptance is confirmed by owl post at age eleven. Hogwarts provides the utmost quality in magical education and is continually rated among the top 3 witchcraft and wizardry schools in the world.

The description of the work unit is used to promote the unit.

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.

* **Hiring Authority**

Rogers, Emily (erogers@colostate.edu) ✕

Multiple Hiring Authorities may be entered.

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

* **Supervisor Name**

Dumbledore

* **Supervisor Working Title**

Hogwarts Headmaster

Note: The Position Summary field will pull over from the approved position description. Please do not make any major edits to this field.

B I S̶ 🔗 T̄ " <> ☰ ☰ ⇤ ⇥ ↶ ↷

Position Summary

The incumbent of this position will advise 4th-year students in Divination, Defense Against the Dark Arts and Muggle Studies. This includes advising students on coursework, providing outreach and intervention to students of concern, monitoring data and patterns of success and difficulty, and referring students to appropriate campus resources and opportunities. The position is central to our ability to provide excellence in advising students successfully through our school programs.

* **Signing Bonus?**

[⌄]

Specify wh
input the
the process.
This field is r

3. If you would like to offer a potential **Signing Bonus** to your selected candidate at the end of the search process, select Yes from the Signing Bonus? drop-down menu.

If Yes is selected, language about the bonus MUST appear in the Position Summary field. Failure to advertise a bonus forfeits the departments ability to offer one later in the process due to the Equal Pay for Equal Work Act.

Please see HR's dedicated Signing Bonus webpage for more information.

Position Supervises

None

(Class/Working

Guide student

Colorado State University

Posting - Posting Details Tab (cont.)

The Required and Preferred Job Qualifications will pull over from the approved position description. **Please do not make any significant changes or updates to these fields.** If there is a significant difference between the approved position description's qualifications and posting's qualifications, the position description will need to be modified to reflect the changes made to the qualifications on the posting.

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.
* Must have a valid Broom license or the ability to obtain a Broom license or access to a licensed flyer by the employment start date.

Preferred Job Qualifications

* A Master's degree in Magical Education
Completed Ministry of Magic training on magical crisis response, particularly relating to trolls, dementors, 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.
* Ability to successfully interact with students, resolve conflicts, contribute to student retention objectives, and resolve issues without direct oversight.
* Positive attitude, attention to detail and an ability to get along well with faculty and staff.

TIP: Use the text editor bar above each field to add rich text formatting i.e., bullets, bold, links, italicization, etc.

B I S ⌐ T " ‹› ≣ ≣

1. Select Yes or No from the Is this an Hourly position? drop-down field.

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.

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

Work Hours/Week 40

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.

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Posting - Posting Details Tab (cont.)

Posting Details

Working Title
Academic Success Coordinator

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

If this is a Research Professional position, select 'Yes'. Otherwise, select 'No.
[▼]
This field is required.
Example: Research Asso[ci...]

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

2. The Full Consideration Date for all AP/Research positions must be a minimum of three weekends after the approval of the posting announcement. Ex: If a posting was approved and posted by Talent Acquisition on July 1st, the Full Consideration Date would have to be July 17th. If this is an Accelerated Search (jobs with salaries under $60,000 can qualify for Accelerated Searches), you would only need to advertise for two full weekends after the 'Approval/Posted' date. Ex: Posted July 1st, Full Consideration Date could be July 10th. Talent Acquisition will correct/update these dates before posting.

Posting Number

Number of Vacancies

Desired Start Date

Position End Date (if temporary)

Open Posting Date
The date the committee would like the posting posted. If "as soon as possible," please leave blank.

Note: These four fields are optional. A Desired Start Date is required if any of your required qualifications state "by anticipated/proposed state date". An example is "Must be eligible to work in the United States by the proposed start date".

To ensure full consideration, applications must be received by 11:59pm (MT) on

3. The Close Posting Date must be at least three full weekends after the Full Consideration Date to allow for late applicants.

Close Posting Date
Close posting date is the date the posting is removed from the CSU Jobs website. For Standard searches the close posing date needs to be three weekends after the full consideration date. For Accelerated searches and Internal searches the close posting date needs to be two weekends after the full consideration date. Open Pool close posing date is the same as the full consideration date.

Colorado State University

Posting - Posting Details Tab (cont.)

Special Instructions Summary

References will not be contacted without prior notification of candidates.

The information entered in this field will show on the top of the application. You may want to include information like: References will not be contacted without...

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)".

Note: Unless you are requesting an internal search, leave these two fields blank.

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 Colleg[e]

Rationale for Internal Search

2. All CSU job postings are automatically posted to these four auto populated venues. Please do not delete them from this field. Be sure to **add** at least one national advertising venue plus any additional venues the committee plans to advertise the job opening (e.g. websites, list services, etc.)

Recruitment Plan

CSUJobs Website
Connecting Colorado Website
Indeed.com
HigherEdJobs.com

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

Colorado State University

Posting - Posting Details Tab (cont.)

1. The Short Posting field allows Talent Acquisition to review and approve a 'bite-sized' version of the posting announcement. Some venues are expensive and may charge by the character. Because of this, the short posting can be used instead of the longer version. 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 language in these two fields will pull through to the job posting and will be viewable by applicants.

Pass Message	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.
Fail Message	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.
AP/Faculty Short Posting	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 a[...] quick link in this field.

Quick Link for Internal Postings	http://colostate-sb.peopleadmin.com/postings/57113

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.

Background Check Policy Statement	Colorado State University (CSU) 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 (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of the university, it is reasonable and prudent to do so.
EEO Statement	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/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 Title IX Coordinator is the Executive Director of the Office of Support and Safety Assessment, 123 Student Services Building, Fort Collins, CO 80523 -2026, (970) 491-7407.
	The Section 504 and ADA Coordinator is the Associate Vice President for Human Capital, Office of Equal Opportunity, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836.

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Posting - Posting Details Tab (cont.)

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 times 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.

Diversity Statement

This field is required.

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 as demonstrated by persistent effort, active planning, allocation of resources and/or accountability for diversity 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 as demonstrated by involvement in teaching, research, creative activity, service to the profession and/or diversity/inclusion activities.

Search Contact

This field is required.

Name and phone number and/or email address of contact for general questions about this position (viewable by applicant).

EO Coordinator

Select Some Options

This field is required.

Multiple individuals may be placed in the EO Coordinator field.

Applicant Manager

Select Some Options

This field is required.

Multiple individuals may be placed in the Applicant Manager field. If your EO Coordinator or Applicant Manager does not appear in the list, please contact OEO at oeo@colostate.edu or 491-5836.

4. When complete, click Save & Continue to continue to the Essential Job Duties tab.

Save & Continue

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Posting – Essential Job Duties Tab

Welcome, Test User   My Profile   Help   logout

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User Group:
Initiator

Home   Postings ▾   Shortcuts ▾

Postings / Admin Professional/ Research Professional / Academic Success Coordinator (Draft) / Edit: Essential Job Duties

Editing Posting

Posting Details

● Essential Job Duties

● Position Budget Inform...

● Alternative Appointmen...

● Applica... (obscured)

● Qualifications (obscured)

● Applica... (obscured)

● Evaluative Criteria

● References

● Posting Documents

Summary

Essential Job Duties   Save   Save & Continue

These Essential Job Duties are viewable to potential applicants on the posting. If you need to make any changes to these duties, please reach out to HR Classification and Compensation at hr_cca@Mail.colostate.edu

Essential Job Duties

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 to continue to the Position Budget Information tab.

... gory   Advising
                          E.g. Supervision, Accounting, Project Management, etc.

                          - Advises Divination, Defense Against the Dark Arts and Muggle Studies students.
                          - Assists all 4th-year students through issues including transitions and major exploration.
                          - Tracks students, provides outreach and intervention to, and assists faculty with students of concern.
                          - Meets with students on academic probation to discuss resources and set academic goals.
                          - Assists current students, prospective students, and their families in understanding magical curricula and opportunities within the departments.
Duty/Responsibility   - Treats each student as an individual, understanding that each student's path to degree attainment may be different.
                          - Monitors data and patterns of success/difficulty.

Percentage Of Time   60

Job Duty Category   Administrative/Assessment
                          E.g. Supervision, Accounting, Project Management, etc.

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Posting - Position Budget Information Tab (optional)

Hire   Welcome, Test User   My Profile   Help   logout

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User Group:
Initiator

Home   **Postings** ▾   Shortcuts ▾

Postings / Admin Professional/ Research Professional / Academic Success Coordinator (Draft) / Edit: Position Budget Information

Editing Posting

Posting Details

✓ Essential Job Duties

✓ Position Budget Inform...

✓ Alternative Appointmen...

Background Check Requi...

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

✓ References

✓ Posting Documents

Summary

Position Budget Information   Save   Save & Continue

✎ Check spelling
The Budget Summary information is optional and for internal use only. This section is not requi...

Budget Summary

Budget Account Name   [   ]

Budget Account Number   [   ]

Percentage Funded   [   ]

☐ Remove Entry?

Add Budget Summary Entry

                                              Save   Save & Continue

2. When ready, click Save & Continue to continue to the Alternative Appointment Request tab.

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

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Posting - Alternative Appointment Request Tab

Posting - Background Check Requirement Tab

User Group:

Initiator

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Postings / Admin Professional/ Research Professional / Academic Success Coordinator (Draft) / Edit: Background Check Requirement

Editing Posting
- Posting Details
- ✓ Essential Job Duties
- ✓ Position Budget Inform...
- ✓ Alternative Appointmen...
- ✓ Background Check Requi...
- ✓ Supplemental Questions
- ✓ Qualification Groups

Background Check Requirement   Save   Save & Continue

Colorado State University requires a criminal history background check for all new hires. Select yes on the questions below on any additional background checks to be performed on the selected candidate.

Background Check Requirement

Education Check: Is an educational degree check desired?

...require driving a motor vehicle (i.e. university owned, personal, rental, etc.) on a routine basis to conduct university business?   Yes

1. When ready, click Save & Continue to continue to the Supplemental Questions tab.

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.

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Posting - Supplemental Questions Tab

··· Hire   Welcome, Test User   My Profile   Help   logout

Colorado State University

User Group:

Initiator ▼

Home   Postings ▼   Shortcuts ▼

Postings / Admin Professional/ Research Professional / Academic Success Coordinator (Draft) / Edit: Supplemental Questions

Editing Posting

Posting Details

✓ Essential Job Duties

✓ Position Budget Inform...

✓ Alternative Appointmen...

✓ Background Check Requi...

✓ Supplemental Questions

✓ Qualification Groups

✓ Applicant Documents

✓ Search Committee

✓ Evaluative Criteria

~~1. To add a question, click on the Add a question button.~~

✓ Posting Documents

Summary

Supplemental Questions   Save   Save & Continue

Adding a new question. Once you click on the button header 'Added questions' a pop up will appear where you can add an existing question or create a new one.

Adding an existing question. Search for questions that have already been created and posted. You can filter using the keyword search or filter by question category.

Adding a new question. If a question doesn't already exist, a new window will appear where you can create a question.

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 the 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.

Posting Question Options: Once questions have been added to the posting, you will see a column of checkboxes to the left of each question; checking these boxes will make a question required.

Add a question

Included Supplemental Questions

Position   Required   Category   Question   Status

Save   Save & Continue

1. To add a question, click on the Add a question button.

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Posting – Adding Supplemental Questions

Available Supplemental Questions

Category: Any ▾   Keyword: [   ]

Add	Category	Question
☐	Uncategorized	How did you hear about this employment opportunity?
☐	Driving Record	Driver's License (CDL) within 12
☐	Driving Record	This position requires the incumbent to possess and maintain a valid driver's license... you must...
☐	Education	Please choose the degree in which you have completed in Computer Information Systems or Computer Science.
☐	Education	This position requires an associate's degree. If you are using education to meet the minimum qualifications for this position as required, a copy of your unoffical (or official) transcript is required by the application deadline. You may either attach this transcript to your application electronically, or fax a copy of your transcript to: FAX 970-491-6302. Will you be submitting transcripts to verify that your education to meet the minimum qualifications of this position?
☐	Conditions of Employment	Are you a current resident of the State of Colorado who can provide proof of Colorado residency?
☐	Conditions of Employment	This position requires an FBI Select Agent Clearance check, are you willing to submit to this investigation?

Displaying **1 - 15** of **3671** in total

← Previous | Next →

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.

Add a new one

Submit   Cancel

Colorado State University

Posting – Adding Supplemental Questions (cont.)

Welcome, Test User   My Profile   Help   logout

Questions defined here will be "pending" approval and will not be available for use in other areas of the system until they have been approved.

Name *
Degree

Category   Education

1. Use the Name field to name your question. You may also select a category to file it under.

Question *
Will you have a Bachelor's Degree by the anticipated start date (*start date*)?

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.

Possible Answers

○ Open Ended Answers

● Predefined Answers

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.

Empty answers will be excluded.
Click and drag possible answers to reorder them.

Possible Answer 1: Yes   ✕
Possible Answer 2: No   ✕

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

Submit

5. Click Submit.

Editing Posting
- Posting Details
- ✔ Essential Job Duties
- ✔ Position Budget Inform.
- ✔ Alternative Appointmen
- ✔ Background Check Requ
- ✔ Supplemental Questions
- ✔ Qualification Groups
- ✔ Applicant Documents
- ✔ Search Committee
- ✔ Evaluative Criteria
- ✔ References
- ✔ Posting Documents
- Summary

Colorado State University

Posting – Adding Supplemental Questions (cont.)

Hire

Welcome, Test User   My Profile   Help   logout

User Group:
Initiator

Home   Postings ▾   Shortcuts ▾

Postings / Admin Professional/ Research Professional / Academic Success Coordinator (Draft) / Edit: Supplemental Questions

Editing Posting
- Posting Details
- ✓ Essential Job Duties
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- ✓ Alternative Appointmen...
- ✓ Background Check Requi...
- ✓ Supplemental Questions
- ✓ Qualification Groups
- ✓ Applicant Documents
- ✓ Search Committee

Supplemental Questions   Save   Save & Continue

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

4. When ready, click Save & Continue to continue to the Qualification Groups tab.

Note: If you have multiple questions, you can change their order by entering the desired order number in the Position box.

Add a question

Included Supplemental Questions

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

Position	Required	Category	Question	Status
1	☑	Education	Will you have a Bachelor's Degree by the anticipated start date (*start date*)?	pending ✕

Possible Answers: Predefined Options

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'.

Answer	Points	Disqualifying
Yes		☐
No		☑

Colorado State University

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 to continue to the Applicant Documents tab.

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.

1. When ready, click Save & Continue to continue to the Search Committee tab.

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.

Colorado State University

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 Talent Acquisition at HR_TA@colostate.edu or (970) 491-5836 should this situation arise.

Colorado State University

Posting - Search Committee Tab (cont.)

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').

If someone doesn't appear when searched for but they are a CSU employee, try unchecking the 'Display search committee member user group members only' checkbox then search again.

1. In the pop up box, search for the committee member using their name, email, or department.

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: 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 Talent Acquisition's Trained Search Chair List.

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.

Existing Account
If you enter either the **username** or **email** of a user, the system will return their account in the search results request them to be added as a Search Committee Member by clicking the "Add Member" button. This is o need to approve this user as a potential search committee member user in the system before they can be group.

New Account
If you search for an existing account under the "New Search Committee Member" using the username or find the user you are seeking, you may complete the form in this section to request an account be created 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.

The Chair for this search MUST be Search Chair trained and be on the approved list on the OEO website. (Click here for the list)

Posting - Search Committee Tab (cont.)

- ✓ Supplemental Questions
- ✓ Qualification Groups
- ✓ Applicant Documents
- ✓ Search Committee
- ✓ Evaluative Criteria
- ✓ References
- ✓ Posting Documents
- Summary

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.

Name	Email	Committee Chair	Status	(Actions)
Test User	emily.rogers@colostate.edu	☐	approved	Actions ▼

Remove from Posting

Add Existing User　**Create New User Account**

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.

Colorado State University

Editing Posting

Posting Details
- Essential Job Duties
- Position Budget Inform...
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- Supplemental Questions
- Qualification Groups
- Ap...
- Se...
- Ev...
- Re...
- Po...

Sum...

Search Committee

Save   << Prev   Next >>

Assigning Sear... ...he system that have been previously approved as Search
Using the top s... ...ee Member or Chair user group in their account, you will
Committee Me... ...r" section instead.
need to find or...

New Search Co... ...xisting user in the system to add as a Search Committee

New Search Committee Member

Request that someone be granted access to the system for the purpose of serving as a Search Committee Member. Required fields are indicated with an asterisk (*).

Account Information

Please enter the following information to create an account for a new Search Committee Member.

* First Name [   ]
* Last Name [   ]
* Email [   ]
* Username [   ]
☐ Make this user committee chair

Add Member to Search Committee   Close

...oved list on the OEO website. (Click here for the list)

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 NetID'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, Talent Acquisition will review and approve the request.

Once their status has been switched from pending to approved, the guest user will receive an email to select a password.

Search Committee Members

Name	Email	Committee Chair	Status	(Actions)
Test User	emily.rogers@colostate.edu	☐	approved	Actions ▾

Colorado State University

Posting - Search Committee Tab (cont.)

Posting - Evaluative Criteria Tab (Not Recommended)

Hire

Welcome, Test User   **My Profile**   **Help**   logout

Colorado State University

User Group:

Initiator

Home   **Postings ▾**   Shortcuts ▾

Postings / Admin Professional/ Research Professional / Academic Success Coordinator (Draft) / Edit: Evaluative Criteria

Editing Posting

Posting Details

✔ Essential Job Duties

✔ Position Budget Inform...

✔ ~~Background Check Requi...~~

✔ Supplemental Questions

✔ Qualification Groups

✔ Applicant Documents

✔ Search Committee

✔ Evaluative Criteria

✔ References

✔ Posting Documents

Summary

Evaluative Criteria

Save   Save & Continue

OEO does not recommend using this section. There will be training developed in the future to aid in the use of Evaluative Criteria.

~~Adding new criterion: ... d a Criterion". A pop up section will appear where ... Colorado approved criterion or create a new one.~~

Adding Existing criterion: There are two ways to search for approved criterions to add to the job being posted. You can filter using the key word search or filter by criterion category.

Assign Points: Click on the criterion that has been added and a dropdown menu will appear where points can be associated to each answer on the criterion.

Workflow State: Select the workflow state in the applicant process when you would like for Search Committee Members to begin rating applicants for the selected criterion.

Criterion Weight: You can designate the weight of a criterion relative to others in the weight field. It is recommended your total weights add up to 100 in order to easily use this function. (The system will not check nor force you to have your total weight equal 100).

Add a Criterion

Included Evaluative Criteria

Category	Description	Weight	Workflow State	Status

*Note: Talent Acquisition **DOES NOT** recommend using Evaluative Criteria at this time.*

1. When ready, click Save & Continue to continue to the References tab.

Colorado State University

Posting – References Tab

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 to continue to the Posting Documents tab.

Posting – Posting Documents Tab

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 **

If you are offering a Signing Bonus that is more than $2,500, please attach the approval of the additional amount in one of the unused document slots on this page.

1. To attach a screening form, hover over the Actions button and select Upload New from the drop-down menu.

Colorado State University

Posting – Posting Documents Tab (cont.)

Colorado State University

Posting – Posting Documents Tab (cont.)

Document 'Minimum Qualifications Screening Form 08-24-18 13:52:24' was successfully created. ✕

Initiator ▼

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

Home   Postings ▼   Shortcuts ▼

Academic Success Coordinator (Draft) / Edit: Posting Documents

Editing Posting

Posting Details

✔ Essential Job Duties

✔ Position Budget Inform...

✔ Alternative Appointmen...

✔ Background Check Requi...

✔ Supplemental Questions

✔ Qualification Groups

✔ Applicant Documents

✔ Search Committee

✔ Evaluative Criteria

✔ References

✔ Posting Documents

Summary

Posting Documents   Save   Save & Continue

To add a document to the posting, hover over the blue Action text link to the right of the document name.

Documents can be uploaded by browsing for the document or a document can be written or previously selected. Document types that are supported as attachment include .doc, .docx, .pdf, .rtf, .rtx, .txt, .tiff, .tif, .jpeg, .jpe, .jpg., png, .xls and .xlsx. All documents uploaded will be converted to .pdf for security.

PDF conversion must be completed for the document to be valid when a

Note: The system automatically converts all uploaded documents into PDFs.

Document Type	Name	Status	(Actions)
Alternative Appointment - Resume			Actions ▼
Minimum Qualifications Screening Form	Minimum Qualifications Screening Form 08-24-18 13:52:24	PDF conversion in process	
			Actions ▼
(DO NOT USE)Short Version of Posting(DO NOT USE)			Actions ▼
Faculty - Alternative Appointment - Dean's Recommendation Letter			Actions ▼

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

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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)

Hire — Welcome, Test User — My Profile — Help — logout

User Group: Initiator

Home | Postings ▾ | Shortcuts ▾

Postings / Admin Professional/ Research Professional / Academic Success Coordinator (Draft) / Summary

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).

Posting: Academic Success Coordinator Admin Professional/ Research Professional

Current Status: Draft

Position Type: Admin Professional/ Research Professional

Created by: Test User
Owner: Test User

Department: College of TMS
Training 000

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

Take Action ✕

EO Coordinator Review (move to EO Coordinator Review)
Comments (optional)

[Submit] [Cancel]

Please review the details of the posting carefully before continuing.

To take move the posting, select the appropriate **Workflow** by hovering over the orange "Take Action on this Posting" and also add this posting to your **Watch List**. in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

Take Action On Posting ▾

Keep working on this Posting

WORKFLOW ACTIONS

Standard Search Process / AAR (move to EO Coordinator Review)

Reassign (move to Initiator)

Promotional Announcement (move to Talent Acquisition Promotional Announcement Review)

Note: Promotional Announcement (move to Talent Acquisition Promotional Announcement Review) workflow should only be selected if you are creating a Promotional Announcement posting in the system.

Colorado State University

Posting – Move in Workflow (from EO Coordinator to Hiring Authority)

... Hire   Welcome, Test User   My Profile   Help   logout

Colorado State University

User Group:
EO Coordinator

Home   Postings ▾   Shortcuts ▾

Postings / Admin Professional/ Research Professional / Academic Success Coordinator (EO Coordinator Review) / Summary

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).

Take Action On Posting ⌄

Keep working on this Posting

WORKFLOW ACTIONS

Standard Search Process (move to Hiring Authority Review and Approval)

Return to Initiator (move to Initiator)

Alternative Appointment Request (move to Hiring Authority Alternative Appointment Approval)

Posting: Academic Success Coordinator (Admin Professional/ Research ... Edit

Current Status: EO Coordinator Review

Position Type: Admin Professional/ Research Professional

Department: College of TMS Training (0000)

Created by: **Test User**
Owner: **EO Coordinator**

Take Action ✖

Standard Search Process (move to Hiring Authority Review and Approval)
Comments (optional)

Summary   History   Settings   Applicants

Please review the details of the posting carefully before c...

To take move the posting, select the appropriate **Workflow** ...ing" button. You may add a Comment to the posting and also add this posting to your **Watch List**. in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

2. The EO Coordinator may add any relevant comments in the optional Comments box. When ready, they will click Submit.

Submit   Cancel

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Colorado State University

Posting - Move in Workflow (from Hiring Authority to Talent Acquisition)

Hire

Welcome, Test User   My Profile   Help   logout

Colorado State University

User Group:
Hiring Authority

Home   Postings ▾   Hiring Proposals ▾   Shortcuts ▾

Postings / Admin Professional/ Research Professional / Academic Success Coordinator (Hiring Authority Review and Approval) / Summary

1. Once the Hiring Authority has reviewed the posting, they will hover over the Take Action on Posting button and select Talent Acquisition Final Approval (move to Talent Acquisition Final Review).

Take Action On Posting ▾

Keep working on this Posting

WORKFLOW ACTIONS

Alternative Appointment Request (move to Signature Authority Alternative Appointment Approval)

Return to Initiator (move to Initiator)

Return to EO Coordinator (move to EO Coordinator Review)

Talent Acquisition Final Approval (move to Talent Acquisition Final Review)

Posting: Academic Success Coordi...

Current Status: Hiring Authority Review and Approval

Position Type: **Admin Professional/ Research Professional**
Department: **College of TMS Training (0000)**

Created by: **Test User**
Owner: **Hiring Authority**

Take Action ✖

Talent Acquisition Final Approval (move to Talent Acquisition Final Review)
Comments (optional)

2. The Hiring Authority may add any relevant comments for Talent Acquisition. When ready, they will click Submit.

Submit   **Cancel**

To take move the posting, select the appropriate Workflo... " button. You may add a Comment to the posting and also add this posting to your **Watch List**. in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.

Colorado State University

Final Review and Approval – Talent Acquisition

Posting Approved E-mail

Colorado State University

Hello Test User,

The Academic Success Coordinator position (Posting #: 201800487AP) has been placed in the status of "Posted."

Advertising for this position can now begin. Please work with your support staff if you will be posting this announcement in other venues.

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. You may now begin advertising in your selected recruitment venues.

Note: All postings are automatically added to the CSU Jobs website, Connecting Colorado, Indeed.com, and HigherEdJobs.com.

Colorado State University

Need further help?

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

https://hr.colostate.edu/talent-acquisition/

For additional help, contact

the Talent Acquisition department at
hr_ta@colostate.edu

Colorado State University