Colorado State University

CSU Talent Management System

User Guide – Admin/Research Professional

How to Create a Job Posting

my HR
Working together.

Last Updated: 3/25/2024

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.

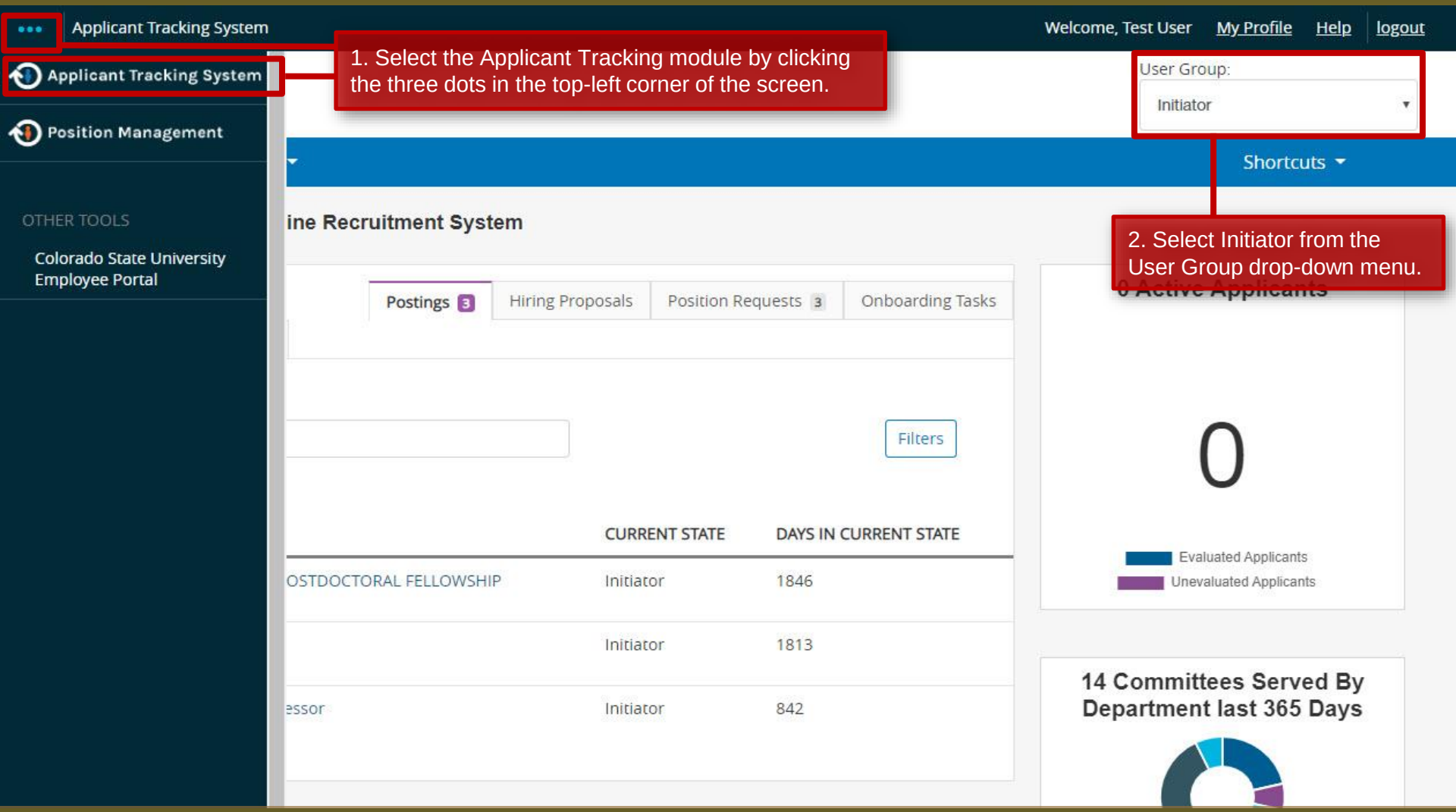
Admin Professional/Research Professional Job Announcements may be created by Initiators only.

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

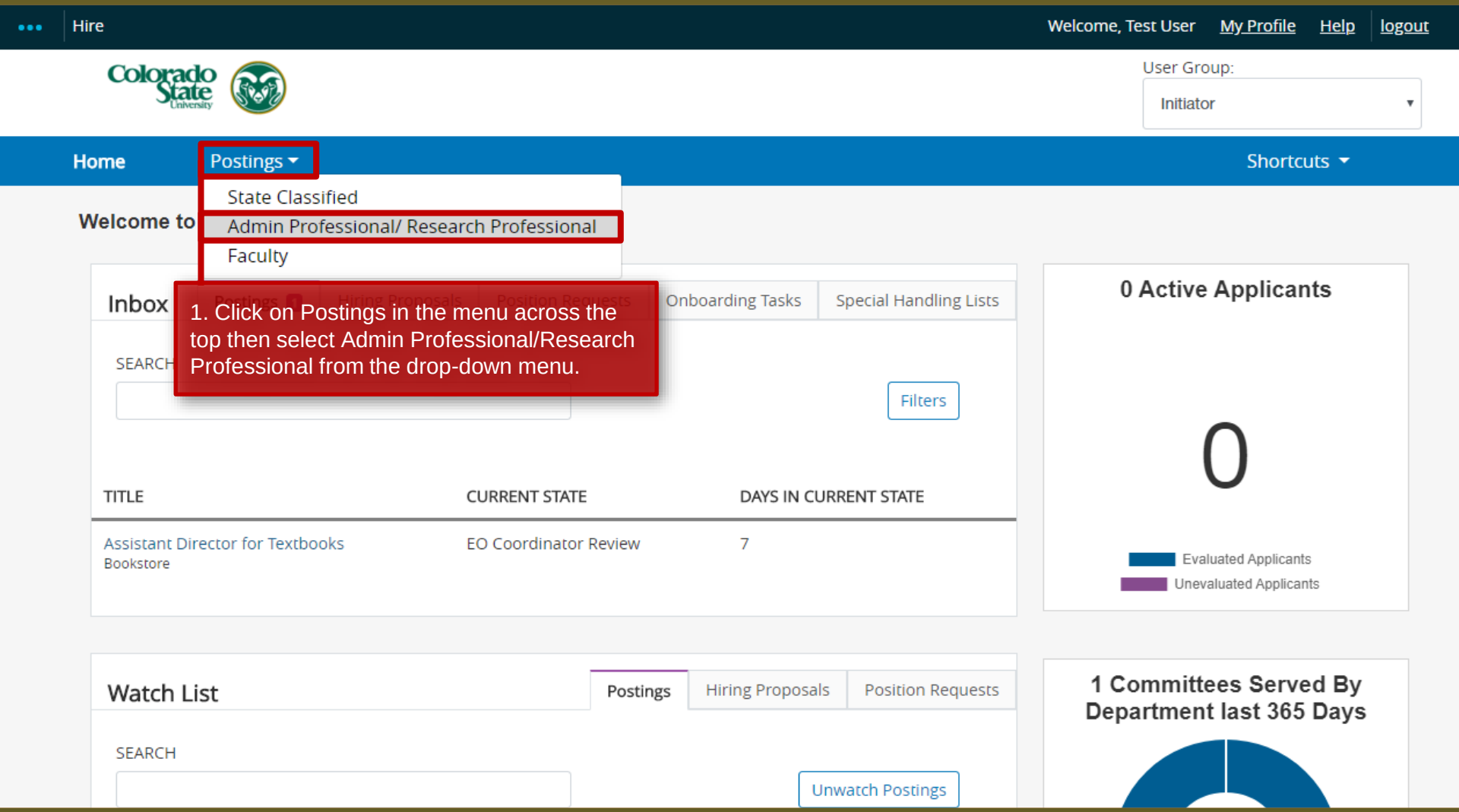
Below are the steps in the creation, approval and online posting of the Job Announcement.

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

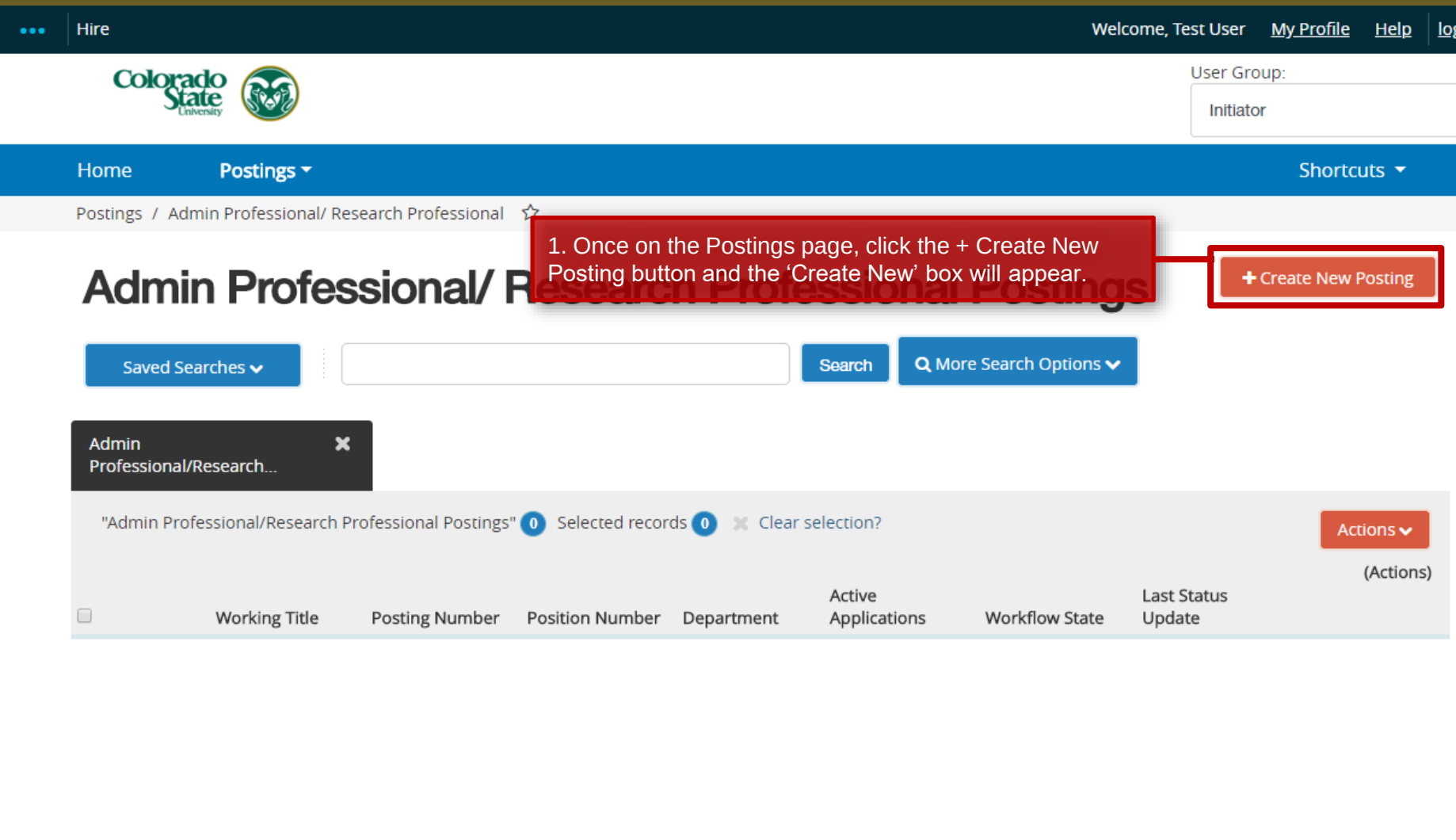
Initiating an Admin Professional/Research Professional Job Posting



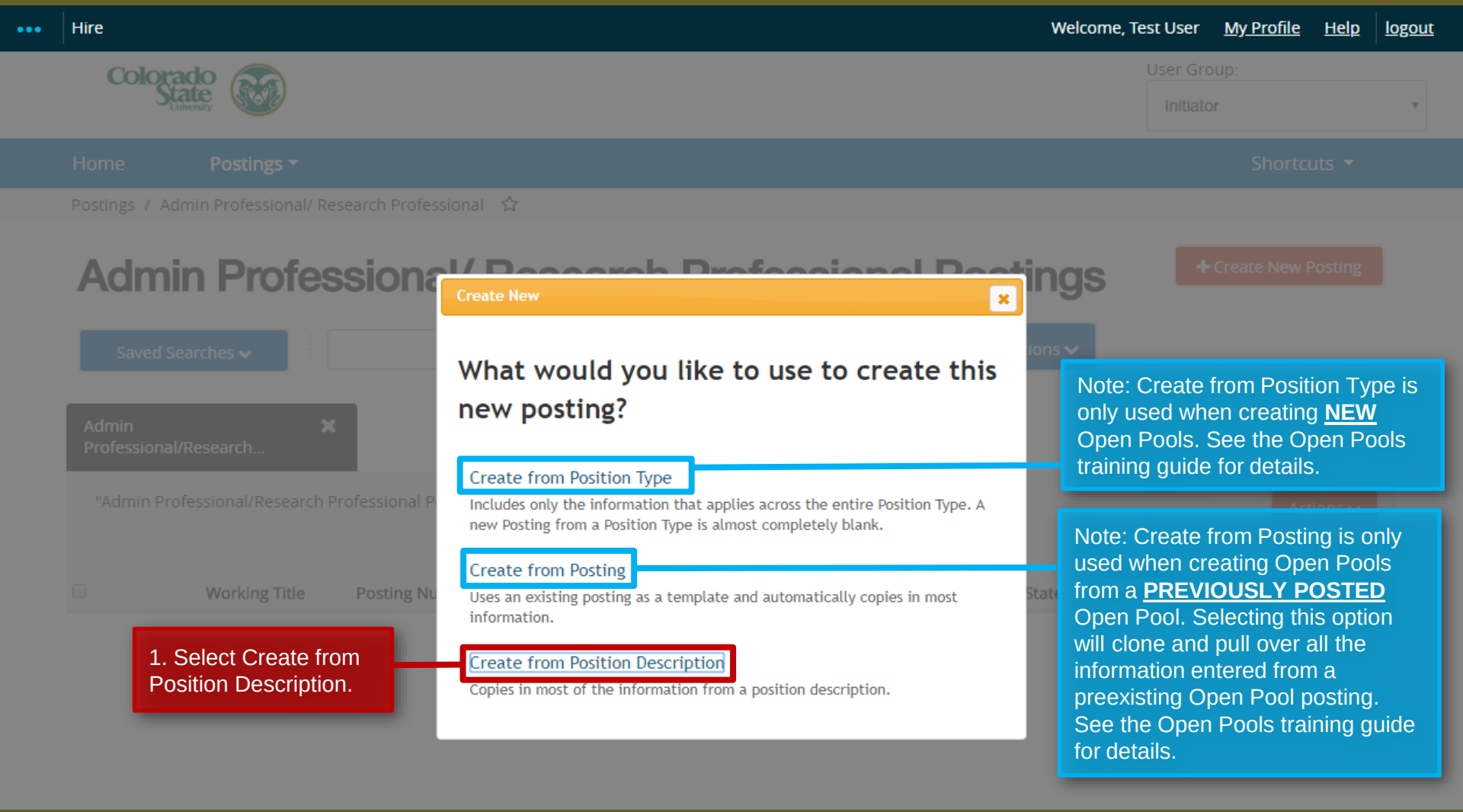
Initiating an Admin Professional/Research Professional Job Posting cont.



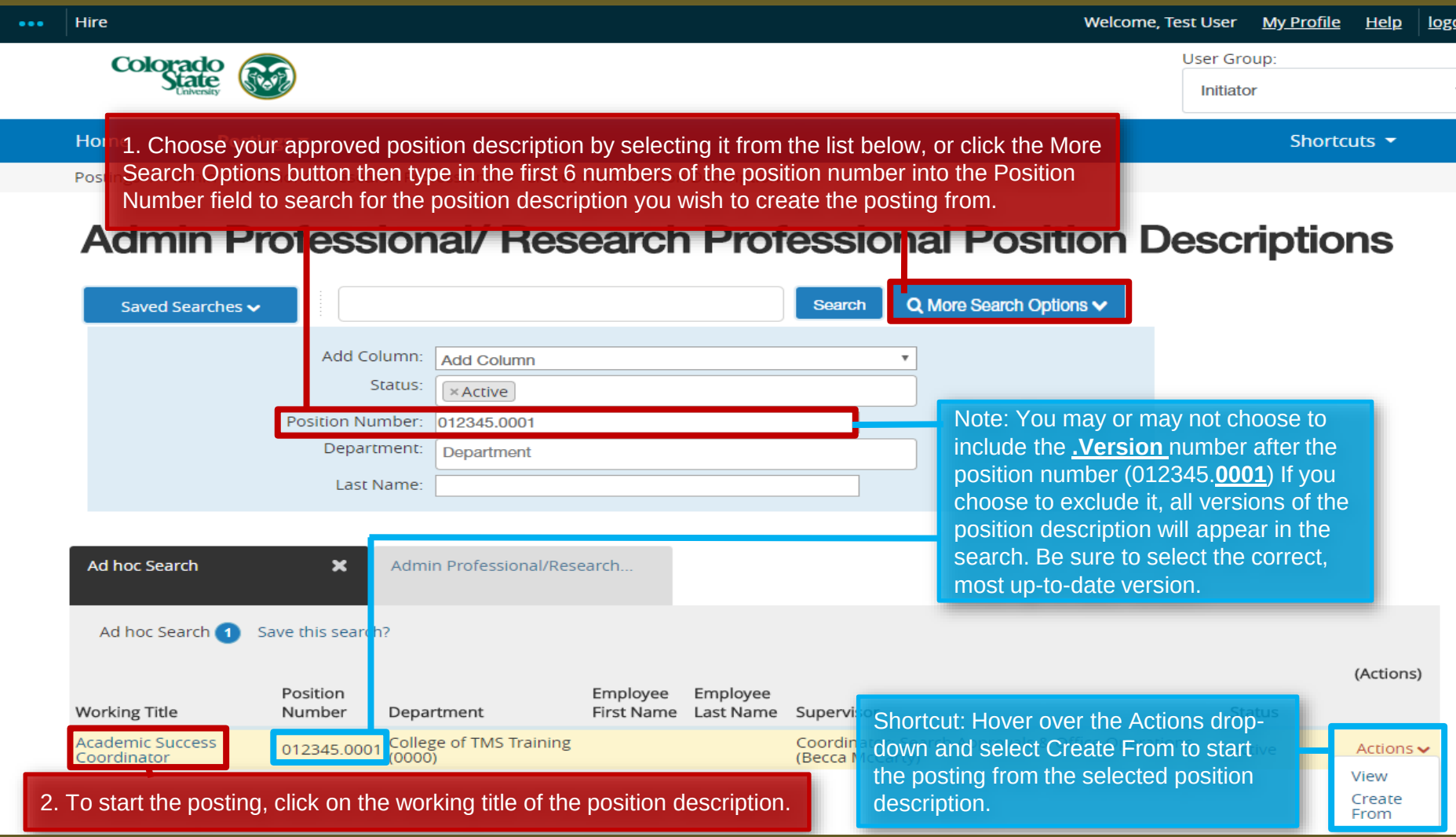
Create the Posting from an *Approved* Position Description



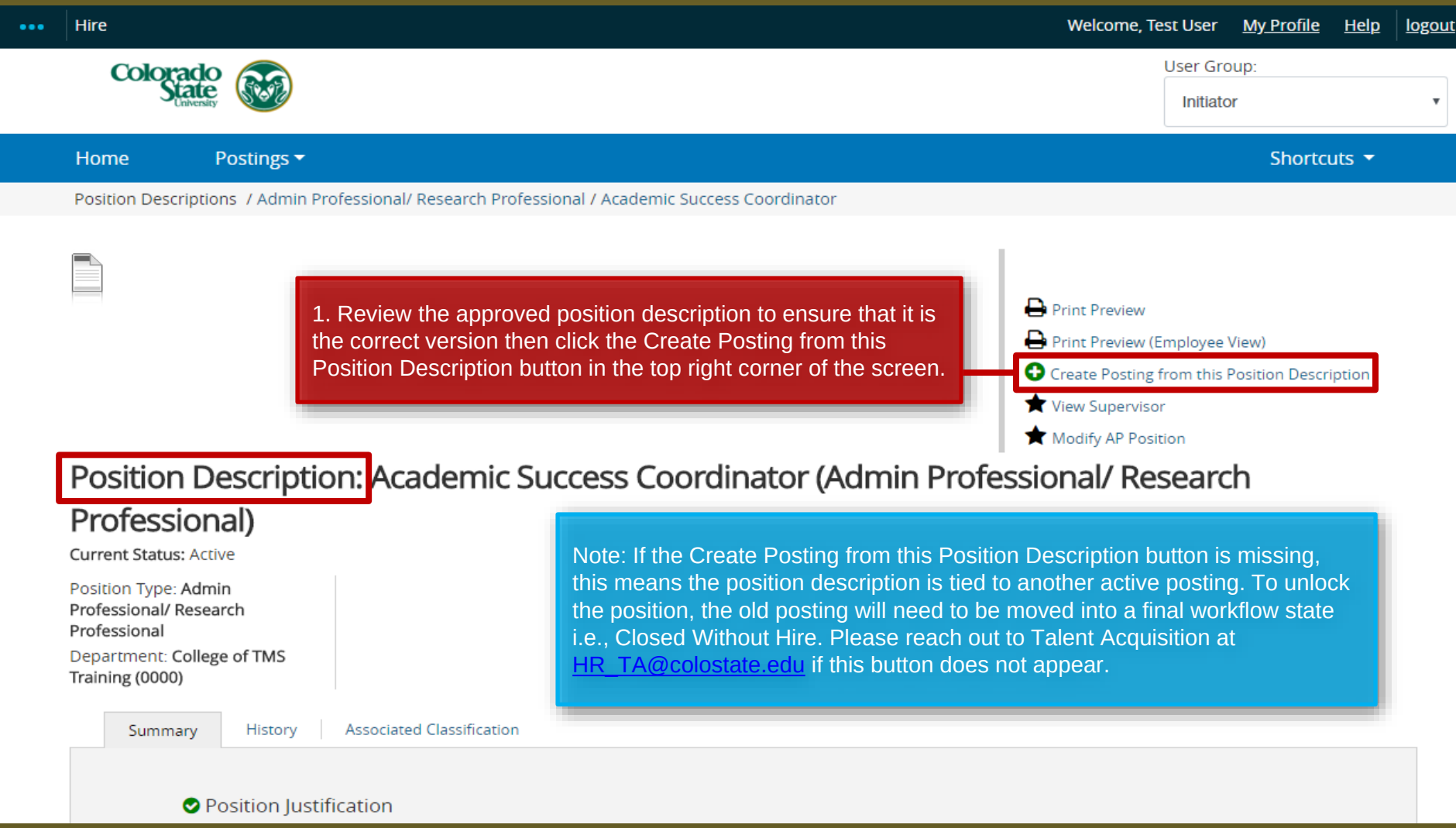
Create Posting from *Approved* Position Description



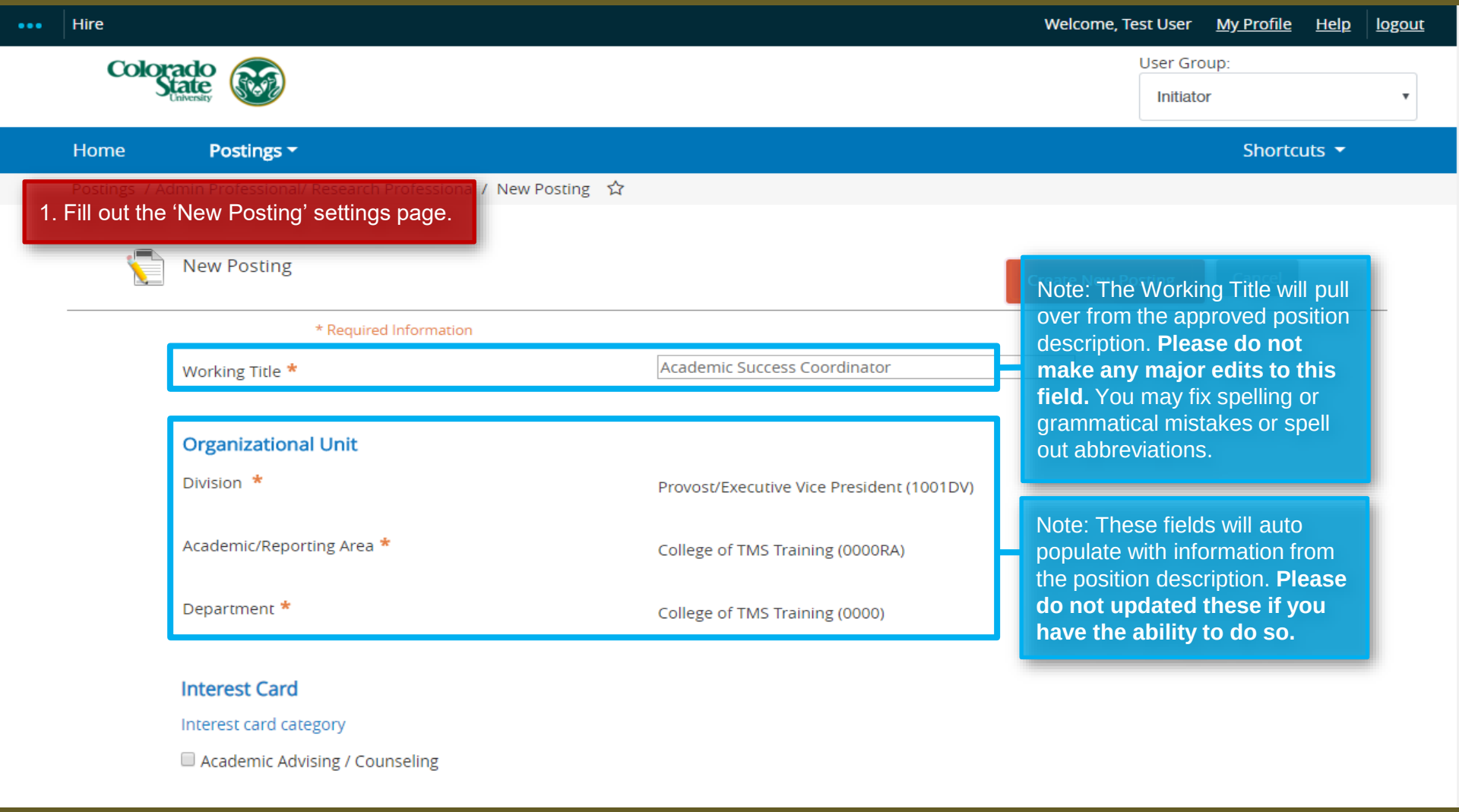
Selecting a Position Description to Create a Posting (from)



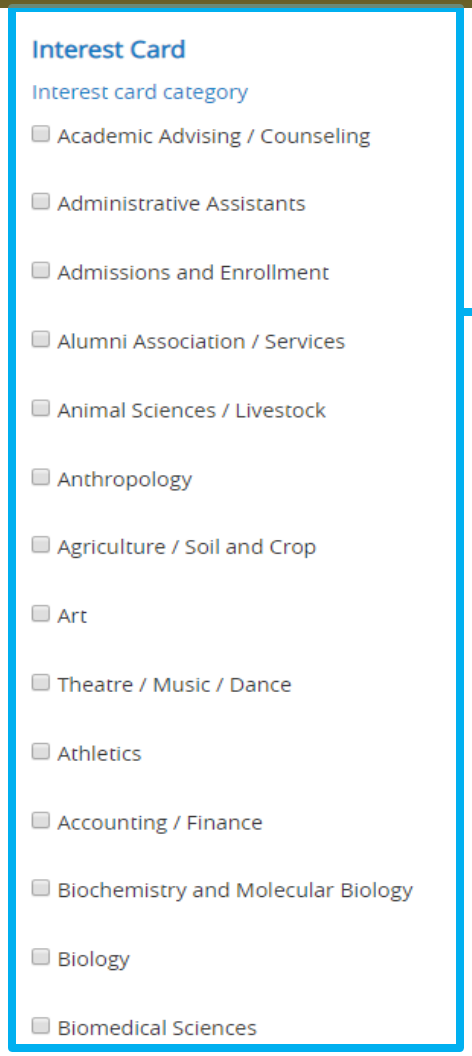
Selecting a Position to Create a Posting (from)



Posting – New Posting Settings page



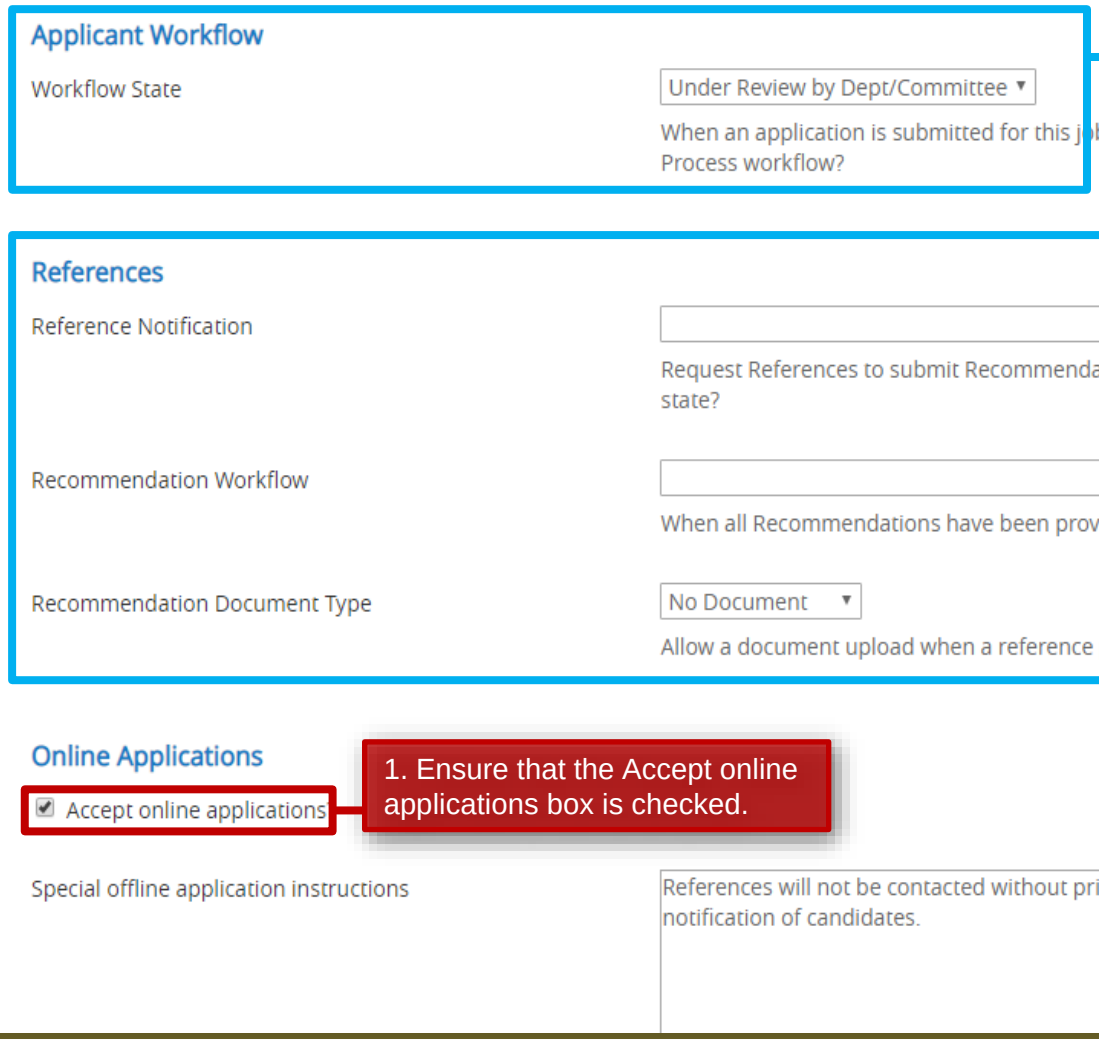
Posting – New Posting Settings page (cont.)



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.

Posting – New Posting Settings page (cont.)

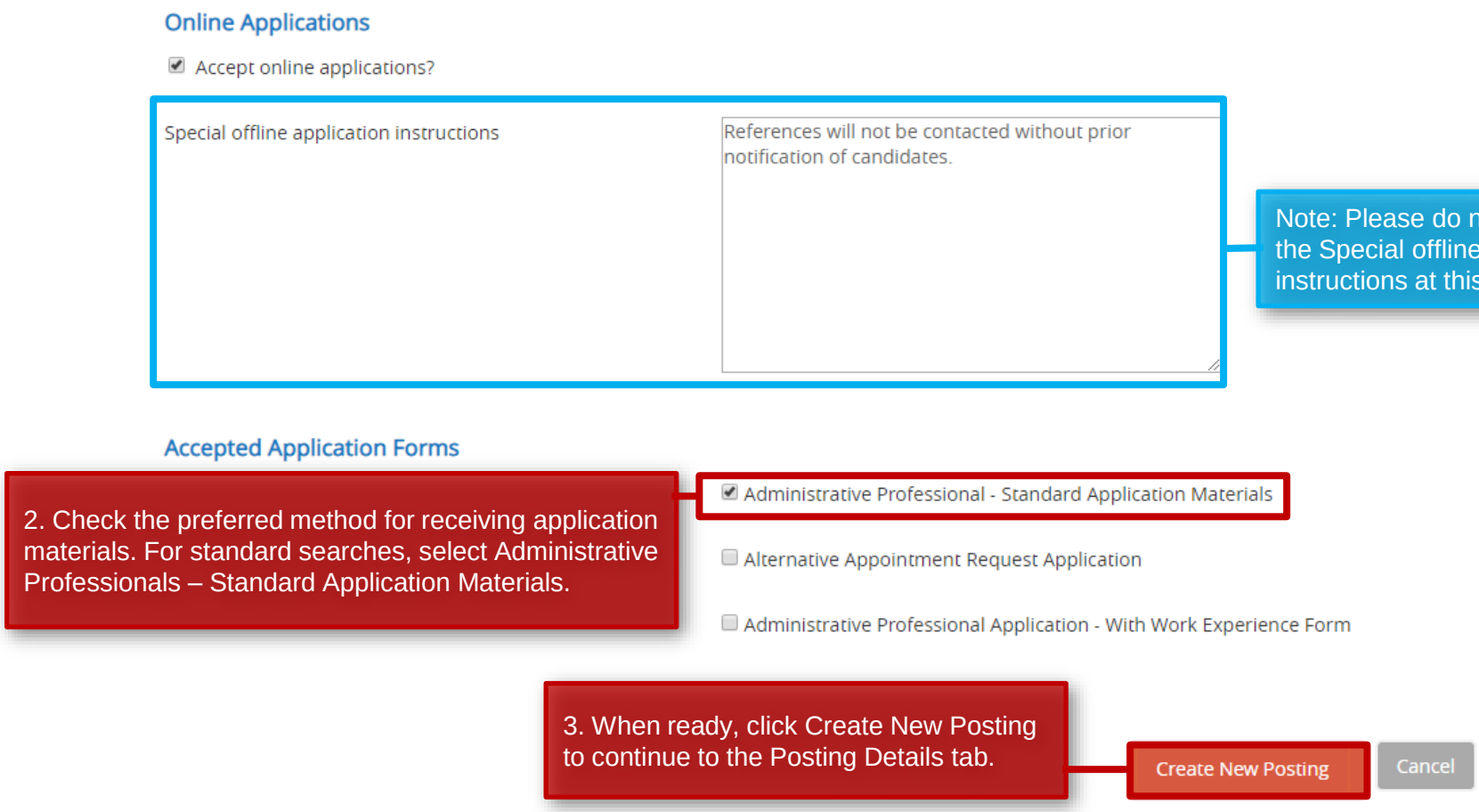


Note: The Applicant Workflow should remain as 'Under Review by Dept/Committee'.

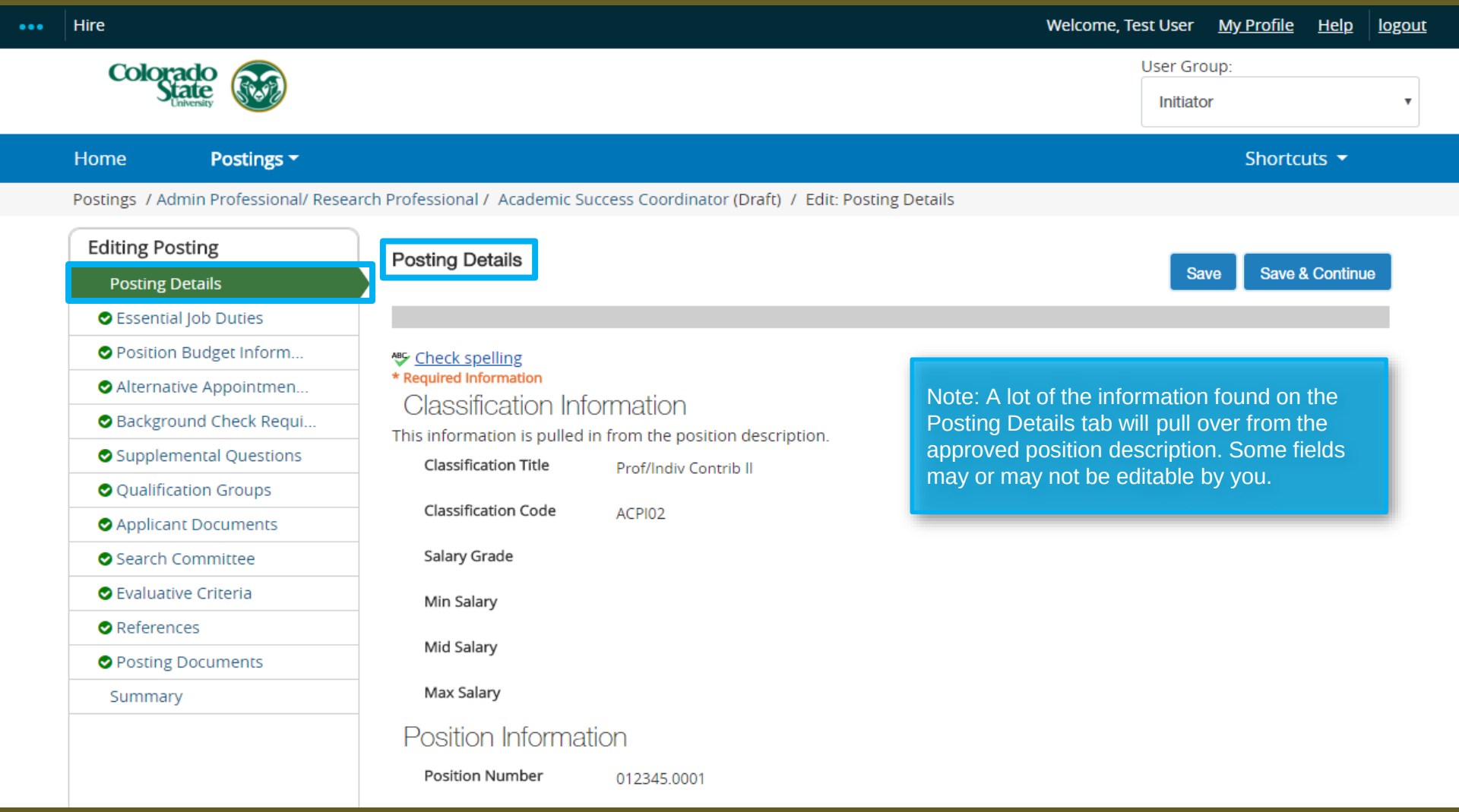
Optional: If you will be soliciting **letters of recommendation,** you will need to update these three fields. Otherwise, leave them blank and use the reference tab further along in the process to collect **reference contact information**.

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

Posting – New Posting Settings page (cont.)



Posting - Posting Details Tab

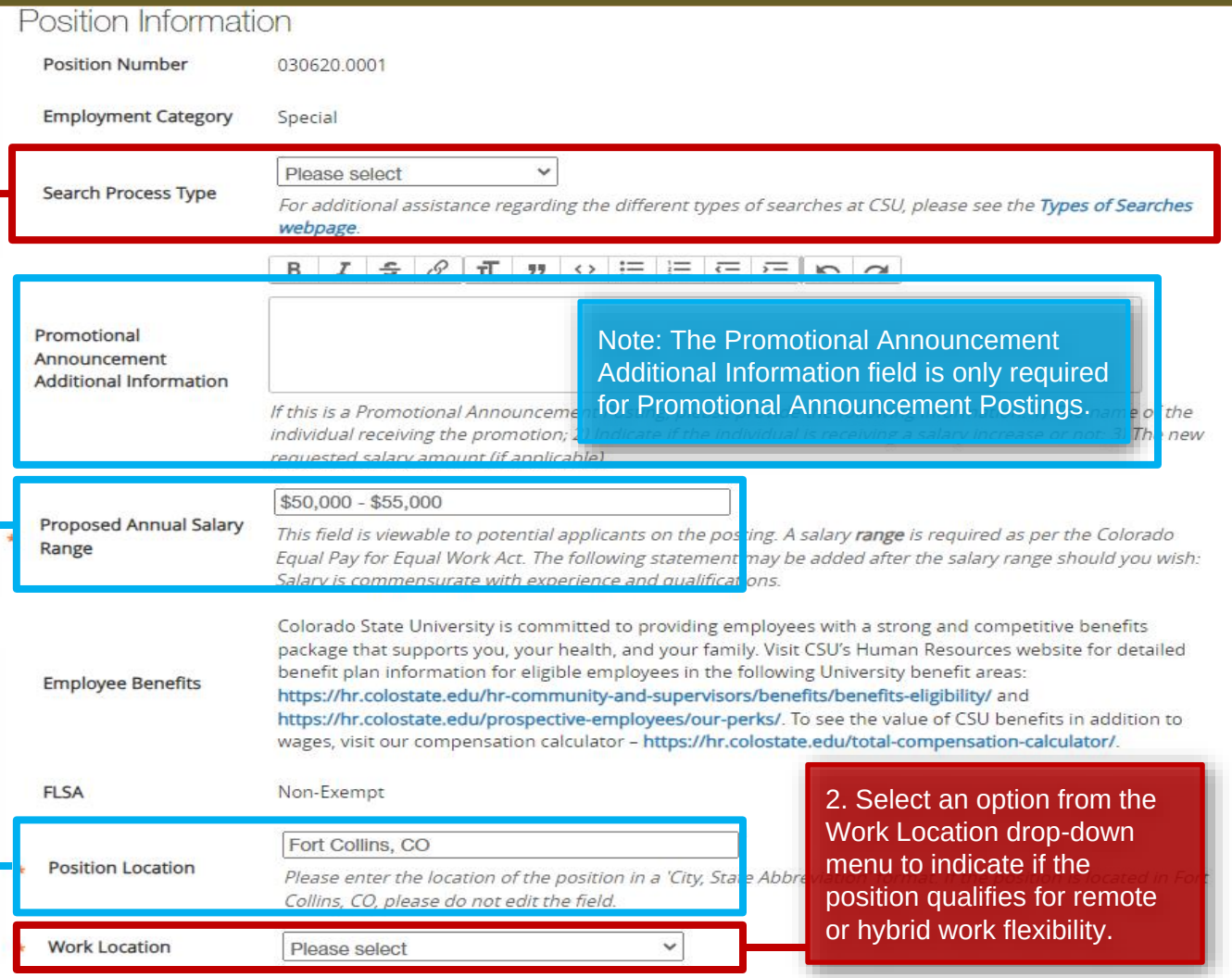


Posting - Posting Details Tab (cont.)

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.

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

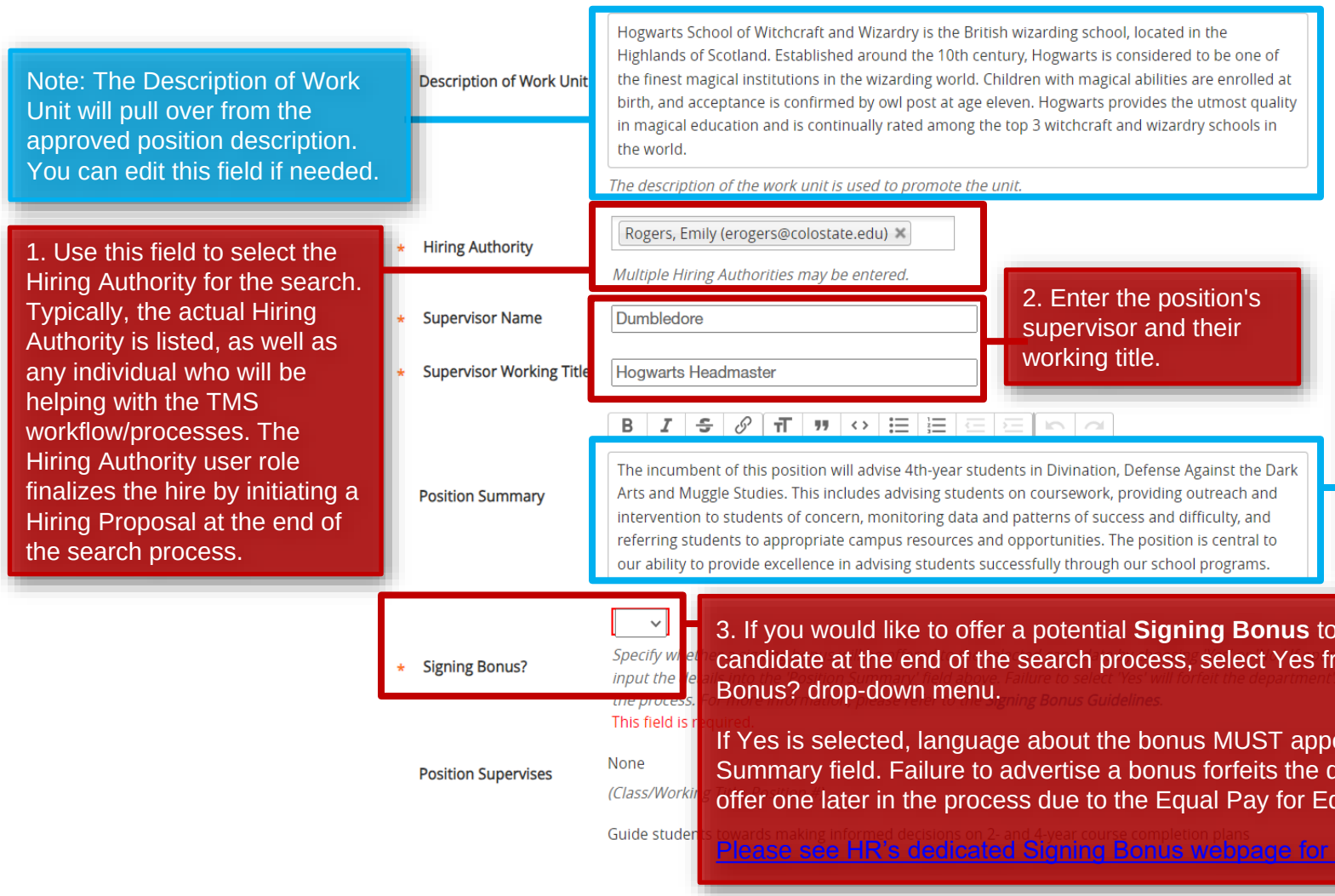
Note: The Position Location field will auto-populate with 'Fort Collins, CO'. If applicable, you may update this field to accurately reflect the location of the position. Please ensure you use the 'City, State Abbreviation' format.



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

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.



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.

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

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

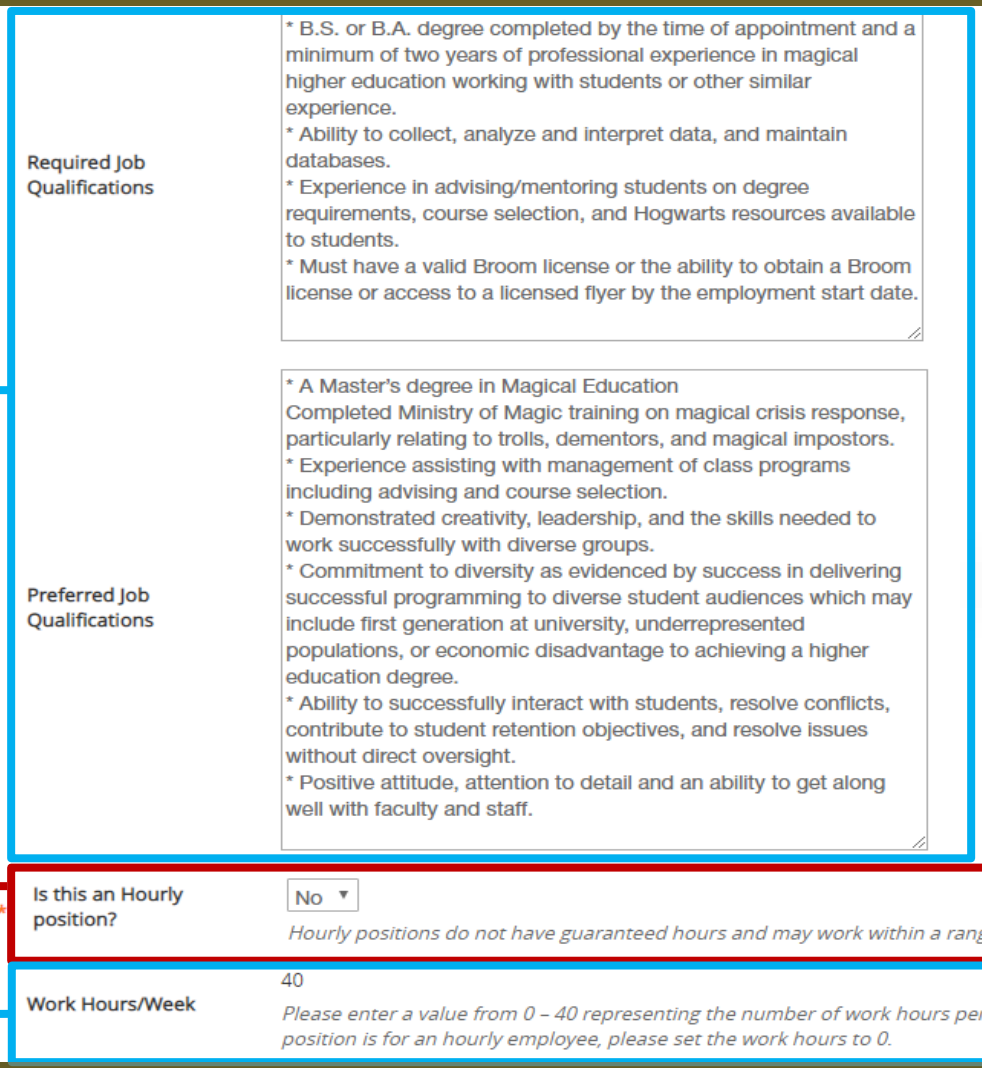
3. If you would like to offer a potential **Signing Bonus** to your selected candidate at the end of the search process, select Yes from the Signing Bonus? drop-down menu.

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.

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.



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

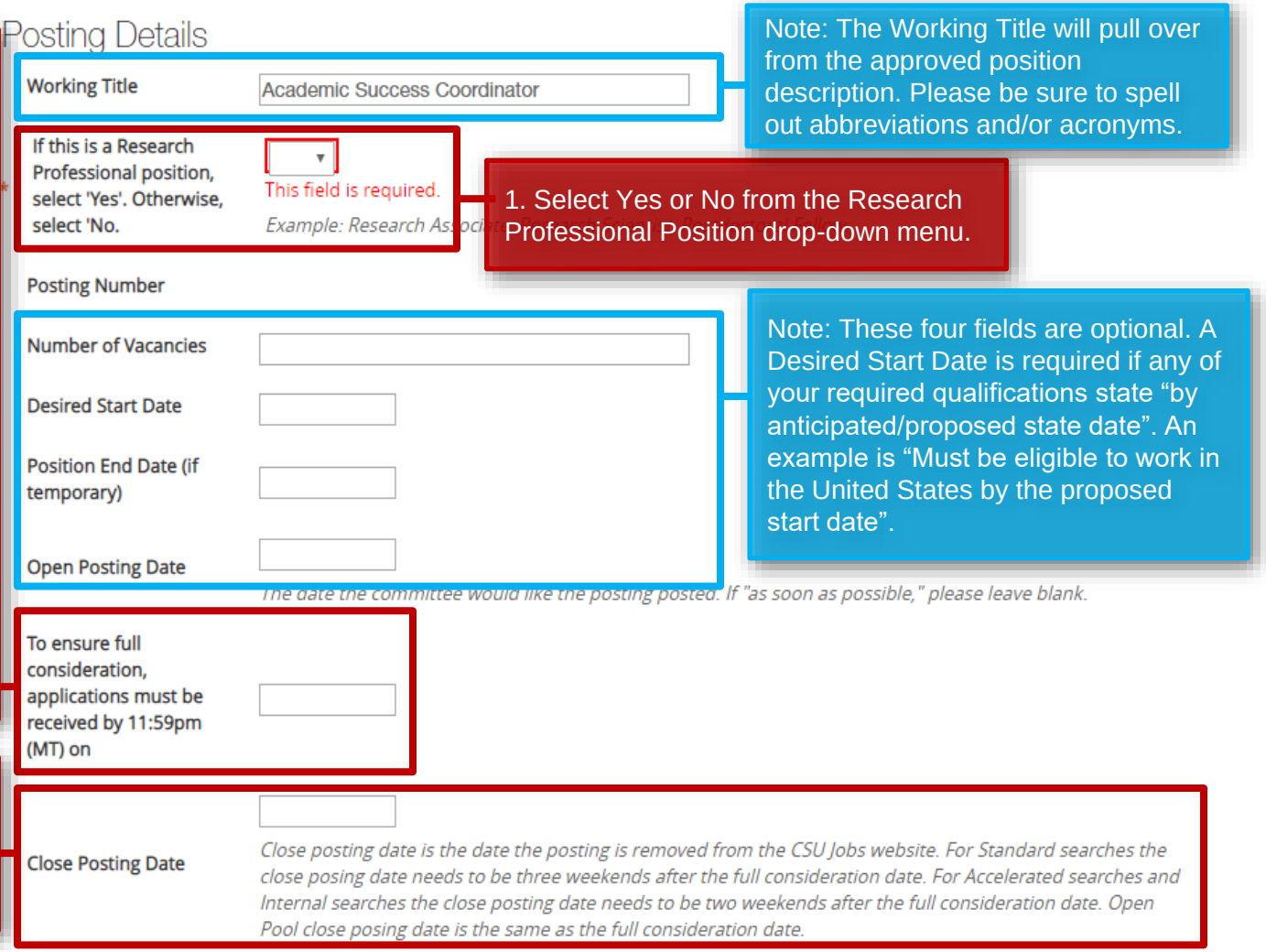
1. Select Yes or No from the Is this an Hourly position? drop-down field.

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

Posting - Posting Details Tab (cont.)

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.

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

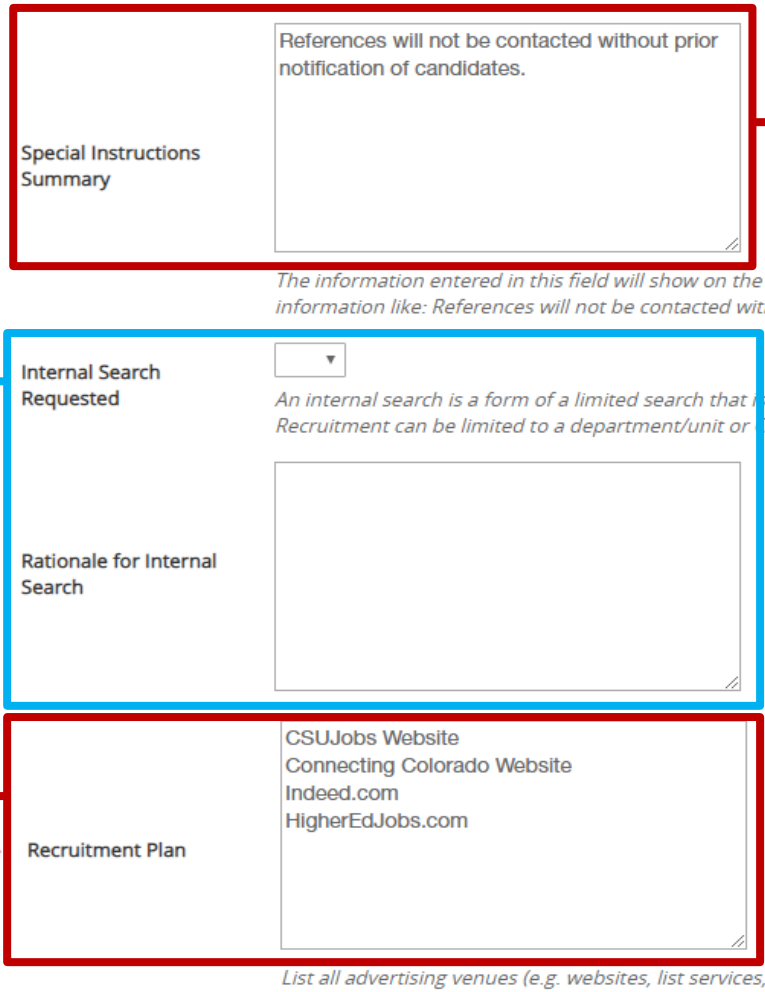


Note: The Working Title will pull over from the approved position description. Please be sure to spell out abbreviations and/or acronyms.

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

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".

Posting - Posting Details Tab (cont.)



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)".

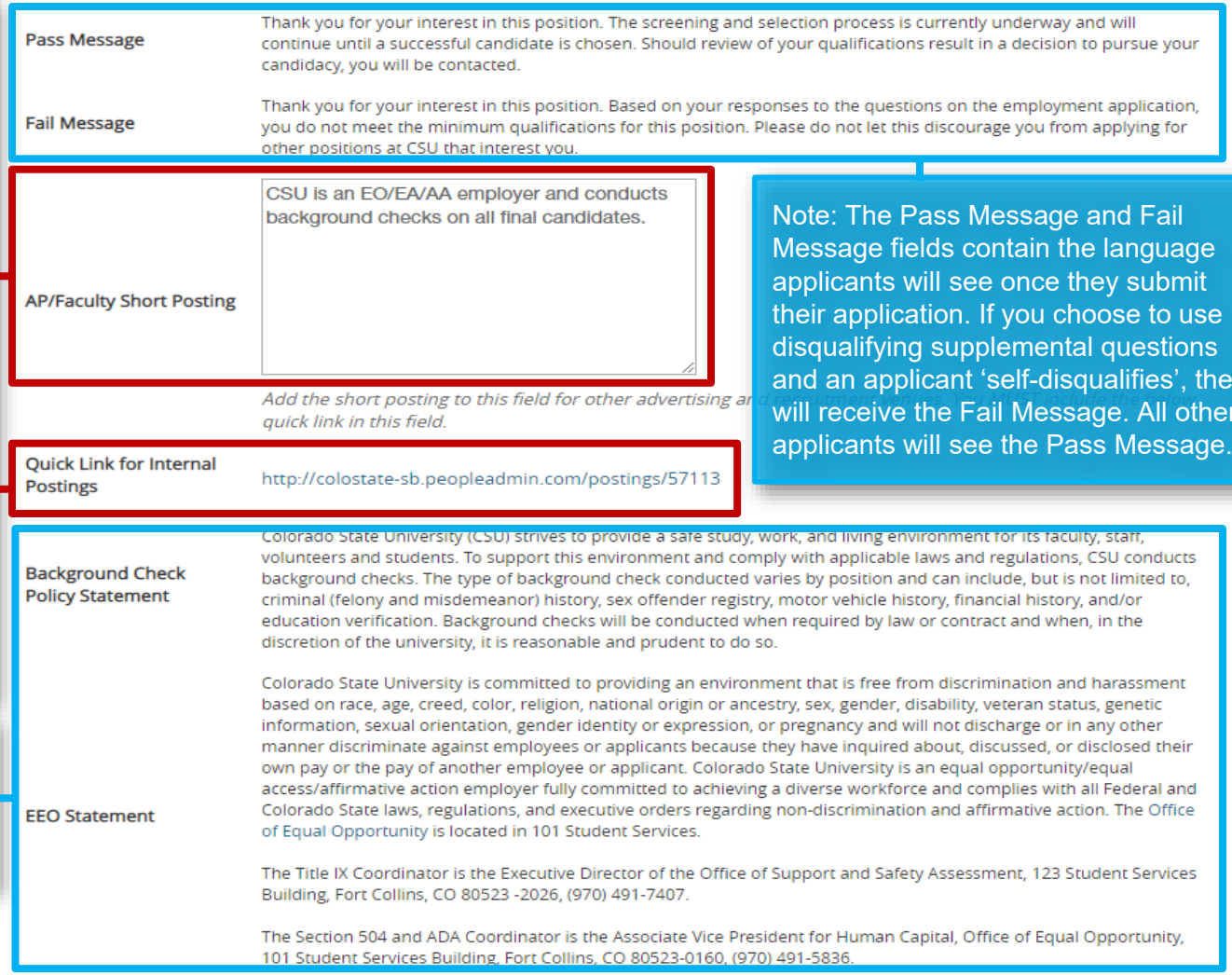
Note: Unless you are requesting an internal search, leave these two fields blank.

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.)

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.



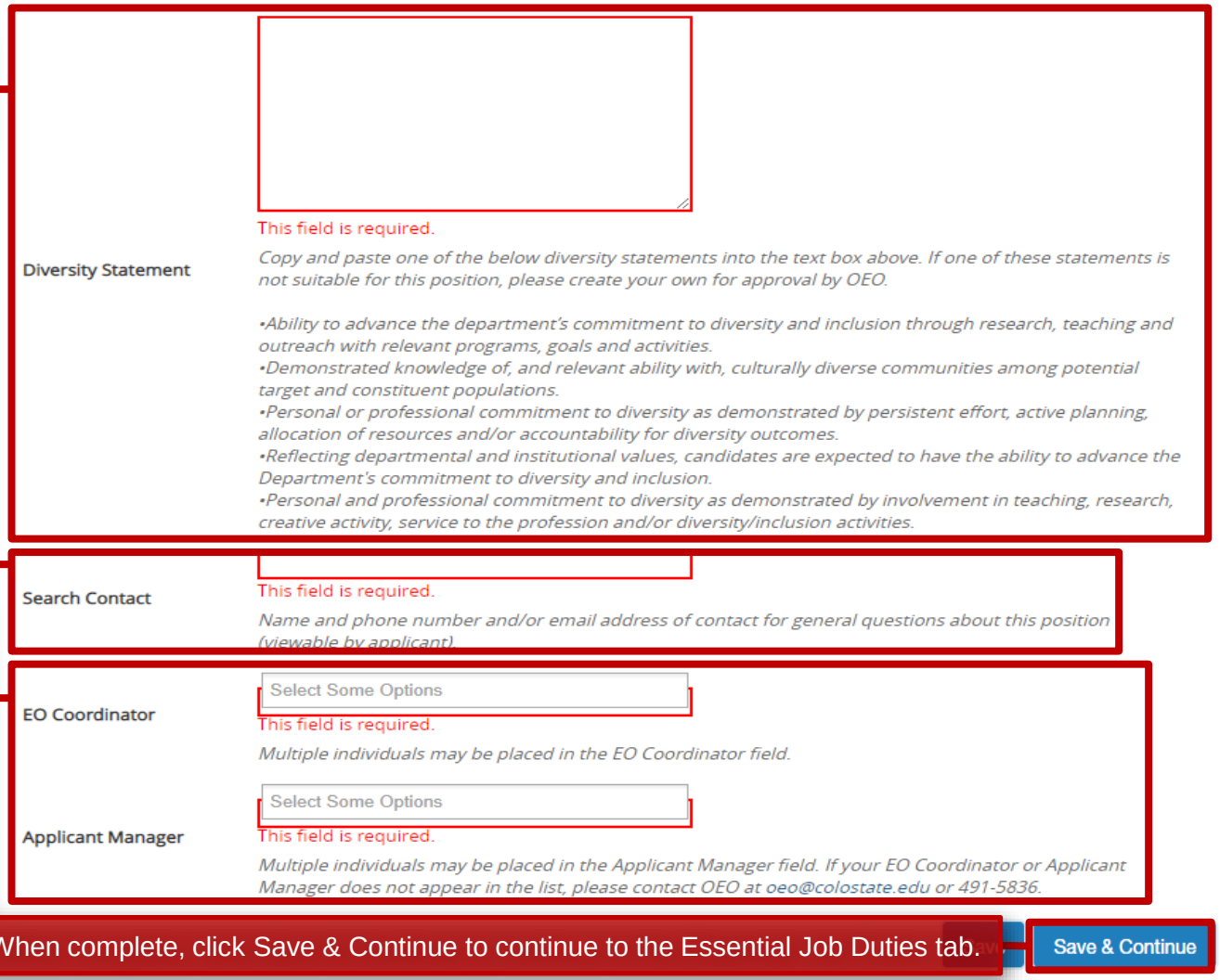
Note: The Pass Message and Fail Message fields contain the language applicants will see once they submit their application. If you choose to use disqualifying supplemental questions and an applicant 'self-disqualifies', they will receive the Fail Message. All other applicants will see the Pass Message.

Posting - Posting Details Tab (cont.)

1. Select one of the prepopulated Diversity Statements and paste it into the required field.

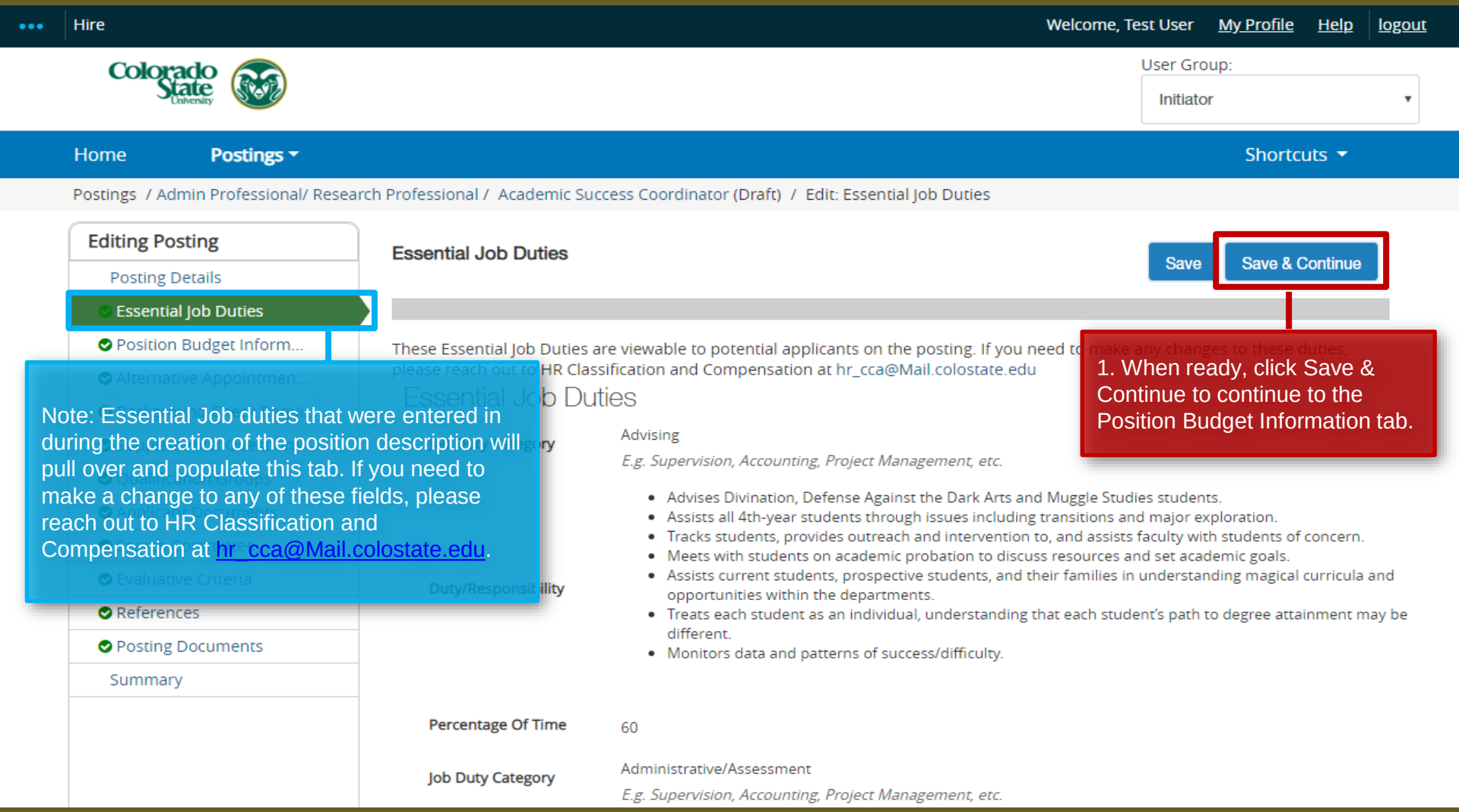
2. Enter the name, email address and/or phone number of the search contact into the Search Contact field. This is the individual applicants will reach out to if they have any questions and is often times the search chair or search support staff.

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.



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

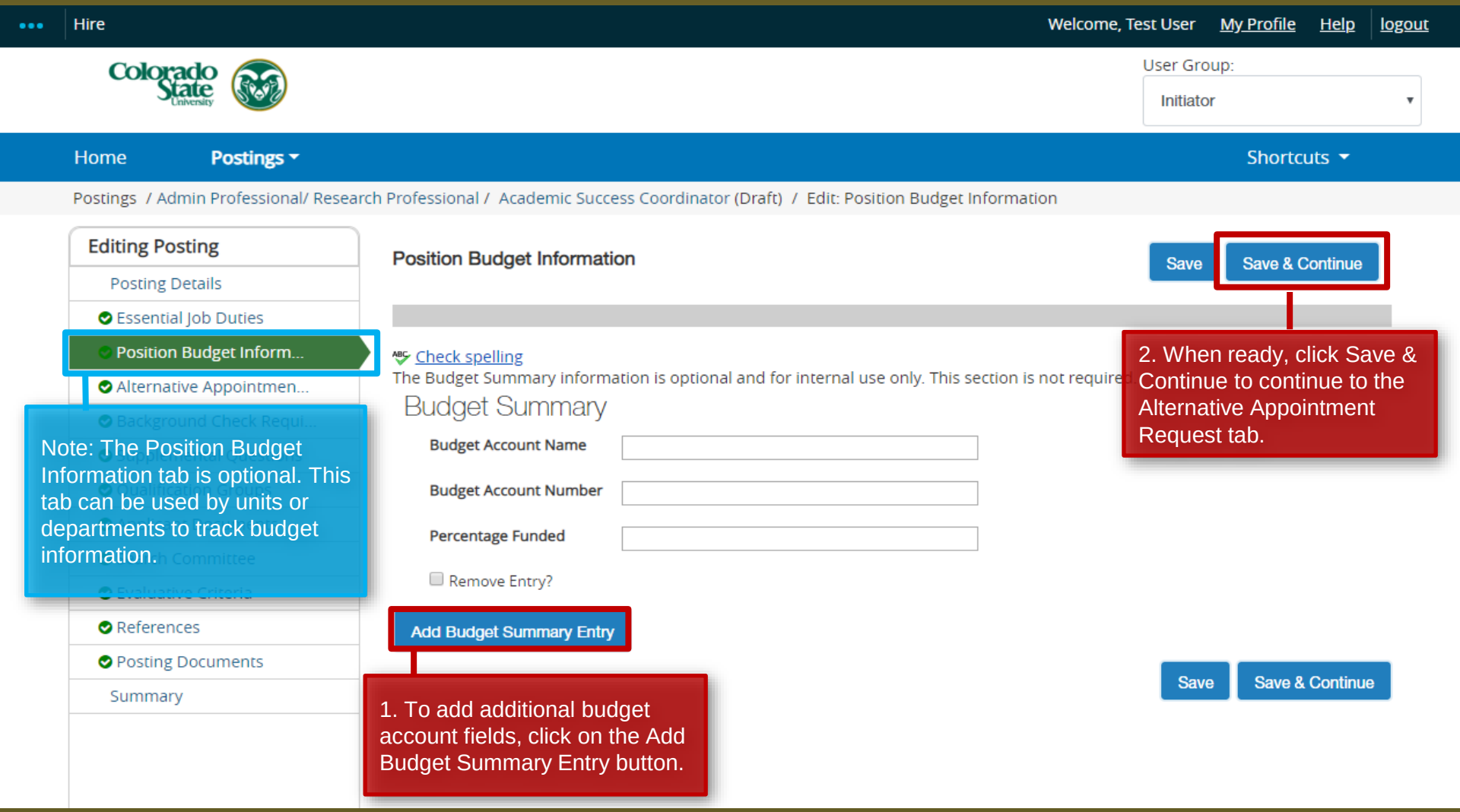
Posting – Essential Job Duties Tab



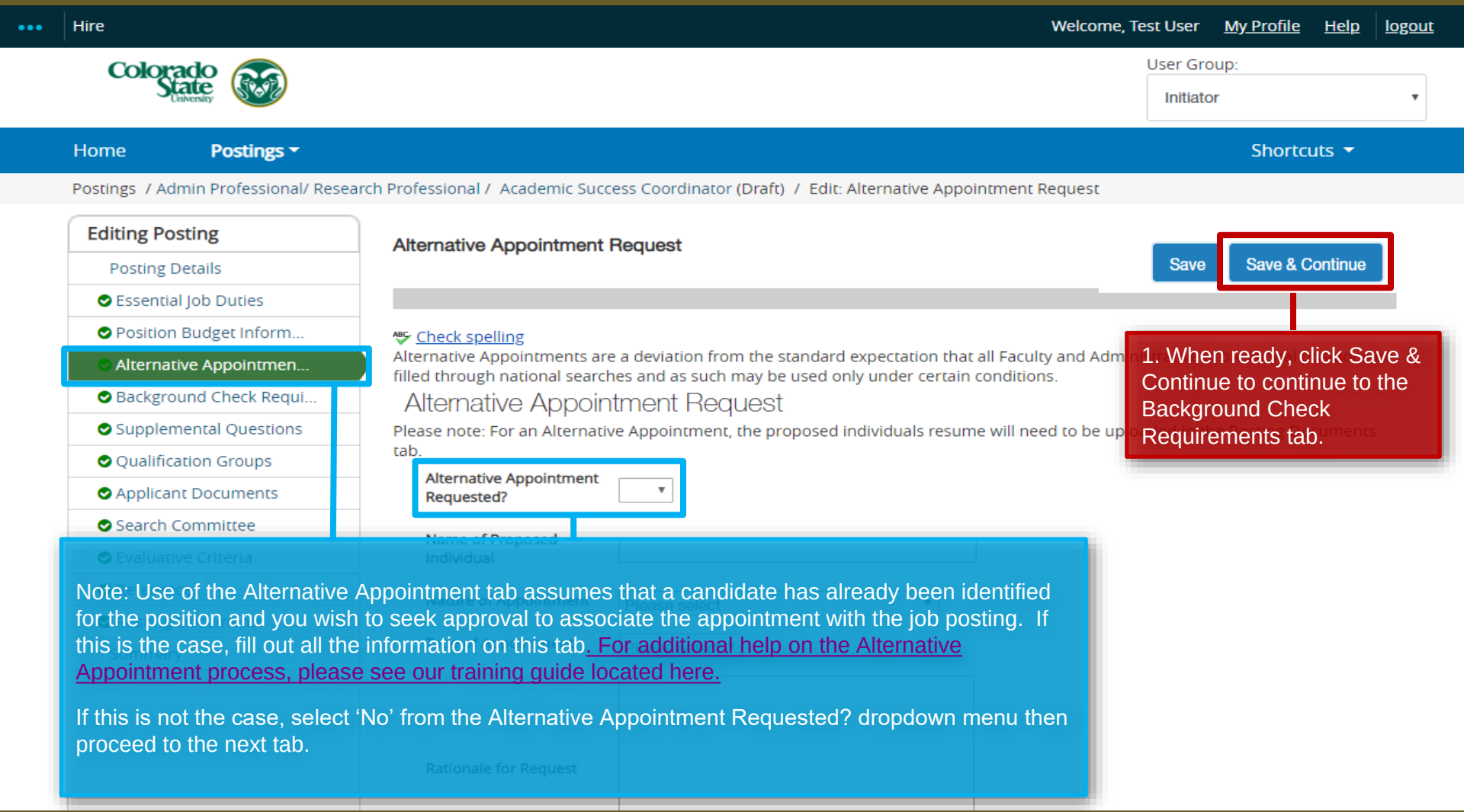
Note: Essential Job duties that were entered in during the creation of the position description will pull over and populate this tab. If you need to make a change to any of these fields, please reach out to HR Classification and Compensation at hr_cca@Mail.colostate.edu.

1. When ready, click Save & Continue to continue to the Position Budget Information tab.

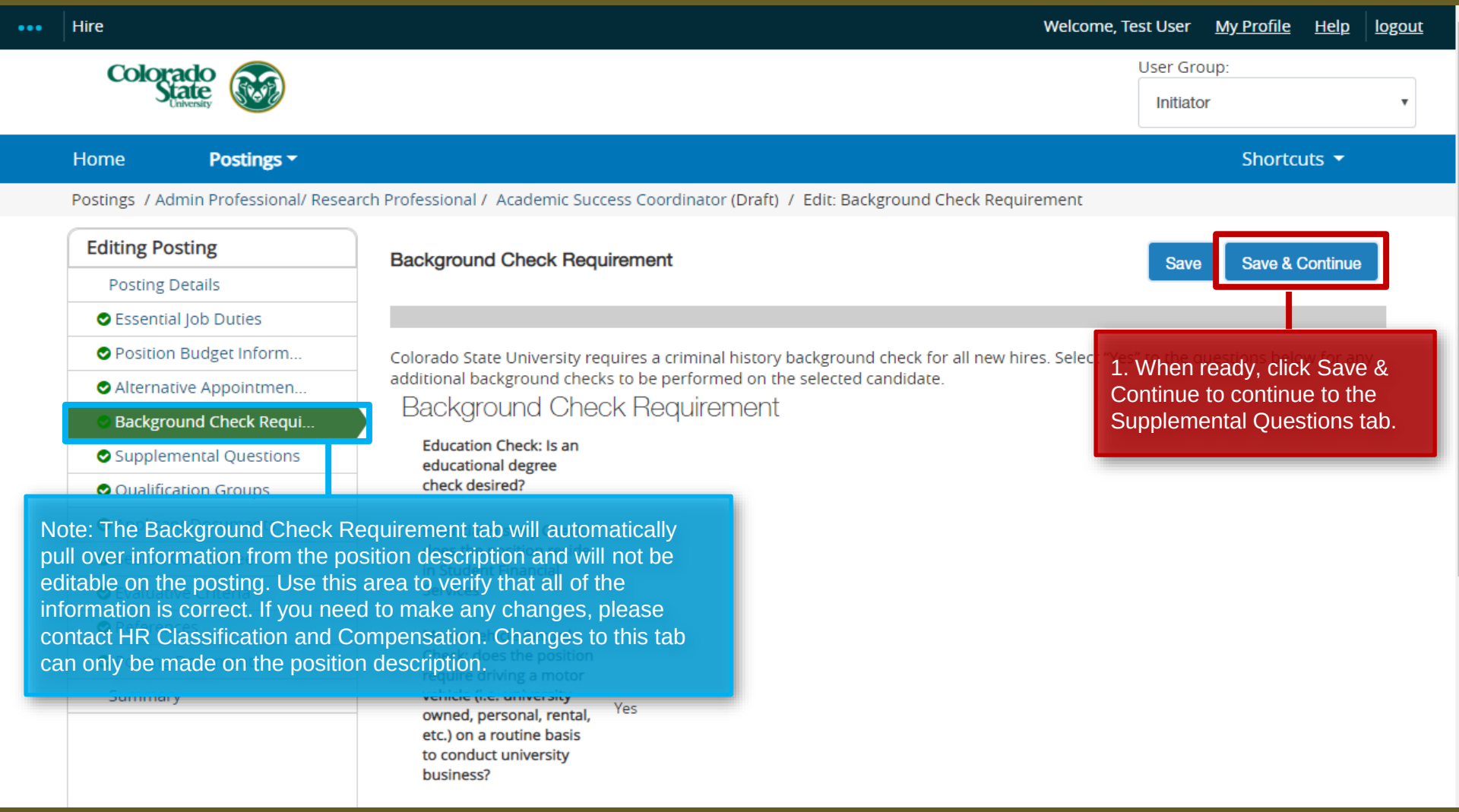
Posting - Position Budget Information Tab (optional)



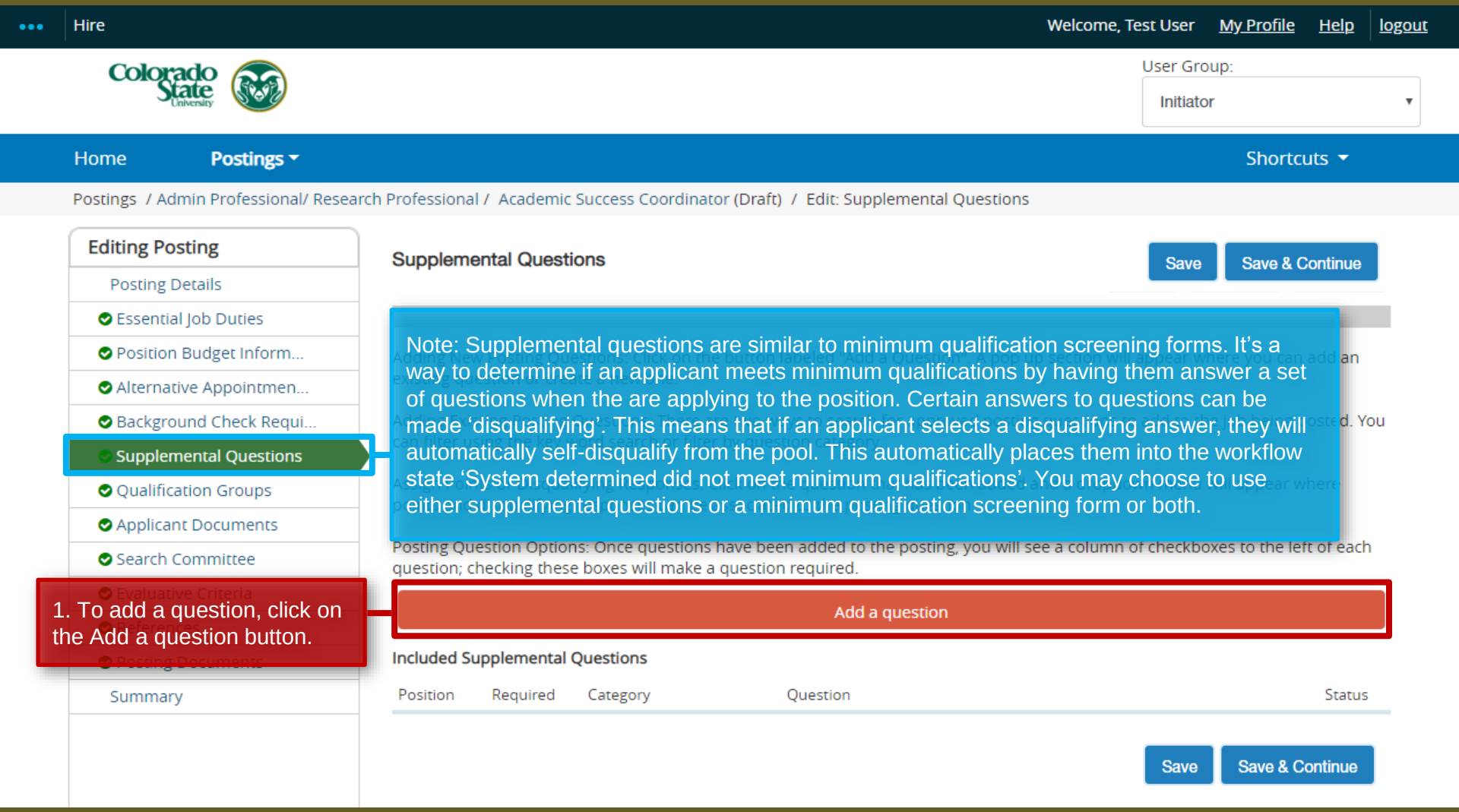
Posting - Alternative Appointment Request Tab



Posting - Background Check Requirement Tab

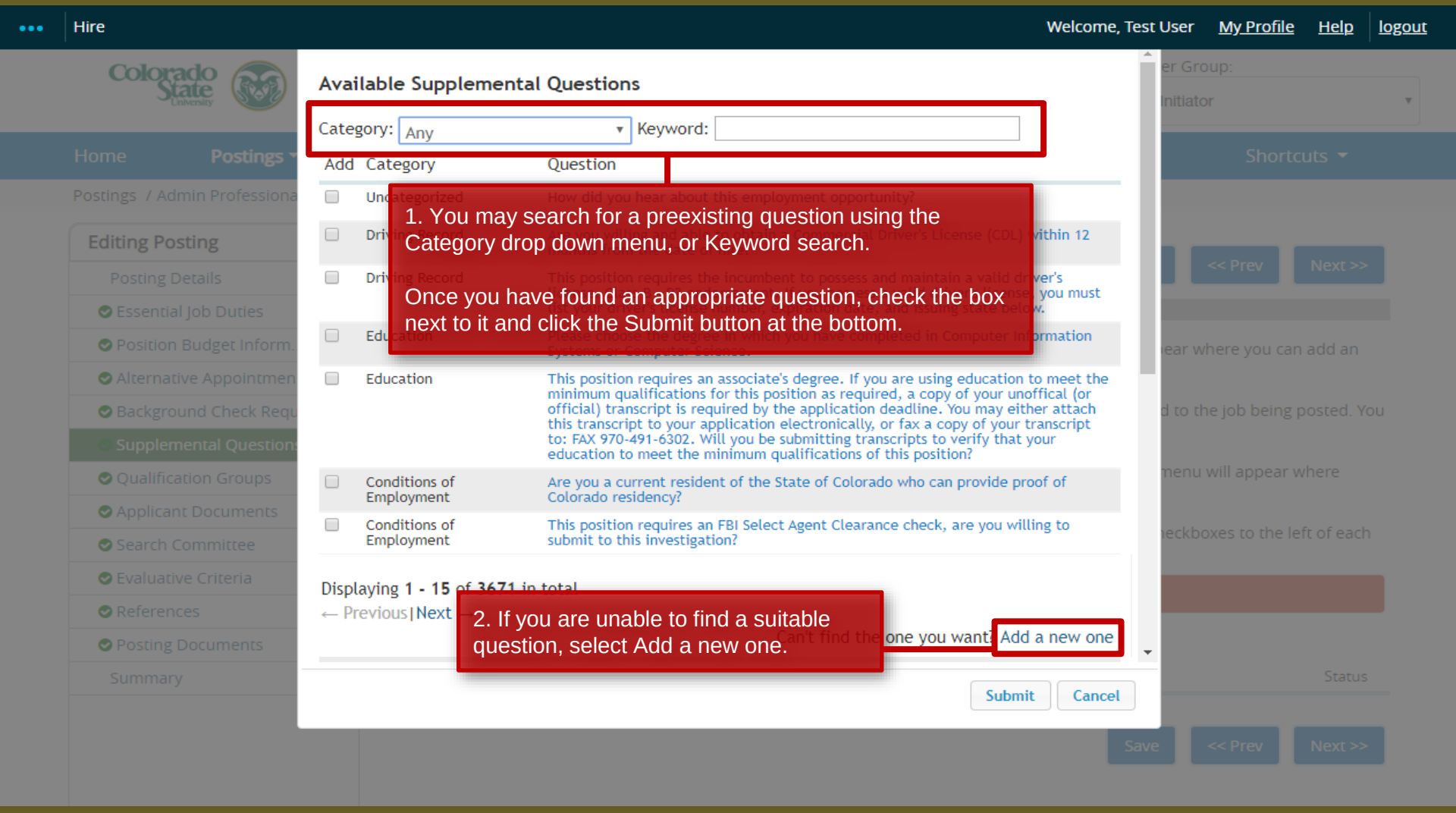


Posting - Supplemental Questions Tab

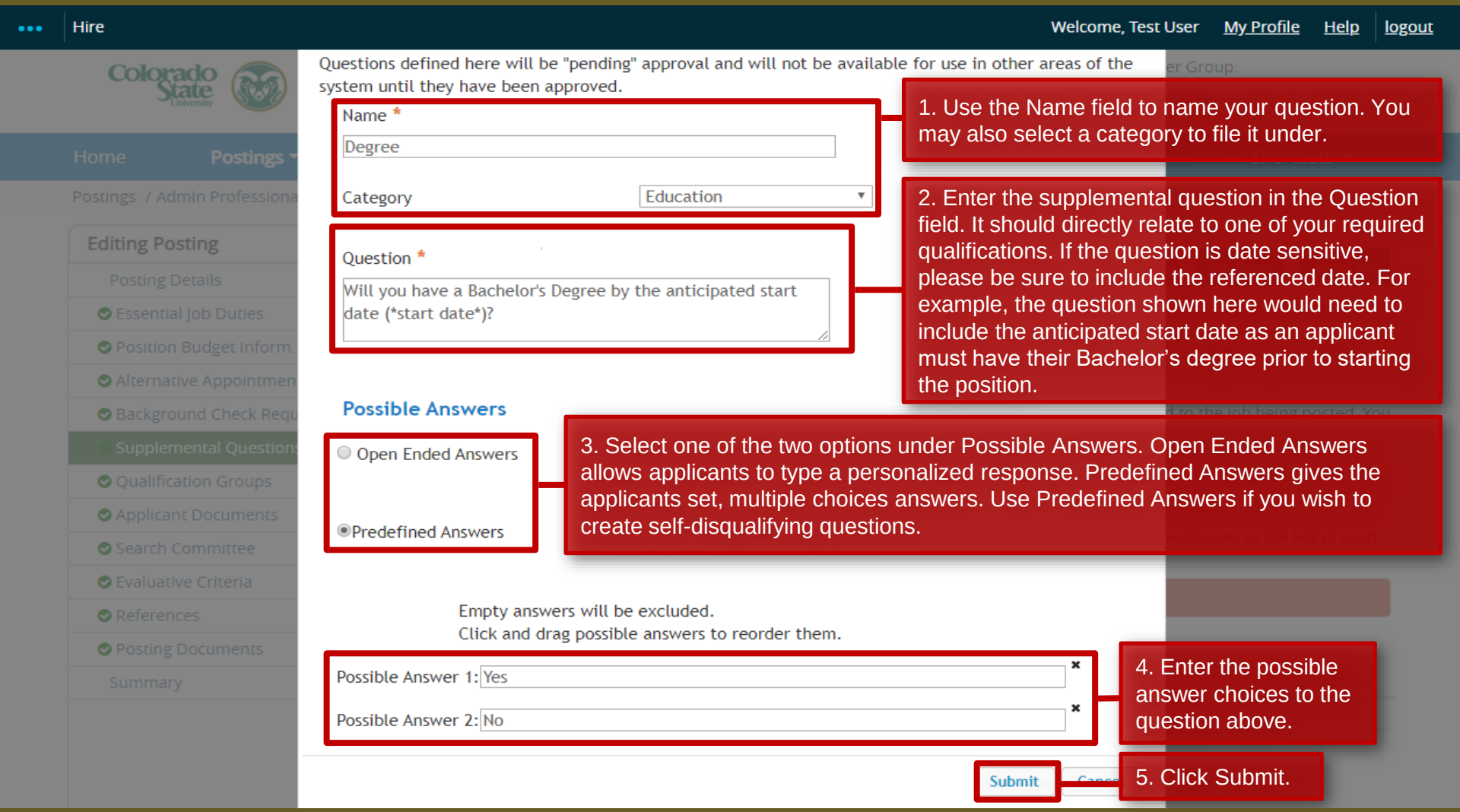


1. To add a question, click on the Add a question button.

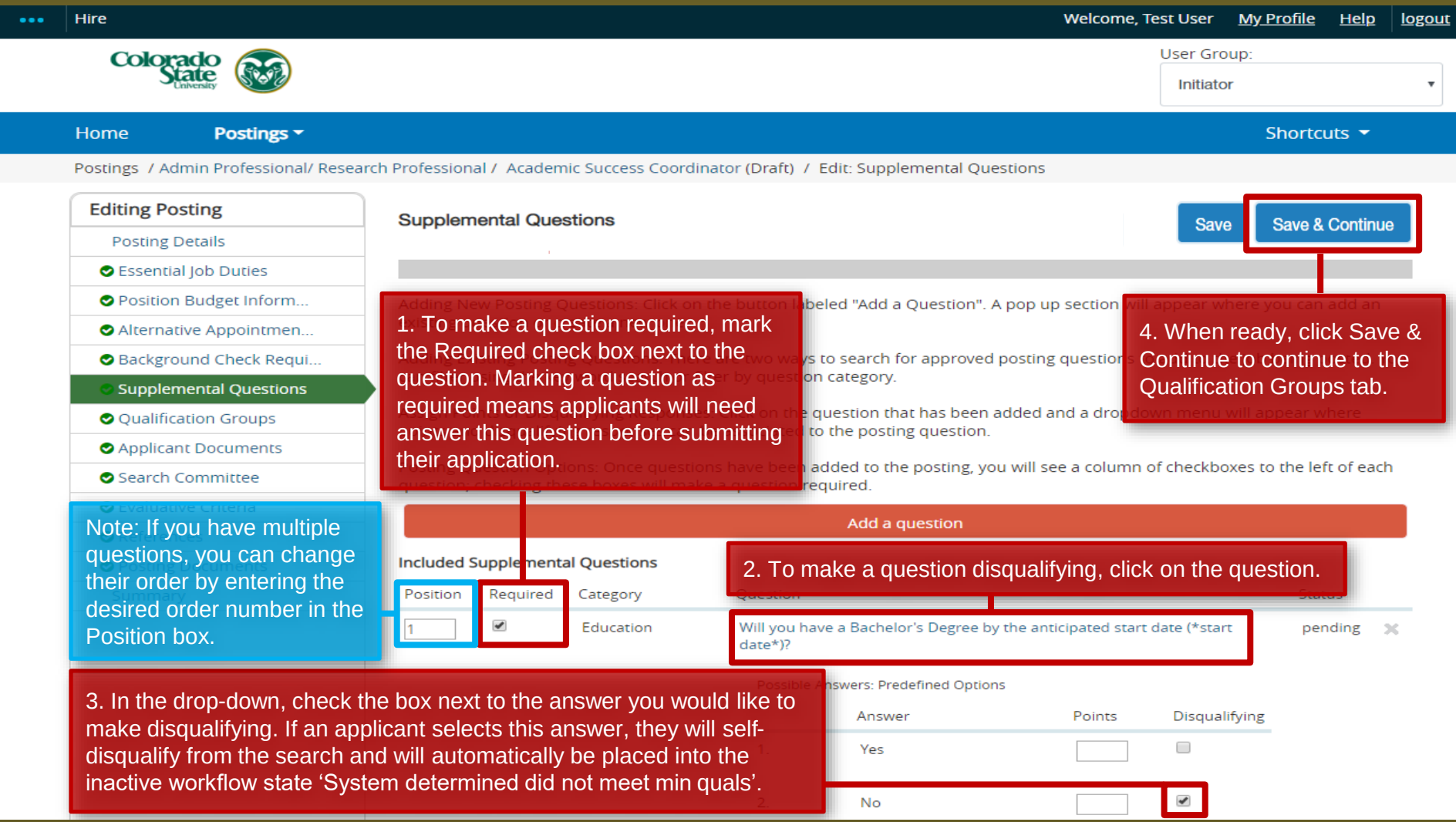
Posting – Adding Supplemental Questions



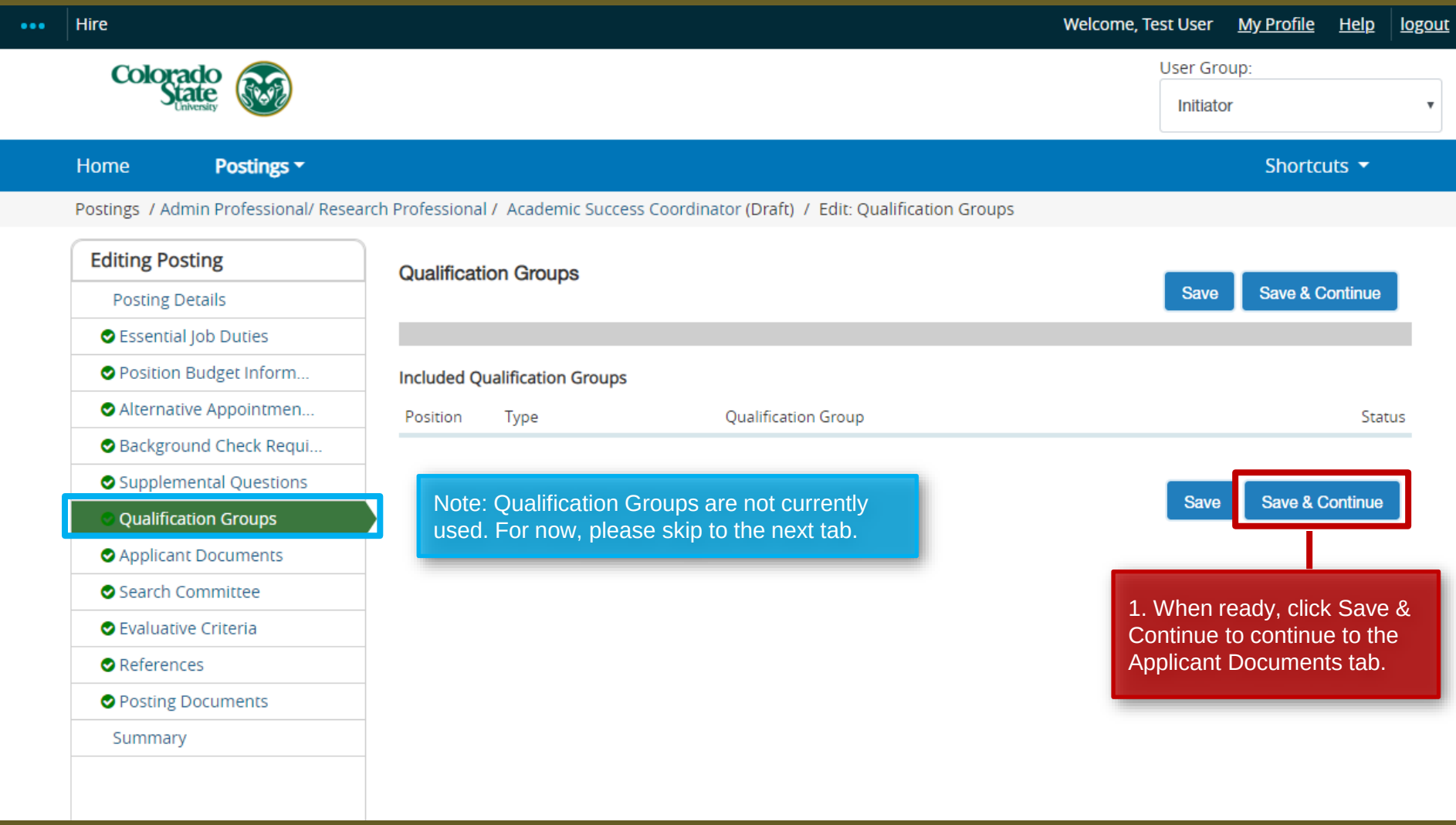
Posting – Adding Supplemental Questions (cont.)



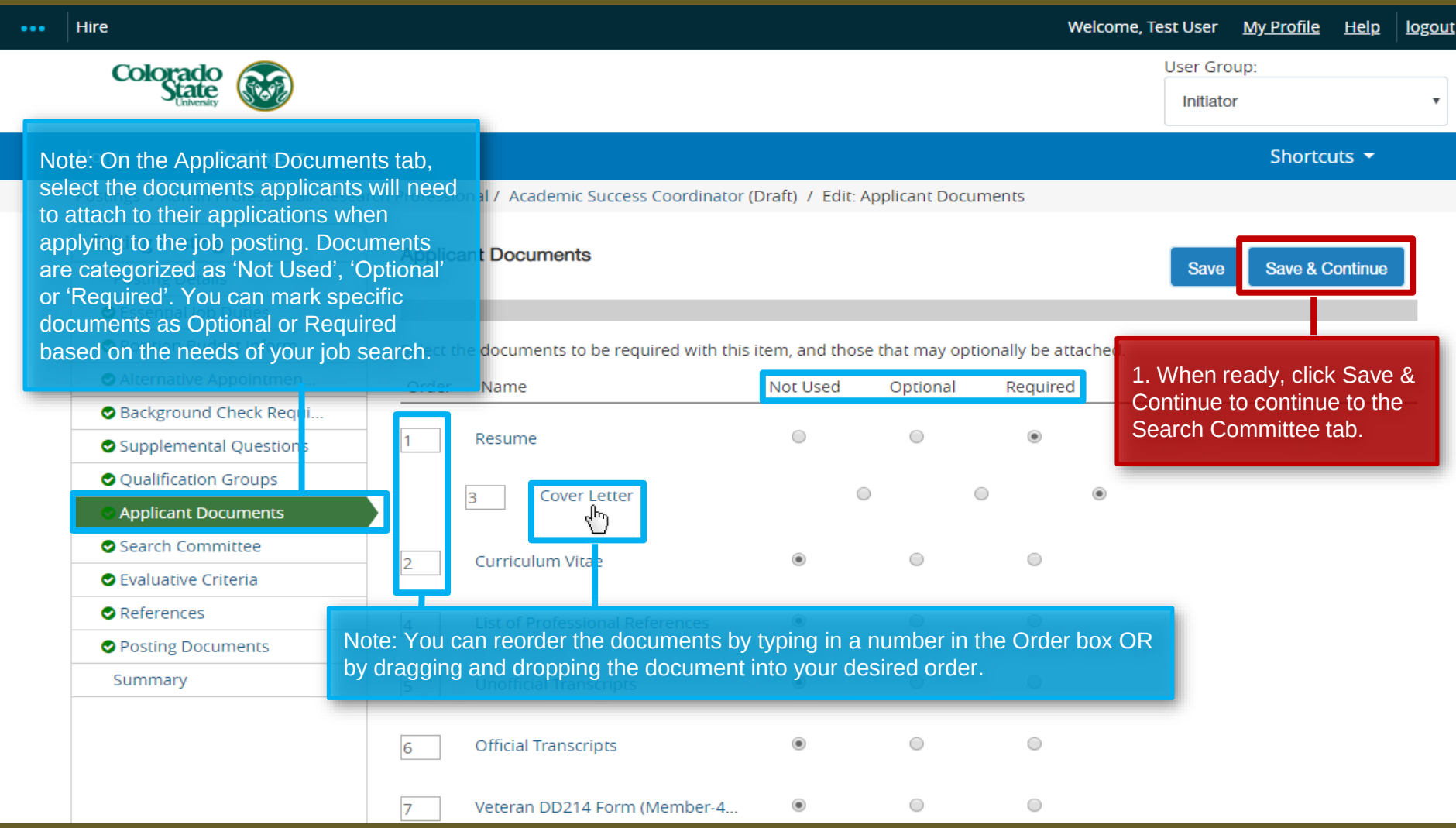
Posting – Adding Supplemental Questions (cont.)



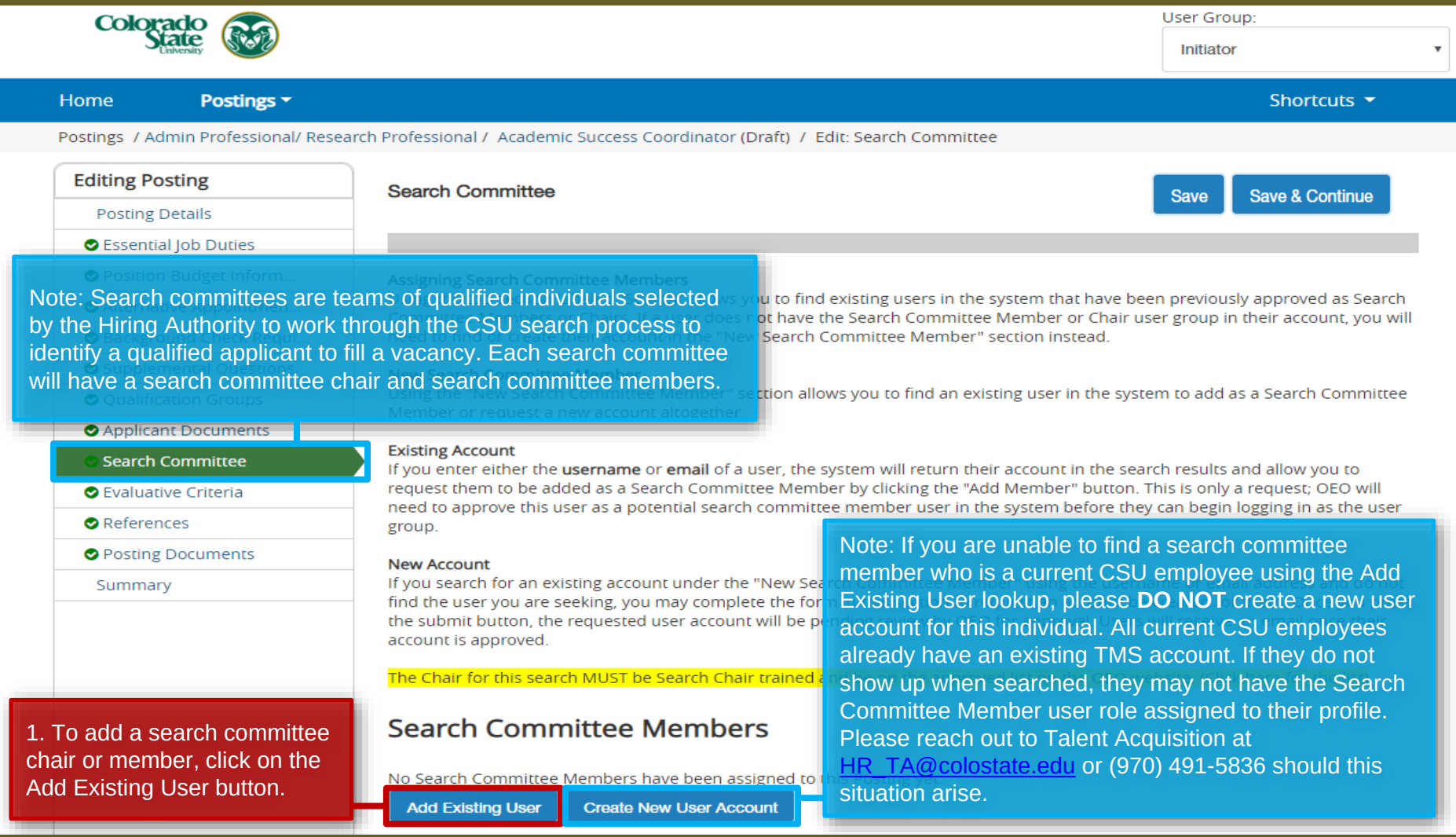
Posting - Qualification Groups Tab (not currently used)



Posting - Applicant Documents Tab



Posting - Search Committee Tab

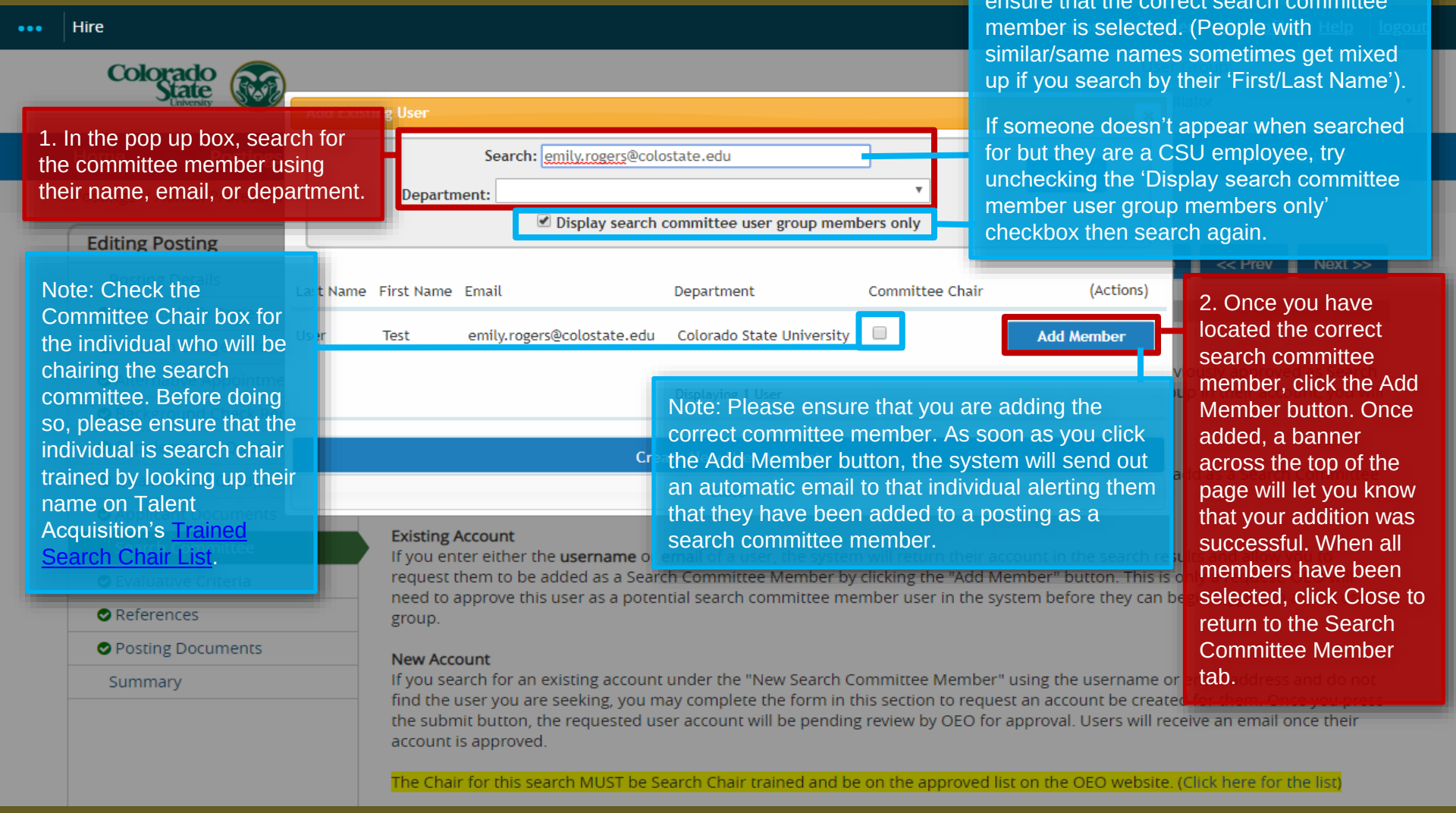


Note: Search committees are teams of qualified individuals selected by the Hiring Authority to work through the CSU search process to identify a qualified applicant to fill a vacancy. Each search committee will have a search committee chair and search committee members.

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.

Posting - Search Committee Tab (cont.)



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

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').

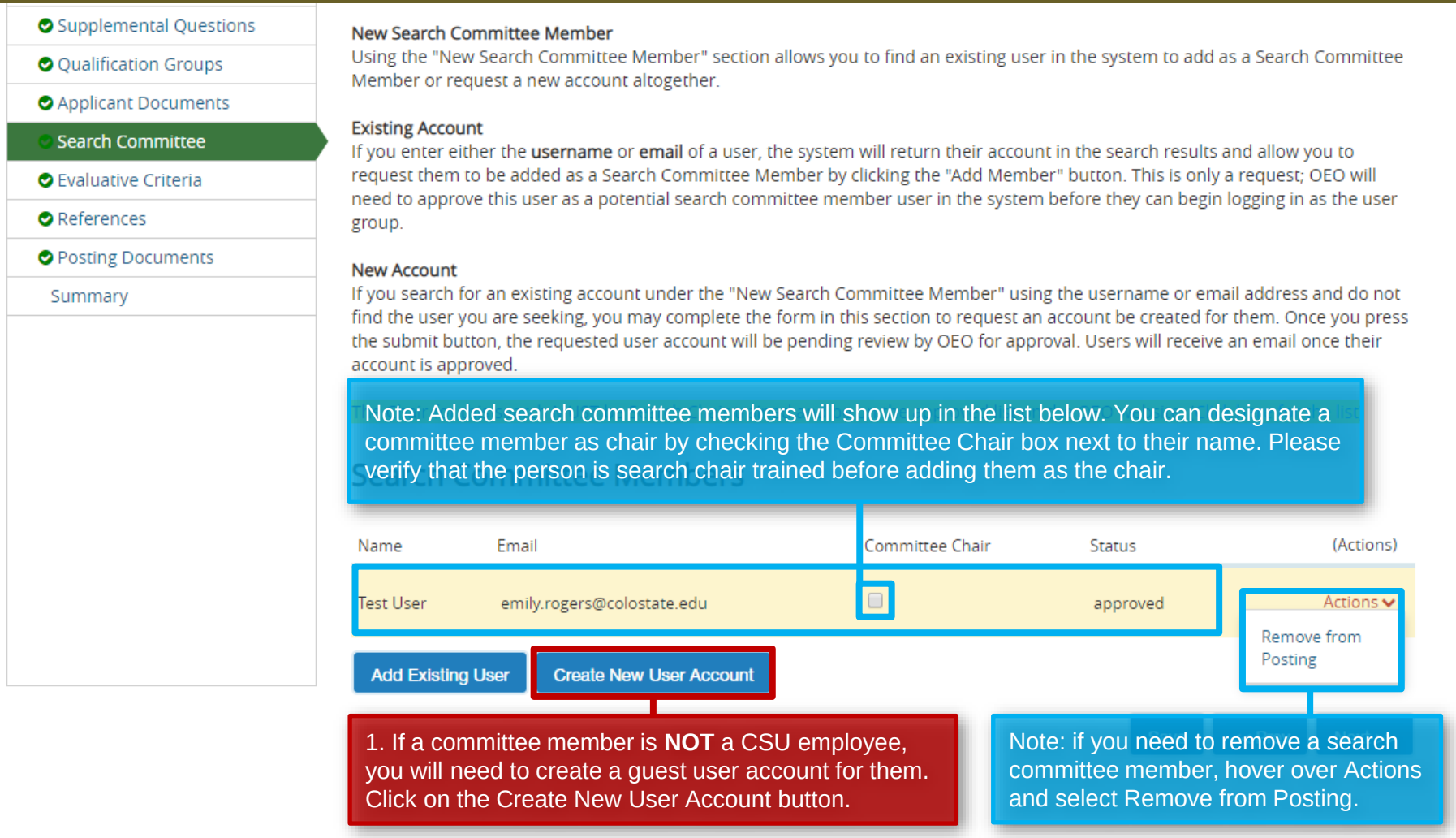
If someone doesn't appear when searched for but they are a CSU employee, try unchecking the 'Display search committee member user group members only' checkbox then search again.

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.

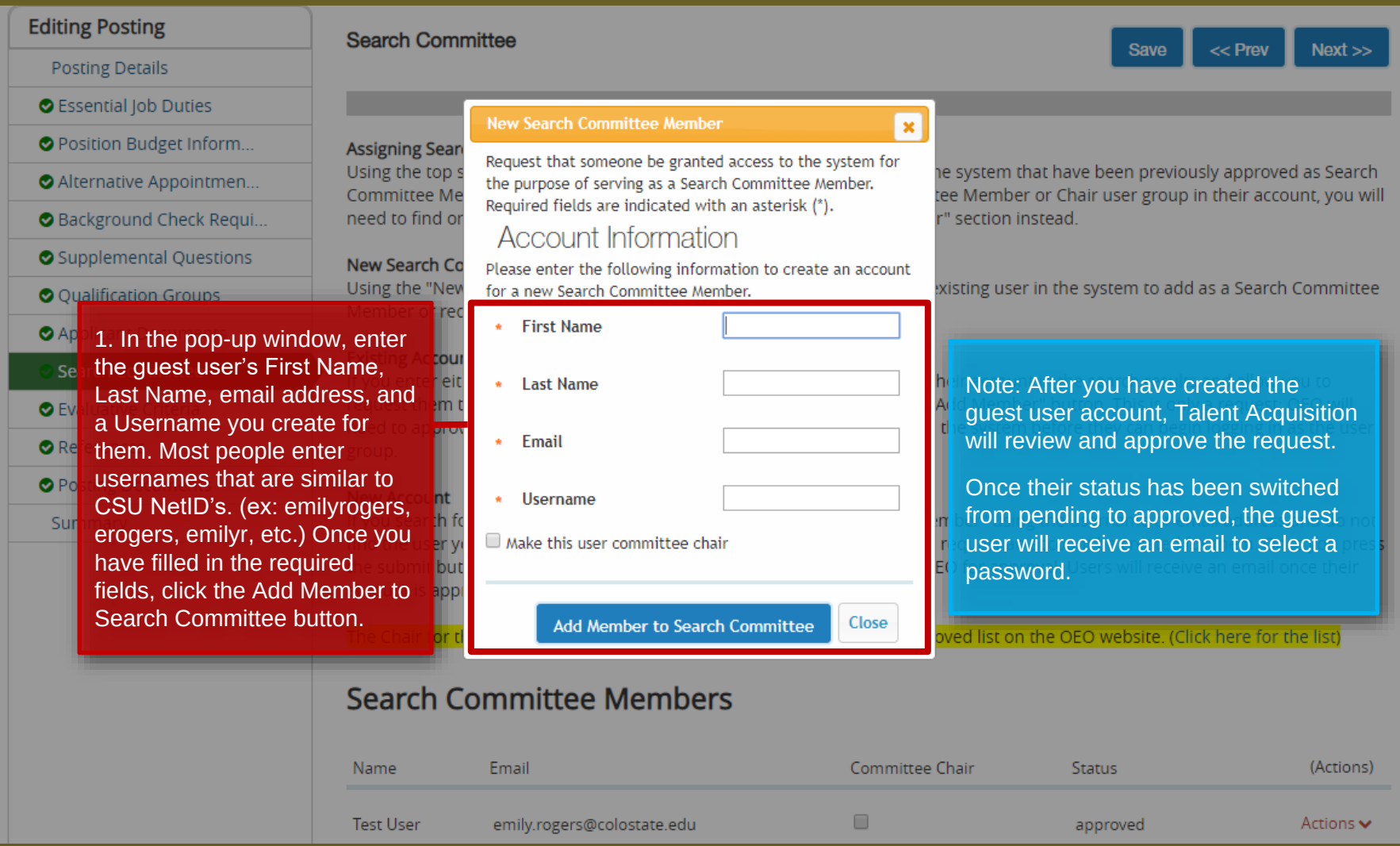
Note: Please ensure that you are adding the correct committee member. As soon as you click the Add Member button, the system will send out an automatic email to that individual alerting them that they have been added to a posting as a search committee member.

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.

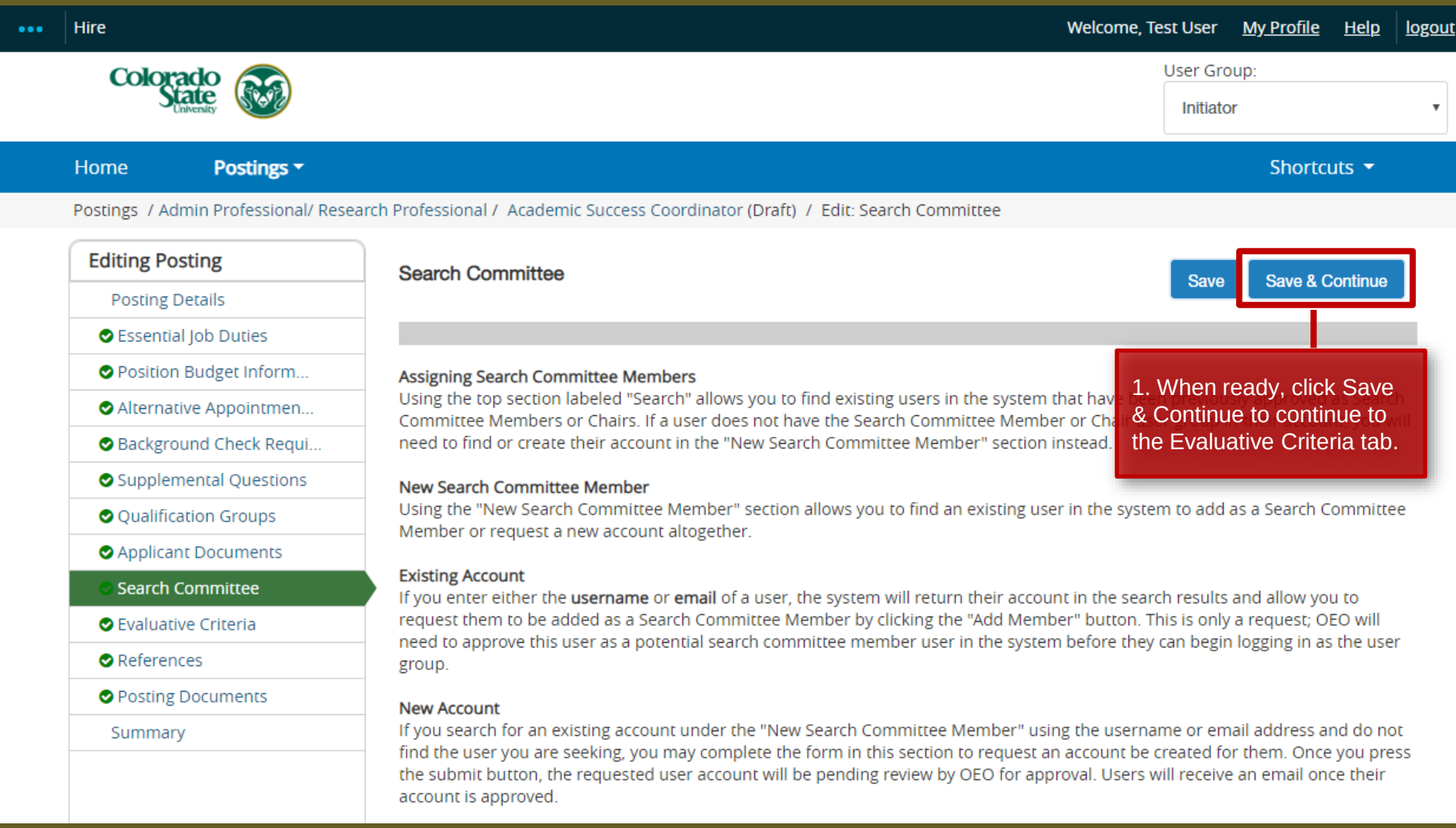
Posting - Search Committee Tab (cont.)



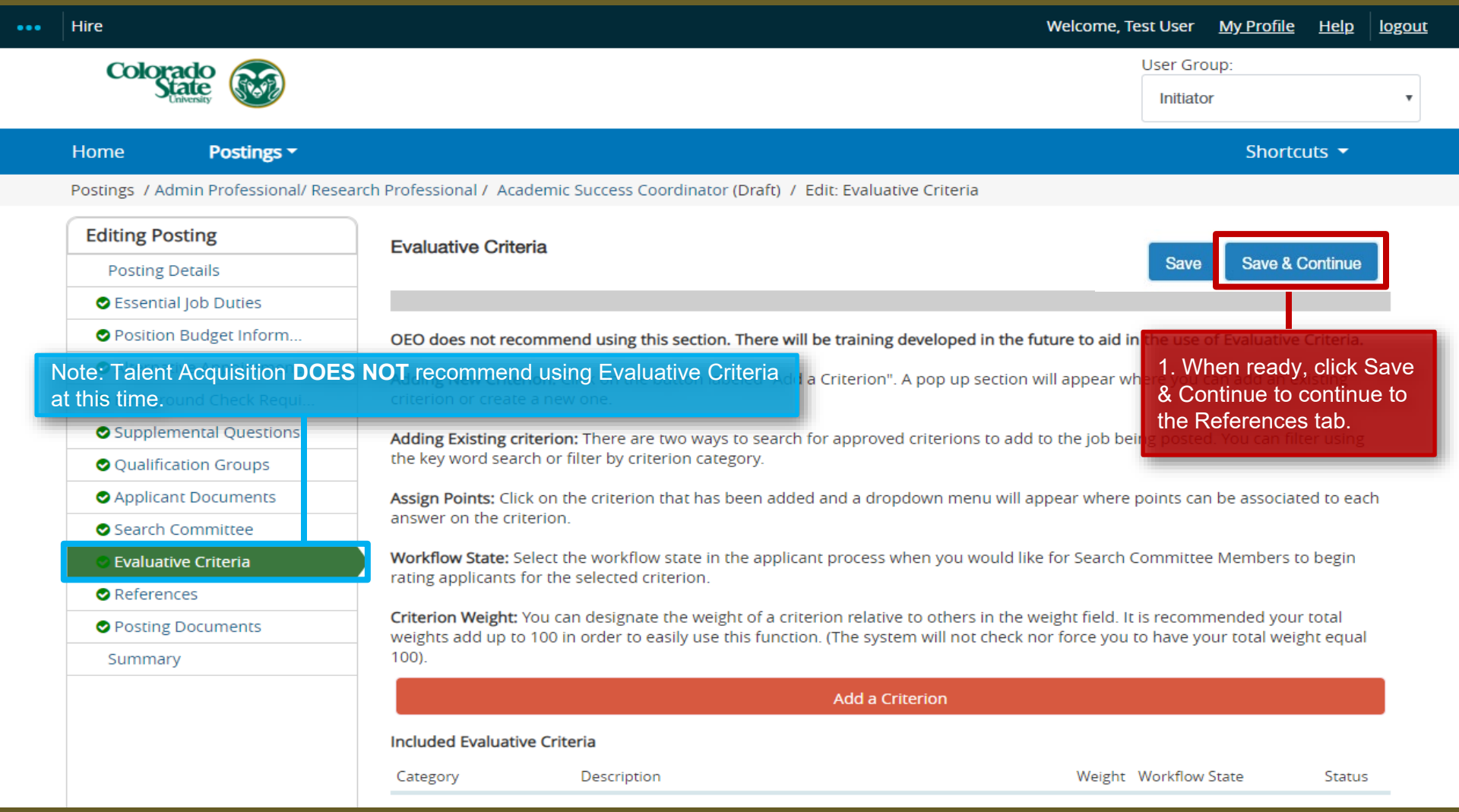
Posting - Search Committee Tab – Guest User (cont.)



Posting - Search Committee Tab (cont.)



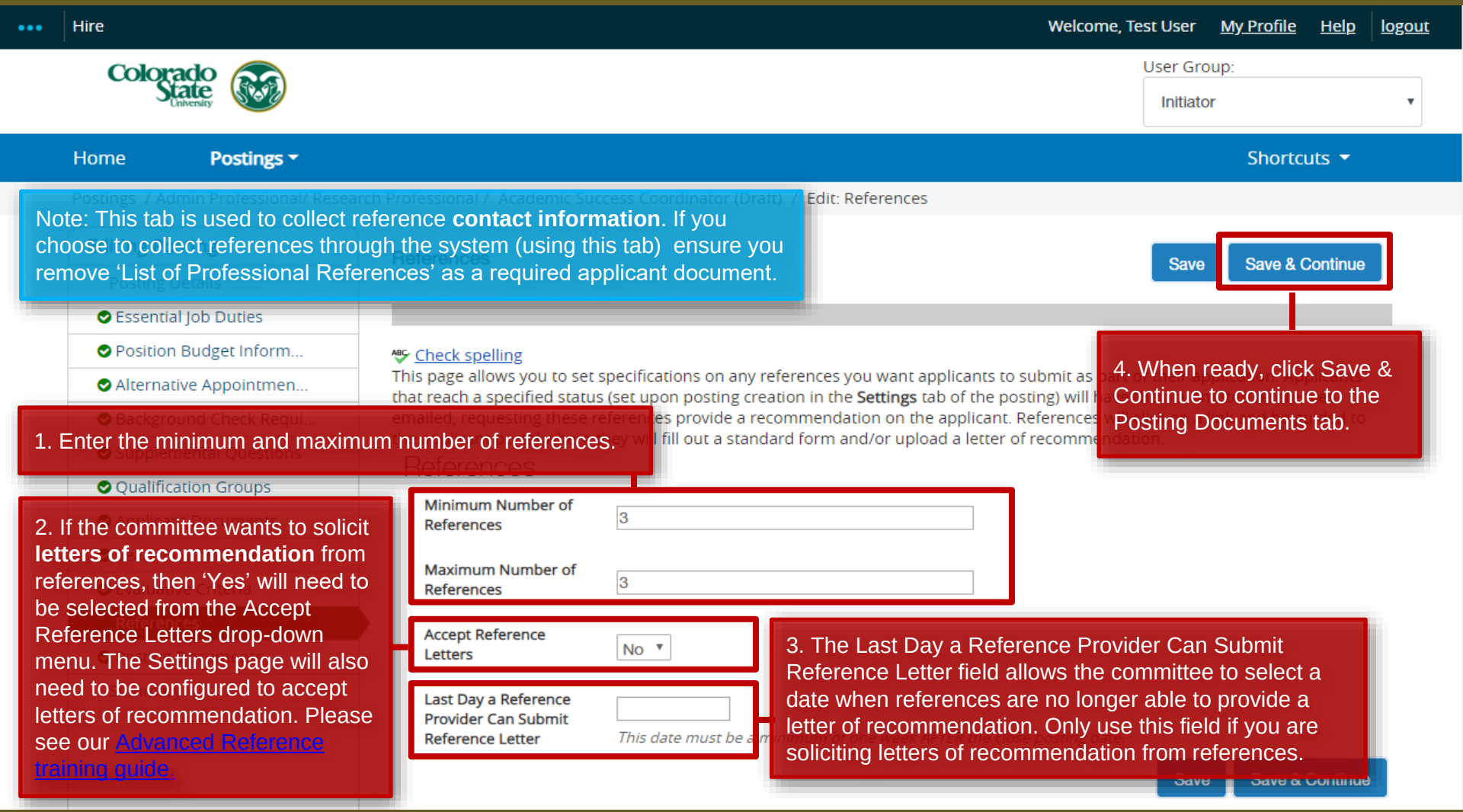
Posting - Evaluative Criteria Tab (Not Recommended)



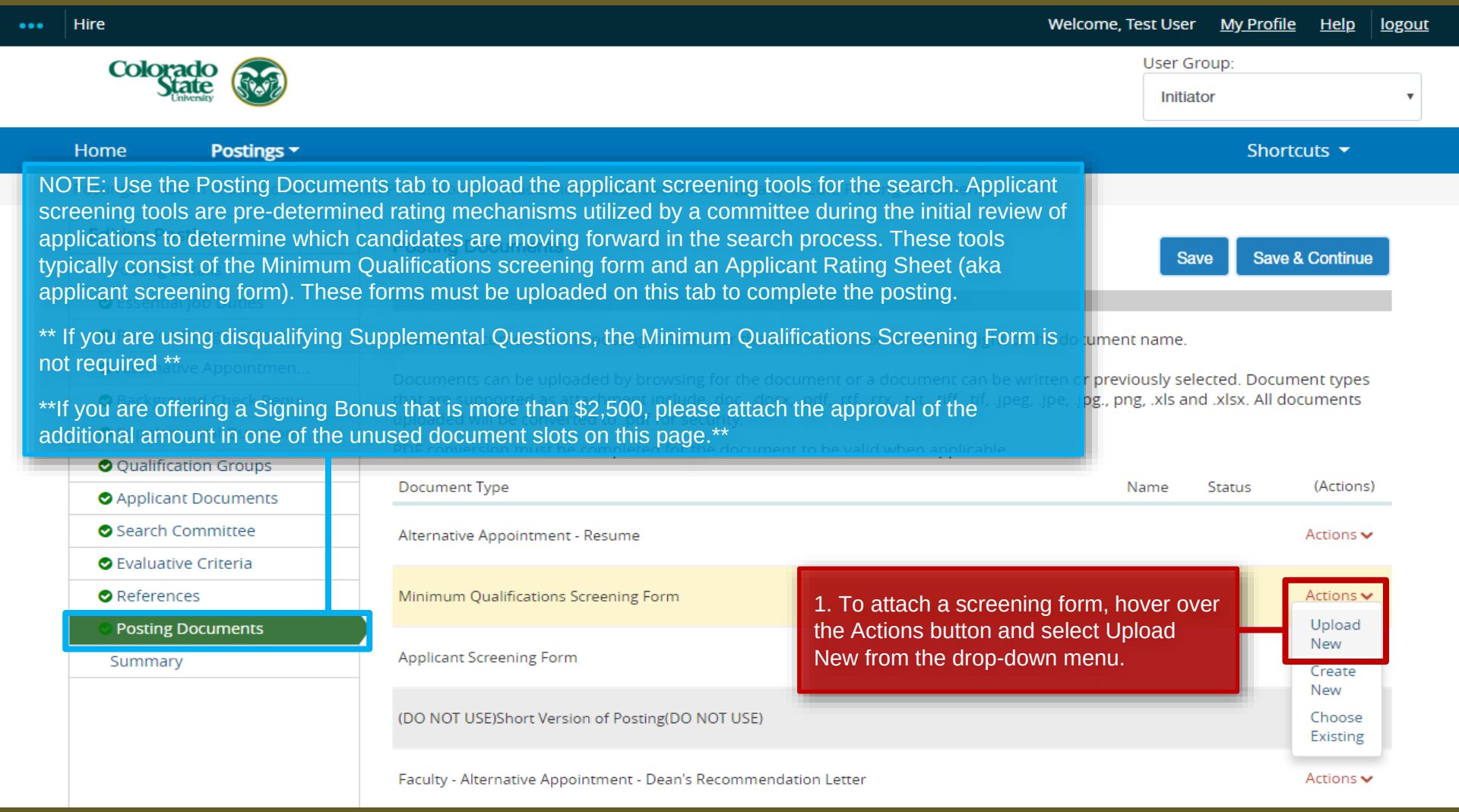
Note: Talent Acquisition **DOES NOT** recommend using Evaluative Criteria at this time.

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

Posting – References 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.

Posting – Posting Documents Tab (cont.)

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

Upload a Minimum Qualifications Screening Form

To upload your document, provide a name and description of the document. To choose a file to upload, click the **Choose File** button and select the file from your computer. When you have selected the document, click the **Submit** button.

1. To upload a document, click Choose File.

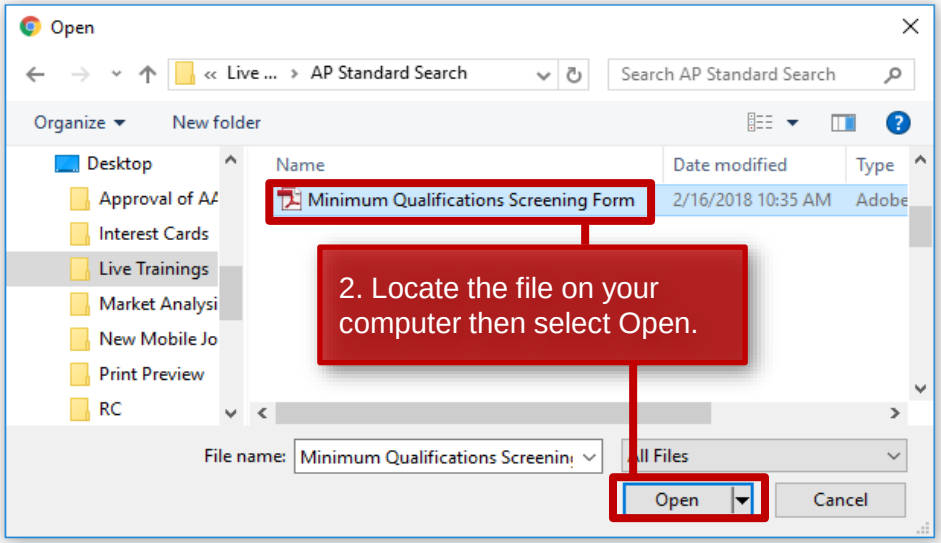
Please note, depending on your web browser, this button may be labeled as Browse.

File to upload: Choose File | No file chosen

Write Minimum Qualifications Screening Form

Submit

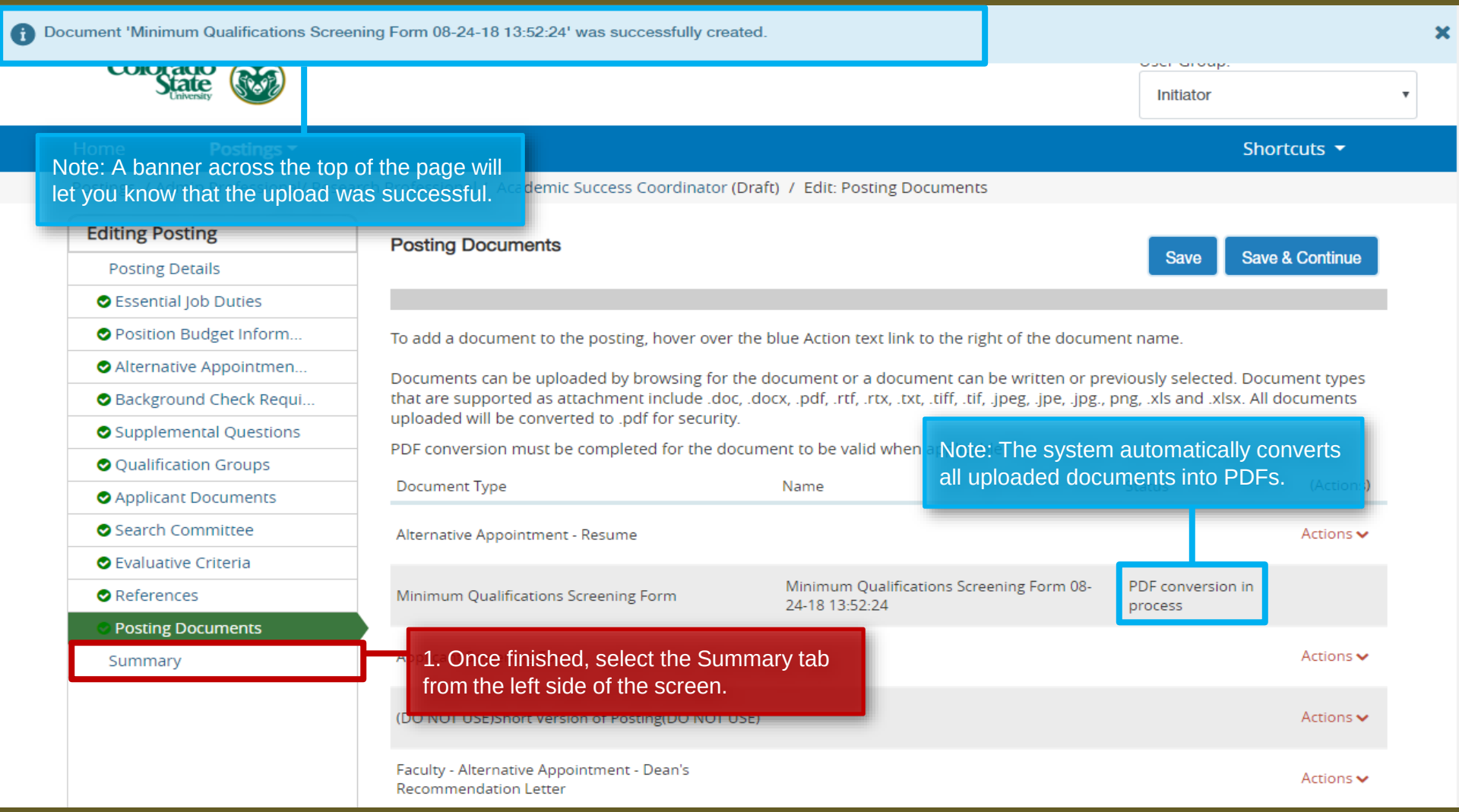
3. Select 'Submit'.



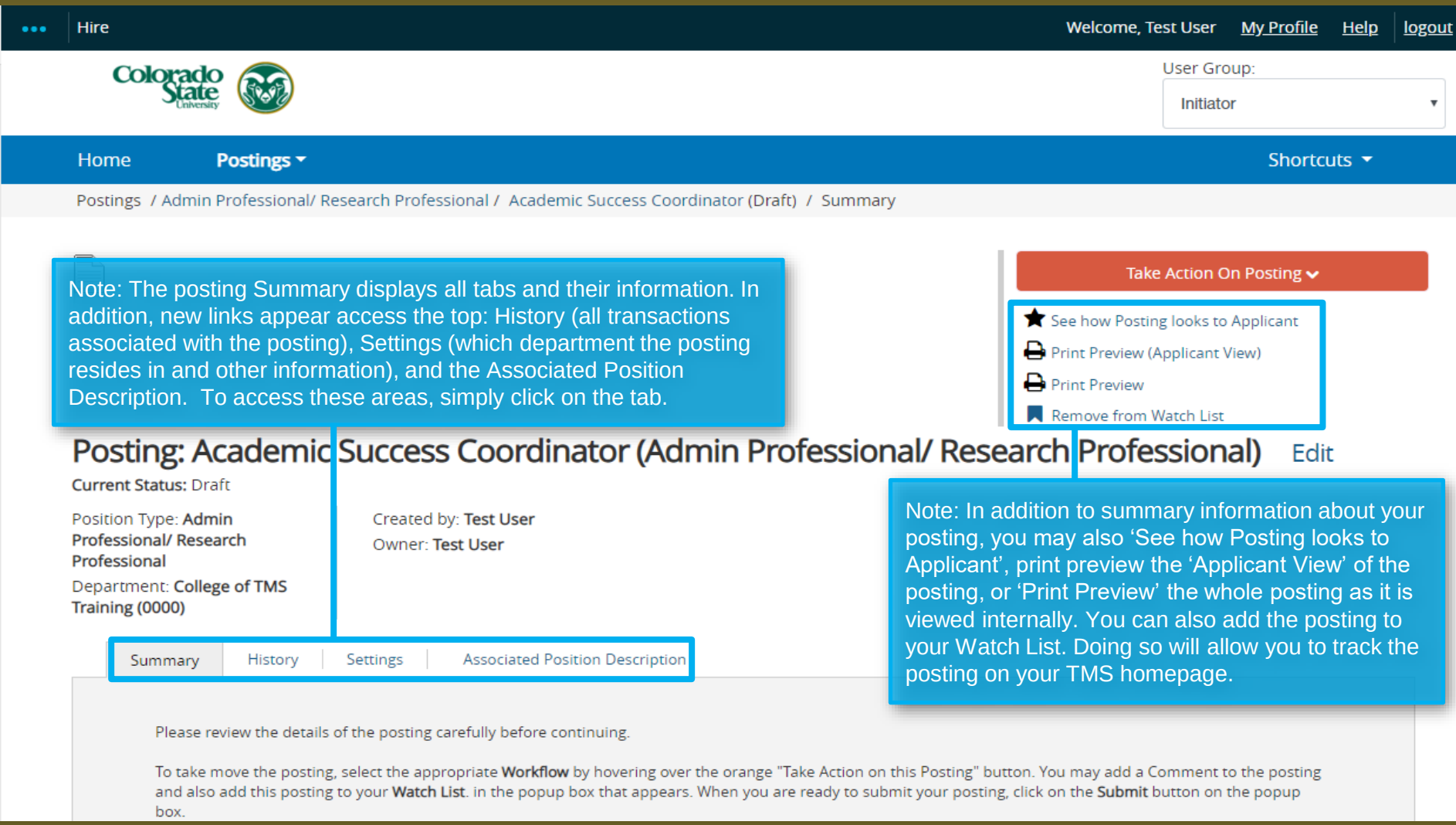
2. Locate the file on your computer then select Open.

Colorado State University

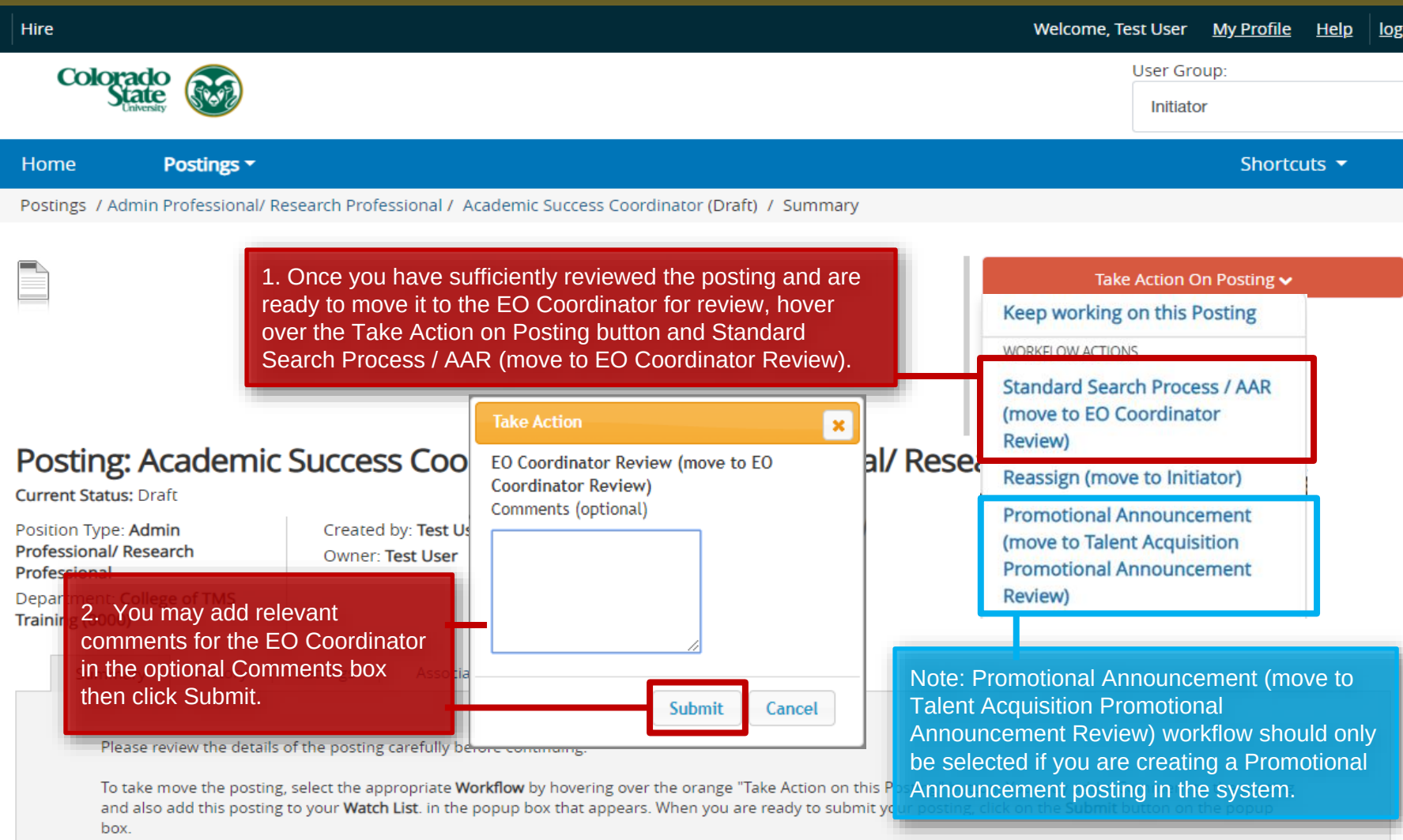
Posting – Posting Documents Tab (cont.)



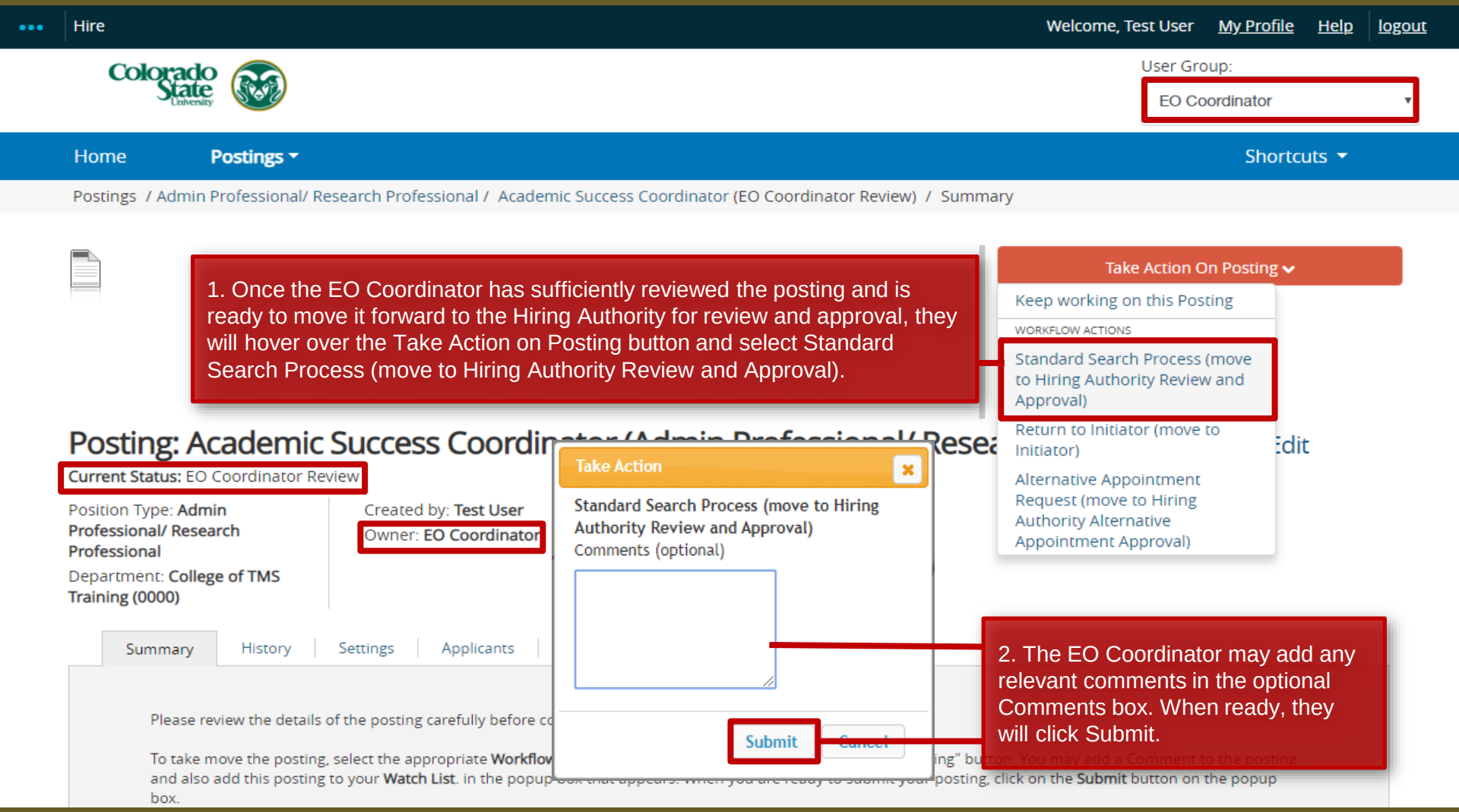
Posting – Summary page



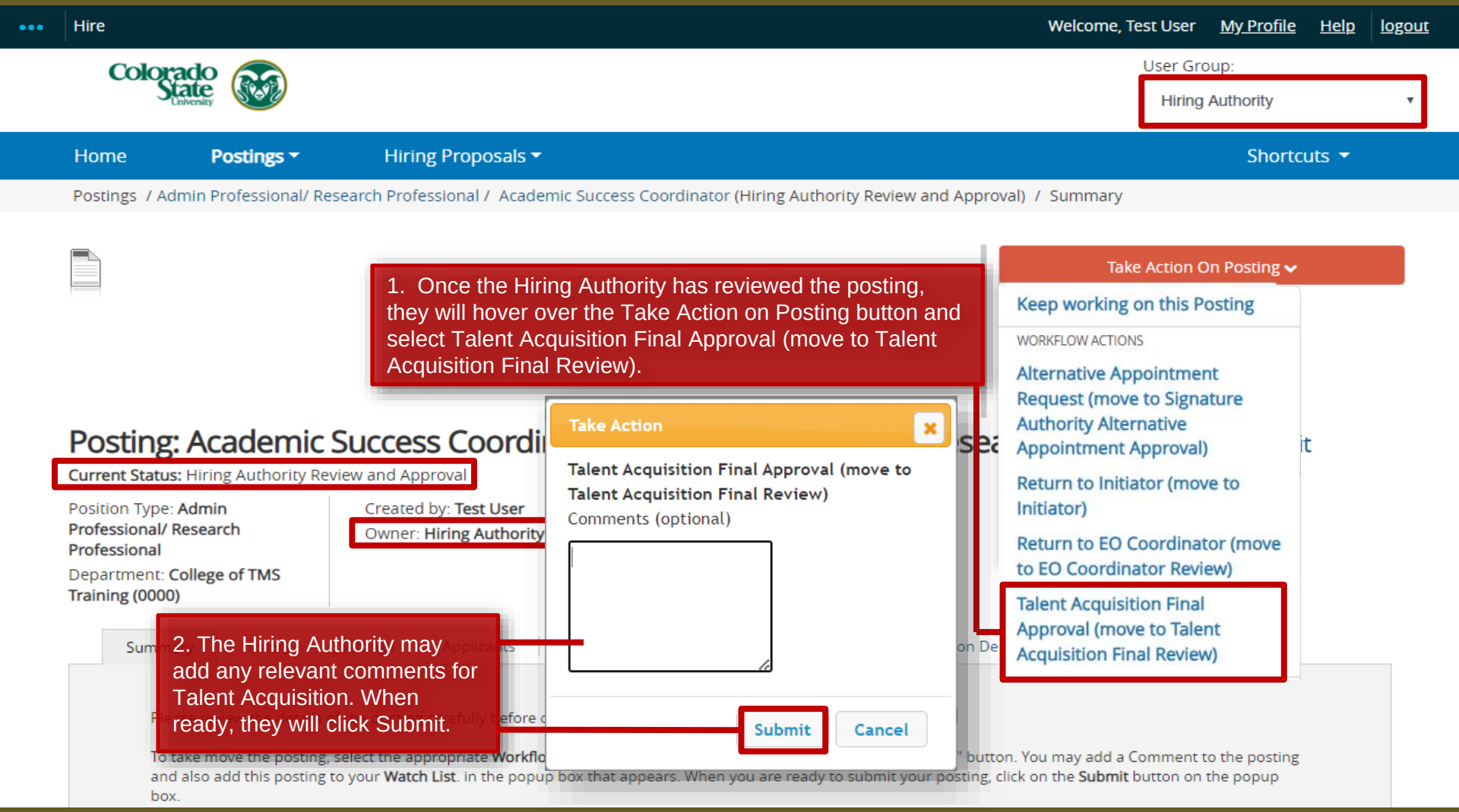
Posting – Move in Workflow (from Initiator to EO Coordinator)



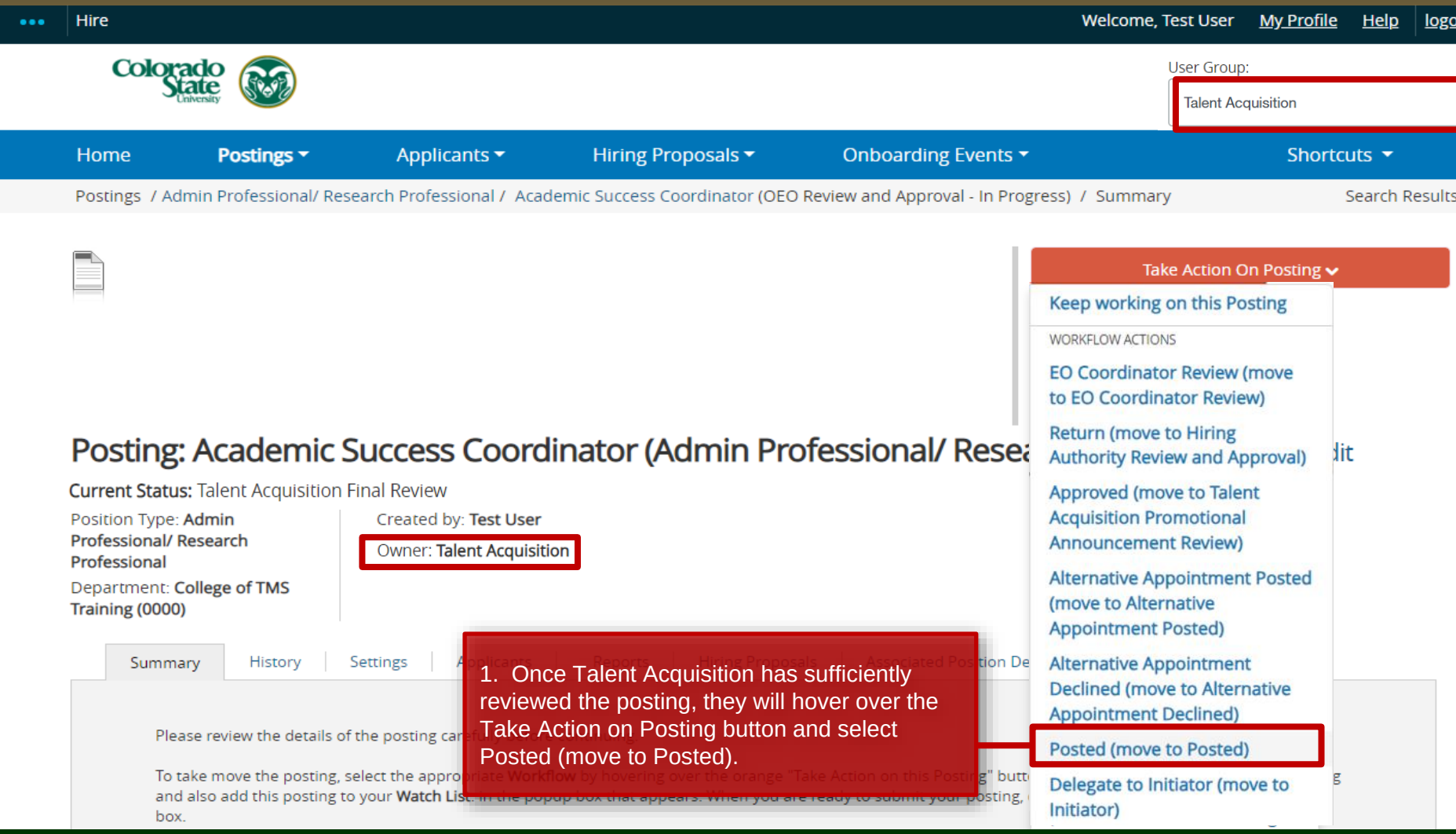
Posting – Move in Workflow (from EO Coordinator to Hiring Authority)



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



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.

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