Colorado State University

CSU Talent Management System
User Guide – Admin/Research Professional

How to Initiate and Complete the Hiring Proposal
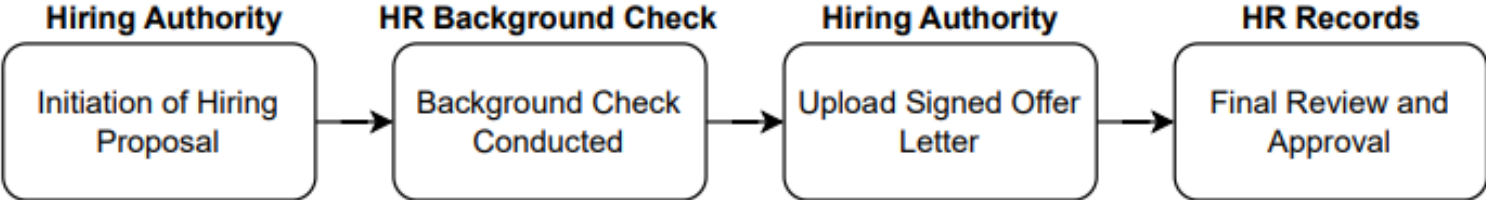
my HR
Working together.

Initiate and Complete a Hiring Proposal

Hiring Proposals are created to connect an identified candidate to an open position needing to be filled. Once an applicant has been placed in the 'Approved Recommend for Hire' workflow state by OEO, a Hiring Proposal can be initiated. Creating the Hiring Proposal and sending it through the approval process will initiate the background check.

Hiring Proposals may only be created by an individual with the Hiring Authority role in the TMS.

Important note for Hiring Authorities - You must be listed as the Hiring Authority on both the position description and posting in order to create the hiring proposal for a posting.

Below are the steps in the initiation, background check, review and approval of the Hiring Proposal.

Hiring Authority	HR Background Check	Hiring Authority	HR Records
Initiation of Hiring Proposal	→ Background Check Conducted	→ Upload Signed Offer Letter	→ Final Review and Approval

The steps in the following slides explain how to initiate/complete all requirements for the Hiring Proposal.

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Initiate and Complete a Hiring Proposal

Note: Departments wishing to hire Foreign Nationals must first contact Business and Financial Services to obtain a Payroll Control Number (PCN) in order to complete the Hiring Proposal.

Contact: Business and Financial Services, Foreign Tax Office
bfs_foreigntax@Mail.Colostate.edu

Once the PCN has been assigned, enter the number in the "**Please Provide Any Background Check Detail**" field in the Hiring Information Section under the Hiring Proposal tab.

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Initiating a Hiring Proposal

Applicant Tracking System

Welcome, Test User   My Profile   Help   logout

Applicant Tracking System

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

User Group:
Hiring Authority

Position Management

Shortcuts ▾

OTHER TOOLS

Colorado State University
Employee Portal

ine Recruitment System

2. Select Hiring Authority from the User Group drop-down menu.

| 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 a Hiring Proposal

Initiating a Hiring Proposal

Hire

Welcome, Test User   My Profile   Help   logout

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User Group:
Hiring Authority

Home   Postings ▾   Hiring Proposals ▾   Shortcuts ▾

Postings / Admin Professional/ Research Professional

Admin Professional/ Research Professional Postings

Saved Searches ▾   201800487AP   Search   🔍 More Search Options ▾

Note: You can search for the posting by entering the Posting Number into the main search bar.

Ad hoc Search

Actions ▾

(Actions)

	Working Title	Posting Number	Position Number	Department	Active Applications	Workflow State	Last Status Update	
☐	Academic Success Coordinator	201800487AP	012345.0001	College of TMS Training (0000)	1	Closed	November 06, 2018 at 12:00 AM	Actions ▾

GENERAL
View Posting
View Applicants
TRACKING
Watch

Shortcut: Hover over Actions and select View Applicants to be taken directly to the Applicants tab within the posting.

1. Locate the posting for which you wish to start the hiring proposal and click on the Working Title.

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Initiating a Hiring Proposal

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 (Closed) / Summary

1. If you clicked on the Working Title, you will be taken to the Summary tab of the posting. Click on the Applicants tab.

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

Posting: Academic Success Coordinator (Admin Professional/ Research Professional)

Current Status: Closed

Position Type: **Admin Professional/ Research Professional**

Department: **College of TMS Training (0000)**

Created by: **Test User**
Owner: **OEO**

| Summary | History | Applicants | Reports | Hiring Proposals | Associated Position Description |

Please review the details of the posting carefully before continuing.

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Initiating a Hiring Proposal

☐ Add to Watch List

Posting: Academic Success Coordinator (Admin Professional/ Research Professional)
Current Status: Closed

Position Type: **Admin Professional/ Research Professional**

Department: **College of TMS Training (0000)**

Created by: **Test User**
Owner: **OEO**

| Summary | History | Applicants | Reports | Hiring Proposals | Associated Position Description |

Saved Searches ⌄ | [   ] | Search | 🔍 More Search Options ⌄

Active Applicants ✕

"Active Applicants" ① Selected records ⓪ ✖ Clear selection?

Actions ⌄

(Actions)

☐	First Name	Last Name	Posting Number	Workflow State (Internal)	Application Date	
☐	Viktor	Krum	201800487AP	Approved Recommend for Hire	October 16, 2018 at 03:43 PM	Actions ⌄

1. From the Applicants tab, locate the individual(s) in the workflow state Approved Recommend for Hire and click on their first name.

Note: If you are hiring multiple individuals out of one posting, this process will need to be repeated for each candidate.

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Initiating a Hiring Proposal

Welcome, Test User   My Profile   Help   logout

User Group:

Hiring Authority ▼

| Home | Postings ▼ | Hiring Proposals ▼ | | Shortcuts ▼ |

Postings / ... / Academic Success Coordinator (Closed) / Applicant Review / Viktor Krum Approved Recommend for Hire

★ View Posting Applied To

★ Preview Application

📄 View Completed Hiring Proposal

➕ Start AP Hiring Proposal

1. Once in the job application, click on the Start AP Hiring Proposal button in the top-right corner.

Job application: Viktor Krum (Admin Professional/ Research Professional)

Current Status: Approved Recommend for Hire
Application form: Administrative Professional - Standard Application Materials

Full name: Viktor Krum
Address:
123 Main St.
London, NA 80525
United Kingdom (Great Britain)
Username: vkrum
Email: vkrum@gmail.com
Phone (Primary):

Created by: Viktor Krum
Owner: Applicant Manager

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Connecting the Hiring Proposal to Position Description

Note: On this page, you will 'link' the candidate to the vacant position description. This will 'seat' them in the position once the process has been finalized.

Note: If you are performing **multiple hires** out of one posting, each candidate will need to 'be seated' into their **OWN** position description. Selecting the same position description, or one with an individual already seated in it, will cause the system to override the current occupant and replace them with the new individual. Each employee must have their own approved position description and unique position number.

To select the correct position description for your second hire, click on More Search Options and search for the second position by entering its position number into the Position Number field. When it appears in the list below, click on the radio button next to the position and click Select Position Description.

Select Position Description

To change the Position Description connected to this Hiring Proposal, please select an alternative Position Description

Position Descriptions

| Saved Searches ⌄ | | | Search | Q Hide |

Add Column: Add Column ▼

Status: × Active

Position Number: 012345.0001

Department: Department

1. The position description that was used to create the posting will automatically be selected from the list below. Confirm that the correct position is selected, then click one of the Select Position Description buttons to create the hiring proposal.

If the correct position description is not showing up, you may not be listed as the Hiring Authority on the **approved position description.** Please Contact HR to have your name added to the position description.

	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: Search Approvals & Office Operations (Becca McCarty)	Active	Actions ⌄

Select Position Description

Hiring Proposal Page

Note: Be sure to fill in all the required fields on the Hiring Proposal page. (i.e. Sex, Work State, Work Hours, Background Check etc.)

Applicant Information

Legal First Name	Viktor
Preferred First Name	Viktor
Middle Name	
Last Name	Krum
Address1	123 Main St.
Address2	
City	London
State	NA
Zip Code	80525
Country	United Kingdom (Great Britain)
Primary Phone	
Secondary Phone	
Email	vkrum@gmail.com
Sex	Male
Sex (Hiring Proposal Specific)	Male

Note: CSU is required to select and report in aggregate, the sex of all hires made at the University as part of our obligation as a federal contractor. The binary selection of Male and Female is defined by the federal government and is required for our reporting.

1. Ensure that you select the sex of the candidate. If the candidate decided to self disclose their sex when applying, their selection will be directly above the required Hiring Proposal Specific Sex drop-down menu. Be sure to match this. If they didn't self disclose, use your best guess estimate and select a sex.

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Hiring Proposal Page

Sex   Male

* Sex (Hiring Proposal Specific)   Male

Note: If the hired individual will be working for CSU outside of Colorado, the following fields are required. If they will be working within Colorado, select No in the top field then skip the rest of the section.

* Will the individual in this position be working for CSU outside of Colorado?
This field is required.

1. Select either Yes or No from the Will the individual in this position be working for CSU outside of Colorado drop-down field.

Work Address
Required for work location outside Colorado

2. If Yes is selected from the top field, enter the address from where the individual will be working.

Work City
Required for work location outside Colorado

3. If Yes is selected from the top field, enter the name of the city from which the individual will be working.

Work State   Please select
Required for work location outside Colorado

4. If Yes is selected from the top field, in the Work State drop-down field, select the state where the employee will reside while working at CSU.

Work Zip Code
Required for work location outside Colorado

5. If Yes is selected from the top field, enter the work state zip code.

Position Information

Classification Title   Prof/Indiv Contrib II

Classification Code   ACPI02

FLSA   Non-Exempt

Salary Grade

Min Salary

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Hiring Proposal Page

Position Information

Classification Title	Prof/Indiv Contrib II
Classification Code	ACPI02
FLSA	
Salary Grade	
Min Salary	
Mid Salary	
Max Salary	
Posting Number	201800487AP
Working Title	Academic Success Coordinator
Position Number	012345.0001
Salary Range	$40,000 - $45,000
Salary Basis	12-month assignment
Employment Category	Regular
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.

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.

Hiring Authority   Rogers, Emily ✕   User, Test ✕

1. Work Hours/Week will pull through from the position description. Please remove any ranges and only include the actual hours to be worked per-week. **If this is an hourly position, enter 0.**

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Hiring Proposal Page

Budget Summary

Add Budget Summary Entry

Note: You may add Budget Summary information here if you have not already done so on the posting. This is optional.

Hiring Information

Hiring Proposal Number

Actual Start Date   MM/DD/YYYY

Note: You can initially leave these fields blank. The Actual Start Date, Starting Annual Salary and Signing Bonus fields are completed **AFTER** the background check is successfully returned and **AFTER** the Offer Letter is negotiated and signed.

NOTE If you are hiring a foreign national, the offered salary MUST be within the advertised salary range for visa purposes.

Starting Annual Salary

Numbers only; no commas, letters, or symbols ($). If this position is HOURLY, you must multiply the hourly rate by 2080 (i.e. 17.50 x 2080 = 36,400)

Signing Bonus

If a signing bonus was negotiated with the candidate for this ... documentation to the hiring proposal.

Accelerated Search Process Requested?   No

Is a salary adjustment requested?   No

Note: If you are hiring a foreign national, please enter the Payroll Control Number (PCN) in the Background Check Detail box from the foreign tax office. (Details on page 3.)

If you are hiring a current CSU employee, please indicate if they have had a break in service in this field.

Is this an Open Pool hire?   Yes

1. Select Yes or No from the Is this an Open Pool hire? drop-down. Only select Yes if this hire is being made out of a Secondary Open Pool Posting.

Is this hiring request for a current employee?   No

2. Select Yes or No from the Is this hiring request for a current employee? drop-down. Select Yes if this hiring proposal is associated with a current CSU employee.

Is Background Check Required?   Yes

3. Select Yes or No from the Is Background Check Required? drop-down. If you are not certain if one is required, add this detail in the field below.

B I S 🔗

Please Provide Any Background Check Detail

4. When complete, click Save & Continue to move to the Background Check Requirements page.

Save   Save & Continue

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Background Check Requirement Page

Hiring Proposal Documents Page

Hiring Proposal Summary Page

Note: On the Hiring Proposal Summary page, review the hiring proposal and make any edits as needed.

Take Action On Hiring Proposal ⌄

Keep working on this Hiring Proposal

WORKFLOW ACTIONS

Canceled (move to Canceled)

Submit to Background Check (move to Background Check)

AP Hiring Proposal: Viktor Krum (Admin Professional/ Research Pro

Current Status: Draft

Position Type: Admin Professional/ Research Professional

Department: College of TMS Training (0000)

Applicant: Viktor Krum

Posting: Academic Success Coordinator

Created by: Tes
Owner: Test Us

Take Action ✖

Submit to Background Check (move to Background Check)
Comments (optional)

[   ]

Submit   Cancel

1. When you are ready to move the hiring proposal forward to HR Background Checks, hover over the Take Action On Hiring Proposal button and select Submit to Background Check (move to Background Check).

2. In the pop-up box you may add any comments or questions for Human Resources in the optional Comments box. When ready, click Submit.

| Summary | History | Settings |

✓ Hiring Proposal   Edit

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Email to Hiring Authority once background check is complete

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Hello,

A hiring proposal related to the Academic Success Coordinator position has been placed in the status of "Make Offer/Offer Letter" and is ready for your review/approval. Please go to https://jobs.colostate.edu/hr and view your inbox to review/approve this action (if required).

Hiring Proposal Number: 201800514HPAP
Department: College of TMS Training
Posting Working Title: Academic Success Coordinator
Position #: 012345.0001
Name: Viktor Krum

Comment from previous workflow state:

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: Once the background check is complete and Human Resources has moved the hiring proposal forward to the 'Make Offer/Offer Letter' workflow state, the Hiring Authority will receive an email from the system. At this point, the Hiring Authority may enter into negations with the candidate to determine the starting annual salary and actual start date.

Once negations are complete and the candidate has returned their singed offer letter, the Hiring Authority will need to log back into the TMS to complete the hiring proposal.

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Completing the Hiring Proposal

1. Log back into the TMS and select Hiring Authority from the User Group drop-down menu.

2. Hover over Hiring Proposals from the top menu and select Admin Professional/ Research Professional.

Shortcut: From your Inbox on the homepage, select the Hiring Proposal tab across the top. Once selected, click on the working title of the position you are hiring for. This will take you directly to the hiring proposal.

Completing the Hiring Proposal

Completing the Hiring Proposal

Hiring Information (revisited by Hiring Authority)

Budget Summary

Add Budget Summary Entry

Hiring Information

Hiring Proposal Number

Actual Start Date: 02/20/2023

Starting Annual Salary: 45000
Numbers only; no commas, letters, or symbols ($). If this position is...

Signing Bonus: 2500
If a signing bonus was negotiated with the candidate for this posting, please enter the amount in this field...

Accelerated Search Process Requested? No

Is a salary adjustment requested? No

Is this an Open Pool hire? Yes

Is this hiring request for a current employee? No

Is Background Check Required? Yes

Please Provide Any Background Check Detail

1. Scroll down to the bottom of the page to the Hiring Information section. Enter the candidate's negotiated Actual Start Date, Starting Annual Salary, and Signing Bonus (if one was offered/negotiated).

NOTE
A posting must have contained language related to a potential signing bonus if you wish to offer one to your selected candidate. Any signing bonus above $2,500 must receive prior approval.

Note: These fields **MUST** match what is stated in the Offer Letter. Ensure you enter in the Starting Annual Salary as **NUMERIC** values only. **(No commas, special characters i.e., dollar signs, letters, etc.).**

Due to the TMS integration with Oracle, start dates for new appointments/hires must be dated within the month of hire/change, or a future date. Please update the hiring proposal and Offer Letter to reflect the current or future date for this newly appointed individual. If there is a unique circumstance related to the start date for this new appointment/hire, please contact the Records unit in Human Resources at HR_Records@colostate.edu.

2. When ready click Save.

Save | Save & Continue

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Note for Hiring a <u>Part-Time</u> candidate

Note: If you are hiring a salaried individual who will be working less than 40 hours a week, their part-time status will need to be reflected in the Work Hours/Week field.

In this scenario, Viktor will be working 50% of the FTE and will be making $22,500 a year. Instead of entering in '22500' in the Starting Annual Salary field, the Hiring Authority needs to enter his salary as a 100% FTE. The '20' that was entered into the 'Work Hours/Week' field will tell the system to calculate that Viktor will be making half of what was entered into the Starting Annual Salary field.

If 22500 was entered in the starting annual salary field, and 20 was entered in work hours a week field, the system would incorrectly calculate his salary as $11,250.

Employment Category   Regular

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.

Work Hours/Week   20
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.

Hiring Authority   Rogers, Emily ✕   User, Test ✕

Budget Summary

Add Budget Summary Entry

Hiring Information

Hiring Proposal Number   201800514HPAP

Actual Start Date   2/20/2023

Starting Annual Salary   45000
Numeric only; no letters, commas, or number symbols ($).If this position is HOURLY, you must multiply the hourly rate by 2080 (i.e. 17.50 x 2080 = 36,400).

Accelerated Search Process Requested?   No

Is a salary adjustment requested?   No

Is this an Open Pool hire?   Yes ⌄

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Uploading the *Signed* Offer Letter

1. Once saved, the system will take you back to the top of the page. Select Hiring Proposal Documents from the left side menu.

Uploading the *Signed* Offer Letter

Welcome, Test User   My Profile   Help   logout

Hire

User Group: Hiring Authority

Home   Postings ▾   Hiring Proposals ▾   Shortcuts ▾

Position Requests / ... / AP Hiring Proposal / Academic Success Coordinator / Edit

Editing Hiring Proposal
- ✔ Hiring Proposal
- ✔ Background Check Requi...
- ✔ Hiring Proposal Documents
- Hiring Proposal Summary

Hiring Proposal Documents   Save   << Prev   Next >>

In order for your Hiring Proposal to be approved, you must attach a signed Offer Letter from the candidate.

The signed offer letter MUST be attached AFTER the background check is approved.
PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Budget Authorization - Hiring Proposal			Actions ▾
Signed Offer Letter (required)			Actions ▾
Recruitment Documentation			
Committee Notes			
Other Search Documentation			Actions ▾

Actions ▾
- Upload New
- Create New
- Choose Existing

1. To upload the signed Offer Letter, hover over Actions and select Upload New.

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Uploading the *Signed* Offer Letter

Uploading the *Signed* Offer Letter

Document 'Signed Offer Letter (required) 11-21-18 12:24:53' was successfully created. ✕

Hire

Welcome, Test User   My Profile   Help   logout

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

User Group:

Hiring Authority ▾

Home   Postings ▾   Hiring Proposals ▾

Shortcuts ▾

Position Requests / ... / AP Hiring Proposal / Academic Success Coordinator / Edit

1. When ready, click Next.

Editing Hiring Proposal

Note: The hiring proposal may be used as a 'filing' resource for all documents used in a search. Recruitment documents, committee notes, and other search documents may all be combined into a single PDF document and uploaded into the system as an alternate to keeping them in a secure location in the department or on a password/user protected shared drive for three years, as required by the CSU search process.

Hiring Proposal Documents

Save   << Prev   Next >>

In order for your Hiring Proposal to be approved, you must attach a signed Offer Letter from the candidate.

The signed offer letter MUST be attached AFTER the background check is approved.
PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Budget Authorization - Hiring Proposal			Actions ▾
Signed Offer Letter (required)	Signed Offer Letter (required) 11-21-18 12:24:53	PDF conversion in process	
Recruitment Documentation			Actions ▾
Committee Notes			Actions ▾

Note: The system converts all uploaded documents into PDFs.

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Sending the Hiring Proposal to HR Records for Final Review

Hire

Welcome, Test User   My Profile   Help   logout

Colorado State University

User Group:
Hiring Authority

Home   Postings ▾   Hiring Proposals ▾   Shortcuts ▾   Search Results: Next

Admin Professional/ Research Professional / ... / Viktor Krum (Approved Recommend for Hire) / AP Hiring Proposal / Summary

1. After you have filled in the Starting Annual Salary field, Actual Start Date field and have uploaded the signed offer letter and are ready to move the hiring proposal forward to HR for final review, hover over the Take Action On Hiring Proposal button and select Move to HR Final Approval.

Take Action On Hiring Proposal ▾

Keep working on this Hiring Proposal

WORKFLOW ACTIONS

Move to HR Final Approval (Hiring Authority attach signed offer letter to Hiring Proposal Documents) (move to HR Final Approval)

Declined (move to Offer Declined)

AP Hiring Proposal: Vikt... onal/ Research Pro...

Current Status: Make Offer/Offer Letter

Position Type: Admin Professional/ Research Professional
Department: College of TMS Training (0000)
Applicant: Viktor Krum
Posting: Academic Success Coordinator

Cre...
Ow...

Take Action ✕

Move to HR Final Approval (Hiring Authority attach signed offer letter to Hiring Proposal Documents) (move to HR Final Approval)

Comments (optional)

Submit   Cancel

2. If you want, add any relevant comments for HR, then click Submit.

Summary   History   Settings...

✔ Hiring Proposal   Edit

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Applicant Hired - Email Notification to the Hiring Authority

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Hello Test User

As the Hiring Authority for the Academic Success Coordinator position (posting #: 201800487AP), you are being notified that the applicant, Viktor Krum, has been placed in the status of "Hired."

At this point in the workflow, no further action is required in the Talent Management System. Please work with your support staff or HR Liason to ensure that the hire is finalized in Oracle.

Applicant Name: Viktor Krum

Posting #: 201800487AP

Job Title: Academic Success Coordinator

Classification Code:

Position.Version #: 012345.0001

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: Once the hiring proposal has been approved and the applicant has been transitioned into the Hired workflow state, the Hiring Authority will receive an email notification from the system. Please note, for new appointments, **you will need to go into Oracle to finalize the hire.**

Note: At this point, the Applicant Manager should reach out to all unsuccessful applicants letting them know that the position has been filled.

For help with creating mass, personalized emails that can be sent out using an applicant spreadsheet, please view our guide on creating a mail merge located here: https://oeo.colostate.edu/media/sites/160/2017/05/CSU-Create-a-Mail-Merge.pdf

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Applicant Hired

Print Preview

Posting: Academic Success Coordinator (Admin Professional/ Research Professional)

Current Status: Filled

Position Type: Admin
Professional/ Research
Professional

Created by: Test User
Owner: OEO

Department: College of TMS

Note: Once a hiring proposal has been completed, the system will automatically move the candidate into the applicant workflow state 'Hired' and the posting will automatically transition into the workflow state 'Filled'.

Saved Searches ∨   Search   Q More Search Options ∨

Active Applicants   ✖

"Active Applicants" **1**   Selected records **0**   ✖ Clear selection?   Actions ∨

(Actions)

☐	First Name	Last Name	Posting Number	Workflow State (Internal)	Application Date	
☐	Viktor	Krum	201800487AP	Hired	October 16, 2018 at 03:43 PM	Actions ∨

Colorado State University

Need further help?

Please visit the OEO website for more resources on the CSU Talent Management System (TMS) at:
https://oeo.colostate.edu/talent-management-system-tms/

For additional help, contact
the Office of Equal Opportunity at:
(970) 491-5836
or
email OEO at oeo@colostate.edu

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