Colorado State University

CSU Talent Management System

User Guide – Admin/Research Professional

How to Initiate and Complete the Hiring Proposal

my HR
Working together.

Last Updated: 4/18/2023

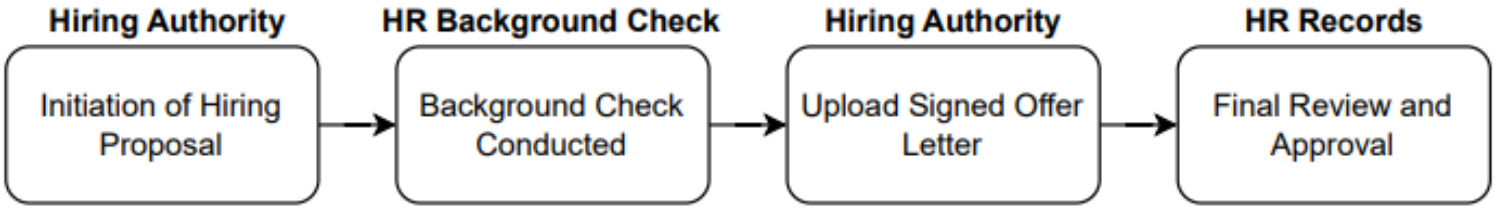
Initiate and Complete a Hiring Proposal

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.



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

Initiate and Complete a Hiring Proposal

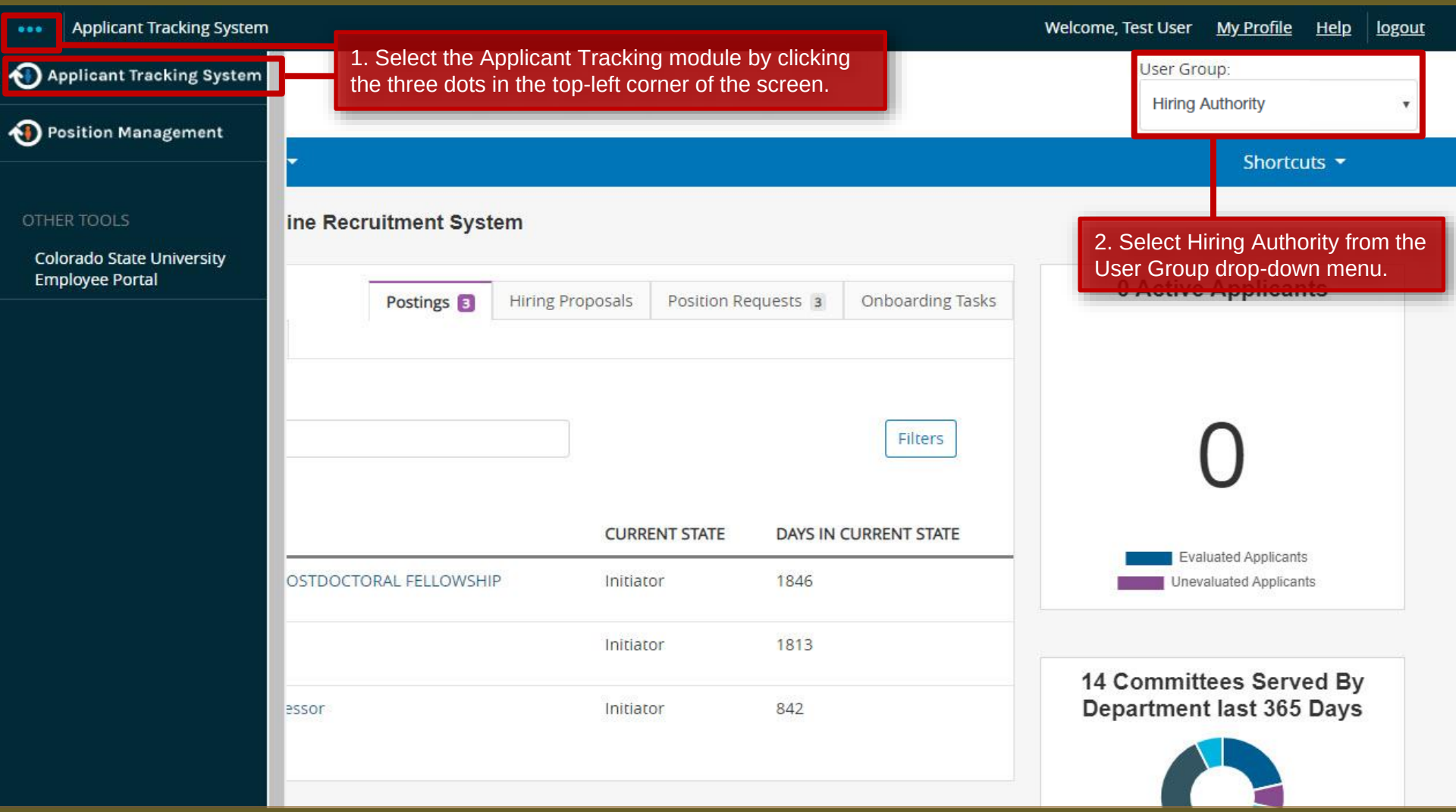
Note: Departments wishing to hire Foreign Nationals must first contact Business and Financial Services to obtain a Payroll Control Number (PCN) in order to complete the Hiring Proposal.

Contact: Business and Financial Services, Foreign Tax Office

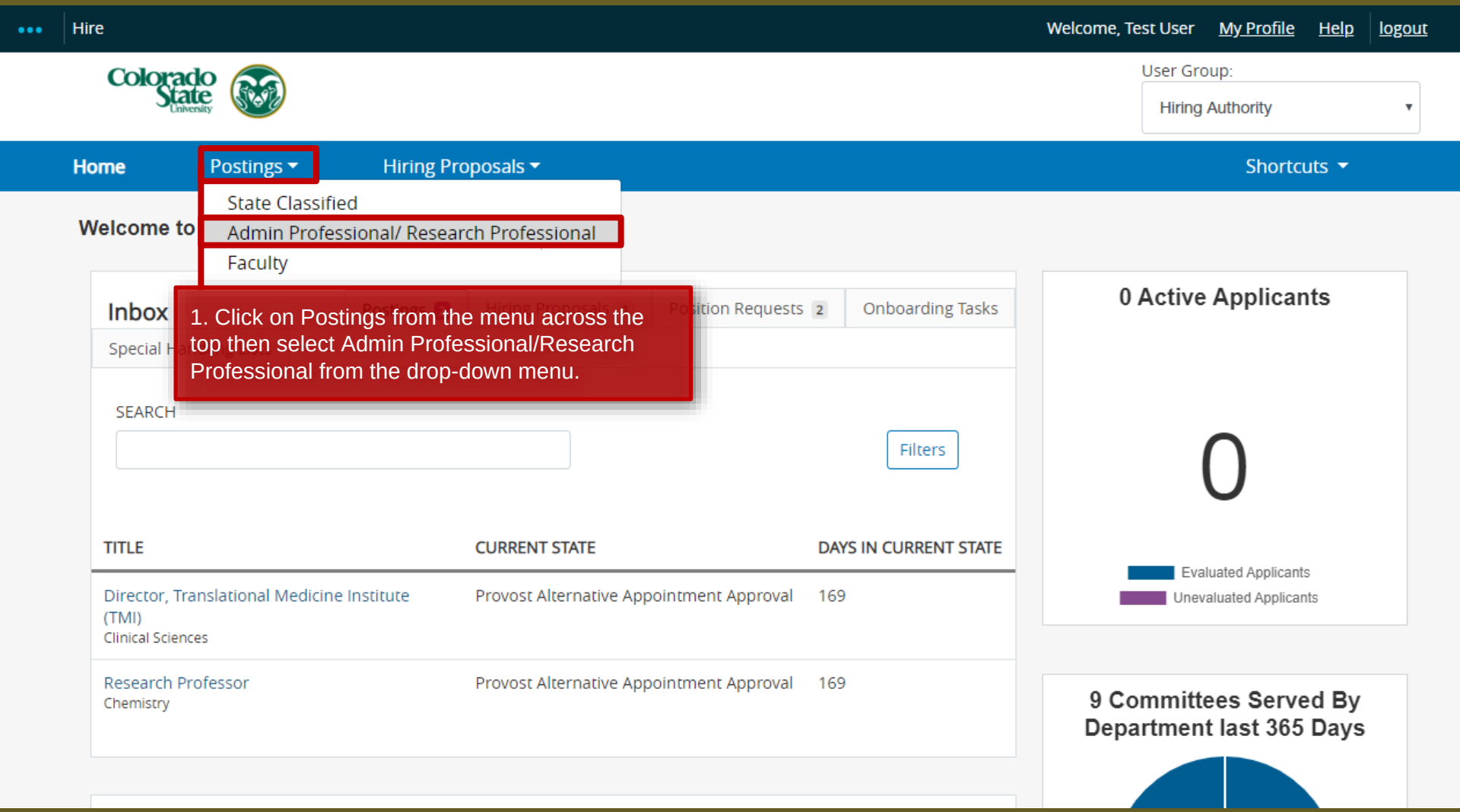
bfs_foreigntax@Mail.Colostate.edu

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.

Initiating a Hiring Proposal



Initiating a Hiring Proposal



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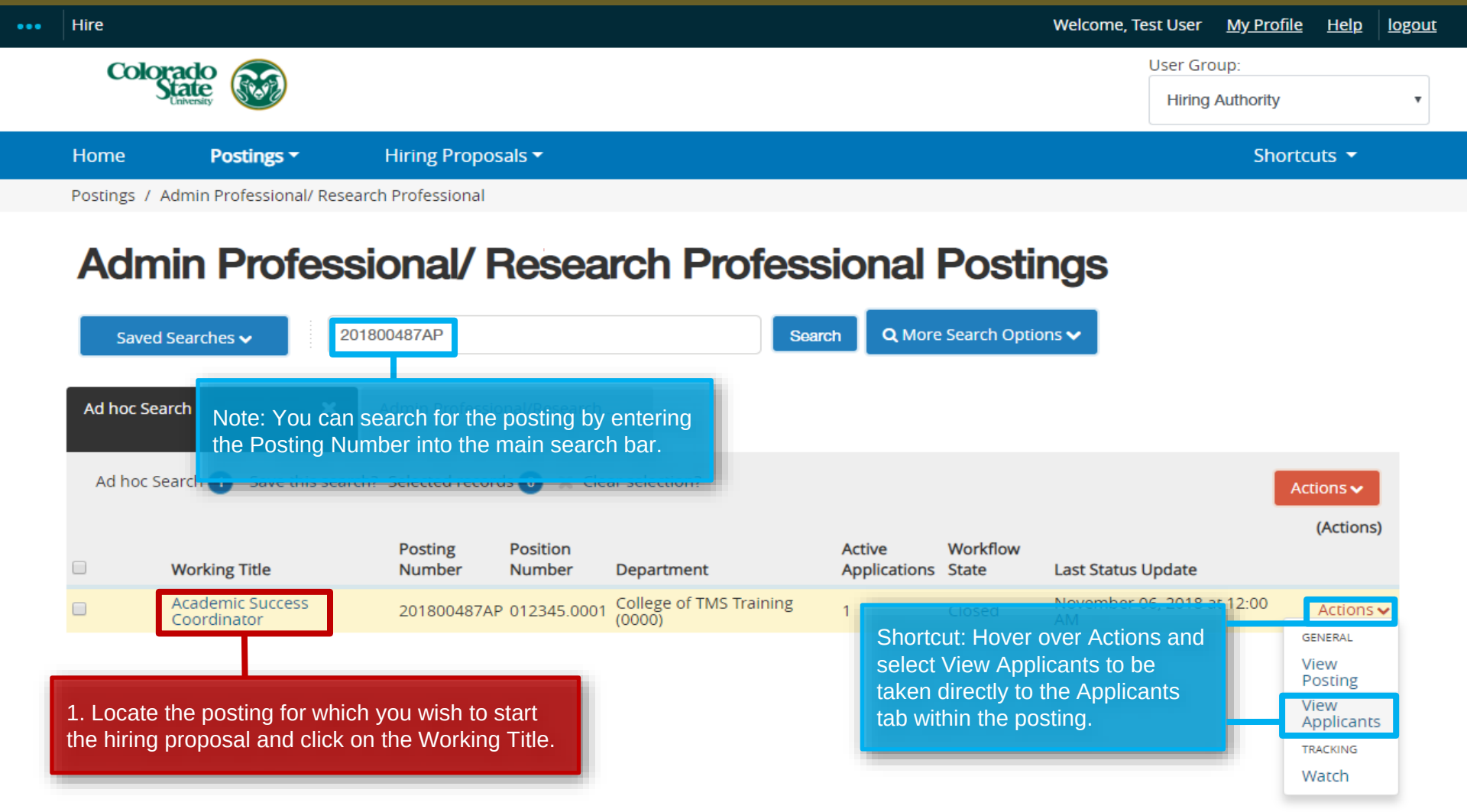

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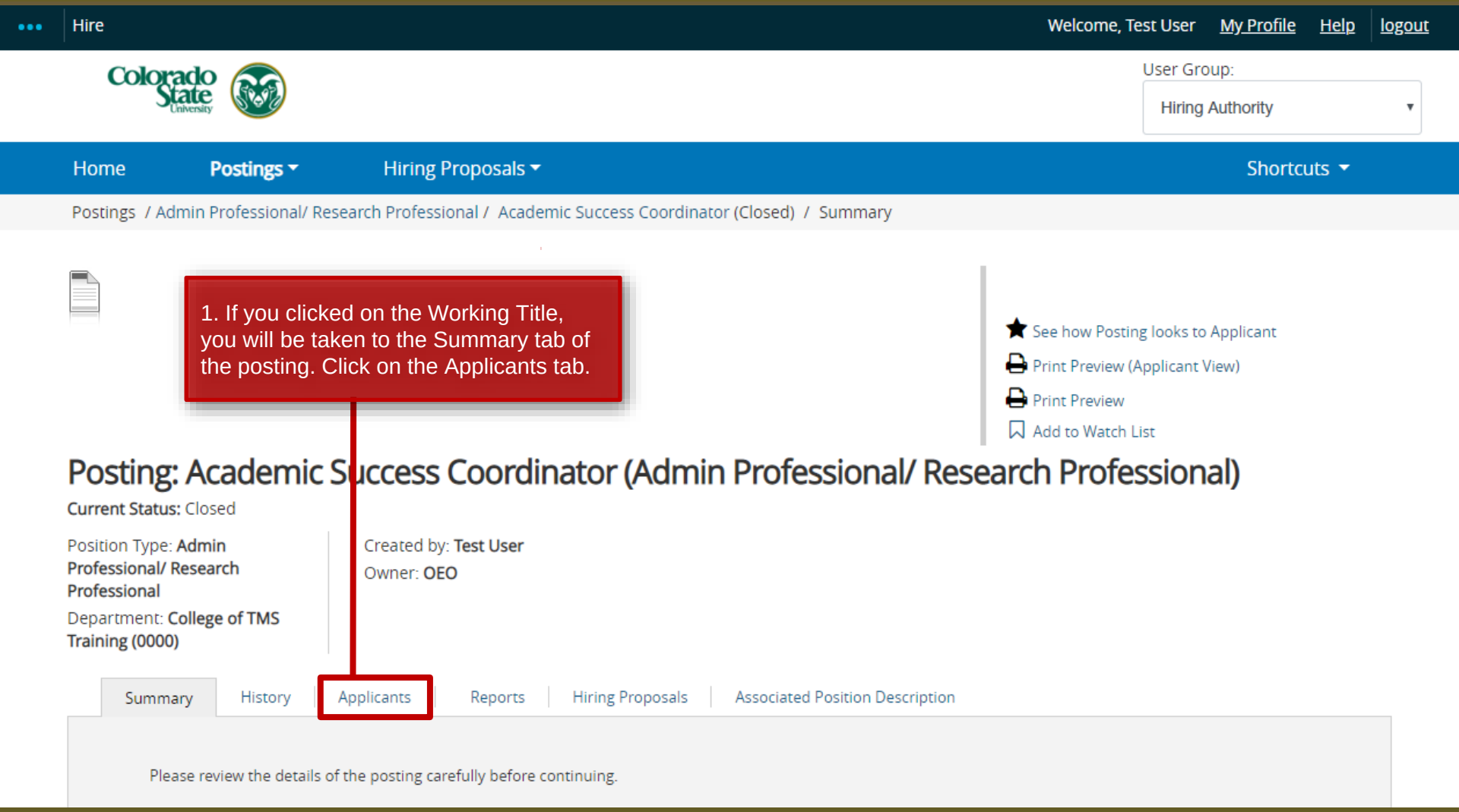

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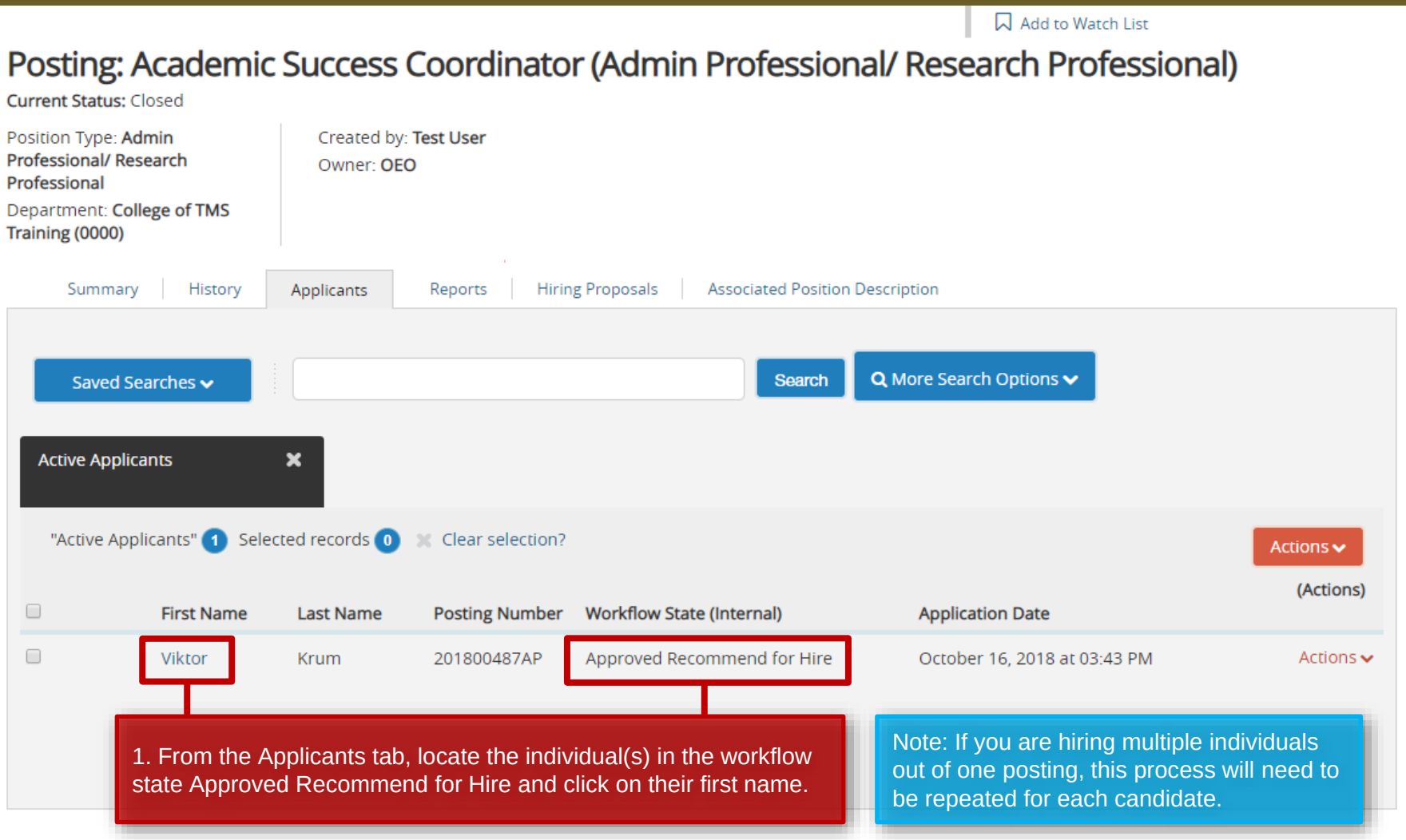
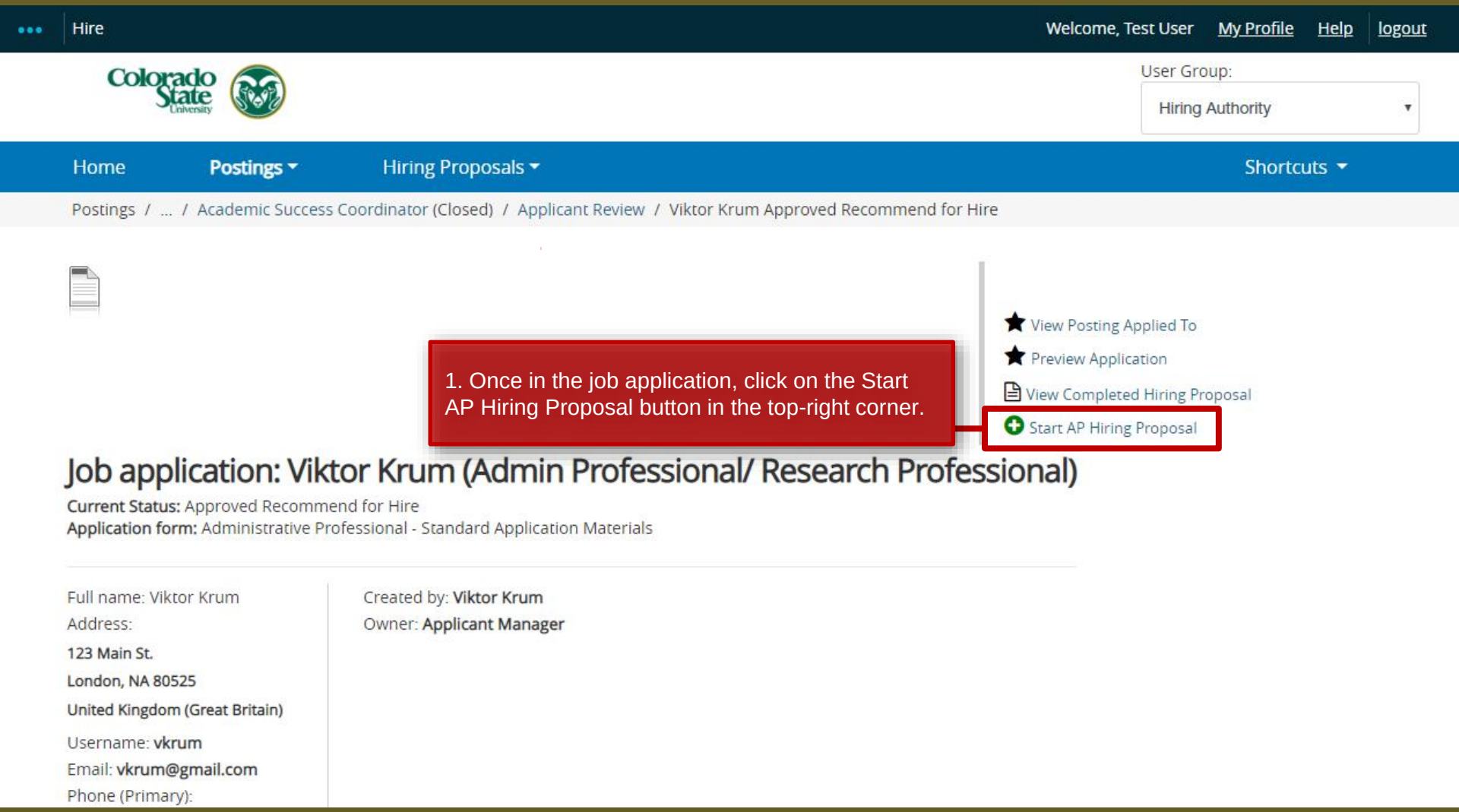
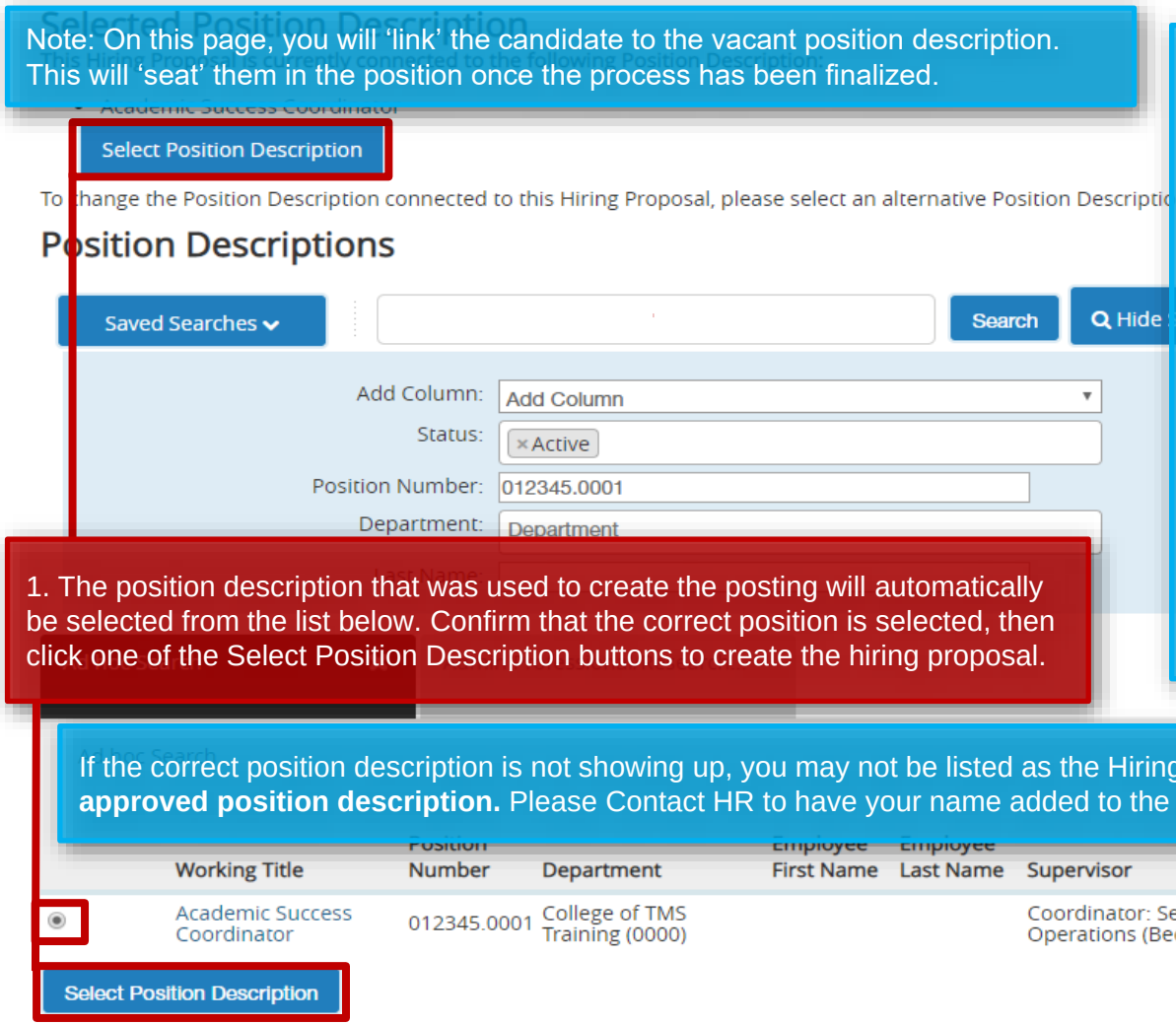


Initiating a Hiring Proposal



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.



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.

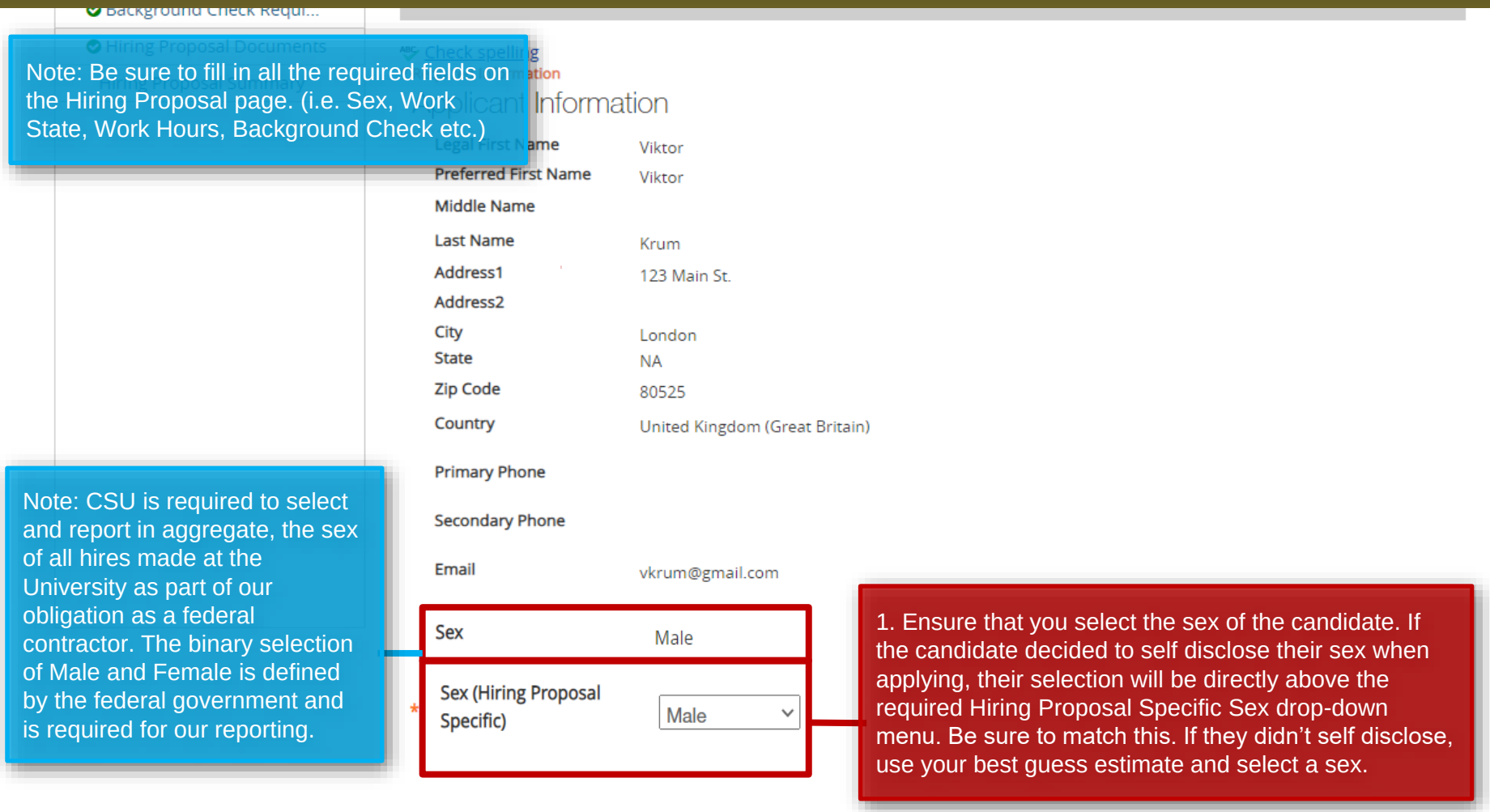
If the correct position description is not showing up, you may not be listed as the Hiring Authority on the **approved position description.** Please Contact HR to have your name added to the position description.

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.

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.)

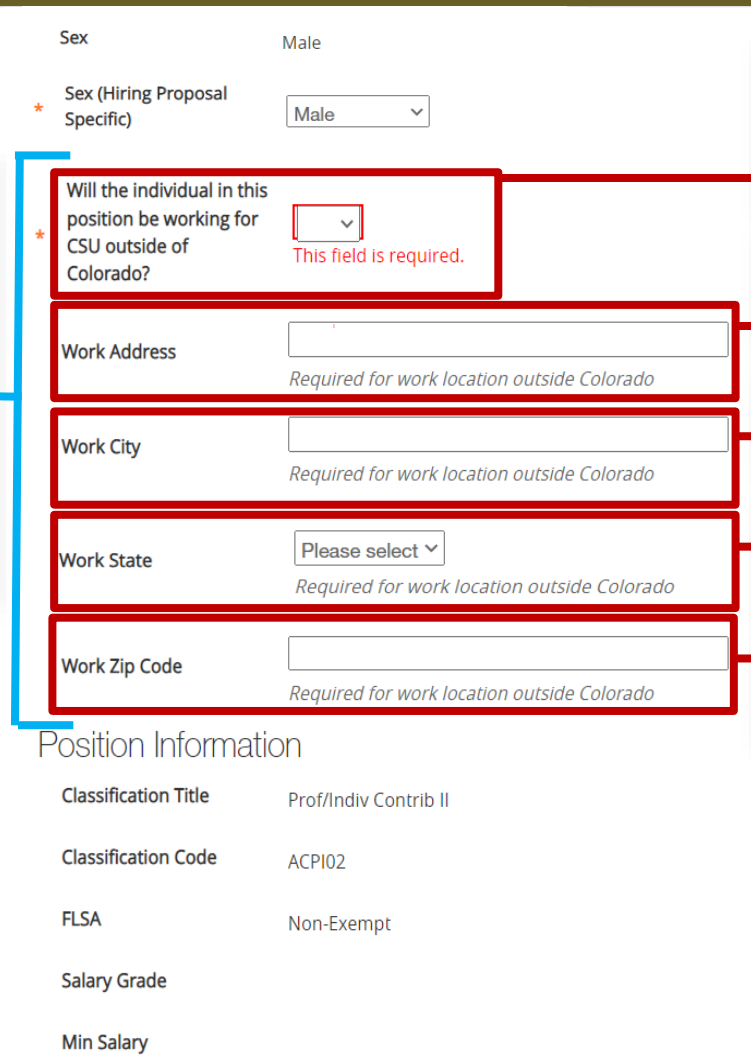


Note: CSU is required to select and report in aggregate, the sex of all hires made at the University as part of our obligation as a federal contractor. The binary selection of Male and Female is defined by the federal government and is required for our reporting.

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.

Hiring Proposal Page

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.



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

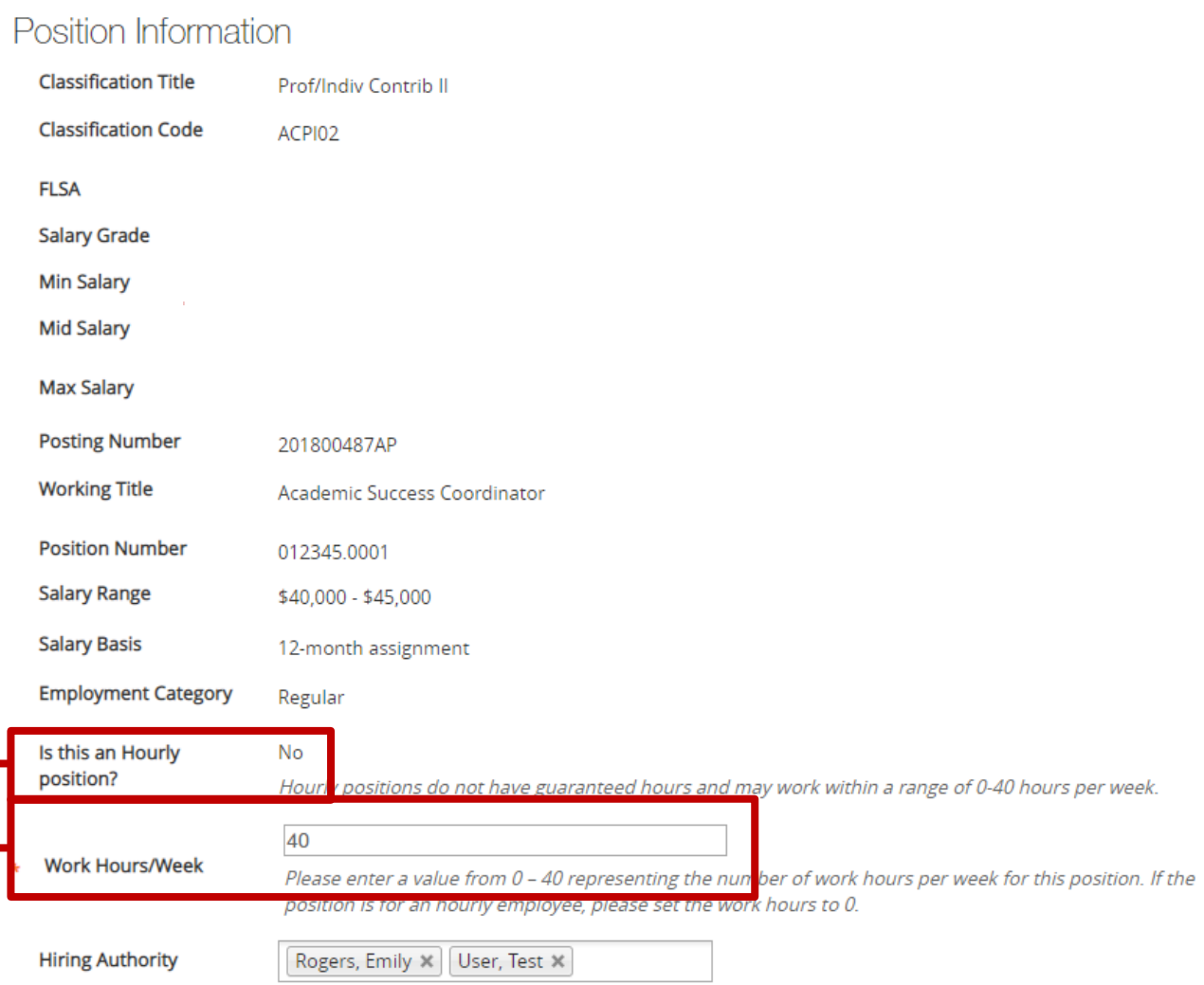
2. If Yes is selected from the top field, enter the address from where the individual will be working.

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

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.

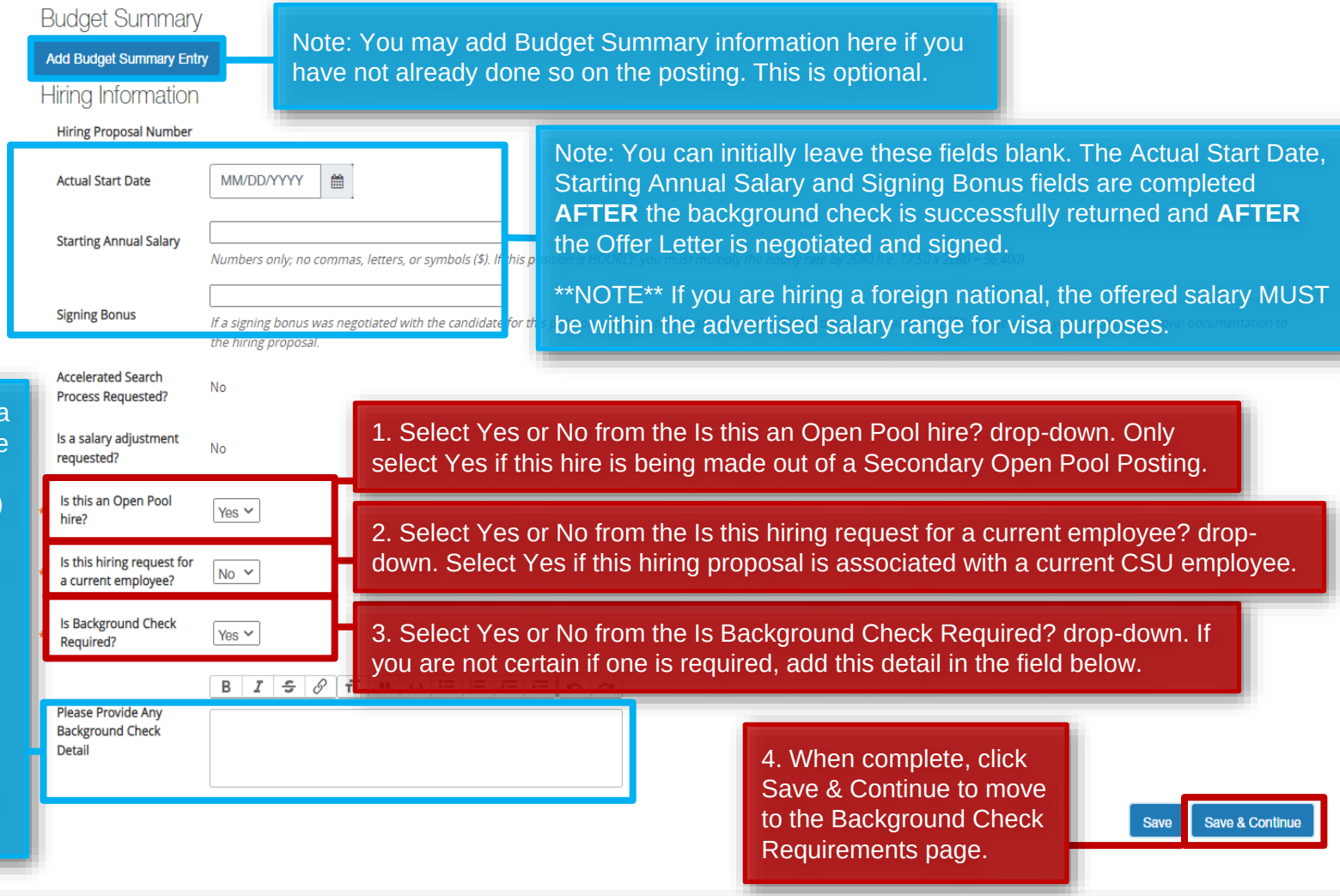
5. If Yes is selected from the top field, enter the work state zip code.

Hiring Proposal Page



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.**

Hiring Proposal Page



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

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.

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.

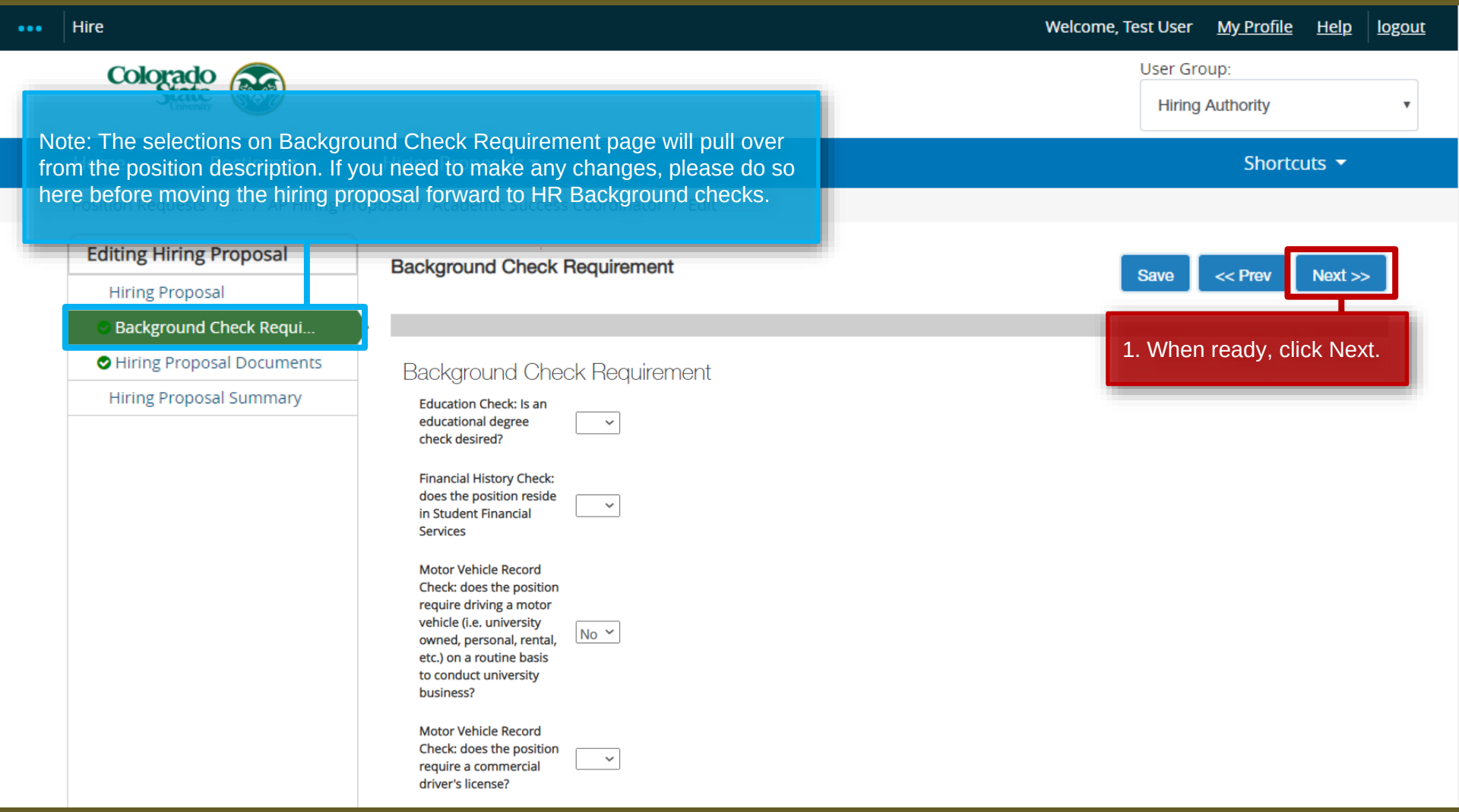
1. Select Yes or No from the Is this an Open Pool hire? drop-down. Only select Yes if this hire is being made out of a Secondary Open Pool Posting.

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.

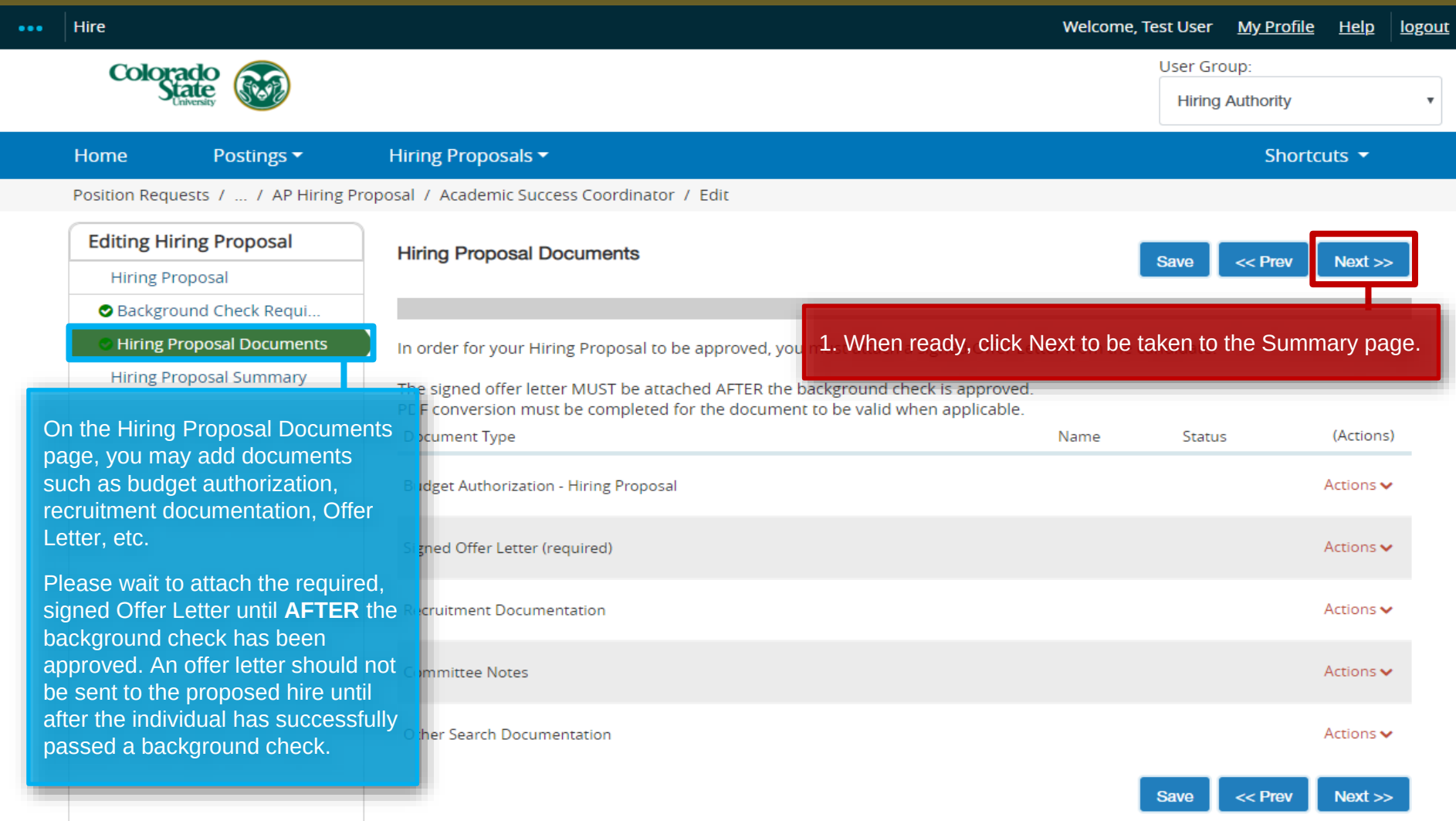
3. Select Yes or No from the Is Background Check Required? drop-down. If you are not certain if one is required, add this detail in the field below.

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

Background Check Requirement Page



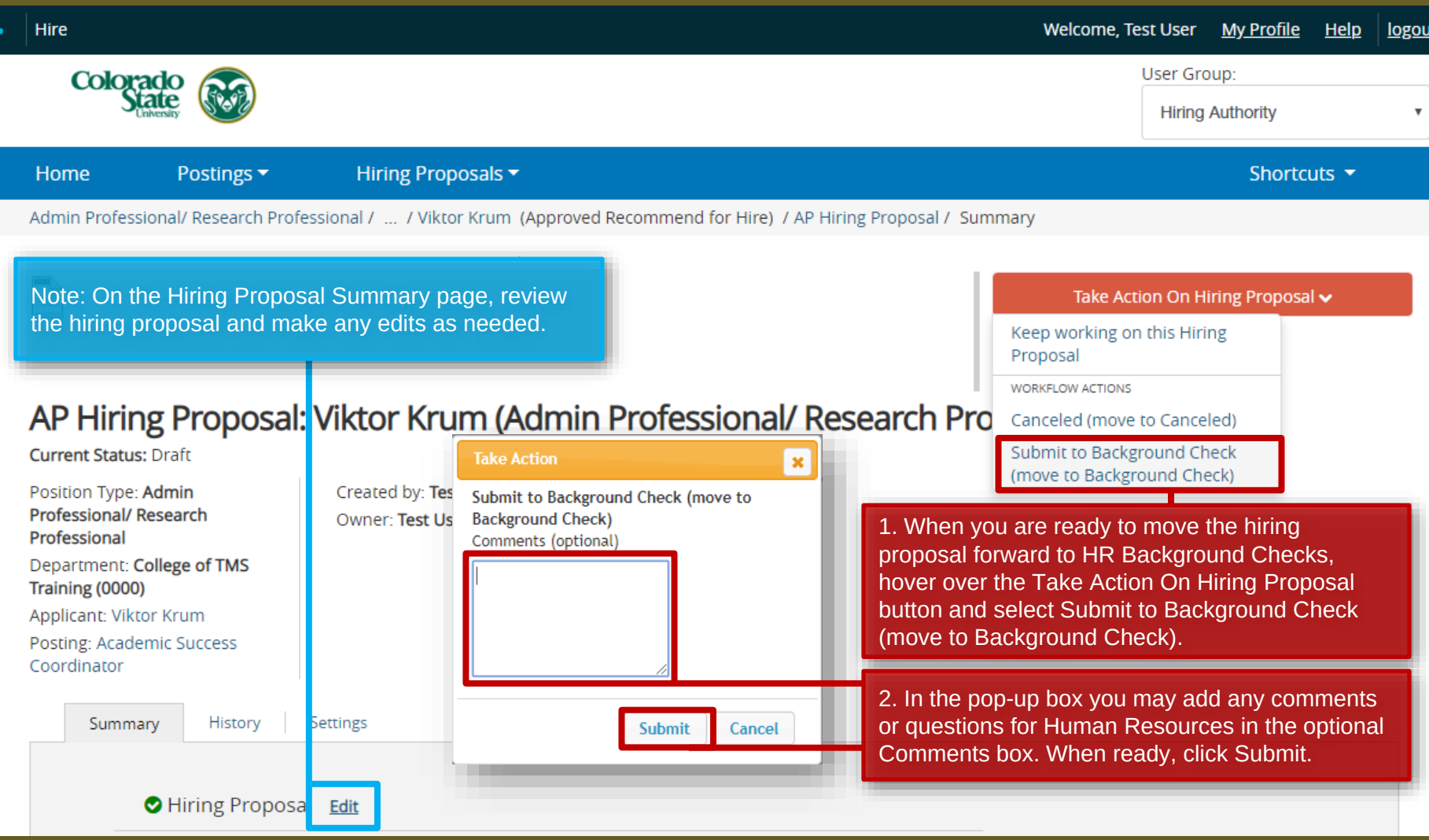
Hiring Proposal Documents Page



On the Hiring Proposal Documents page, you may add documents such as budget authorization, recruitment documentation, Offer Letter, etc.

Please wait to attach the required, signed Offer Letter until **AFTER** the background check has been approved. An offer letter should not be sent to the proposed hire until after the individual has successfully passed a background check.

Hiring Proposal Summary Page



Email to Hiring Authority once background check is complete

Colorado State University

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

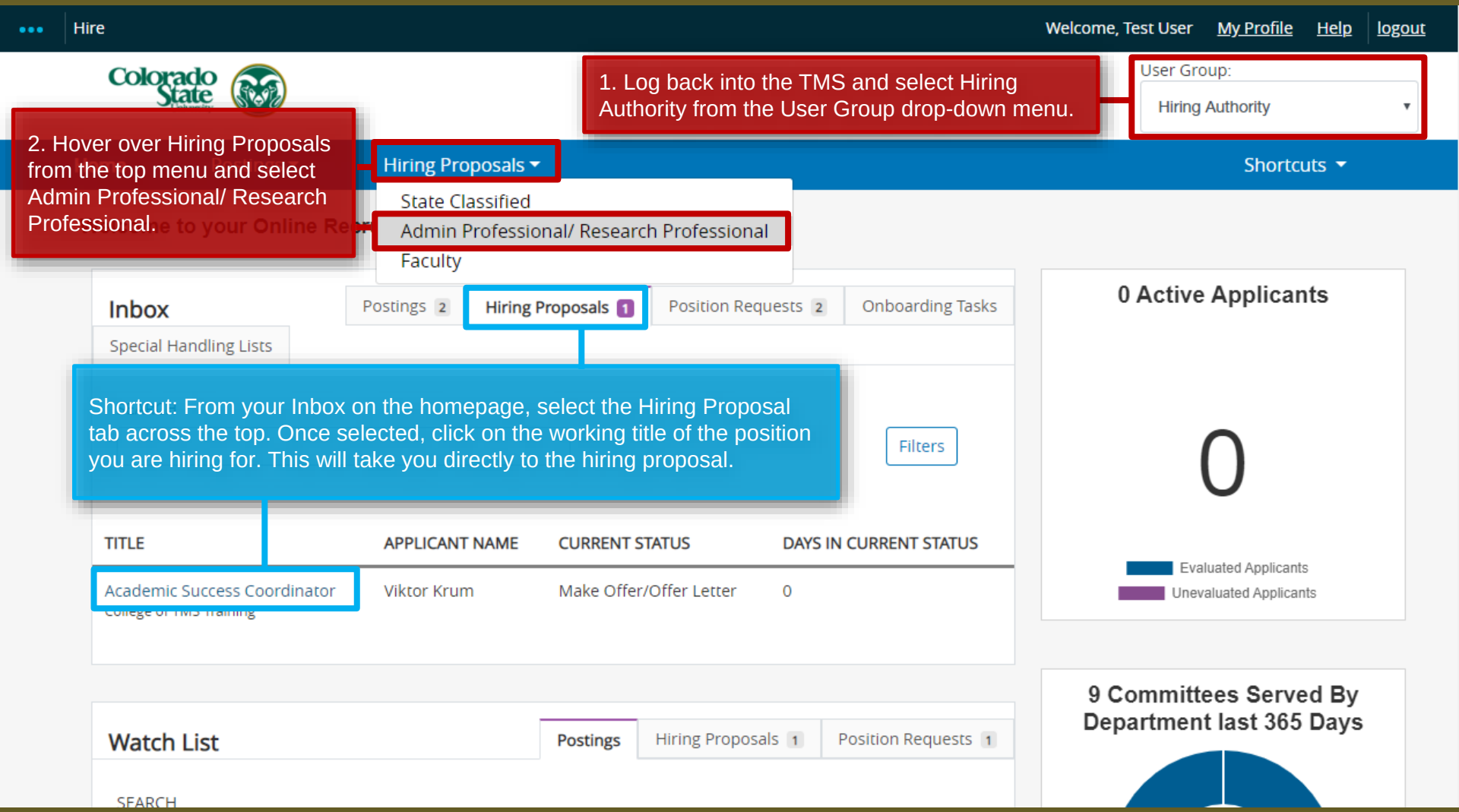
970-491-5836

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.

Completing the Hiring Proposal



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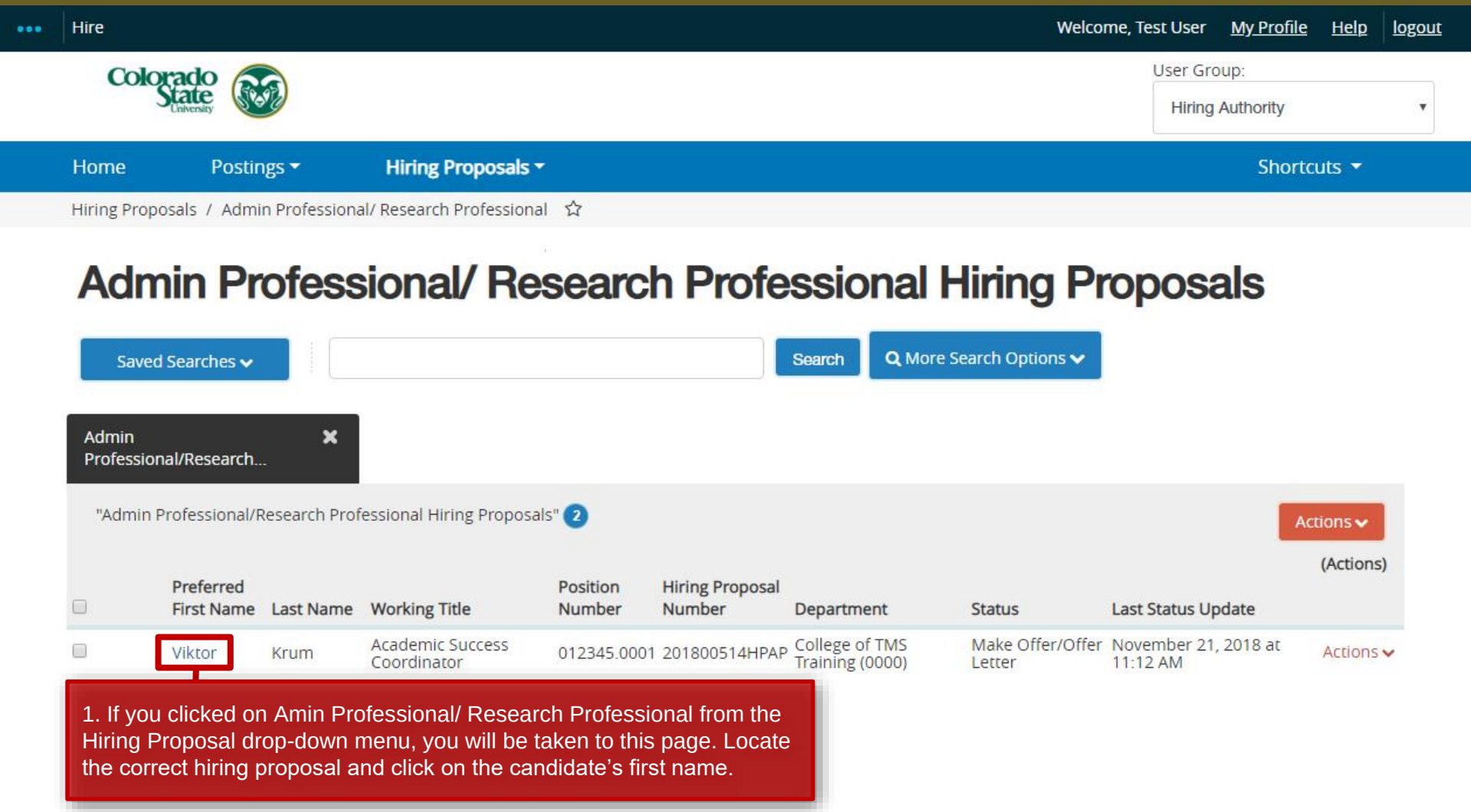
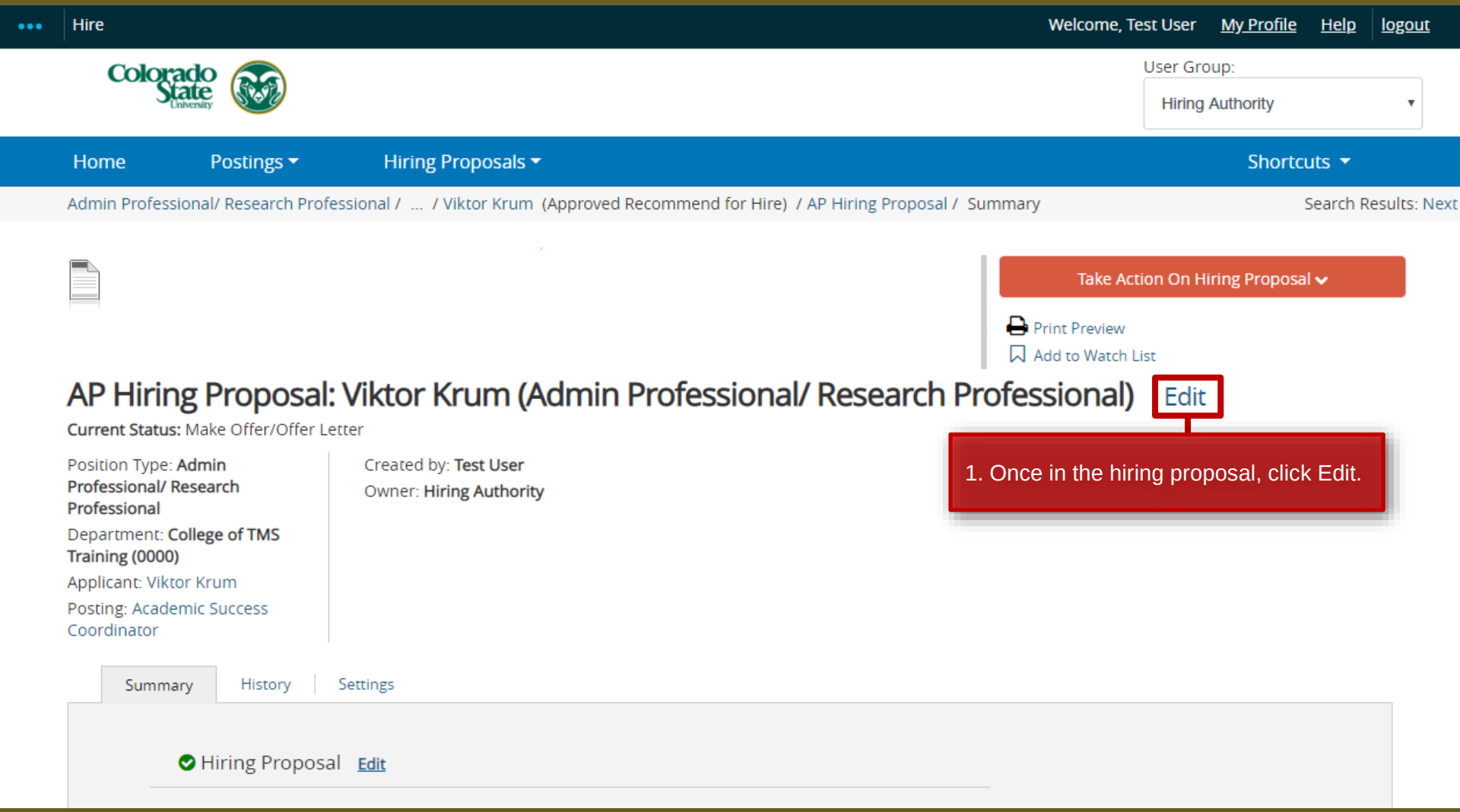
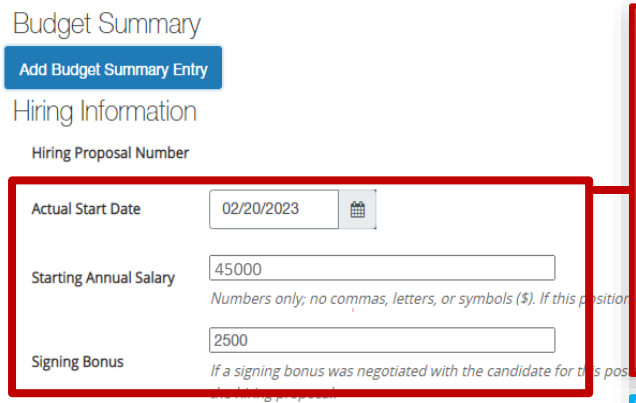


1. If you clicked on Amin Professional/ Research Professional from the Hiring Proposal drop-down menu, you will be taken to this page. Locate the correct hiring proposal and click on the candidate's first name.

Completing the Hiring Proposal



Hiring Information (revisited by Hiring Authority)



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.

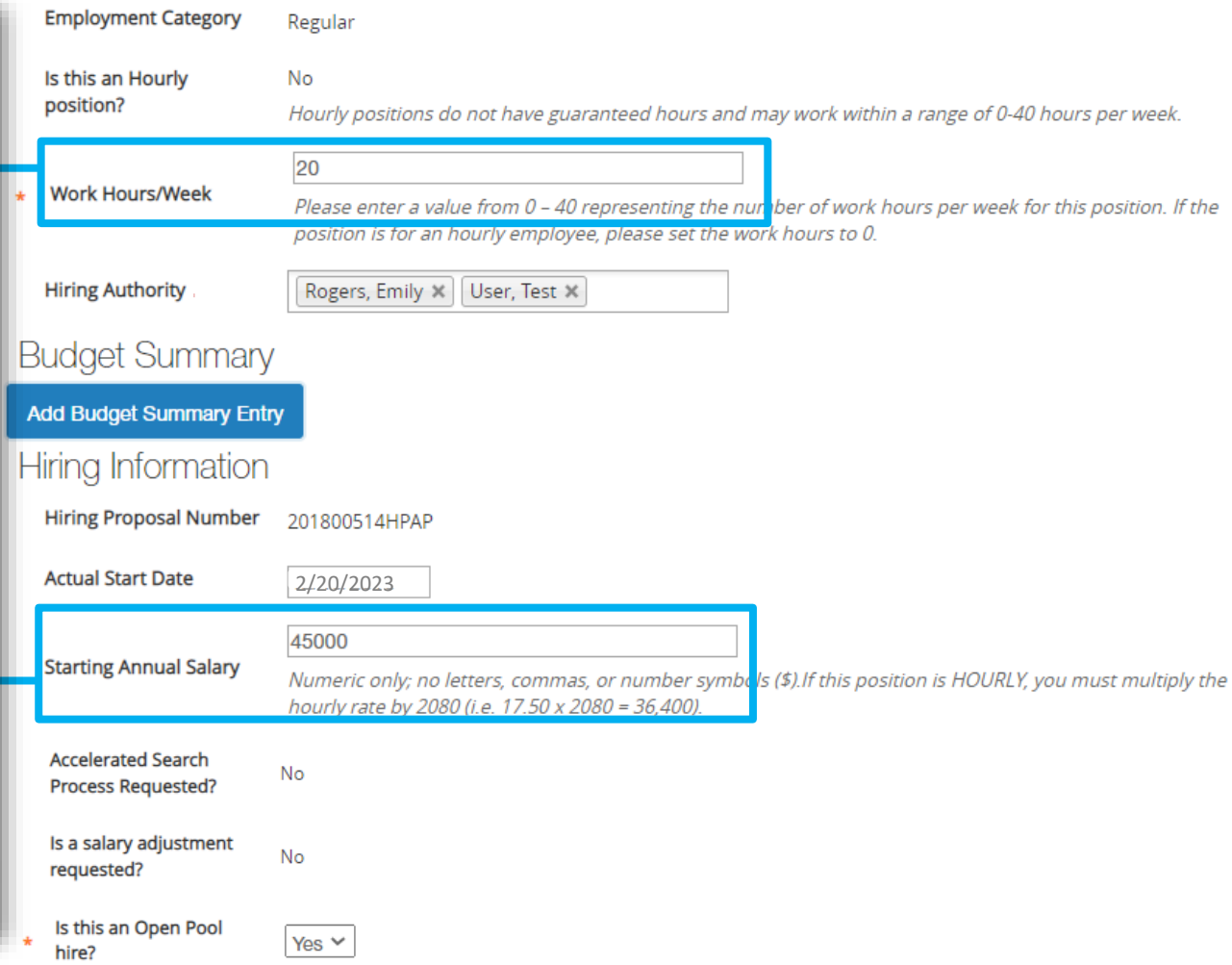
Colorado State University

Note for Hiring a Part-Time candidate

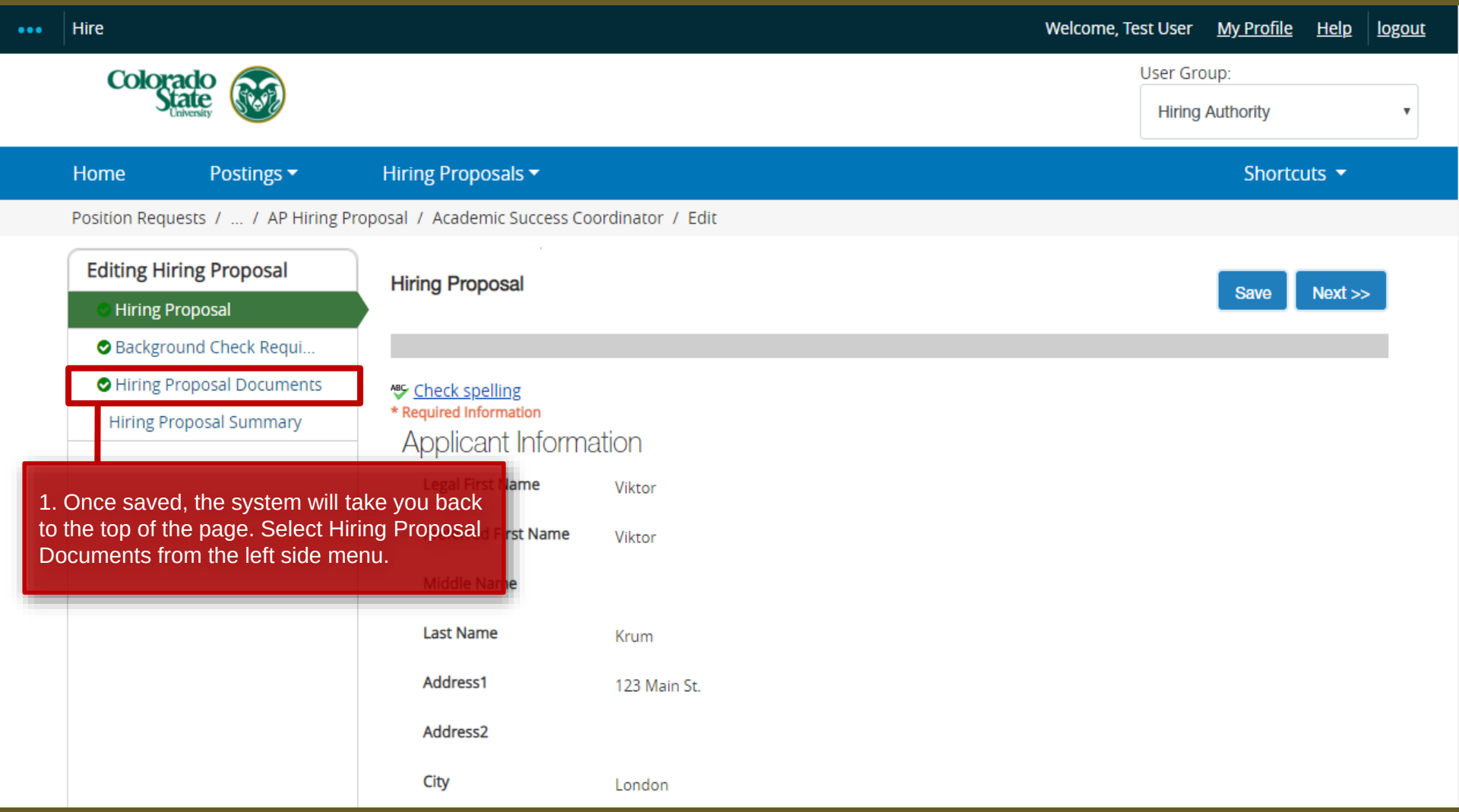
Note: If you are hiring a salaried individual who will be working less than 40 hours a week, their part-time status will need to be reflected in the Work Hours/Week field.

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.



Uploading the *Signed* Offer Letter



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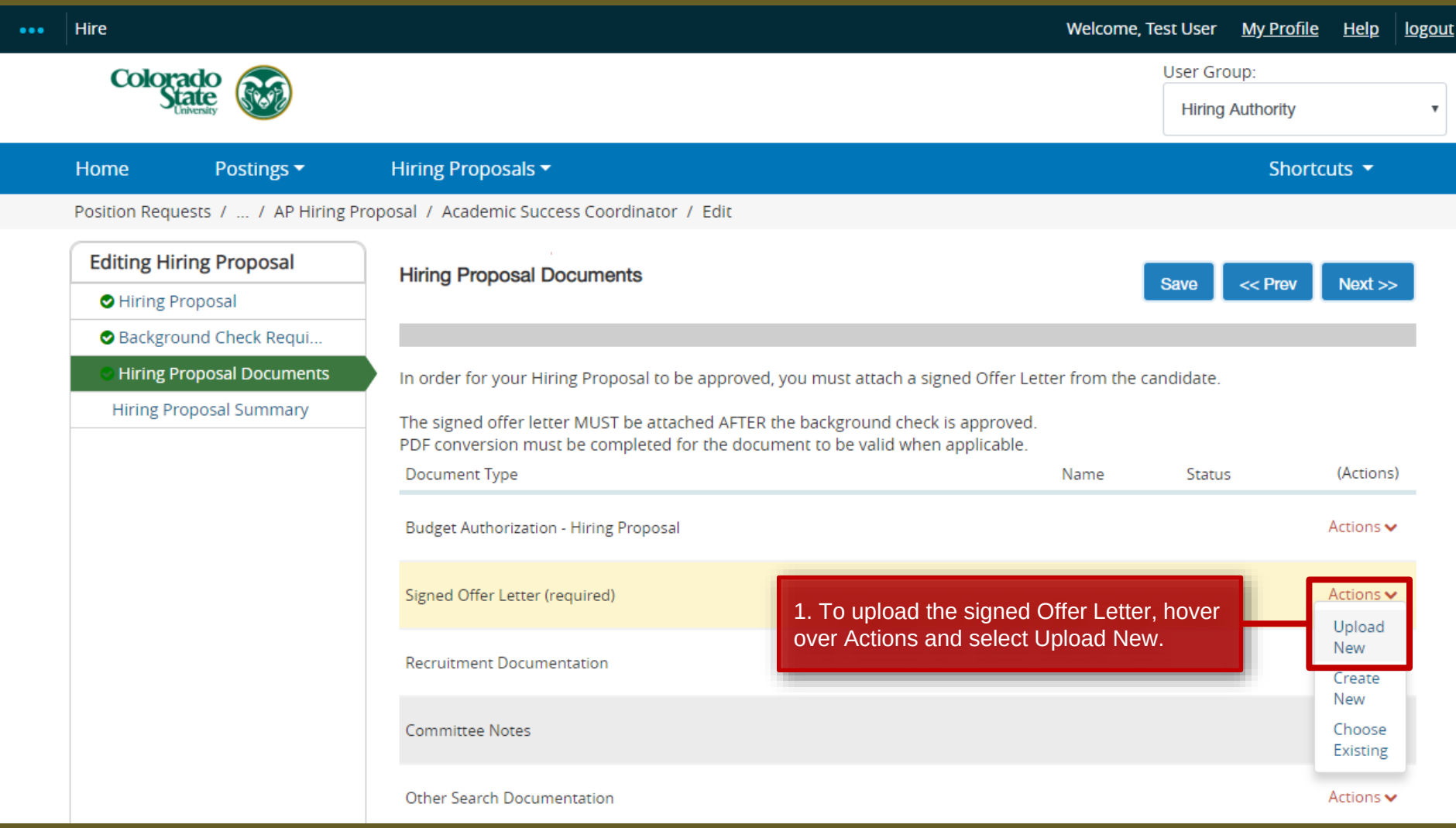

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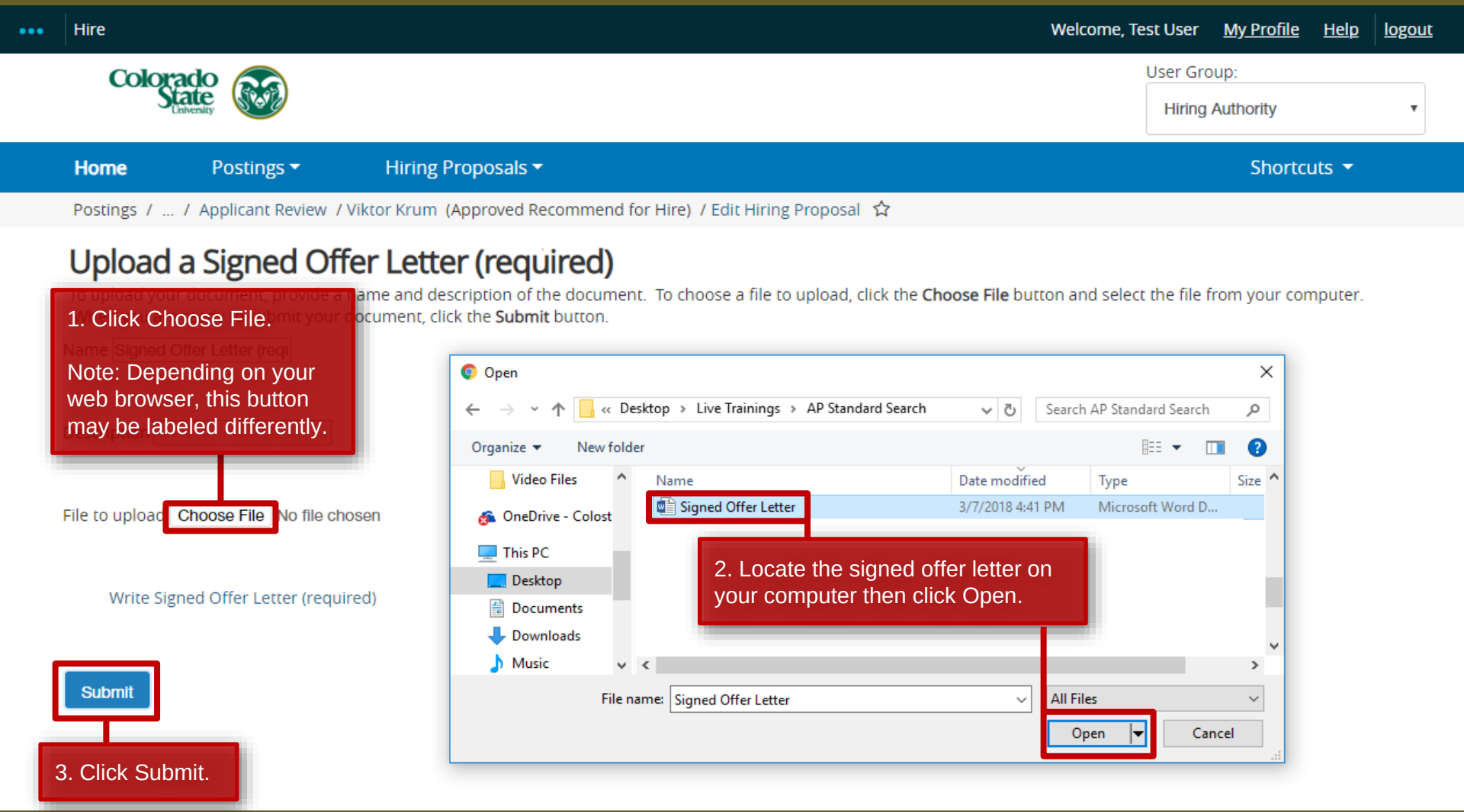

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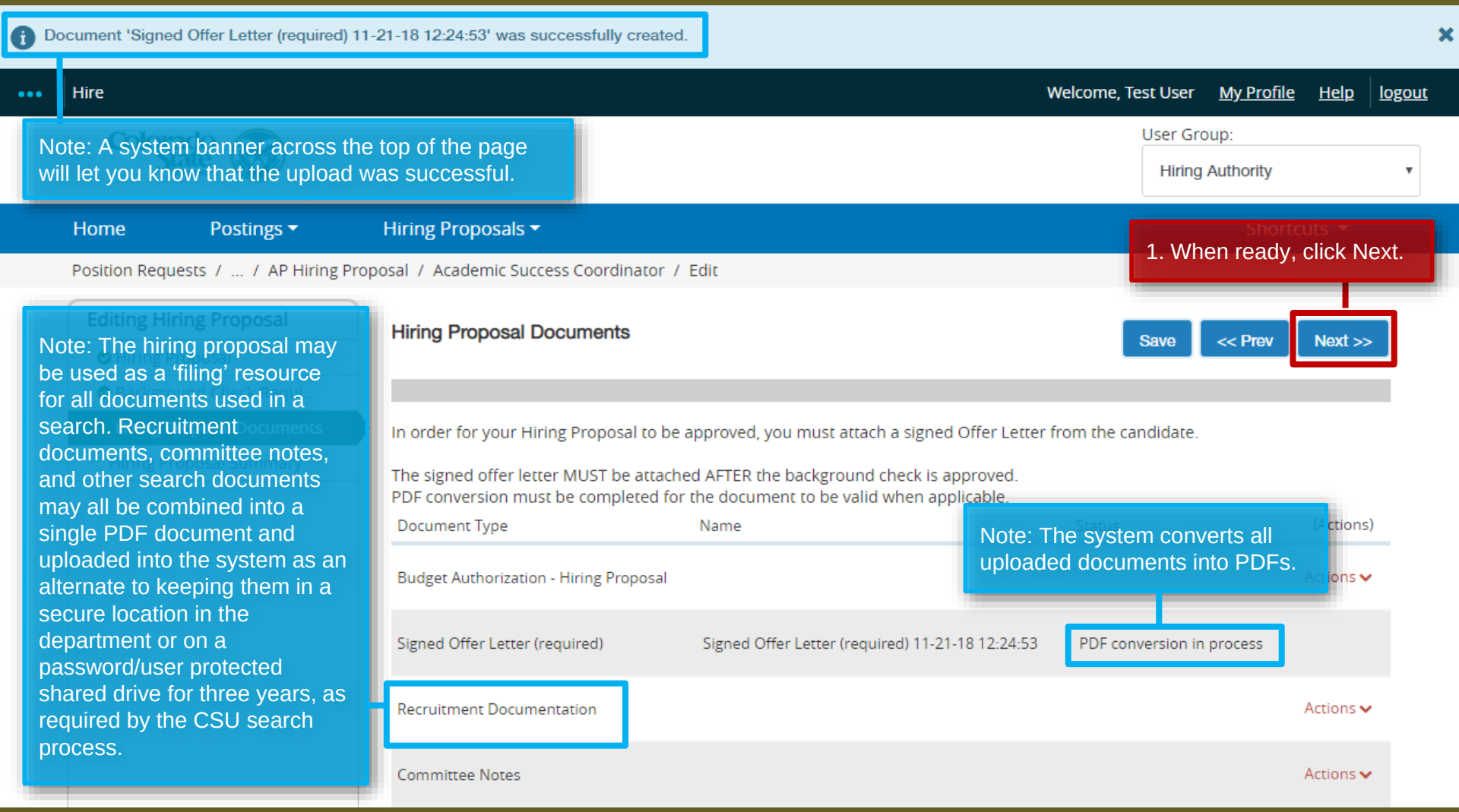
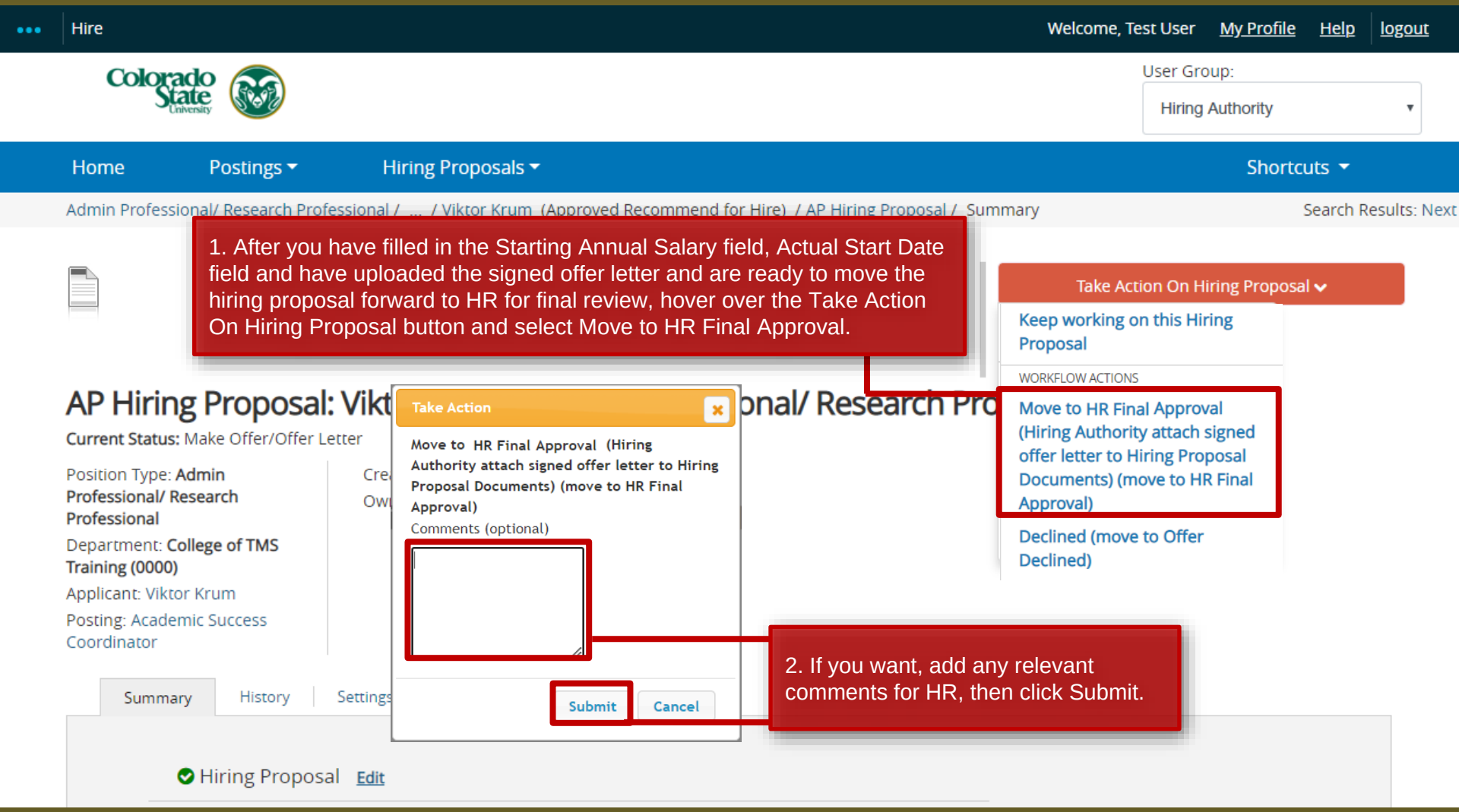


Sending the Hiring Proposal to HR Records for Final Review



Applicant Hired - Email Notification to the Hiring Authority

Colorado State University

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

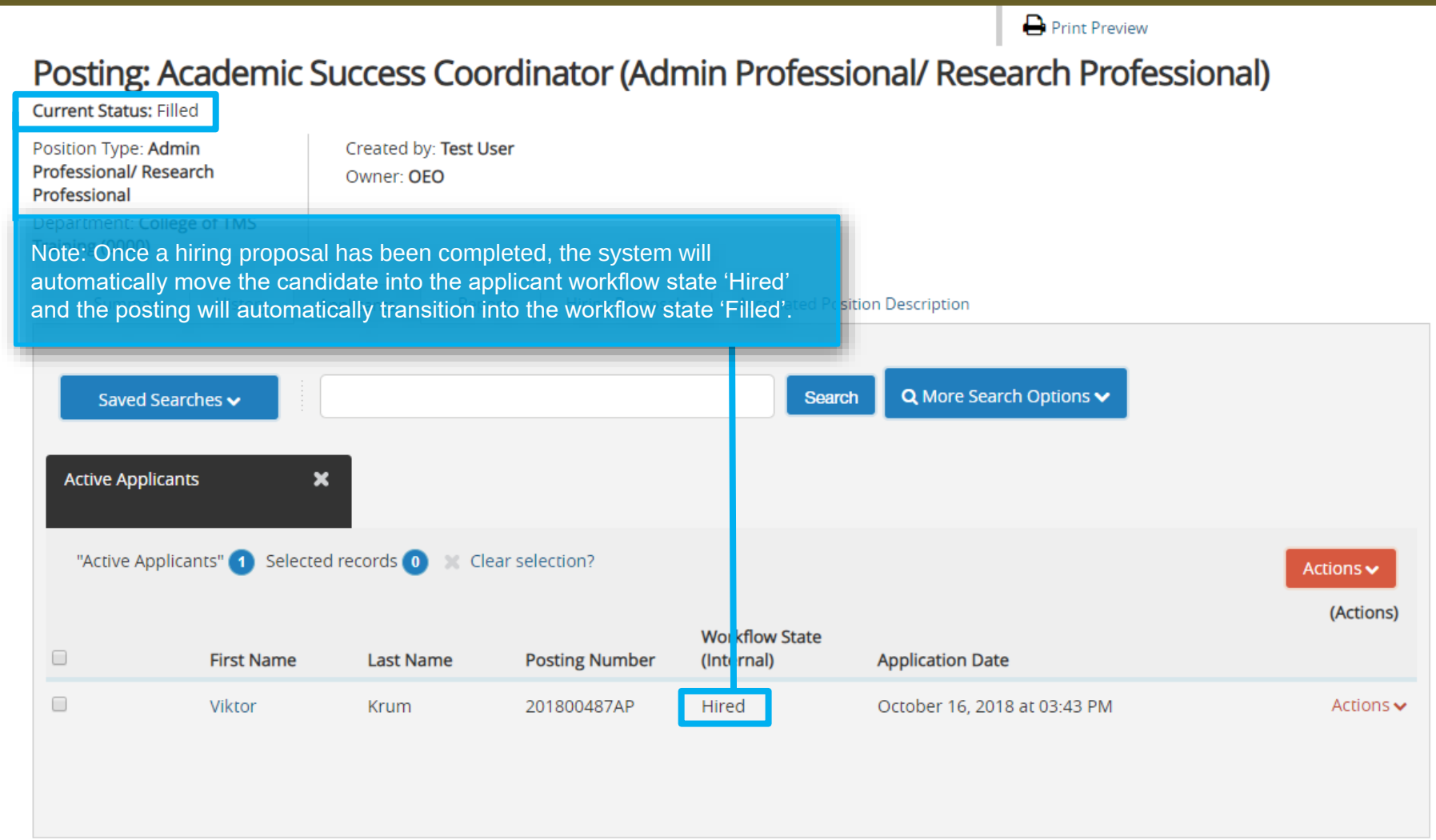
If you have an issue or questions please see our training website at http://oeo.colostate.edu/talent-management-system-tms or email OEO at oeo@colostate.edu

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

Applicant Hired



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