



Colorado State University

CSU Talent Management System

User Guide – Admin/Research Professional

How to Create an Alternative Appointment Request Posting

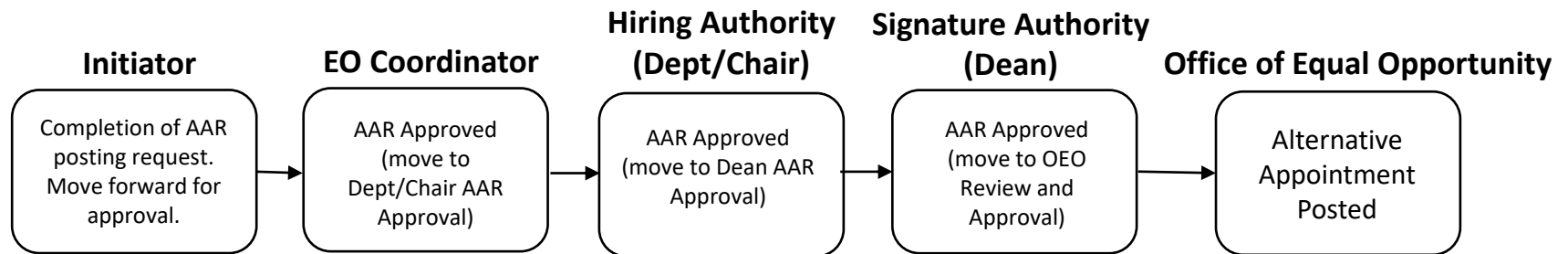
Create and Post an Admin Professional/Research Alternative Appointment Request (AAR)

Alternative Appointment Request (AAR) postings are created from position descriptions to request a direct appointment for Admin Professional/Research Professional position.

Admin Professional/Research Professional Alternative Appointment Requests may only be created by Initiators using approved position descriptions.

Please reach out to OEO before initiating an AAR posting to ensure that the correct process is followed.

Below are the steps in the creation and approvals of the Alternative Appointment Request.



Initiating an Admin Professional/Research Professional AAR

The screenshot shows the Applicant Tracking System interface. In the top-left corner, there are three dots next to the 'Applicant Tracking System' label. A red box highlights these dots, with a callout box stating: '1. Select the Applicant Tracking module by clicking the three dots in the top-left corner of the screen.'

In the top-right corner, there is a 'User Group:' dropdown menu. A red box highlights this menu, with a callout box stating: '2. Select Initiator from the User Group drop-down menu.'

The main content area is titled 'Online Recruitment System' and features a navigation bar with 'Postings 3', 'Hiring Proposals', 'Position Requests 3', and 'Onboarding Tasks'. Below this is a search bar and a 'Filters' button. A table displays the following data:


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

On the right side, there is a 'Shortcuts' dropdown menu. Below it, a card shows '0 Active Applicants' with a large '0' and a legend for 'Evaluated Applicants' (blue) and 'Unevaluated Applicants' (purple). Another card below shows '14 Committees Served By Department last 365 Days' with a donut chart.



Initiating an Admin Professional/Research Professional AAR

... Hire Welcome, Test User [My Profile](#) [Help](#) [logout](#)

 User Group: Initiator

Home **Postings** Shortcuts

Welcome to

Postings dropdown menu:
State Classified
Admin Professional/ Research Professional
Faculty

Inbox Onboarding Tasks Special Handling Lists

SEARCH Filters

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

TITLE	CURRENT STATE	DAYS IN CURRENT STATE
Assistant Director for Textbooks Bookstore	EO Coordinator Review	7

0 Active Applicants


0

■ Evaluated Applicants
■ Unevaluated Applicants

Watch List Postings Hiring Proposals Position Requests

SEARCH Unwatch Postings

1 Committees Served By Department last 365 Days



Create AAR posting from approved Position Description



Hire

Welcome, Test User

[My Profile](#)

[Help](#)

[logout](#)



User Group:

Initiator

Home

Postings

Postings / Admin Professional/ Research Professional

1. From the Postings page, click on the Create New Posting button and the 'Create New' box will appear.

+ Create New Posting

Admin Professional/ Research Professional Postings

Saved Searches

Search

More Search Options

Admin Professional/Research...

"Admin Professional/Research Professional Postings" 55 Selected records 0 Clear selection?

Actions

← Previous 1 2 Next →

	Working Title	Posting Number	Position Number	Department	Active Applications	Workflow State	Last Status Update	(Actions)
<input type="checkbox"/>	Postdoctoral Fellows - Open Pool	201700293AP		Chemistry (1872)	106	Closed	May 01, 2018 at 12:00 AM	Actions
<input type="checkbox"/>	Research Associates I, II, III, IV and Senior - Open Pool	201700294AP		Chemistry (1872)	29	Closed	May 01, 2018 at 12:00 AM	Actions
<input type="checkbox"/>	Research Scientists/Scholars I, II, III and Senior - Open Pool	201700295AP		Chemistry (1872)	30	Closed	May 01, 2018 at 12:00 AM	Actions



Create AAR posting from approved Position Description



User Group:
Initiator

Admin Professional/ Research Professional Postings

+ Create New Posting

Saved Searches

Admin Professional/Research...

"Admin Professional/Research Professional P

1. Select Create from Position Description.

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.

Selecting a Position to Create an AAR posting (from)

The screenshot shows the HR system interface for creating an AAR posting. At the top, there is a navigation bar with 'Hire' and user information: 'Welcome, Test User', 'My Profile', 'Help', and 'logout'. The Colorado State University logo is on the left, and a 'User Group: Initiator' dropdown is on the right. Below the navigation bar, there are tabs for 'Home' and 'Postings'. The breadcrumb trail reads: 'Postings / Admin Professional/ Research Professional / Create from Position Description'.

Admin Professional/ Research Professional Position Descriptions

Search filters include: Saved Searches, Search, and More Search Options. Filter fields include: Add Column, Status, Position Number (023892.0001), Department, and Last Name.

Ad hoc Search: Admin Professional/Research... Save this search?

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


Working Title	Position Number	Department	Employee First Name	Employee Last Name	Supervisor	Status	(Actions)
Research Scientist II	023892.0001	Chemistry (1872)					View Create From

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



Selecting a Position to Create an AAR posting (from)

... Hire Welcome, Test User [My Profile](#) [Help](#) [logout](#)

 User Group: Initiator

Home Postings Shortcuts

Position Descriptions / Admin Professional/ Research Professional / Research Scientist II

1. Review the approved position description then click the Create Posting from this Position Description button in the top right corner of the screen.

- + Create Posting from this Position Description
- Print Preview (Employee View)
- Print Preview
- ★ View Supervisor
- ★ Modify AP Position

Position Description: Research Scientist II (Admin Professional/ Research Professional)

Current Status: Active

Position Type: Admin Professional/ Research Professional

Department: Chemistry (1872)

Summary History Associated Classification

✓ Position Justification

Position Justification

AAR – New Posting page

Hire

Welcome, Test User [My Profile](#) [Help](#) [logout](#)



User Group:
Initiator

Home Postings

Shortcuts

Postings / Admin Professional/ Research Professional / New Posting ☆



New Posting

1. Fill out the New Posting (Settings) page.

Create New Posting

Cancel

* Required Information

Working Title *

Research Scientist II

Note: The Working Title will pull over from the approved position description.

Organizational Unit

Division *

Provost/Executive Vice President (1001DV)

Academic/Reporting Area *

College of Natural Sciences (1801CG)

Department *

Chemistry (1872)

Note: These fields will auto populate with information from the position description and may or may not be editable by you depending on your TMS access. Ensure that the correct division, reporting area and department are selected.

Interest Card

Interest card category

Academic Advising / Counseling



AAR – New Posting page

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: Interest Cards, also known as Job Categories are **not required** for AAR postings. You may skip this section.



AAR – New Posting page

Applicant Workflow

Workflow State

Under Review by Dept/Committee ▾

Note: Leave the Applicant Workflow as Under Review by Dept/Committee.

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

References

Reference Notification

▾

Request References to submit Recommendations when candidate reaches selected workflow state?

Recommendation Workflow

▾

When all Recommendations have been provided, move to selected workflow state?

Recommendation Document Type

No Document ▾

Allow a document upload when a reference provider submits a Recommendation?

Online Applications

Accept online applications?

Special offline application instructions

Note: The Reference section on the New Posting page allows you to set up Reference **Letter** collection. You do not need to change/select anything under this section when creating an AAR posting.

References will not be contacted without prior notification of candidates.



AAR – New Posting page (cont.)

Online Applications

Accept online applications?

1. Continue to fill out the New Posting page. Ensure that the Accept online applications? box is checked.

Special offline application instructions

Note: You may leave the Special Offline application instructions field as is.

References will not be contacted without prior notification of candidates.

Accepted Application Forms

2. Check Alternative Appointment Request Application

Administrative Professional - Standard Application Materials

Alternative Appointment Request Application

Administrative Professional Application - With Work Experience Form

3. Click the Create New Posting button to continue to the Posting Details page.

Create New Posting

Cancel



AAR – Posting Details Page



User Group:
Initiator

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 Details

Save Next >>

[ABC Check spelling](#)
*** Required Information**

Classification Information

This information is pulled in from the position description.

Classification Title	Resch Sci/Scholar II
Classification Code	009264
Salary Grade	
Min Salary	
Mid Salary	
Max Salary	

Note: On the Posting Details page you will enter information about your posting (FTE, Supervisor information, etc.). Some fields will not be editable by you or will have been copied over from the position description.

Position Information

Posting - Posting Details Tab (cont.)

Position Information

Position Number 030620.0001

Employment Category Special

1. Select AAR from the Search Process Type drop-down menu.

Search Process Type

Please select

For additional assistance regarding the different types of searches at CSU, please see the [Types of Searches webpage](#).

Promotional Announcement Additional Information

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

If this is a Promotional Announcement, please enter the 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 Proposed Annual Salary Range will pull over from the approved position description. **Please do not alter this amount.**

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 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.

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 Abbreviation' format. If the position is located in Fort Collins, CO, please do not edit the field.

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.



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 will pull through from the approved Position Description.

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.

For more information about the school, please see our website located here: <http://www.hogwartsishere.com/>

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

Hiring Authority

Multiple Hiring Authorities may be entered.

Supervisor Name

This field is required.

Supervisor Working Title

This field is required.

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.

Position Supervises

n/a
(Class/Working Title, Position #)

Decision Making

Works in collaboration with lead personnel to ensure task completion and team safety.

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.

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.

Required Job Qualifications	<ul style="list-style-type: none"> * 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	<ul style="list-style-type: none"> * 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.



Is this an Hourly position?
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.

Posting - Posting Details Tab (cont.)

Posting Details

Working Title

Note: The Working Title will pull over from the approved position description. Please add 'AAR:' at the beginning.

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

If this is a Research Professional position, select 'Yes'. Otherwise, select 'No'.
This field is required.
Example: Research Associate, Research Scientist, Postdoctoral Fellow.

Posting Number

Number of Vacancies	<input type="text"/>
Desired Start Date	<input type="text"/>
Position End Date (if temporary)	<input type="text"/>
Open Posting Date	<input type="text"/> <i>The date the committee would like the posting posted. If "as soon as possible," please leave blank.</i>
To ensure full consideration, applications must be received by 11:59pm (MT) on	<input type="text"/>
Close Posting Date	<input type="text"/> <i>Close posting date is the date the posting is removed from the CSU Jobs website. For Standard searches the close posting 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 posting date is the same as the full consideration date.</i>

Note: For AAR's, these fields may be left blank.

Posting - Posting Details Tab (cont.)

Note: For AAR's, these fields may be left blank.

Special Instructions Summary	<p>References will not be contacted without prior notification of candidates.</p>
Internal Search Requested	<p><input type="checkbox"/></p> <p><i>The information entered in this field will show on the top of the applicant posting. You would want to include information like: References will not be contacted without prior notification of candidates.</i></p>
Rationale for Internal Search	<p><input type="text"/></p> <p><i>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 College/Division.</i></p>

1. Replace the auto populated text in the Recruitment Plan field with "AAR".

Recruitment Plan	<p>AAR</p>
------------------	------------

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

AAR – Posting Details Page

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.

Note: For AAR's, you do not need to edit this field.

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 and recruitment venues. You MUST include the below quick link in this field.

Quick Link for Internal Postings <http://colostate-sb.peopleadmin.com/postings/57050>

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.



AAR – Posting Details Page

1. Copy and paste one of the five bulleted Diversity Statements into the required Diversity Statement field.

*** 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.

2. Enter a name and email address into the required Search Contact field.

*** 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).

3. You must select at least one EO Coordinator and one Applicant Manager.

*** EO Coordinator**

This field is required.

Multiple individuals may be placed in the EO Coordinator field.

*** Applicant Manager**

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.



AAR – Posting Details Page

Hire

Welcome, Test User [My Profile](#) [Help](#) [logout](#)



User Group:
Initiator

Home Postings

Shortcuts

Postings / Admin Professional/ Research Professional / Research Scientist II (Draft) / Edit: Posting Details

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 Details

Save

Next >>

Note: For AAR postings, you may skip these two sections.

[Check spelling](#)

1. Once you are back at the top of the Posting Details page, click on Alternative Appointment Request from the left side menu.

This information is pulled in from the position description.

Classification Title Resch Sci/Scholar II

Classification Code 009264

Salary Grade

Min Salary

Mid Salary

Max Salary

Position Information



AAR – Alternative Appointment Request Page



User Group:
Initiator ▼

Note: Utilization of the Alternative Appointment Request page assumes that a candidate has already been identified for the position and you wish to seek approval to associate the appointment with the job posting. This page is required for AAR's and will need to be filled out completely, with great detail, before the request is reviewed by OEO.

- 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

Alternative Appointment Request

ABC [Check spelling](#)

Alternative Appointments are a deviation from the standard expectation that all Faculty and Administrative Professional positions be filled through national searches and as such may be used only under certain conditions.

Alternative Appointment Request

Please note: For an Alternative Appointment, the proposed individuals resume will need to be uploaded in the Posting Documents tab.

Alternative Appointment Requested?	<input type="text"/>
Name of Proposed Individual	<input type="text"/>
Nature of Appointment	<input type="text" value="Please select"/>
Type of Appointment	<input type="text" value="Please select"/>

1. Select Yes from the Alternative Appointment Requested? drop-down menu.

2. Enter the name of the proposed individual.

3. Select the Nature of Appointment and Type of Appointment from the two drop-down menus.

AAR - Alternative Appointment Request Page

Note: Please fill in the boxes with as much detail as possible to avoid having the request sent back asking for more information/rationale.

Items OEO looks for:

- Why is it necessary to hire this individual through the AAR process as opposed to a national or internal search?
- Why is this individual being proposed for this position?
- Would anyone else be interested in this opportunity?
- Were other individuals considered for this position?

Rationale for Request

Please add as much detail as possible.

1. Enter in detailed rationale for why the alternative appointment is being requested. Why should this person be hired outside of the standard search process?

How Proposed Individual Was Identified

2. Enter information regarding how this individual was identified.

If this is a current employee of your unit, are you going to fill the position vacated by this employee?

If so, by what method?

If other, please explain

3. Answer/fill in the fields pertaining to how the department plans to fill the newly vacated position (if applicable).

4. Select Yes or No from the Is a salary adjustment requested? drop-down menu.

Is a salary adjustment requested?

If yes, and this is not a direct hire, then complete an Individual Salary Adjustment Form

5. When complete, click Save.



AAR – Alternative Appointment Request Page

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

Colorado State University

User Group: Initiator

Home Postings Shortcuts

Postings / Admin Professional/ Research Professional / Research Scientist II (Draft) / Edit: Alternative Appointment Request

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

Alternative Appointment Request

Save << Prev Next >>

[Check spelling](#)

Alternative Appointments are a deviation from the standard expectation that all Faculty and Administrative Professional positions be filled through national searches and as such may be used only under certain conditions.

Alternative Appointment Request

Please note: For an Alternative Appointment, the proposed individuals resume will need to be uploaded in the Posting Documents tab.

Alternative Appointment

Note: These sections may be skipped when creating an AAR posting request.

1. Once you have filled in the Alternative Appointment Request page, click on Posting Documents from the left side menu.

AAR– Posting Documents Page



User Group:
Initiator

Note: Use the Posting Documents page to upload the required resume of the individual you are seeking to hire through the AAR process. **Please ensure that the resume clearly demonstrates that the individual meets all the required job qualifications of the position. If the proposed individual does not meet the required qualifications of the position, they cannot be hired.**

Shortcuts ▾

Save << Prev Next >>

- 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

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 applicable.

Document Type	Name	Status	(Actions)
Alternative Appointment - Resume			Actions ▾ Upload New Create New Choose Existing
Minimum Qualifications Screening Form			
Applicant Screening Form			
(DO NOT USE)Short Version of Posting(DO NOT USE)			Actions ▾

1. To upload a resume, hover over the Actions button and select Upload New.

AAR– Posting Documents Page



User Group:
Initiator

Upload a Alternative Appointment - Resume

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. 1: To upload a document, click **Choose File** button, click the **Submit** button.

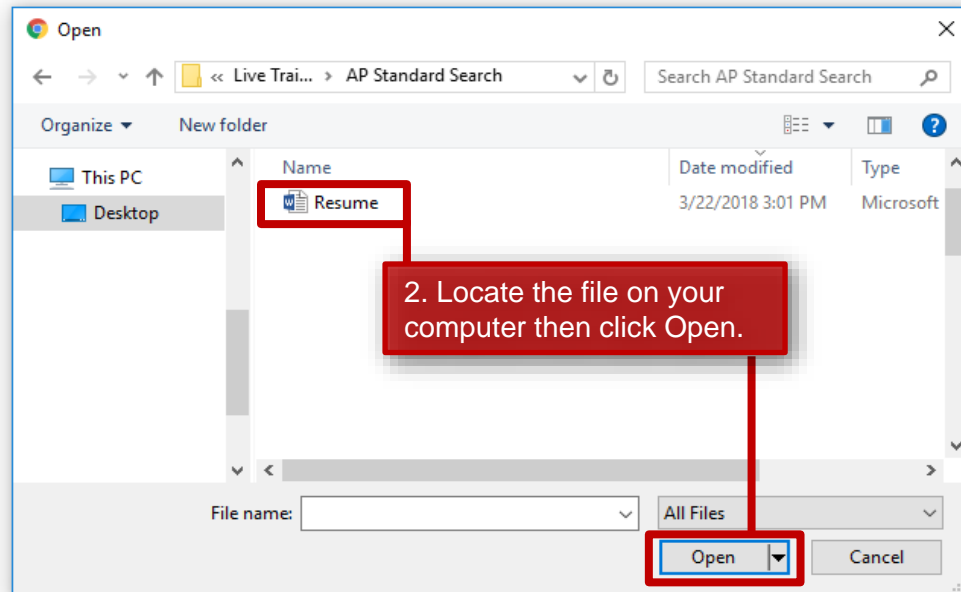
Please note, depending on your web browser, this button may be labeled as Browse.

File to upload: **Choose File** No file chosen

Write Alternative Appointment - Resume

Submit

3. Click Submit.



AAR– Posting Documents Page

Document 'Alternative Appointment - Resume 11-06-18 14:44:03' was successfully created.

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

Welcome, Test User My Profile Help logout

User Group:
Initiator

Home Postings

Shortcuts

Postings / Admin Professional/ Research Professional / Research Scientist II (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 << Prev Next >>

To add a document to the posting, hover over the blue Action text link to the right of the document name.
1. When ready, click Next.

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 applicable.

Document Type	Name	Status	(Actions)
Alternative Appointment - Resume	Alternative Appointment - Resume 11-06-18 14:44:03	PDF conversion in process	
Minimum Qualifications Screening Form			Actions
Applicant Screening Form			Actions

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

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

... Hire

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Colorado State University

User Group: Initiator

Home Postings Shortcuts

Postings / Admin Professional/ Research Professional / Research Scientist II (Draft) / Summary Search Results: Previous | Next

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

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 OEO Promotional Announcement Review)

Posting: Research Scientist II (Ac... n Profes

Current Status: Draft

Position Type: Admin Professional/ Research Professional

Department: Chemistry (1872)

Created by: Test User

Owner: Test User

Take Action

EO Coordinator Review (move to EO Coordinator Review)

Comments (optional)

Submit Cancel

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

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" button. You may add a Comment to the posting

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



User Group:
EO Coordinator

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

Posting: Research Scientist

Current Status: EO Coordinator Review

Position Type: Admin Professional/ Research Professional
Department: Chemistry (1872)

Take Action

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

Comments (optional)

Submit

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)

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

Please review the details of the posting
To take move the posting, select the appropriate Workflow by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting

AAR - Move in Workflow (from Hiring Authority to Signature Authority)

Colorado State University

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User Group: Hiring Authority

Home Postings Hiring Proposals Shortcuts

Postings / Admin Professional / Research Professional / Research Scientist II (Hiring Authority Alternative Appointment Approval) / Summary

1. Once the Hiring Authority has reviewed the posting, they will hover over the Take Action on Posting button and select Alternative Appointment Approved (move to Signature Authority Alternative Appointment Approval).

Take Action On Posting

- Keep working on this Posting
- WORKFLOW ACTIONS
- Decline (move to Alternative Appointment Declined)
- Alternative Appointment Approved (move to Signature Authority Alternative Appointment Approval)
- Return to EO Coordinator (move to EO Coordinator Review)

Posting: Research Scientist II (Admin Professional)

Current Status: Hiring Authority Alternative Appointment Approved

Position Type: Admin Professional / Research Professional
Department: Chemistry (1872)

Created by: Test User
Owner: Hiring Authority

Take Action

Alternative Appointment Approved (move to Signature Authority Alternative Appointment Approval)
Comments (optional)

Submit Cancel

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

Please review the details of the posting carefully before clicking on the buttons below.

To take move the posting, select the appropriate Workflow by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting

AAR – Move in Workflow (from Signature Authority to OEO)



User Group:
Signature Authority



1. Once the Signature Authority has reviewed the posting, they will hover over the Take Action on Posting button and select Alternative Appointment Approved (move to OEO Review and Approval).

Take Action On Posting

- Keep working on this Posting
- WORKFLOW ACTIONS
- Decline (move to Alternative Appointment Declined)
- Return to EO Coordinator (move to EO Coordinator Review)

Take Action

Alternative Appointment Approved (move to OEO Review and Approval)

Comments (optional)

Submit Cancel

Alternative Appointment Approved (move to OEO Review and Approval)

2. The Signature Authority may add any relevant comments for OEO. When ready, they will click Submit.

Posting: Research Scientist II (Admin Professional/ Research Professional)

Current Status: Signature Authority Alternative Appointment Approved

Position Type: Admin Professional/ Research Professional
Department: Chemistry (1872)
Created by: Test User
Owner: Signature Authority

Summary History Settings Applicants

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" button. You may add a Comment to the posting

AAR Final Review and Approval – OEO

Home Postings Applicants Hiring Proposals Onboarding Events Shortcuts

Postings / Admin Professional/ Research Professional / Research Scientist II (OEO Review and Approval) / Summary

Search Results: Next

Take Action On Posting

- Keep working on this Posting
- WORKFLOW ACTIONS
- EO Coordinator Review (move to EO Coordinator Review)
- Return (move to Hiring Authority Review and Approval)
- Approved (move to OEO Promotional Announcement Review)
- Alternative Appointment Posted (move to Alternative Appointment Posted)**
- Alternative Appointment Declined (move to Alternative Appointment Declined)
- Posted (move to Posted)
- Delegate to Initiator (move to Initiator)

1. Once OEO has sufficiently reviewed the Alternative Appointment Request, they will hover over the Take Action on Posting button and select Alternative Appointment Posted (move to Alternative Appointment Posted).

****Please Note****


Due to Colorado's [Equal Pay for Equal Work Act](#), all AARs must be announced on CSU's internal job board for one day before an official hiring decision can be made. If another individual applies, their materials will need to be considered. Please reach out to OEO if you have any questions.

To take move the posting, select the appropriate Workflow by hovering over the orange "Take Action on this Posting" butt



Review and Approval – OEO

... Hire Welcome, Emily Rogers [My Profile](#) [Help](#) [logout](#)

 User Group:

Home Postings ▾ Applicants ▾ Hiring Proposals ▾ Onboarding Events ▾ Shortcuts ▾

Postings / Admin Professional/ Research Professional / Research Scientist II (Alternative Appointment Approved) / Summary Search Results: Next

Note: Once the Alternative Appointment Request has been approved, a link will appear at the top of the Summary page. The proposed individual will need to be sent this link so they can 'apply' to the AAR posting in order to be associated with this position.

Posting: Research Scientist II (Admin Professional/ Research Professional) [Edit](#)

Current Status: Alternative Appointment Posted

This posting is not available to applicants via search results but may be accessed directly at <http://colostate-sb.peopleadmin.com/postings/57214>

Position Type: Admin Professional/ Research Professional	Created by: Test User
Department: Chemistry (1872)	Owner: OEO

Take Action On Posting ▾

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

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

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" button. You may add a Comment to the posting

Alternative Appointment Request Approved Email



Colorado State University

Hello,

The following position, Research Scientist II, has been placed into the status of "Alternative Appointment Approved." As the hiring authority or applicant manager, you will need to email the incumbent the direct posting link so they can "apply" to this position. Please communicate to the incumbent that they do not need to upload any application documents (cover letter, resume etc.) to apply. They are only required to create a CSU jobs application account and "apply" to the position through the direct link. By selecting apply, they are linking their name to the approved Alternative Appointment Request posting within the TMS.

Direct posting link: <http://colostate-sb.peopleadmin.com/postings/57050>

Once the incumbent, , has linked their name to this position, the applicant manager will need to move the incumbent to the workflow state "Recommend for Hire - EOC" from the Applicant tab on the posting.

Once the hire request has been approved by OEO, the hiring authority may start the hiring proposal to finalize the AAR.

Job Title: Research Scientist II

Position #: 023892.0001

Posting #: 201800490AP

Department: Chemistry

Status: Alternative Appointment Approved

Thank you,

Office of Equal Opportunity

oeo@colostate.edu

970-491-5836

The Hiring Authority and Applicant Manager will receive an email notification from the system once the Alternative Appointment Request has been approved. The 'Direct posting link' is provided, which you can email directly to the incumbent so they can apply to the position.

If you have any questions or need further assistance, please see our training website at <http://oeo.colostate.edu/talent-management-system-tms> or email OEO at oeo@colostate.edu



Alternative Appointment Request Incumbent Application



- Home
- Search Internal Jobs
- Search Jobs
- Your Bookmarked Postings
- Your Applications
- Your Documents
- Account Settings
- Demographic Info
- Logout Emily
- Help

Research Scientist II

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the **Apply for this Job** link/button. If you would like to bookmark this position for later review, click on the **Bookmark** link. If you would like to print a copy of this position for your records, click on the **Print Preview** link.

[Bookmark this Posting](#) [Print Preview](#) [Apply for this Job](#)

Please see Special Instructions for more details.
References will not be contacted without prior notification of candidates.

Note: The incumbent will apply to the AAR posting through the link sent to them by the Hiring Authority or Applicant Manager.

Posting Details

Posting Detail Information

Working Title	Research Scientist II
Research Professional Position	Yes
Posting Number	201800490AP
Position Type	Admin Professional/ Research Professional
Number of Vacancies	

AAR – How to Hire the Incumbent

Print Preview

Add to Watch List

Note: Once the incumbent has applied to the position, the Applicant Manager will need to move them into the workflow state 'Recommend for Hire - EOC'.

Professional/ Research Professional)

This posting is not available to applicants via search results but may be accessed directly at <http://colostate-sb.peopleadmin.com/postings/57214>

Position Type: Admin

Created by: Test User

Professional/ Research

Owner: OEO

1. Navigate to the AAR posting and select the Applicants tab.

Department: Chemistry (1872)

Summary

History

Applicants

Reports

Associated Position Description

Saved Searches ▾

Search

More Search Options ▾

Active Applicants



"Active Applicants" 1 Selected records 0 Clear selection?

Actions ▾

<input type="checkbox"/>	First Name	Last Name	Posting Number	Workflow State (Internal)	Application Date	(Actions)
<input type="checkbox"/>	Emily	Rogers	201800490AP	Under Review by Dept/Committee	November 06, 2018 at 03:50 PM	Actions ▾

2. Click on the applicants first name.



AAR - Recommend for Hire (from Applicant Manager to EO Coordinator)



User Group:
Applicant Manager

Postings / ... / Research Scientist II (Alternative Appointment Approved) / Applicant Review / Emily Rogers Under Review by Dept/Committee

1. Once in their Job Application, hover over the orange Take Actions on Job Application button and select Recommend for Hire - EOC (move to Recommend for Hire - EOC) near the bottom of the menu.



Job application: Emily Rogers (Admin Professional/ Research Profes

Current Status: Under Review by Dept/Committee
Application form: Alternative Appointment Request Application

Full name: Emily Rogers
Address:
Created by: Emily Rogers
Owner: Applicant Manager

2. In the pop up Take Action box, select Other from the Reason drop-down menu then enter "Alternative Appointment Request" or "AAR" in the Explanation box. Then click Submit.

Take Action ✕

Recommend for Hire - EOC (move to Recommend for Hire - EOC)

Reason (required)

Other ▾

Explanation:

Submit Cancel

Take Action On Job Application ▾

- Withdrawn at Applicant's Request (move to Withdrawn at Applicant's Request)
- Hired for Pool Position (move to Hired for Pool Position)
- Send to Application Reactivated (move to Application Reactivated (MUST be prior to full consideration date))
- Request Semifinalist Interview - EOC (move to Request Semifinalist Interview - EOC)
- Request Finalist Interview - EOC (move to Request Finalist Interview - EOC)
- Recommend for Hire - EOC (move to Recommend for Hire - EOC)
- Recommend for Hire Alternate - EOC (move to Recommend for Hire Alternate - EOC)
- Open Pool - Finalist Interviewed, Not Selected (move to Open

AAR - Recommend for Hire (from EO Coordinator to OEO)



User Group:
EO Coordinator



Job application: Emily Rogers (Admin Professional/ Research Profes

Current Status: Recommend for Hire
Application form: Alternative Appointment Request Application

Note: The EO Coordinator will review the hire request then move it forward to OEO for final review and approval.

Full name: Emily Rogers
Address:
Username: **erogers**
Email: **emailaddress@zed.zed**
Phone (Primary):
Phone (Secondary):
Position Type: **Admin**

Created by: **Emily Rogers**
Owner: **EO Coordinator**

Take Action On Job Application

- Keep working on this job application
- WORKFLOW ACTIONS
- Recommend for Hire (move to Recommend for Hire - OEO)**
- Return to Applicant Manager (move to EOC Returned to Applicant Manager)

AAR - Approved Recommend for Hire



User Group:



Note: OEO will review the hire request then move the applicant into the workflow state Approved Recommend for Hire.

Take Action On Job Application ▾

- Keep working on this Job application
- WORKFLOW ACTIONS
- Approved Recommend for Hire (move to Approved Recommend for Hire)**
- OEO Returned to Applicant Manager (move to OEO Returned to Applicant Manager)
- Withdrawn at Applicant's Request (move to Withdrawn at Applicant's Request)
- MOVE DIRECTLY TO...
- Draft
- Under Review by Dept/Committee
- Application Reactivated (MUST be prior to full consideration date)

Job application: Emily Rogers (Admin Professional/ Research Profes

Current Status: Recommend for Hire - OEO
Application form: Alternative Appointment Request Application

Full name: Emily Rogers
Address:
[Redacted]
[Redacted]
[Redacted]
Username: **erogers**
Email: **emailaddress@zed.zed**
Phone (Primary): [Redacted]

Created by: **Emily Rogers**
Owner: **OEO**

AAR - Approved Recommend for Hire Email Notification



Colorado State University

Hello Test User

Emily Rogers has been placed in the Approved Recommend for Hire status for the Research Scientist II position.

As the Hiring Authority you will need to start the Hiring Proposal for Emily Rogers.

For instructions on how to start the Hiring Proposal please see the *How to Initiate and Complete the Hiring Proposal* training guide: <https://oeo.colostate.edu/media/sites/144/2017/05/CSU-How-to-Initiate-and-Complete-the-AP-Hiring-Proposal.pdf>

For help drafting an Offer Letter, please view the templates listed on the Provost's website located here (Note: The templates are located halfway down the page under the header 'Offer Letter Templates'): <http://provost.colostate.edu/faculty-administrative-professionals/>

Job Title: Research Scientist II

Position #: 023892.0001

Posting #: 201800490AP

Department: Chemistry

Thank you,

Office of Equal Opportunity
oeo@colostate.edu
970-491-5836

Note: The Hiring Authority will receive an email stating that the incumbent has been approved for hire in the system and that the Hiring Proposal may now be initiated.

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



AAR - Starting the Hiring Proposal



User Group:
Hiring Authority



Note: The Hiring Authority will now be able to go into the incumbent's job application to start the AP Hiring Proposal.

- ★ View Posting Applied To
- ★ Preview Application
- + Start AP Hiring Proposal

Job application: Emily Rogers (Admin Professional/ Research Professional)

Current Status: Approved Recommend for Hire
Application form: Alternative Appointment Request Application

Full name: Emily Rogers
Address:
[Redacted]
[Redacted]
[Redacted]
Username: erogers
Email: emailaddress@zed.zed
Phone (Primary): (970) 481-3750
Phone (Secondary): (970) 481-3750

Created by: Emily Rogers
Owner: Applicant Manager

Note: For help completing the Hiring Proposal, please see our step-by-step guide located here:
<https://oeo.colostate.edu/media/sites/160/2017/05/CSU-How-to-Initiate-and-Complete-the-AP-Hiring-Proposal.pdf>

Need further help?

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

www.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

