Colorado State University

CSU Talent Management System
User Guide

Step 1: Creating a General Open Pool Posting

my HR
Working together.

Overview of the CSU Open Pool Process

Brief Overview of the CSU Open Pool Process:

'Open Pool' postings are utilized to gather applications for potential job openings that may become vacant in a department throughout a year. Open Pools are typically used for Research Associates, Postdoctoral Fellows and Instructor positions and remain open, collecting applicants, on the CSU Jobs website for 3, 6, or 12 months. Once an applicant has applied to an Open Pool posting, their application materials will be copied over to 'Secondary' Open Pool postings, and reviewed every time a new vacancy becomes available. Hiring through the Open Pool process can be significantly quicker than standard searches because the Open Pool posting has already been gathering an applicant pool to review when a new vacancy becomes available.
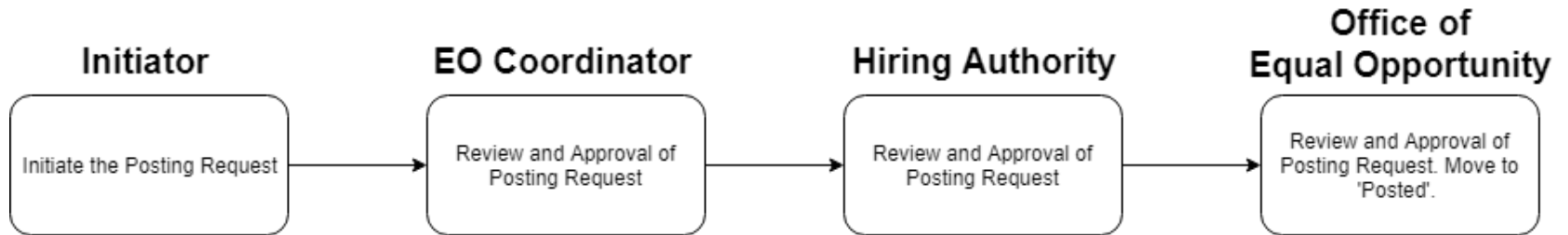_____

The open pool process involves three steps.

- **Step One: Create the General Open Pool posting to collect applications.** The General Open Pool is NOT created from a position description and is only used to 'cast a net' to collect applications for potential openings that may become available in the department throughout the year.
- **Step Two: Create or modify a position description to use for the hire.** Once a vacancy opens up in a department, either in a research lab seeking a research associate, research scientist or postdoctoral fellow or in a classroom setting seeking a non-tenure track instructor, the department will submit a position description to HR for review.
- **Step Three: Create the Secondary Open Pool posting from an approved position description to hire the individual(s).** Secondary Open Pool postings are NOT advertised. They are the only method available to hire out of the General Open Pool. CSU cannot hire out of General Open Pools because in doing so, it would remove the posting from the CSU Jobs website, thus eliminating the department's ability to continue to collect applicants. Instead, departments create Secondary Open Pool postings from approved position descriptions and request that when OEO reviews and approves the Secondary Open Pool posting, the current applicant list from the General Open Pool is copied to the Secondary Open Pool. Once copied, the department submits their hire request through the Secondary Open Pool posting. In doing so, the desired applicant is then hired into the correct position description and the General Open Pool remains open to continue collecting applications for future vacancies.

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Approval Workflow for General Open Pool Posting Requests

Below is the TMS approval process for General Open Pool Posting Requests

Initiator	EO Coordinator	Hiring Authority	Office of Equal Opportunity
Initiate the Posting Request	Review and Approval of Posting Request	Review and Approval of Posting Request	Review and Approval of Posting Request. Move to 'Posted'.

The steps in the following pages explain how to create and utilize a **General Open Pool Posting.**

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Creating a <u>General</u> Open Pool Posting to gather applicants

Applicant Tracking System

Applicant Tracking System

Position Management

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

Welcome, Test User   My Profile   Help   logout

User Group:

Initiator

OTHER TOOLS

Colorado State University Employee Portal

Shortcuts

ine Recruitment System

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

Postings 3   Hiring Proposals   Position Requests 3   Onboarding Tasks

Filters

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

0 Active Applicants

0

Evaluated Applicants
Unevaluated Applicants

14 Committees Served By Department last 365 Days

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Creating a <u>General</u> Open Pool Posting to gather applicants

Creating a <u>General</u> Open Pool Posting to gather applicants

Creating a <u>General</u> Open Pool Posting to gather applicants

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User Group:
Initiator

Home   Postings ▾   Shortcuts ▾

Postings / Admin Professional/ Research Professional ☆

Note: Create from Posting is only used when creating a General Open Pool from a **PREVIOUSLY POSTED** General Open Pool. Selecting this option will clone and pull over all the information entered from a preexisting General Open Pool Posting. If you have questions regarding the use of this option, please reach out to OEO at oeo@colostate.edu.

Note: Create from Position Description is only when creating a Secondary Open Pool Posting to hire out of (see guide 3) or for the standard search process.

+ Create New Posting

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.

1. Select Create from Position Type.

(Actions)

Last Status Update

ew and September 25, 2018 at 04:23 PM   Actions ▾

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Creating a **General** Open Pool Posting – New Posting Settings Page

User Group:
Initiator

Home   Postings ⏷   Shortcuts ⏷

Postings / Admin Professional/ Research Professional / New Posting ☆

New Posting

1. Fill out the Working Title field. The working title should include "– Open Pool" at the end.

Create New Posting   Cancel

* Required Information

Working Title *   Research Associates I, II or III - Open Pool

Organizational Unit

Division *   Provost/Executive Vice President (1001DV)

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

Department *   College of TMS Training (0000)

2. If you are able, select the correct Division, Academic/Reporting Area and Department for the General Open Pool. If you are not able to edit these fields, the system will default to the Organizational Unit for which your TMS profile is assigned.

Applicant Workflow

Workflow State   Under Review by Dept/Committee ▾

When an application is submitted for this job, it sho[...] Process workflow?

Note: This drop down selection will auto populate. Please leave it as Under Review by Dept/Committee.

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Creating a <u>General</u> Open Pool Posting – New Posting Settings Page

References

Reference Notification

Request References to submit Recommendations whe[n]
state?

Recommendation Workflow

When all Recommendations have been provided, mov[e]

Recommendation Document Type

No Document ▼

Allow a document upload when a reference provider s[ubmits]

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

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

https://oeo.colostate.edu/media/sites/144/2017/05/How-to-Request-References-in-TMS.pdf

Online Applications

☑ Accept online applications?

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

Special offline application instructions

References will not be contacted without prior notification of candidates.

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

Accepted Application Forms

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Creating a **General** Open Pool Posting – New Posting Settings Page

Online Applications

☑ Accept online applications?

Special offline application instructions

> References will not be contacted without prior notification of candidates.

Accepted Application Forms

1. Check the preferred method for receiving application materials. For General Open Pool Postings, select Administrative Professionals – Standard Application Materials.

☑ Administrative Professional - Standard Application Materials

☐ Alternative Appointment Request Application

☐ Administrative Professional Application - With Work Experience Form

2. When ready, click Create New Posting to continue to the Posting Details page.

Create New Posting   Cancel

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Creating a <u>General</u> Open Pool Posting – Posting Details

Hire

Welcome, Test User   My Profile   Help   logout

Colorado State University

User Group:
Initiator

Home   Postings ▾   Shortcuts ▾

Postings / Admin Professional/ Research Professional / Research Associates I, II or III - Open Pool (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

Note: After you click Create Posting, you will then be taken to the Posting Details page where you will need to complete required fields and fill in information about your General Open Pool Posting. Some fields may or may not be editable by you.

Save   Next >>

ABC Check spelling
* Required Information

Classification Information
This information is pulled in from the position description.

Classification Title

Classification Code

Salary Grade

Min Salary

Mid Salary

Max Salary

Note: The Classification Information section will be blank and will not be editable. Information will only populate in these fields if you created your posting from an approved position description. General Open Pools are not created from position descriptions.

Position Information

Position Number

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Posting - Posting Details Tab (cont.)

Position Information

Position Number 030620.0001

Employment Category Special

Search Process Type

Please select

For additional assistance regarding the different types of searches at CSU, please see the *Types of Searches webpage*.

1. Select General Open Pool from the Search Process Type drop-down menu.

Promotional Announcement Additional Information

If this is a Promotional Announcement [...] name of the individual receiving the promotion; 2) Indicate if the individual is receiving a salary increase or not; 3) The new requested salary amount (if applicable)

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

1. Enter a salary range that accounts for ALL future hires out of the general open pool. If a Secondary Open Pool posting is submitted with a range that falls outside of the General Open Pool's, the posting will not be approved.

Proposed Annual Salary Range

$50,000 - $80,000

This field is viewable to potential applicants on the posting. You may keep the salary or salary range or you can include the following statement: Salary is commensurate with experience and qualifications.

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

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.

Position Location

Fort Collins, CO

Please enter the location of the position in a 'City, State Abbreviation' [...] Collins, CO, please do not edit the field.

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

Work Location

Please select

Colorado State University

Posting - Posting Details Tab (cont.)

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

Description of Work Unit

Hogwarts School of Witchcraft and Wizardry is the British wizarding school, located in the Highlands of Scotland.

Established around the 10th century, Hogwarts is considered to be one of the finest magical institutions in the wizarding world. Children with magical abilities are enrolled at birth, and acceptance is confirmed by owl post at age eleven.

Hogwarts provides the utmost quality in magical education and is continually rated among the top 3 witchcraft and wizardry schools in the world.

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.

1. Use this field to select the Hiring Authority for the search. Typically, the actual Hiring Authority is listed, as well as any individual who will be helping with the TMS workflow/processes. The Hiring Authority user role finalizes the hire by initiating a Hiring Proposal at the end of the search process.

Hiring Authority

Rogers, Emily (erogers@colostate.edu) ×

Multiple Hiring Authorities may be entered.

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

Supervisor Name

This field is required.

Supervisor Working Title

This field is required.

3. Fill in the Position Summary field. You may provide as much detail as you wish. The summary should briefly describe the open pool hiring process and may also list potential areas of research.

Position Summary

The department accepts applications on an ongoing basis from individuals who are interested in obtaining research positions within the department in laboratories in the areas of Gene Expression, Cellular Biochemistry and Structural Biology. The open positions may be temporary or special assignment.

Position Supervises

n/a

(Class/Working Title, Position #)

Decision Making

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

Colorado State University

Creating a <u>General</u> Open Pool Posting – Posting Details cont.

1. In the Required Job Qualifications field, fill in the minimum requirement for every possible level you are hiring for. These should be the most basic requirements needed for each position level (i.e. degree, years of experience, etc.) and in most cases will follow the outlined CSU [research associate series concept](#)/ [research scientist career track](#).

Required Job Qualifications

Research Associate applicants must hold a B.S. degree in an appropriate discipline.
There are five levels of appointment:

- Level I is for individuals with less than 3 years of professional, post-baccalaureate experience.
- Level II is for individuals with a Bachelor's degree and more than 3 years of relevant professional experience or a recent Master's degree.
- Level III is for individuals with a Bachelor's degree and 5 years of experience or a Master's degree with 2 years of experience. Individuals with a PhD who have to this position if appropriate.

Note: Preferred Job Qualifications are optional for General Open Pools. Any preferred qualifications you list here will also **need to be included** on your Secondary Open Pool posting when you make your hire.

Preferred Job Qualifications

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.

2. Select No from the Is this an Hourly position field.

3. The Working Title will pull through from the New Posting Settings page. You may make any necessary changes here.

Work Hours/Week

Note: The Work Hours/ Week field typically pulls over from a position description and is not editable. It will be blank on the General Open Pool Posting.

Posting Details

Working Title Research Associate I, II or III - Open Pool

4. If this is a Research Associate, Research Scientist or Postdoctoral Fellow open pool, select Yes from this drop-down menu.

If this is a Research Professional position, select 'Yes'. Otherwise, select 'No. Yes

Example: Research Associate, Research Scientist, Postdoctoral Fellow.

Posting Number

Note: A Posting Number will be assigned by the system once the General Open Pool Posting moves out of the Draft workflow state.

Number of Vacancies

Desired Start Date MM/DD/YYYY

Position End Date (if temporary) MM/DD/YYYY

Note: These fields may be left blank and are not required for General Open Pools.

Colorado State University

Creating a <u>General</u> Open Pool Posting – Posting Details cont.

Note: The Open Posting Date is optional. If you choose to use this field, this is the date the posting will 'go-live' on the CSU Jobs Website.

1. The Full Consideration Date and Close Posting Date should match. This is the date the General Open Pool 'expires' and is pulled down from the CSU Jobs Website. General Open Pools are typically posted for 3, 6 or 12 months.

2. Fill in the Special Instructions Summary field. Use this field to communicate the application process to applicants i.e., documents that may be required to apply, information about references, etc. It will appear at the top of the job posting on the CSU Jobs Website. Be sure to include language about reapplying when the pool expires

Open Posting Date

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

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

04/25/2019

Close Posting Date

04/25/2019

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

Special Instructions Summary

Please submit a cover letter outlining your specific area(s) of expertise, curriculum vitae or resume and the names and contact information of three professional references.

References will not be contacted without prior notification of candidates.

The pool is valid through 4/25/2019. Individuals wishing to be considered beyond this date must reapply.

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.

Colorado State University

Creating a <u>General</u> Open Pool Posting – Posting Details cont.

Note: These fields may be left blank.

1. All CSU job postings are automatically posted to these four auto populated venues. Please do not delete them from this field. You may choose to add additional venues if you wish. Typically, General Open Pool posting announcements are added to department websites.

2. The Short Posting field allows OEO to review and approve a 'bite-sized' version of the posting announcement. The short posting should include the title of the position, the location, a brief summary, the 'Quick Link for Internal Postings' so applicants know where to apply, and the shortened EO/EA/AA and background check language that is auto-populated.

Internal Search Requested

An internal search is a form of a limited search that is the exception to the default national search. Recruitment can be limited to a department/unit or College/Division.

Rationale for Internal Search

Recruitment Plan

CSU Jobs Website
Connecting Colorado Website
Indeed.com
Higher Ed Jobs.com
Department Website

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

Pass Message

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

Fail Message

Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions at CSU that interest you.

AP/Faculty Short Posting

The College of TMS Training at Colorado State University is accepting applications on an ongoing basis from individuals who are interested in obtaining Temporary, Special, or Regular Research Associate positions (Level I, II or III). Positions may become available throughout the year. Ranking and qualifications within the levels are done on a case-by-case basis with factors that include the complexity of research and specialized skills. Annual terms and reappointment may depend on performance and/or the continued availability of funding. To read full job announcement and to apply to our open pool active until 4/25/2019, see: http://colostate-sb.peopleadmin.com/postings/57194

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.

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Creating a <u>General</u> Open Pool Posting – Posting Details cont.

Note: The Quick Link for Internal Postings should be included in the Short Posting Announcement above. This is a direct link to the job posting on the CSU Jobs website.

Quick Link for Internal Postings — http://colostate-sb.peopleadmin.com/postings/57194

Background Check Policy Statement

Colorado State University (CSU) strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of the university, it is reasonable and prudent to do so.

EEO Statement

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy and will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

The Title IX Coordinator is the Executive Director of the Office of Support and Safety Assessment, 123 Student Services Building, Fort Collins, CO 80523 -2026, (970) 491-7407.

The Section 504 and ADA Coordinator is the Associate Vice President for Human Capital, Office of Equal Opportunity, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836.

Diversity Statement

Ability to advance the department's commitment to diversity and inclusion through research, teaching and outreach with relevant programs, goals and activities.

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.*

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

Colorado State University

Creating a <u>General</u> Open Pool Posting – Posting Details cont.

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.

★ **Diversity Statement**

•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.

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

★ **Search Contact**

Emily Rogers, emily.rogers@colostate.edu
This field is required.
Name and phone number and/or email address of contact for general questions about this position (viewable by applicant).

★ **EO Coordinator**

Rogers, Emily ✕
This field is required.
Multiple individuals may be placed in the EO Coordinato

Note: If someone's name does not appear when searched for, they may not have access to that user group. Please fill out a TMS Access Request Form with the appropriate signatures and email it to OEO at oeo@colostate.edu.

2. Use these two fields to enter the name of your EO Coordinator and Applicant Manager for the Open Pool. Entering their names here will grant them access to the posting to complete their TMS user role duties. Multiple EO Coordinators and Applicant Managers may be entered.

★ **Applicant Manager**

User, Test ✕
This field is required.
Multiple individuals may be placed in the Applicant Man
Manager does not appear in the list, please contact OEO at oeo@colostate.edu or 491-5836.

3. When complete, click Save to be taken back to the top of the page.

Save   Next >>

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Creating a <u>General</u> Open Pool Posting

Posting was successfully updated.

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User Group:
Initiator

Home   Postings ▾   Shortcuts ▾

Postings / Admin Professional/ Research Professional / Research Associates I, II or III - Open Pool (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 >>

* Required Information

Classification Information

This information is pulled in from the position description.

Classification Code

Salary Grade

Min Salary

Mid Salary

Max Salary

Note: The Essential Job Duties, Position Budget Information, Alternative Appointment Request and Background Check Requirements sections are not used when creating General Open Pool postings and may be skipped for now.

1. Once saved, the system will take you to the top of the Posting Details page. Use the menu located on the left side of the screen to skip forward to the Supplemental Questions section.

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Creating a <u>General</u> Open Pool Posting – Supplemental Questions

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

Colorado State University

Home | Postings

Postings / Admin Profession...

Editing Posting

- ✓ Posting Details
- ✓ Essential Job Duties
- ✓ Position Budget Inform...
- ✓ Alternative Appointmer...
- ✓ Background Check Req...
- ✓ Supplemental Questions
- ✓ Qualification Groups
- ✓ Applicant Documents
- ✓ Search Committee
- ✓ Evaluative Criteria
- ✓ References
- ✓ Posting Documents
- Summary

Note: Supplemental questions are similar to minimum qualification screening forms. They can be utilized to determine if an applicant meets minimum qualifications by having them answer a set of questions when the are applying to the position. Certain answers to questions can be made 'disqualifying'. This means that if an applicant selects a disqualifying answer, they will automatically self-disqualify from the pool. This automatically places them into the workflow state 'System determined did not meet minimum qualifications'.

If you choose to use supplemental questions in your General Open Pool, you will only be able to assess the 'bare minimum' required qualifications of the pool. For example, if this was a Postdoctoral General Open Pool, you could ask 'Do you have a Ph.D.?' as this would be the minimum degree requirement for all future hires.

If an applicant self-disqualifies from the General Open Pool, they will not be copied over to any future Secondary Open Pool postings you create as they don't meet the 'bare minimum', required qualifications i.e. the minimum required degree of the position. All Secondary Open Pool postings must have qualifications that *at least* meet/match the required qualifications listed in the General Open Pool.

If you utilize supplemental question on your General Open Pool posting, you must select the **SAME** supplemental question for any future Secondary Open Pool postings in order for applicant answers to copy over correctly.

Add a question

Included Supplemental Questions

Position | ... | Status

1. To add a supplemental question, click the Add a question button. (If you are not using supplemental questions, skip to page 24 of this guide.)

Save | << Prev | Next >>

Colorado State University

Creating a <u>General</u> Open Pool Posting – Supplemental Questions

Available Supplemental Questions

Category: Any ▼ Keyword: [   ]

Add	Category	Question
☐	Uncategorized	How did you hear about this employment opportunity?
☐	Driv...	...Driver's License (CDL) within 12 months from the date of hire?
☐	Driving Record	This position requires the incumbent to possess and maintain a valid driver's license. ...you must list your...
☐	Expe...	...rgent problem or challenge that demonstrated your ability to be analytical, creative, and make decisions in order reach a timely solution. Be sure to include the details around the problem/challenge, how much time you were given to resolve matters, resources you used, and why this example best highlights your capabilities.
☐	Uncategorized	This position requires college coursework to meet the minimum requirements of the position. If you are using education to meet the minimum qualifications for this position as required, a copy of your unoffical (or official) transcript is required by the application deadline. You may either attach this transcript to your application electronically, or fax a copy of your transcript to: FAX 970-491-6302. Will you be submitting transcripts to verify that your education to meet the minimum qualifications of this position?
☐	Uncategorized	Resume submittal by the job announcement closing date/time is a requirement to be considered for this position. How do you plan to submit your resume?
☐	Licensures/Certifications	This position requires a current, valid EPA universal license. Please list your EPA universal license number and granting agency in the space below.

Displaying **1 - 15** of **3673** in total

← Previous | Next →

Submit   Cancel

1. You may search for a preexisting question using the Category drop down menu, or Keyword search.

Once you have found an appropriate question, check the box next to it and click the Submit button at the bottom.

2. If you are unable to find a suitable question, select Add a new one.

Add a new one

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Creating a **General** Open Pool Posting – Supplemental Questions

Welcome, Test User   My Profile   Help   logout

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

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Home   Postings ▾

Postings / Admin Professional

Editing Posting

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

Name *
Do you have a Bachelor's Degree?

Category   Education ▾

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

Question *
Do you have a Bachelor's Degree?

2. Enter the supplemental question in the Question field. It should directly relate to one of your required qualifications.

Possible Answers

○ Open Ended Answers
◉ Predefined Answers

3. Select one of the two options under Possible Answers. Open Ended Answers allows applicants to type a personalized response. Predefined Answers gives the applicants set, multiple choices answers. Use Predefined Answers if you wish to create self-disqualifying questions.

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

Possible Answer 1: Yes   ✕
Possible Answer 2: No   ✕
Possible Answer 3:   ✕

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

Note: The system will continue to generate Possible Answer 'slots'. Only use the amount you need and ignore the new slots that appear, no need to delete them.

Submit   Cancel

5. Click Submit.

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Creating a **General** Open Pool Posting – Supplemental Questions

Editing Posting

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

Supplemental Questions

[Save] [<< Prev] [Next >>]

Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

Assign Points or Disqualifying Responses: Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

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

Add a question

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

Included Supplemental Questions

Position	Required	Category	Question	Status
1	☑	Education	Do you have a Bachelor's Degree?	pending ✕

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

Possible Answers: Predefined Options

Answer	Points	Disqualifying
1. Yes		☐
2. No		☑

3. In the drop-down menu, check the box next to the answer you would like to make disqualifying. If an applicant selects this answer, they will self-disqualify from the pool and will automatically be placed into the inactive workflow state 'System determined did not meet min quals'.

4. When ready, click Save. [Save] [<< Prev] [Next >>]

Colorado State University

Creating a <u>General</u> Open Pool Posting

Welcome, Test User   My Profile   Help   logout

Colorado State University

User Group:
Initiator

Home   Postings ▾   Shortcuts ▾

Postings / Admin Professional/ Research Professional / Research Associates I, II or III - Open Pool (Draft) / Edit: Supplemental Questions

Editing Posting

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

Supplemental Questions   Save   << Prev   Next >>

Adding New Posting Questions: Click on the button labeled "Add a Question". A pop up section will appear where you can add an existing question or create a new one.

Adding Existing Posting Questions: There are two ways to search for approved posting questions to add to the job being posted. You can filter using the key word search or filter by question category.

Note: CSU does not use Qualification Groups. You may skip this section.

Assign Points or Disqualifying Responses. Click on the question that has been added and a dropdown menu will appear where points and disqualifying responses can be associated to the posting question.

1. Once saved, click on Applicant Documents from the left-side menu.

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

Add a question

Included Supplemental Questions

Position	Required	Category	Question	Status
1	☑	Education	Do you have a Bachelor's Degree?	pending ✕

Save   << Prev   Next >>

Colorado State University

Creating a <u>General</u> Open Pool Posting – Applicant Documents

Hire

Welcome, Test User   My Profile   Help   logout

User Group:

Initiator

Home   Postings ▾

Shortcuts ▾

...I, II or III - Open Pool (Draft) / Edit: Applicant Documents

Note: On the Applicant Documents tab, select the documents applicants will need to attach to their applications when applying to the General Open Pool Posting. Documents are categorized as 'Not Used', 'Optional' or 'Required'. You can mark specific documents as Optional or Required based on the needs of your job search. Any documents selected here will need to be listed in your Special Instructions Summary field.

Save   << Prev   Next >>

1. When complete, click Save.

Select the documents to be required with this item, and those that may opti...

- ⊘ Alternative Appointme...
- ⊘ Background Check Requi...
- ⊘ Supplemental Questions
- ⊘ Qualification Groups
- ⊘ Applicant Documents
- ⊘ Search Committee
- ⊘ Evaluative Criteria
- ⊘ References
- ⊘ Posting Documents
- Summary

Order	Name	Not Used	Optional	Required
1	Cover Letter	○	○	◉
2	Resume or CV	○	○	◉
3	Resume	◉	○	○
5	List of Professional References	○	○	○
6	Unofficial Transcripts	◉	○	○

Note: You can reorder the documents by typing in a number in the Order box OR by dragging and dropping the document into your desired order. Please note, the same documents and their order will need to be selected on the Secondary Open Pool Posting to allow for the documents to copy over correctly.

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Creating a <u>General</u> Open Pool Posting

Welcome, Test User   My Profile   Help   logout

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User Group:
Initiator

Home   Postings ▾   Shortcuts ▾

Postings / Admin Professional/ Research Professional / Research Associates I, II or III - Open Pool (Draft) / Edit: Applicant 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

Applicant Documents

[Save] [<< Prev] [Next >>]

Select the documents to be required with this item, and those that may optionally be attached.

Order	Name	Not Used	Optional	Required
1	Cover Letter	○	○	◉
2	Resume or CV	○	○	◉
3	Resume			
5	List of Professional References	◉	○	○
6	Unofficial Transcripts	◉	○	○

Note: The Search Committee and Evaluative Criteria sections are not used when creating General Open Pool postings and may be skipped for now.

1. Once saved, click on the References section from the left-side menu.

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Creating a <u>General</u> Open Pool Posting – References

Creating a <u>General</u> Open Pool Posting

Creating a <u>General</u> Open Pool Posting – Summary

Welcome, Test User   My Profile   Help   logout

User Group:

Initiator

Home   Postings ▾   Shortcuts ▾

Postings / Admin Professional/ Research Professional / Research Associates I, II or III - Open Pool (Draft) / Summary   Search Results: Previous

Note: The General Open Pool Posting Summary page displays all of the information filled in for each field. In addition, new links appear across the top: History (all transactions associated with the posting) and Settings (which department the posting resides and other information). To access these areas, simply click on the tab.

Take Action On Posting ▾

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

Posting: Research Associates I, II or III - Open Pool (Admin Professional/ Research Professional)

Edit

Current Status: Draft

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

Created by: Test User
Owner: Test User

Note: In addition to summary information about your General Open Pool, you may also 'See how Posting looks to Applicant', print preview the 'Applicant View' of the posting, or 'Print Preview' the whole posting as it is viewed internally. You can also add the posting to your Watch List. Doing so will allow you to track the posting on your TMS homepage.

| Summary | History | Settings |

Please review the details of the posting carefully before continuing.

Colorado State University

Creating a **General** Open Pool Posting – Move in Workflow (from Initiator to EO Coordinator)

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).

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

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

Creating a **General** Open Pool Posting – Move in Workflow (from EO Coordinator to Hiring Authority)

Creating a **General** Open Pool Posting – Move in Workflow (from Hiring Authority to OEO)

Hire   Welcome, Test User   My Profile   Help   logout

Colorado State University

User Group:
Hiring Authority

Home   Postings ▾   Hiring Proposals ▾   Shortcuts ▾

Postings / Admin Professional/ Research Professional / Research Associates I, II or III - Open Pool (Hiring Authority Review and Approval) / Summary   Search Results: Previous

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

Take Action On Posting ▾

Keep working on this Posting

WORKFLOW ACTIONS

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

Return to Initiator (move to Initiator)

Return to EO Coordinator (move to EO Coordinator Review)

OEO Final Approval (move to OEO Final Review)

Posting: Research Associates I, II or ...ssio...   ...sional)

Edit

Current Status: Hiring Authority Review and Approval

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

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

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

Take Action

Approved (move to OEO Review and Approval)
Comments (optional)

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

Submit   Cancel

Please review the details of the posting carefully before continuing.

Colorado State University

Creating a **General** Open Pool Posting – Move in Workflow (from OEO to 'Posted')

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General Open Pool Posting will appear on the CSU Jobs Website

Email notification

Colorado State University

Hello Test User,

The Research Associates I, II or III - Open Pool position (Posting #: 201800488AP) has been placed in the status of "Posted."

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

Position #:

Job Title: Research Associates I, II or III - Open Pool

Department: College of TMS Training

> Note: The Applicant Manager will receive an email notification from the system once the posting has been approved.

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

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Next Steps…

You have now completed Step #1 of the Open Pool Process, the creation of a General Open Pool posting.

From here, your General Open Pool posting will begin to accumulate applicants. When a job opening or new vacancy has been identified in your department, you may move forward to the [Open Pool Step #2 guide located here](#).

Step #2 will cover the creation of a position description in preparation to hire out of a Secondary Open Pool Posting.

Colorado State University

Need further help?

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

For additional help, contact
Talent Acquisition at:
(970) 491-5836
or
HR_TA@colostate.edu

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