



Colorado State University

CSU Talent Management System

User Guide

Step 2: Creating a Position Description to Hire out of an Open Pool

How to Hire Out of an Open Pool

Once a new vacancy associated with your General Open Pool Posting has been identified, the Initiator will create a new, or in most cases modify a current position description to be used to complete the hire.

This position description should capture all the details (including name and required and preferred qualifications of the specific laboratory or hiring department) that are specific to the new **position/vacancy** (not just the General Open Pool).

Note: Preparation of the position description can be done **AHEAD OF TIME** if the department knows a position will be vacant/needed. If you already have an approved position description available, skip ahead to Step 3.

This guide takes place on the 'Positions' side (module) of the TMS . The following 6 pages will demonstrate how to **Modify** a position description. For instructions on how to **Create or Clone** a position description, please skip forward to page 9.



Modifying a Position Description that will utilize an Open Pool

Position Management

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

Applicant Tracking System

Position Management

Employee Records

OTHER TOOLS

Analytics Dashboards

1. Select the Position Management module by clicking on the three dots in the top-left corner of the screen.

User Group:
Initiator

Descriptions ▾ Classifications ▾ Shortcuts ▾

Online Recruitment System

Postings 7 Users 433 Hiring Proposals 27 Position Requests 152

Special Handling Lists

Filters

	CURRENT STATE	DAYS IN CURRENT STATE
Director, Philanthropic Operations	OEO Final Review	2
Information Resources and Systems	OEO Preview	0
Dr. Nishimura Biology	OEO Final Review	6
	OEO Final Review	2

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

128 Filled Postings Last 30 days

State Classified
Admin Professional/ Research Professional
Faculty

Applicants Per Day Last Week



Modifying a Position Description that will utilize an Open Pool



User Group:
Initiator

Home Position Descriptions Classifications

- State Classified
- State Classified Position Requests
- Admin Professional/ Research Professional
- Admin Professional/ Research Professional Position Requests
- Faculty
- Faculty Position Requests

Note: position descriptions can be found in two separate areas. Positions that have been created or modified and are either **moving through the approval process** or **have been saved for later** can be found under the 'Requests' options.

Once a created position or position modification has been approved, the updated position can be found in the position 'library' (the library options are those without 'Requests' in the name). If you are creating a position description for the first time or are just starting a modification, you will start in the position 'library'.

1. Click on position descriptions in the top menu and select Admin Professional/Research Professional from the drop-down menu.

There are no results to be displayed.

Evaluated Applicants
Unevaluated Applicants

Watch List

Postings Hiring Proposals Position Requests 1

SEARCH

Unwatch Postings

5 Committees Served By Department last 365 Days

Modifying a Position Description that will utilize an Open Pool



User Group:
Initiator

Admin Professional/ Research Professional Position Descriptions

+ Create New Position Description

Saved Searches Search

Add Column:

Status:

Position Number:

Department:

Last Name:

Note: To search for an existing position description to modify, enter the title or key words associated with the position description into the main search field. Or, click on the More Search Options button to drop down the advanced search menu. Then type the Position Number in the Position Number field and click Search.

Ad hoc Search

1. Click on the working title of the position you wish to modify.

	Working Title	Position Number	Department	Employee First Name	Employee Last Name	Supervisor	Status	Actions
<input type="checkbox"/>	Research Associate II - TMS Lab	024680.0001	College of TMS Training (0000)			Coordinator for Talent Management System (Emily Rogers)	Active	Actions

Modifying a Position Description that will utilize an Open Pool



User Group:
Initiator



- Print Preview
- Print Preview (Employee View)
- View Supervisor
- Modify AP Position**

Position Description: Research Associate II - TMS Lab (Admin Professional/ Research Professional)

Current Status: Active

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

Created by: System Account

1. Click on Modify AP Position.

Position Justification

Modifying a Position Description that will utilize an Open Pool



User Group:
Initiator

Start Modify AP Position Position Request on Research Associate II - TMS Lab?

Once it has been started, this position request will lock the position description from other updates until the position request has completed.



1. Click Start.

Modifying a Position Description that will utilize an Open Pool

Editing Position Request

- Position Justification
- Classification Selection
- Position Details
- Essential Job Duties
- Functional Attributes
- Position Budget Information

Position Justification

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

Reason for Modification

- Degree Exception Review
- Vacant/Need for Posting
- Salary/Off-cycle request
- Job Title Change - Salary Adjustment
- Job Title Change - without a salary adjustment
- Reorganization
- Transfer position to new Department/Unit
- FLSA Review
- SalX Request/Update
- Change in duties
- Promotion
- Promotion (RA Series requiring an AAR)
- Change in Employment Category (to or from regular)
- Position Reclassification
- Replacement of Supervisor
- Update Position Description
- Budget Update
- Other

Reason for Position Modification

*** Required Information**

Position Request Summary

Save **Next >>**

1. Once you click Start you will be taken to the Position Justification section of the position description. Check a Reason for Modification to help Human Resources prioritize the request. More than one option may be selected.



Creating a Position Description that will utilize an Open Pool

To continue the modification request, skip ahead to page 15.

The following 5 pages will demonstrate how to **Create** a new position description. While Creating a position description may be necessary in some situations, Human Resources highly encourages the modification and use of current, unoccupied position descriptions if they are available as opposed to creating new ones.



Creating a Position Description that will utilize an Open Pool

The screenshot shows the 'Positions' module in the recruitment system. The left sidebar contains navigation options: 'Hire', 'Positions', and 'Onboard'. The 'Positions' option is highlighted with a red box. A red callout box points to the three dots in the top-left corner of the sidebar, with the text: '1. Select the Positions module by clicking on the three dots in the top-left corner of the screen.'

The top navigation bar includes 'Welcome, Test User', 'My Profile', 'Help', 'logout', and 'Walkthrough'. A 'User Group:' dropdown menu is highlighted with a red box, showing 'Initiator' as the selected option. A red callout box points to this dropdown with the text: '2. Select Initiator from the User Group drop-down menu.'

The main content area is titled 'Online Recruitment System' and features tabs for 'Postings', 'Hiring Proposals 2', 'Position Requests 1', and 'Onboarding Tasks'. Below the tabs, there are search filters and a 'Filters' button. A large '0' indicates '0 Active Applicants'. A legend shows 'Evaluated Applicants' in blue and 'Unevaluated Applicants' in purple. A donut chart shows '5 Committees Served By Department last 365 Days'.




Creating a Position Description that will utilize an Open Pool

The screenshot shows the HR system interface for Colorado State University. The top navigation bar includes 'Positions', 'Welcome, Test User', 'My Profile', 'Help', 'logout', and 'Walkthrough'. The Colorado State University logo is in the top left. A 'User Group' dropdown menu is set to 'Initiator'. The main menu has 'Home', 'Position Descriptions', and 'Classifications'. The 'Position Descriptions' dropdown is open, showing options: 'State Classified', 'State Classified Position Requests', 'Admin Professional/ Research Professional' (highlighted with a red box), 'Admin Professional/ Research Professional Position Requests' (with 'Requests' highlighted in blue), 'Faculty', and 'Faculty Position Requests' (with 'Requests' highlighted in blue). A red callout box contains the instruction: '1. Click on position descriptions in the top menu and select Admin Professional/Research Professional from the drop-down menu.' A blue callout box contains the note: 'Note: position descriptions can be found in two separate areas. Positions that have been created or modified and are either moving through the approval process or have been saved for later can be found under the 'Requests' options. Once a created position or position modification has been approved, the updated position can be found in the position 'library' (the library options are those without 'Requests' in the name). If you are creating a position description for the first time or are just starting a modification, you will start in the position 'library'.' The interface also shows an 'Inbox' section with 'Special Handled' and 'SEARCH' fields, and a 'Watch List' section with 'Postings', 'Hiring Proposals', and 'Position Requests' tabs. A legend indicates 'Evaluated Applicants' (blue) and 'Unevaluated Applicants' (purple). A badge shows '5 Committees Served By Department last 365 Days'.



Creating a Position Description that will utilize an Open Pool

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

 User Group: Initiator

Home **Position Descriptions** Classifications Shortcuts

Position Descriptions / Admin Professional/ Research Professional ☆

Admin Professional/ Research Professional Position Descriptions

[+ Create New Position Description](#)

1. Click on + Create New position description.

Saved Searches Search [More Search Options](#)

Search Keyword

Admin Professional/Research... ✕

"Admin Professional/Research Professional Positions" 2 Selected records 0 ✕ Clear selection? [Actions](#)

<input type="checkbox"/>	Working Title	Position Number	Department	Employee First Name	Employee Last Name	Supervisor	Status	(Actions)
<input type="checkbox"/>	Academic Success Coordinator	012345.0001	College of TMS Training (0000)			Coordinator: Search Approvals & Office Operations (Becca McCarty)	Active	Actions
<input type="checkbox"/>	Research Associate II - TMS Lab	024680.0001	College of TMS Training (0000)			Coordinator for Talent Management System (Emily Rogers)	Active	Actions

Creating a Position Description that will utilize an Open Pool

Note: There are two options available when creating a new position description.

Option 1: Creating a blank, completely new position description. No information will be populated and you will be required to fill in all of the fields.

Option 2: Cloning a current position description. In doing so, the new position description will pull over all of the populated fields and information associated with the cloned position description. Use this option if you need to create an identical position description to one that already exists. This can be helpful when hiring multiple people for the exact same position.

To create a new Position Description, select a title and Organizational Unit. Select a Position Description below.

Working Title *

Research Associate II - Doe Lab

Organizational Unit

Division *

Provost/Executive Vice President (1001DV)

Academic/Reporting Area *

College of TMS Training (0000RA)

Department *

College of TMS Training (0000)

Saved Searches ▾

Search

More Search

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

User Group:

Initiator

Shortcuts ▾

2. Click Start Position Request.

Start Position Request

Cancel

1. If you chose Option 1, enter a Working Title for the position description in the Working Title field. Ensure that the title is unique to the hire i.e. the name of the lab the hire will be working in. DO NOT include 'Open Pool' in the Working Title.

Note: The Organizational Unit details may or may not be editable by the Initiator. If you only have access to one department in TMS, your assigned Division, Academic/Reporting Area and Department will automatically pull through. If you are assigned to multiple departments/units, select the correct unit for this new position.



Cloning a Position Description that will utilize an Open Pool

1. If you chose Option 2, cloning an existing position description, scroll down to the bottom of the Create New page.

Search interface showing a search for "Research Associate". The search field contains "Research Associate" and the "Search" button is highlighted. Below the search field are input fields for "Add Column", "Status" (set to "Active"), "Position Number" (set to "024680"), "Department", and "Last Name". A "More Search Options" button is also visible.

Note: To search for an existing position description to clone, enter the title or key words associated with the position description into the main search field. Or, click on the More Search Options button to drop down the advanced search menu. Then type the Position Number in the Position Number field and click Search.

Clone an existing Position Description?

Ad hoc Search Admin Professional/Research...

Ad hoc Search

Working Title	Position Number	Department	Employee First Name	Employee Last Name	Supervisor	Status	(Actions)
<input type="radio"/> Research Associate II - TMS Lab	024680.0001	College of TMS Training (0000)			Coordinator for Talent Management System (Emily Rogers)	Active	Actions ▾

2. Select the radio button next to the working title of the position description you wish to clone.

3. Click Start Position Request.

Start Position Request



Filling in the Position Description – Position Justification

Note: The following slides will demonstrate how to fill in a position description, regardless of whether or not it was started from a modification, a create new action or cloned from an existing position. Please note, when **modifying** a position description, you will need to select a Reason for Modification, normally found on the Position Justification section. Created or cloned positions will not have this option.

[Position Requests](#) / [Create New AP Position](#) / [Research Associate II - TMS Lab](#) / [Edit](#)

User Group:

Initiator

Shortcuts ▾

Save

Next >>

Editing Position Request

Position Justification

- ✓ Classification Selection
- ✓ Position Details
- ✓ Essential Job Duties
- ✓ Functional Attributes
- ✓ Position Budget Inform...
- ✓ Background Check Requi...
- ✓ Supervisory Position
- ✓ Position Documents
- Position Request Summary

Position Justification

Note: If you are cloning or modifying a position description, fields that were previously filled in will populate in certain areas. Be sure to review all of these fields and make any edits as necessary.

ABC [Check spelling](#)
* Required Information

Position Justification

* Justification of Need

This position is responsible for (1) training and overseeing the research projects of multiple students in the lab, (2) overseeing all general lab operations, and (3) leading/participating in/providing expertise on molecular and genetic research projects in the lab.

Please elaborate on reason why position is being submitted for processing.

* Is this position gift or grant funded?

Yes ▾

* Please indicate the percentage of gift or grant funding for this position.

This field is required.

If this position is not gift or grant funded, please enter in 0.

1. Fill in the Justification of Need field with as much detail as possible. This helps HR determine how to prioritize the many requests they receive.

2. Select Yes or No from the Is this position gift or grant funded field.

3. If applicable, enter the percentage of gift or grant funding in this field, otherwise, enter 0.



Filling in the Position Description – Position Justification

* Is this position gift or grant funded?

* Please indicate the percentage of gift or grant funding for this position.
This field is required.
If this position is not gift or grant funded, please enter in 0.

* Source Funding
Please indicate which funds, (i.e. 64, 55) or 0 if not grant

Check the box if this position is a State Classified to Administrative Professional conversion

If this position is SC to AP conversion please provide the State Classified title, name of employee, and position number.

1. If applicable, enter the Source Funding for the position, otherwise enter 0.

Note: These two fields may be skipped.

2. When ready, click Next.



Filling in the Position Description – Classification Selection

Editing Position Request

- Position Justification
- Classification Selection**
- Position Details
- Essential Job Duties
- Job Family Definitions
- Supervisory Position
- Employee
- Position Documents
- Position Request Summary

Classification Selection

Save << Prev **Next >>**

It is optional to complete this information. This tab will be reviewed and completed by Human Resources. **1. When ready, click Next.**

Note: On the Classification Selection page you may choose to select the position's classification. However, Human Resources will review and complete classification information for you later on in the approval process. If this is a cloned or modified position description, the classification details will automatically pull over.

Classification Information

Classification Title	Research Associate II
Classification Code	009288
Occupational Group Description	
Classification Level Description	
Salary Grade	
Min Salary	
Mid Salary	
Max Salary	

Classifications - Filter these results

Filling in the Position Description – Position Details



User Group:
Initiator

Note: Begin to fill out the Position Details page. If this is a cloned or modified position, many of the fields found on this page will already be filled in. Please review and make any necessary updates.

Save << Prev Next >>

- Classification Selection
- Position Details**
- Essential Job Duties
- Functional Attributes
- Position Budget Inform...
- Background Check Requi...
- Supervisory Position
- Position Documents
- Position Request Summary

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

Classification Information

If you need to change the Classification, please click on the "Classification Selection" tab.

Classification Title	Research Associate II
Classification Code	009288
Salary Grade	
Min Salary	
Mid Salary	
Max Salary	

Note: Classification information selected on the previous page will pull through here.

Note: If this is a new or cloned position description, the Position Number field will be blank

Position Information

Working Title	Research Associate II - TMS Lab
Position Number	

Note: The Working Title will pull through from the Create New page or the previous Working Title will pull through if you cloned or modified a position. Make any needed updates here.

Filling in the Position Description – Position Details

Supervisor Email Address

1. Enter the position's supervisor's email address.

Employment Category

2. Select an Employment Category.

Proposed Annual Salary Range
Provide the estimated starting salary or range. If faculty, include the estimated starting salary and range.

3. Enter the salary or salary range.

Salary Basis

4. Select a Salary Basis.

Note: These two fields will not be editable. Human Resources will update the FLSA field if needed.

FLSA
Department

5. If this is a new position description, fill in the Description of the Work Unit field. If you modified or cloned an existing position description, the Description of Work Unit field may already be filled in. Review and make any necessary edits.

Description of Work Unit

Mission statement, services provided by department, marketing language, etc. that will populate the job posting. This information may be found on your department website

6. If this is a new position description, fill in the Position Summary field. If you modified or cloned an existing position description, the Position Summary field may already be filled in. Review and make any necessary edits.

Position Summary

Filling in the Position Description – Position Details

1. Fill in the Position Supervises field. If this position will not be supervising, enter 'None'. If this is a cloned or modified position, ensure that the information is correct or make any necessary changes.

2. Fill in the Decision Making field. Use the Help Text below this field to determine what needs to be entered. If this is a cloned or modified position, ensure that the information is correct or make any necessary changes.

3. Check all the boxes that apply to this position in the Conditions of Employment section. Ensure that the top Pre-employment Criminal Background Check box is selected. All other boxes are optional.

* Position Supervises

How many employees will this position supervise? Include titles and employment groups (SC/AP/Faculty/Student/etc.).

* Decision Making

Provide specific examples of decisions at the highest level of significance that are related to the Essential Job Duties of the position, are regular and on-going, do not require supervisory approval, and determine how the duties are performed.

Conditions of Employment

- Pre-employment Criminal Background Check (required for new hires)
- Pre-employment Physical
- Pre-employment Drug Testing
- Ongoing Functional Capacity Testing
- Valid Driver's License
- Essential Services Designation
- Shift Work
- On-call Status
- Use, Handling, or Exposure to hazardous materials
- Use of Firearms or Other Weapons
- Travel
- Special Requirements/Other



Filling in the Position Description – Position Details

1. Fill in the Required Job Qualifications of the position. Please note, the qualifications on the position description must **at least match** the base requirements of the General Open Pool Posting but may be more in depth to make them specific to the lab. This can be done by adding additional qualifications or increasing the years of experience or the degree required for that specific research level.

* Required Job Qualifications

* B.S. in Molecular Biology/Genetics/Neuroscience (or closely related) and a minimum of 3 years of work experience in genetics/cell biology/molecular biology or a Master's degree in Molecular Biology/Genetics/Neuroscience (or closely related).
* Experience in a BSL2 laboratory.

Preferred Job Qualifications

* Experience with Drosophila genetic techniques.

Note: If you wish, fill in Preferred Job Qualifications of the position. If you listed preferred qualifications on the General Open Pool Posting, the same preferred qualifications must be added to the position description. Additional preferred qualifications may be added as well.

2. Enter the name of the Hiring Authority in the Hiring Authority field. Ensure that the individual who will complete the hiring proposal is listed in this field.

* Hiring Authority

User, Test x

* Is this an Hourly position?

No ▾

3. Select Yes or No from the Is this an Hourly position drop-down.

4. Enter the Work Hours/Week in this field. If this is an hourly position, enter 0.

* 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.

5. When ready, click Next.

Save

<< Prev

Next >>



Filling in the Position Description – Essential Job Duties



User Group:
Initiator

Note: On the Essential Job Duties page you will need to fill in at least two 'job duties' which total 100%. This includes the Job Duty Category, Duty/Responsibility, and Percentage Of Time the job duty is performed.

Save << Prev Next >>

- Classification Selection
- Position Details
- Essential Job Duties**
- Functional Attributes

[Check spelling](#)
You **MUST** include at least two Essential Job Duties for the position to be approved.

* Required Information Essential Job Duties

Job Duty Category: *
E.g. Supervision, Accounting, Project Management, etc.

Duty/Responsibility: *

Percentage Of Time: *
Remember: Job Duties entries must total 100%

Remove Entry?

Add Essential Job Duties Entry

1. To add a job duty, click the Add Essential Job Duties Entry button at the bottom of the page. If this is cloned or modified position, the Essential Job Duties may already be filled in. Review and make any edits if needed. Ensure that all job duties add up to 100%.

2. When ready, click Next.

Save << Prev **Next >>**

Filling in the Position Description – Functional Attributes



User Group:
Initiator

Note: On the Functional Attributes page please select the physical demands, mental functions, environmental conditions & physical surroundings, and hazards associated with the position. If this is a cloned or modified position, this page may already be filled in. Review and make any edits if necessary.

Save << Prev Next >>

2. When ready, click Next.

- Essential Job Duties
- Functional Attributes**
- Position Budget Inform...
- Background Check Requi...
- Supervisory Position
- Position Documents
- Position Request Summary

Physical Demands

Select the frequency of use for each of the physical demands listed below.

Link to full definition/description

Exertion of Force	B - Light
Sitting	S = Some of the time (less than 50% of the time)
Standing	S = Some of the time (less than 50% of the time)
Climbing	N = Never
Balancing	R = Rarely (less than 10% of the time)
Stooping	
Kneeling	
Crouching	

R = Rarely (less than 10% of the time)
Please select
A = All of the time (90% or more of the time)
M = Most of the time (50% or more of the time)
S = Some of the time (less than 50% of the time)
R = Rarely (less than 10% of the time)
N = Never

1. To make a selection, click on the drop-down menu next to each category and select one of the options that best aligns with the physical demands of the position.

Filling in the Position Description – Position Budget Information



User Group:
Initiator

Note: The Position Budget Information page is optional but recommended as it can be helpful when managing funding from multiple grants. You may click on the Add Budget Summary Entry button to complete the Budget Account Number, Percentage Funded, and Budget Account Name fields. If this is a cloned or modified position these fields may already be filled in. Review and make edits if necessary.

- Position Details
- Essential Job Duties
- Functional Attributes
- Position Budget Inform...**
- Background Check Requi...
- Supervisory Position
- Position Documents
- Position Request Summary

[Check spelling](#)

Budget Summary

Budget Account Number

Percentage Funded

Budget Account Name

Remove Entry?

Add Budget Summary Entry

Save << Prev **Next >>**

2. When ready, click Next.

Save << Prev Next >>

Filling in the Position Description – Background Check Requirement



User Group:
Initiator

Note: The Background Check Requirement page allows you to select any additional background checks the department wishes to conduct for this position in addition to the automatic criminal history background check for new hires and rehires. If this is a cloned or modified position, previous background check selections will pull through. Review and make edits if necessary.

Save << Prev **Next >>**

2. When ready, click Next.

- Position Details
- Essential Job Duties
- Functional Attributes
- Position Budget Inform...
- Background Check Requi...**
- Supervisory Position
- Position Documents
- Position Request Summary

Colorado State University requires a criminal history background check for all new hires. Select "Yes" for additional background checks to be performed on the selected candidate.

* Required Information Background Check Requirement

Education Check: Is an educational degree check desired?

Financial History Check: does the position reside in Student Financial Services

* Motor Vehicle Record Check: does the position require driving a motor vehicle (i.e. university owned, personal, rental, etc.) on a routine basis to conduct university business?

1. All drop down choices on this page are optional, with the exception of the required Motor Vehicle background check option. You must select either 'Yes' or 'No'.

Note: If a Motor Vehicle Record Check is required for this position, this must be reflected in the 'Required Job Qualifications' field by adding the language "Must have a valid driver's license or the ability to obtain a driver's license or access to a licensed driver by the employment start date". 'Valid Driver's Licenses' must also be selected in the 'Conditions of Employment' multi-select field.

Filling in the Position Description – Supervisory Position

Positions

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



User Group:
Initiator

Shortcuts ▾

Save << Prev Next >>

Note: On the Supervisory Position page select the current supervisor for the position. If you are modifying a position or cloning a position, this area will most likely already have existing selections. To replace a selected supervisor, follow the same instructions as selecting one for the first time.

- ✓ Position Justification
- ✓ Classification Selection
- ✓ Position Details
- ✓ Essential Job Duties
- ✓ Functional Attributes
- ✓ Position Budget Inform...
- ✓ Background Check Requi...
- ✓ Supervisory Position
- ✓ Position Documents
- Position Request Summary

Please select the Supervisor for this position.
Selected Supervisor

Job Title	Coordinator for Talent Management System view
Position Number	
Position Type	Admin Professional/ Research Professional
Org Unit	Equal Opportunity (0160)
First Name	Emily
Last Name	Regors
Email	


Position Descriptions [Filter these results](#)

1. To select or change the supervisor, click on the Filter these results button or select their name from the list below.



Filling in the Position Description – Supervisory Position

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

 User Group: Initiator

Home **Position Descriptions** ▾ Classifications ▾ Shortcuts ▾

Position Requests / ... / Create New AP Position / Research Associate II - TMS Lab / Edit

Editing Position Request

- ✓ Position Justification
- ✓ Classification Selection
- ✓ Position Details
- ✓ Essential Job Duties
- ✓ Functional Attributes
- ✓ Position Budget Inform...
- ✓ Background Check Requi...
- ✓ Supervisory Position**
- ✓ Position Documents
- Position Request Summary

Supervisory Position

Save << Prev Next >>

Search Position Descriptions ✕

Please Select

Position Type: Admin Professional/ Research Professional ▾
Add Column: State Classified
Status: Admin Professional/ Research Professional
Faculty

Position Number:
Department: Department
Last Name:

Position Descriptions - Filter these results

1. In the pop up window, type in the supervisor's name. Be sure to select their Position Type (Faculty, Administrative Professional, or State Classified) from the Position Type drop-down menu then click Search.

Filling in the Position Description – Supervisory Position

Editing Position Request

- ✓ Position Justification
- ✓ Classification Selection
- ✓ Position Details
- ✓ Essential Job Duties
- ✓ Functional Attributes
- ✓ Position Budget Inform...
- ✓ Background Check Requi...
- ✓ Supervisory Position**
- ✓ Position Documents

Position Request Summary

Supervisory Position

Save << Prev Next >>

2. Click Save.

Please select the Supervisor for this position.
Selected Supervisor

Job Title	Coordinator for Talent Management System view
Position Number	
Position Type	Admin Professional/ Research Professional
Org Unit	Equal Opportunity (0160)
First Name	Emily
Last Name	Rogers
Email	emailaddress@zed.zed

Position Descriptions - Filter these results

Admin Professional/Research... Ad hoc Search [X]

Ad hoc Search

Working Title	Position Number	Department	Employee First Name	Employee Last Name	Supervisor	Status	(Actions)
Coordinator: Search Approvals & Office Operations		College of TMS Training (0000)	Becca	McCarty		Active	Actions ▾

1. Check the radio button next to the name of the correct supervisor.

Filling in the Position Description – Supervisory Position



User Group:
Initiator

Editing Position Request

- ✓ Position Justification
- ✓ Classification Selection
- ✓ Position Details
- ✓ Essential Job Duties
- ✓ Functional Attributes
- ✓ Position Budget Inform...
- ✓ Background Check Requi...
- ✓ Supervisory Position**
- ✓ Position Documents
- Position Request Summary

Supervisory Position

Save << Prev **Next >>**

Please select the Supervisor
Selected Supervisor

Note: The supervisor will now appear in this section.

2. Click Next.

Job Title	Coordinator: Search Approvals & Office Operations view
Position Number	
Position Type	Admin Professional/ Research Professional
Org Unit	College of TMS Training (0000)
First Name	Becca
Last Name	McCarty
Email	emailaddress@zed.zed

Position Descriptions - Filter these results

Admin Professional/Research... ✕

Filling in the Position Description – Position Documents



User Group:
Initiator

Note: On the Position Documents page please add documents associated with the position, such as the required Organizational Chart. If you are cloning or modifying a position, an Organizational Chart may already be attached. Please make sure that it is the most current Organizational Chart for the department or unit.

Save << Prev Next >>

- Position Details
- Essential Job Duties
- Functional Attributes
- Position Budget Inform...
- Background Check Requi...
- Supervisory Position
- Position Documents**
- Position Request Summary


Uploads will be converted to PDF documents.
PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Current Organizational Chart (Required)			Actions Upload New Create New Choose Existing
FLSA Form			
State Classified PDQ - Physical Copy (NEW)			
State Classified PDQ - Physical Copy (PREVIOUS)			Actions
Other			Actions
State Classified - Individual Allocation Notice			Actions

1. To attach an Organizational Chart, hover over Actions and select Upload New in the drop-down menu.

Filling in the Position Description – Position Documents

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

 User Group: Initiator

Home Position Descriptions ▾ Classifications ▾ Shortcuts ▾

Admin / Manage Documents ☆

Upload a Current Organizational Chart (Required)

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. To upload a document, click the **Submit** button.

1. To upload an Org Chart, click Choose File.

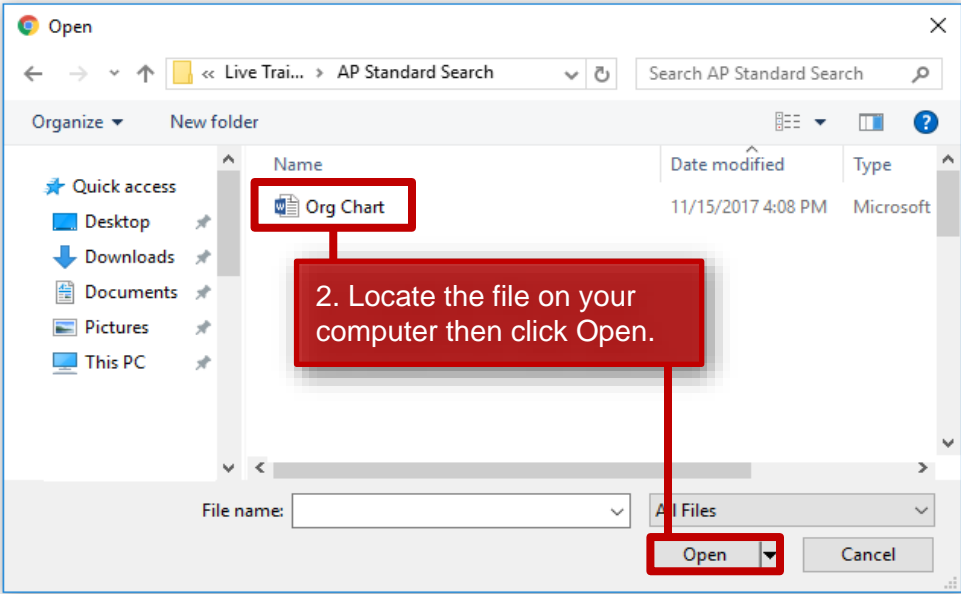
Please note, depending on your web browser, this button may be labeled as Browse.

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

Write Current Organizational Chart (Required)

Submit

3. Click Submit.



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

Filling in the Position Description – Position Documents

Document 'Current Organizational Chart (Required) 10-26-18 11:05:18' was successfully created.

Positions

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



User Group:
Initiator

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

Classifications

Shortcuts

Position Requests / ... / Create New AP Position / Research Associate II - TMS Lab / Edit

Editing Position Request

- ✓ Position Justification
- ✓ Classification Selection
- ✓ Position Details
- ✓ Essential Job Duties
- ✓ Functional Attributes
- ✓ Position Budget Inform...
- ✓ Background Check Requi...
- ✓ Supervisory Position
- ✓ Position Documents**

Position Request Summary

Position Documents

Save << Prev **Next >>**

1. When ready, click Next.

Uploads will be converted to PDF documents.
PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Current Organizational Chart (Required)	Current Organizational Chart (Required) 10-26-18 11:05:18	PDF conversion in process	
FLSA Form			
State Classified PDQ - Physical Copy (NEW)			Actions
State Classified PDQ - Physical Copy (PREVIOUS)			Actions

Note: The system will automatically convert all uploaded documents into PDFs.

Moving the Position Description Forward for Approval – Initiator to the Hiring Authority



User Group:
Initiator

Note: On the Summary page you may review and edit any of the previous pages before moving the position description forward to the Hiring Authority.

1. Once you have sufficiently reviewed the position and are ready to move it forward to the Hiring Authority for review and approval, hover over Take Action on Position Request and then select Submit (move to Hiring Authority).

Take Action On Position Request

- Keep working on this Position Request
- WORKFLOW ACTIONS
- Cancelled (move to Position Cancelled)
- Submit to Initiator (move to Initiator)
- Submit (move to Hiring Authority)**

Create New AP Position : Research Associate (Professional) Edit

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

Created by: Test User
Owner: Test

Take Action

Submit (move to Hiring Authority)
Comments (optional)

Submit Cancel

Note: In the pop up window, you may make any relevant comments for the Hiring Authority.

2. Click 'Submit'.

Moving the Position Description Forward for Approval – Hiring Authority to Human Resources Classification and Compensation

The screenshot displays the 'Create New AP Position' form in the HR system. The form includes fields for 'Current Status' (Hiring Authority), 'Position Type' (Admin Professional/ Research Professional), and 'Department' (College of TMS Training (0000)). It also shows 'Created by: Test User' and 'Owner: Hiring Authority'. A 'Take Action' modal is open, showing options to 'Approve (move to HR Position Review/Compensation Analysis)', 'Return (move to Initiator)', and 'Delegate (move to Administrative Help)'. A 'Submit' button is highlighted in the modal. A 'User Group' dropdown is set to 'Hiring Authority'. A 'Take Action On Position Request' dropdown is also visible, with 'Approve (move to HR Position Review/Compensation Analysis)' selected.

Note: The Hiring Authority will review the position. If any changes need to be made, the Hiring Authority can return the position description to the Initiator, or can make the changes themselves by clicking the 'Edit' button.

1. Once they have sufficiently reviewed the position and are ready to move it forward to HR, they will hover over Take Action on Position Request and select Approve (move to HR Position Review/Compensation Analysis).

Note: The Hiring Authority may add any comments for HR in the optional Comments box.

2. When they are ready, they will click Submit.

Review and Compensation Analysis – Human Resources



User Group:
Human Resources

Note: Human Resources will review the position, classify it and perform a compensation analysis.

1. Once HR has sufficiently reviewed the position and is ready to move it to the Signature Authority, they will hover over Take Action on Position Request and select Approve (move to Signature Authority Review/Approve).

Create New AP Position : Research Associate (Professional) Edit

Current Status: HR Position Review/Compensation Analysis

Position Type: Admin Professional/ Research Professional
Department: College of TMS Training (0000)
Created by: Test User
Owner: Human Resources

Take Action On Position Request

- Keep working on this Position Request
- WORKFLOW ACTIONS
- Approve (move to Signature Authority Review/Approve)
- Return (move to Hiring Authority)
- Cancelled (move to Position Cancelled)
- Delegate to Initiator (move to Initiator)
- Delegate to Admin Help (move to Administrative Help)
- SALX - Hold (move to SALX - Hold)
- MOVE DIRECTLY TO...
- Draft
- Initiator
- Hiring Authority

Summary History Settings

HR NOTES Edit

HR ONLY

Moving the Position Description Forward for Approval – Signature Authority to Human Resources Position Assignment



User Group:
Signature Authority

Note: The Signature Authority will review the position.

1. Once the Signature Authority has sufficiently reviewed the position and is ready to move it forward to HR Position Assignment, they will hover over Take Action on Position Request and select Approve (move to HR Position Assignment).

Take Action On Position Request

- Keep working on this Position Request
- WORKFLOW ACTIONS
- Approve (move to HR Position Assignment)
- Return (move to HR Position Review/Compensation Analysis)
- Return (move to Hiring Authority)

Create New AP Position : Research Associate (Admin Professional)

Current Status: Signature Authority Review/Approve

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

Created by: Test User
Owner: Signature Authority

Take Action

Approve (move to HR Position Assignment)
Comments (optional)


Submit Cancel

Note: The Signature Authority may add any comments for HR in the optional Comments box.

2. When they are ready, they will click Submit.

Final Approval – Human Resources Position Assignment

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

 User Group:
Human Resources ▼

Home **Position Descriptions** ▾ Classifications ▾ Shortcuts ▾

Position Requests / ... / Create New AP Position / New Position definition / Summary Search Results: Next

Note: HR will review the position and assign the Position Number.

1. Once Human Resources has reviewed the position and assigned a position number, they will move it to Approve (move to Position Approved/Initiate Posting).

Create New AP Position : Research Associate II - TMS Lab (Admin Professional) [Edit](#)

Current Status: HR Position Assignment

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

Created by: Test User
Owner: Human Resources

Summary | History | Settings

✓ HR NOTES [Edit](#)

HR ONLY

Take Action On Position Request ▾

- Keep working on this Position Request
- WORKFLOW ACTIONS
- Approve (move to Position Approved/Initiate Posting)**
- Return (move to Signature Authority Review/Approve)
- Return (move to Initiator)
- Return (move to Hiring Authority)
- Return (move to HR Position Review/Compensation Analysis)
- MOVE DIRECTLY TO...
- Draft
- Initiator
- Hiring Authority
- HR Position Review/Compensation Analysis

Email to Hiring Authority



Colorado State University

Hello Test User,

The Research Associate II - TMS Lab position has been placed in the status of "Position Approved/Initiate Posting"

If you are planning to **conduct a search** for this position, you may proceed by creating a posting from this position description. Please forward this email to your Initiator to begin the posting process.

If you are planning to **hire out of a general open pool**, please have your Initiator create a secondary open pool posting using this approved position description.

If you will request to hire someone through the **Alternative Appointment Request (AAR)** process, please create an Alternative Appointment Request posting from this position description. For further instructions for creating an AAR posting, please review the training guide at this link: [How to Create and Edit an Alternative Appointment Request \(AAR\)](#).

If you are unsure if an Alternative Appointment Request (AAR) is needed for this new/modified position, please contact OEO at oeo@colostate.edu or 491-5836.

If you are only updating the position description to fill in missing information, you do not need to initiate a posting request.

For further instructions regarding the Administrative Professional posting process, please review the training guide at this link: [How to Create and Edit an Administrative Professional Job Posting](#).

For further help with creating a Faculty posting, please review the training guide at this link: [How to Create or Edit a Faculty Job Posting](#).

Position #: 024680.0001

Job Title: Research Associate II - TMS Lab

Department: College of TMS Training

Status: Position Approved/Initiate Posting

Note: Once approved, the Hiring Authority will receive an email notification from the system.

Thank you,
Human Resources
Colorado State University



Next Steps

At this point, the General Open Pool has been gathering applicants for the department, an opening has been identified, and a position description for the opening has been created and approved. The initiator may now progress to [guide #3](#) which outlines creating a Secondary Open Pool Posting request from the approved position description to hire someone out of the General Open Pool.



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

