Colorado State University

CSU Talent Management System

User Guide

Step 3: Creating a Secondary Open Pool Posting to Hire out of the General Open Pool

my HR
Working together.

Making a hire out of a General Open Pool

The third and final step of the Open Pool process is to create a Secondary Open Pool Posting from an approved position description. Once the Secondary Open Pool Posting has been approved internally (not posted online), OEO will copy over the current applicant list from your General Open Pool Posting to the Secondary Open Pool Posting, 'capturing' the available applicant pool at the time of the open vacancy.

Old Open Pool Process vs. New Open Pool Process:

- **Old**: Previously, the Secondary Open Pool Posting was utilized by departments to submit their **finalist interview requests**, hire request, as well as create the Hiring Proposal for their top candidate. Interviews could only be performed **AFTER** the Secondary Open Pool Posting had been approved and the current applicant pool was copied over.

- **New:** Now, departments have the ability to conduct finalist interviews, **PRIOR** to creating the Secondary Open Pool Posting, as finalist interviews no longer need to be requested through the TMS. In using this process, departments will be able to submit their hire request immediately upon OEO copying over applicants to the Secondary Open Pool. This new process eliminates the finalist interview approval point as well as removing the time delay for when a department can begin reviewing applications and scheduling interview as there is now no need to wait for the creation and approval of the Secondary Open Pool Posting. The Secondary Open Pool Posting should now only be used to submit the hire request.

The following guide will demonstrate the **New** Open Pool Process when creating a Secondary Open Pool Posting.

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Creating a Secondary Open Pool Posting from a Position Description

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

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

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Creating a Secondary Open Pool Posting from a Position Description

Creating a Secondary Open Pool Posting from a Position Description

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

Creating a Secondary Open Pool Posting from a Position Description

Hire

Welcome, Test User   My Profile   Help   logout

User Group:
Initiator

Home   Postings ▾   Shortcuts ▾

Postings / Admin Professional/ Research Professional ☆

Admin Professional/Research Professional Postings

+ Create New Posting

Saved Searches ▾   ...ions ▾

Admin Professional/Research...   ✕

"Admin Professional/Research Professional P...   Actions ▾

(Actions)

Working Title   Posting Number   Last Status Update   Actions ▾

Academic Success   ...   ...iew and   September 25, 2018 at   Actions ▾
                                              04:23 PM

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 Description.

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Creating a Secondary Open Pool Posting from a Position Description

1. Choose your approved position description by selecting it from the list below, or click the More Search Options button then type in the first 6 numbers of the position number into the Position Number field to search for the position description you wish to create the posting from.

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

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

Creating a Secondary Open Pool Posting from a Position Description

1. Review the approved position description to ensure that it is the correct version then click the Create Posting from this Position Description button in the top-right corner of the screen.

Creating a Secondary Open Pool Posting – New Posting Page

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

Colorado State University

User Group: Initiator

Home | Postings ▾ | Shortcuts ▾

Postings / Admin Professional/ Research Professional / New Posting ☆

1. Fill out the 'New Posting' settings page.

New Posting

Required Information

Working Title * | Research Associate II - TMS Lab

Note: The Working Title will pull over from the approved position description. **Please do not make any major edits to this field.** You may fix spelling or grammatical mistakes or spell out abbreviations.

Organizational Unit

Division * | Provost/Executive Vice President (1001DV)

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

Department * | College of TMS Training (0000)

Note: These fields will auto populate with information from the position description. **Please do not updated these if you have the ability to do so.**

Applicant Workflow

Workflow State | Under Review by Dept/Committee ▾

When an application is submitted for this job, it should Process workflow?

Note: The Applicant Workflow should remain as 'Under Review by Dept/Committee'.

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Creating a Secondary Open Pool Posting – New Posting Page

References

Reference Notification ▼

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

Recommendation Workflow

When all Recommendations have been prov...

Note: For Secondary Open Pool Postings, leave these three fields blank.

Recommendation Document Type: No Document ▼

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

Online Applications

☑ Accept online applications?

1. Ensure that the Accept online applications box is checked. This allows the applicants to be copied over from the General Open Pool Posting.

Special offline application instructions

References will not be contacted without prior notification of candidates.

Note: You do not need to update this field.

Accepted Application Forms

2. Ensure that the top box is selected. This allows the applicants to be copied over from the General Open Pool Posting.

☑ Administrative Professional - Standard Application Materials

☐ Alternative Appointment Request Application

☐ Administrative Professional Application - With Work Experience Form

3. When ready, click Create New Posting to continue to the Posting Details tab.

Create New Posting   Cancel

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Creating a Secondary Open Pool Posting – Posting Details Page

Note: After you click Create Posting, you will be taken to the Posting Details page. A lot of the information found on the Posting Details page will pull over from the approved position description (i.e. Classification, Position Number etc.). Some fields may or may not be editable by you.

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 Secondary 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.

Proposed Annual Salary Range
$50,000 – $55,000
This field is viewable to potential applicants on the posting. A salary **range** is required as per the Colorado Equal Pay for Equal Work Act. The following statement may be added after the salary range should you wish: Salary is commensurate with experience and qualifications.

Note: The Proposed Annual Salary Range will pull over from the approved position description. Please do not alter this amount.

Employee Benefits
Colorado State University is committed to providing employees with a strong and competitive benefits package that supports you, your health, and your family. Visit CSU's Human Resources website for detailed benefit plan information for eligible employees in the following University benefit areas: https://hr.colostate.edu/hr-community-and-supervisors/benefits/benefits-eligibility/ and https://hr.colostate.edu/prospective-employees/our-perks/. To see the value of CSU benefits in addition to wages, visit our compensation calculator – https://hr.colostate.edu/total-compensation-calculator/.

FLSA Non-Exempt

Position Location
Fort Collins, CO
Please enter the location of the position in a 'City, State Abbreviation' ... located in Fort Collins, CO, please do not edit the field.

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.

Work Location
Please select ▾

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

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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.

Supervisor Name

This field is required.

Supervisor Working Title

This field is required.

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

Note: The Position Summary will pull over from the approved position description.

Position Summary

The incumbent of this position will advise 4th-year students in Divination, Defense Against the Dark Arts and Muggle Studies. This includes advising students on coursework, providing outreach and intervention to students of concern, monitoring data and patterns of success and difficulty, and referring students to appropriate campus resources and opportunities. The position is central to our ability to provide excellence in advising students successfully through our school programs.

Position Supervises

n/a

(Class/Working Title, Position #)

Decision Making

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

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Creating a Secondary Open Pool Posting – Posting Details Page

Note: All of these fields will pull through from the approved position description. Please do not update them.

Position Supervises
Undergraduate students
(Class/Working Title, Position #)

Decision Making
Conducts independent and collaborative research, manages laboratory operations, determines supplies and equipment inventory needs, and supervises/trains undergraduate students. The RAII makes decisions regarding purchasing of all supplies/reagents, and together with the PI, makes decisions about hiring work-study students that aid the RAII in lab maintenance duties, repairing and purchasing of larger equipment.

Conditions of Employment
Pre-employment Criminal Background Check (required for new hires), Use, Handling, or Exposure to hazardous materials - Ethidium Bromide

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.

Preferred Job Qualifications
Experience with Drosophila genetic techniques.

Is this an Hourly position?
No
Hourly positions do not have guaranteed hours and may work within a range of 0-40 hours per week.

Work Hours/Week
40
Please enter a value from 0 – 40 representing the number of work hours per week for this position. If the position is for an hourly employee, please set the work hours to 0.

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Creating a Secondary Open Pool Posting – Posting Details Page

Posting Details

Working Title: Research Associate II - TMS Lab

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

1. Select either Yes or No from the Is this a Research Professional position… drop-down menu. Please review the help text below the field to help determine which option to select.

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

Posting Number

Number of Vacancies

Desired Start Date

Position End Date (if temporary)

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

Note: Because Secondary Open Pool Postings are not posted to the CSU Jobs Website, all of these fields may be left blank.

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

Close Posting Date
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.

Open Until Filled
Yes ▾

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Creating a Secondary Open Pool Posting – Posting Details Page

Special Instructions Summary

References will not be contacted without prior notification of candidates.

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.

Note: You do not need to update or add content to these three fields.

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

1. In the Recruitment Plan field, delete the four auto populated venues and enter the Posting Number of the General Open Pool Posting from which OEO will be copying over applicants.

Recruitment Plan

Hiring out of Open Pool 201800488AP

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

Creating a Secondary Open Pool Posting – Posting Details Page

Note: You may skip these fields.

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	CSU is an EO/EA/AA employer and conducts background checks on all final candidates.

Add the short posting to this field for other advertising and recruitment venues. You MUST include the below quick link in this field.

Quick Link for Internal Postings	http://colostate-sb.peopleadmin.com/postings/57204
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. |

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Creating a Secondary Open Pool Posting – Posting Details Page

1. Copy and paste a required Diversity Statement into the field above.

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.

2. Enter a required Search Contact. Name only is OK.

Search Contact

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

3. Select an EO Coordinator. Multiple EOC's may be selected.

EO Coordinator

User, Test ✕
This field is required.
Multiple individuals may be placed in the EO Coordinator field.

4. Select an Applicant Manager. Multiple Applicant Managers may be selected.

Applicant Manager

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

5. When ready, click Save.

Save   Next >>

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Creating a Secondary 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 Associate II - TMS Lab (Draft) / Edit: Posting Details

Editing Posting

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

Posting Details   Save   Next >>

Note: You may skip all of these sections when creating a Secondary Open Pool Posting.

Classification Information

This information is pulled in from the position description.

Classification Title   Research Associate II

1. After saving, the system will take you to the top of the Posting Details page. From here, navigate to Applicant Documents section by selecting the tab on the left side of the screen.

Min Salary

Mid Salary

Max Salary

Position Information

Position Number   024680.0001

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Creating a Secondary Open Pool Posting – Applicant Documents Page

Welcome, Test User   My Profile   Help   logout

User Group:
Initiator

Home   Postings ▼   Shortcuts ▼

Postings / Admin Professional/ Research Professional / Research Associate II - TMS Lab (Draft) / Edit: Applicant Documents

Note: You will need to select the **same** applicant documents **in the same order** that they were selected on the General Open Pool Posting. If the same documents are not selected on the Secondary Open Pool Posting, the uploaded applicant documents will not transfer when OEO copies over the applicants.

Save   << Prev   Next >>

1. When complete, click Save.

⊘ Position Budget Inform...

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

⊘ Alternative Appointmen...

⊘ Background Check Requi...

Order	Name	Not Used	Optional	Required

⊘ Supplemental Questions

⊘ Qualification Groups

| 1 | Cover Letter | ○ | ○ | ● |

⊘ **Applicant Documents**

| 2 | Resume or CV | ○ | ○ | ● |

⊘ Search Committee

⊘ Evaluative Criteria

| 3 | Resume | ● | ○ | ○ |

⊘ References

⊘ Posting Docu...

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.

Summary

| | | ● | ○ | ○ |

| | | ● | ○ | ○ |

| 6 | Unofficial Transcripts | ● | ○ | ○ |

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Creating a Secondary Open Pool Posting – Search Committee Page

Home   Postings ▾   Shortcuts ▾

Postings / Admin Professional/ Research Professional / Research Associate II - TMS Lab (Draft) / Edit: Search Committee

Save   << Prev   Next >>

Note: Use the Search Committee page to list the individual(s) who actively reviewed the applicants and conducted the interviews. Typically this is the PI of a lab. The selection made on this page will serve as a record to document who made the hiring decision.

Note: Under the **new** open pool process, applications are reviewed and interviews are conducted prior to creating a Secondary Open Pool Posting. Because of this, departments may request to **add a search committee member to the General Open Pool Posting** at any time. Adding an individual as a committee member on the General Open Pool will allow that person to review the applications to determine who to interview prior to the applicants being copied over to the Secondary Open Pool. This is an optional choice.

Assigning Search Committee Members

...e been previously approved as Search ... Chair user group in their account, you will ...

...to add as a Search Committee

⊘ Applicant Documents

⊘ Search Committee

⊘ Evaluative Criteria

⊘ References

⊘ Posting Documents

Summary

Existing Account
If you enter either the **username** or **email** of a user, the system will return their account in the search results and allow you to request them to be added as a Search Committee Member by clicking the "Add Member" button. This is only a request; OEO will need to approve this user as a potential search committee member user in the system before they can begin logging in as the user group.

New Account
If you search for an existing account under the "New Search Committee Member" using the username or email address and do not find the user you are seeking, you may complete the form in this section to request an account be created for them. Once you press the submit button, the requested user account will be pending review by OEO for approval. Users will receive an email once their

1. To add a committee member, select Add Existing User.

...Search Chair trained and be on the approved list on the OEO website. (Click here for the list)

Search Committee Members

No Search Committee Members have been assigned to this Posting yet.

Add Existing User   Create New User Account

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Creating a Secondary Open Pool Posting – Search Committee Page

Note: Search for committee members using their email address. This guarantees that the correct committee member is being selected.

1. Click the Add Member button next to the name of the individual you wish to add. Then click Close.

Existing Account
If you enter either the **username** or **email** of a user, the system will return their account in the search results and allow you to request them to be added as a Search Committee Member by clicking the "Add Member" button. This is only a request; OEO will need to approve this user as a potential search committee member user in the system before they can begin logging in as the user group.

New Account
If you search for an existing account under the "New Search Committee Member" using the username or email address and do not find the user you are seeking, you may complete the form in this section to request an account be created for them. Once you press the submit button, the requested user account will be pending review by OEO for approval. Users will receive an email once their account is approved.

Creating a Secondary Open Pool Posting – Search Committee Page

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Creating a Secondary Open Pool Posting – References Page

Colorado State University

Creating a Secondary Open Pool Posting – Posting Documents Page

Colorado State University

User Group:
Initiator

Home   Postings ▾   Shortcuts ▾

Postings / Admin Professional/ Research Professional / Research Associate II - TMS Lab (Draft) / Edit: Posting Documents

Editing Posting
- ✅ Posting Details
- ✅ Essential Job Duties
- ✅ Position
- ✅ Alter...
- ✅ Background...
- ✅ Suppl...
- ✅ Qualification Groups
- ✅ Applicant Documents
- ✅ Search Committee
- ✅ Evaluative Criteria
- ✅ References
- ✅ Posting Documents
- Summary

Posting Documents   Save   << Prev   Next >>

NOTE: Use the Posting Documents tab to upload the applicant screening tools for the pool. Applicant screening tools are pre-determined rating mechanisms utilized by a committee during the initial review of applications to determine which candidates are moving forward in the search process. These tools typically consist of the Minimum Qualifications screening form and an Applicant Rating Sheet (aka applicant screening form). These forms must be uploaded on this tab to complete the Secondary Open Pool Posting.

Document Type		Name	Status	(Actions)
Alternative Appointment	Resume			Actions ⌄
Minimum Qualifications Screening Form				Actions ⌄
Applicant Screening Form				Actions ⌄
(DO NOT USE)Short Version of Posting(DO NOT USE)				
Faculty - Alternative Appointment - Dean's Recommendation Letter				

Actions ⌄
- Upload New
- Create New
- Choose Existing

1. To upload a screening form, hover over the Actions button and select Upload New from the drop-down menu.

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Creating a Secondary Open Pool Posting – Posting Documents Page

Creating a Secondary Open Pool Posting

Document 'Applicant Screening Form 11-05-18 15:47:43' was successfully created.

Hire

Welcome, Test User My Profile Help logout

Colorado State University

User Group:
Initiator

Home   Postings ▾

Shortcuts ▾

Postings / Admin Professional/ Research Professional / Research Associate II - TMS Lab (Draft) / Edit: Posting Documents

Editing Posting

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

Posting Documents

Save   << Prev   Next >>

To add a document to the posting, hover over the blue Action text link to the right of the document name.

Documents can be uploaded by browsing for the document or a document can be written or previously selected. Document types that are supported as attachment include .doc, .docx, .pdf, .rtf, .rtx, .txt, .tiff, .tif, .jpeg, .jpe, .jpg., png, .xls and .xlsx. All documents uploaded will be converted to .pdf for security.

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Alternative Appointment - Resume			
Minimum Qualifications Screening Form			Actions ▾
Applicant Screening Form 11-05-18 15:47:43		PDF conversion in process	

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

Note: The system automatically converts all documents to PDFs.

1. When all screening forms have been uploaded, select Summary from the left side menu.

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

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

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

Creating a Secondary Open Pool Posting – OEO Approval

Hire   Welcome, Emily Rogers   My Profile   Help   logout

Colorado State University

User Group:
OEO

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

Postings / Admin Professional/ Research Professional / Research Associate II - TMS Lab (OEO Review and Approval) / Summary   Search Results: Next

Take Action On Posting ▾

Keep working on this Posting

Posted

Closed

Filled

Reposted

Extended Posting

Closed Without Hire

Canceled

Filled Via Paper Process

Hiring Authority Alternative Appointment Approval

Signature Authority Alternative Appointment Approval

Alternative Appointment Approved

Alternative Appointment Declined

Approved - Internal

Approved - Pending

Posting: Research Associate II - TMS Lab (Admin Professional/ Rese...   Edit

Current Status: OEO Review and Approval

Position Type: Admin Professional/ Research Professional

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

Department: College of TMS Training (0000)

Summary

Note: After OEO has reviewed the Secondary Open Pool Posting request, they will move the posting into the workflow state 'Approved – Internal'.

At this point, OEO will copy over the current applicant list from the General Open Pool into the newly approved Secondary Open Pool.

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Email Notification to the Applicant Manager

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Hello Test User,

The Research Associate II - TMS Lab position (Posting #: 201800489AP) has been placed in the status of "Approved - Internal."

If this is a **Secondary Open Pool Posting**, applicants form your general open pool will be copied over.

If this is an **Internal Search to CSU or your department**, please distribute this link to all individuals interested in applying: 61616

Position #: 024680.0001

Job Title: Research Associate II - TMS Lab

Department: College of TMS Training

Thank you,

Office of Equal Opportunity

oeo@colostate.edu

970-491-5836

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

> Note: The Applicant Manager will receive an email notification from the system once their Secondary Open Pool Posting has been moved into the workflow state 'Approved – Internal'.

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Applicants copied to Secondary Open Pool Posting

Welcome, Test User | My Profile | Help | logout

Colorado State University

User Group:

Applicant Manager

Home | Postings ▾ | Shortcuts ▾

Postings / Admin Professional/ Research Professional / Research Associate II - TMS Lab (Approved - Internal) / Summary | Search Results: Previous | Next

Note: Once the posting has been approved 'internally' and the applicants from the General Open Pool Posting have been copied over, the Applicant Manager will navigate to the Secondary Open Pool Posting to begin the process of moving applicants into different workflow states.

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

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

Current Status: Approved - Internal

This posting is not available to applicants via search results but may be accessed directly at http://colostate-sb.peopleadmin.com/postings/57213

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

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

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

1. As an Applicant Manager, navigate to the Secondary Open Pool Posting and select the Applicants tab.

Summary | History | Applicants | Reports | Associated Position Description

Please review the details of the posting carefully before continuing.

Colorado State University

Applicant Manager – Begin process of transitioning applicants into different applicant workflow states

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

Note: Once on the Applicants Tab, the Applicant Manager will be able to see the applicant's copied over from the General Open Pool. In this example, there are currently 60 active applicants. Because applicants have already been reviewed and interviewed prior to them being copied over to the Secondary Open Pool using the New Open Pool Process, the Applicant Manager can submit their hire request, AFTER they update everyone else's workflow state.

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

1. Before submitting the hire request, the Applicant Manager will need to transition applicants who did not meet the minimum qualifications for the Research Associate II level into the workflow state 'Determined did not meet min quals'. To bulk move these applicants (transition at the same time), check the boxes next to the names of the appropriate applicants.

Search   🔍 More Search Options ⌄

"Active Applicants" 60 Selected records 2 ✖ Clear selection?

← Previous **1** 2 Next →

Actions ⌄

(Actions)

	First Name	Last Name	Posting Number	Workflow State (Internal)	Application Date	
☑	Tina		201800489AP	Under Review by Dept/Committee	April 17, 2018 at 08:37 AM	Actions ⌄
☐	Grant		201800489AP	Under Review by Dept/Committee	April 17, 2018 at 12:36 PM	Actions ⌄
☑	Eric		201800489AP	Under Review by Dept/Committee	April 17, 2018 at 02:34 PM	Actions ⌄

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Applicant Manager – Begin process of transitioning applicants – 'Determined Did Not Meet Min Quals'

Summary | History | **Applicants** | Reports | Associated Position Description

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

Active Applicants ✕

"Active Applicants" 60 Selected records 22 ✕ Clear selection?

Actions ⌄

1. Once all applicants who did not meet the minimum qualifications for the Secondary Open Pool position are selected, hover over the Action button and select Move in Workflow under the Bulk sub header.

GENERAL

Review Screening Question Answers

Download Screening Question Answers

Export results

BULK

Move in Workflow

Download Applications as PDF

Create Document PDF per Applicant

	First Name	Last Name	Posting Number	Workflow State (Internal)	Application Date	
☑	Tina		201800489AP	Under Review by Dept/Committee	April 17, 2018 at 08:3	✓
☐	Grant		201800489AP	Under Review by Dept/Committee	April 17, 2018 at 12:3	✓
☑	Eric		201800489AP	Under Review by Dept/Committee	April 17, 2018 at 02:3	✓
☑	Sameera		201800489AP	Under Review by Dept/Committee	April 17, 2018 at 03:0	✓
☑	Jamie		201800489AP	Under Review by Dept/Committee	April 17, 2018 at 04:0	✓
☑	Courtney		201800489AP	Under Review by Dept/Committee	April 17, 2018 at 05:2	✓
☑	Swapnil		201800489AP	Under Review by Dept/Committee	April 17, 2018 at 11:45 PM	Actions ⌄
☑	Mohamed		201800489AP	Under Review by Dept/Committee	April 18, 2018 at 09:09 AM	Actions ⌄

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Applicant Manager – Begin process of transitioning applicants – 'Determined Did Not Meet Min Quals'

1. On the next page, select 'Determined Did Not Meet Min Quals' from the Change for all applicants top drop-down menu. When ready click Save Changes at the bottom of the page.

Note: Using the top drop-down menu will change the workflow states for all applicants on the page.

Summary | History | Applicants | Reports | Associated Position Description

Saved Searches ⌄

Search   🔍 More Search Options ⌄

Active Applicants ✖

2. Hover over Actions and select Move in Workflow.

Actions ⌄

"Active Applicants" 40   Selected records 59   ✖ Clear selection?

Note: The system will take a few seconds to finalize the transitions. Click your browser's refresh button to view the results. Notice that there are now only 40 active applicants as 'Determined Did Not Meet Min Quals' is an inactive workflow state.

GENERAL
Review Screening Question Answers
Download Screening Question Answers
Export results

BULK
Move in Workflow
Download Applications as PDF
Create Document PDF per Applicant

			Application Date	
Grant		201800489AP	Under Review by Dept/Committee	April 17, 2018 at 12:3
Katie		201800489AP	Under Review by Dept/Committee	April 19, 2018 at 12:3
KD		201800489AP	Under Review by Dept/Committee	April 19, 2018 at 02:0
Paxton		201800489AP	Under Review by Dept/Committee	April 20, 2018 at 09:2
				April 21, 2018 at 07:5
Virginia		201800489AP	Under Review by Dept/Committee	April 21, 2018 at 11:5
McKenzie		201800489AP	Under Review by Dept/Committee	April 22, 2018 at 09:22 AM Actions ⌄
Debbie		201800489AP	Under Review by Dept/Committee	April 22, 2018 at 07:43 PM Actions ⌄
Toni		201800489AP	Under Review by Dept/Committee	April 25, 2018 at 09:15 PM Actions ⌄

1. Now it's time to move the applicants who met the minimum qualifications of the Secondary Open Pool position but did not progress to a finalist interview. Check the boxes next to the appropriate names.

Applicant Manager – Begin process of transitioning applicants – 'Application Reviewed, Not Selected'

Summary | History | **Applicants** | Reports | Associated Position Description

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

Note: Notice that there are now only 6 active applicants as 'Application Reviewed, Not Selected' is an inactive workflow state.

2. Hover over Actions and select Move in Workflow.

"Active Applicants" 6 | Selected records 5 | ✕ Clear selection?

Actions ⌄

	First Name	Last Name	Posting Number	Workflow State (Internal)	Application Date
☑	Viktor		201800489AP	Under Review by Dept/Committee	November 12, 2018 at 02:
☑	Fleur		201800489AP	Under Review by Dept/Committee	November 12, 2018 at 02:
☑			201800489AP	Under Review by Dept/Committee	November 12, 2018 at 02:
☑	Cho		201800489AP	Under Review by Dept/Committee	November 12, 2018 at 02:
☑	Luna		201800489AP	Under Review by Dept/Committee	November 12, 2018 at 02:
☐	Ginny		201800489AP	Under Review by Dept/Committee	November 12, 2018 at 03:

1. Now it's time to move the candidates who were interviewed for the Secondary Open Pool position but did not receive a job offer. Check the boxes next to the appropriate names.

GENERAL
Review Screening Question Answers
Download Screening Question Answers
Export results

BULK
Move in Workflow
Download Applications as PDF
Create Document PDF per Applicant

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Hire

Welcome, Test User   My Profile   Help   logout

Colorado State University

User Group:

Applicant Manager

Home   Postings ▾   Shortcuts ▾

Postings / ... / Research Associate II - TMS Lab / Applicant Review / Bulk Workflow Status Change

Editing: Workflow States for 5 Applicants

Change for all applicants   Select a workflow state...

1. On the next page, update each candidates workflow individually to 'Open Pool – Finalist Interviewed, Not Selected'.

Applicant	Current State		Reason	Group Prompt User

Viktor   Under Review by Dept/Committee   Open Pool - Finalist Interviewed, Not Selected   Other
Explanation:
Candidate was not prepared for the interview. Continuously went off topic and had to be reigned in to keep the interview on track. Did not appear to be very interested in the position.

2. Select Other from the Reason drop-down then enter a rationale in the Explanation box, explaining why the candidate is not the top choice for this position. When ready click Save Changes at the bottom of the page.

Luna   Under Review by Dept/Committee   Open Pool - Finalist Interviewed, Not Selected   Other
Explanation:

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Applicant Manager – Submitting the Hire Request

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

Current Status: Approved - Internal

This posting is not available to applicants via search results but may be accessed directly at http://colostate-sb.peopleadmin.com/postings/57213

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

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

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

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

| Saved Searches ∨ | | | Search | Q More Search Options ∨ |

Note: Notice that there is now only 1 active applicant as 'Open Pool – Finalist Interviewed, Not Selected' is an inactive workflow state.

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

(Actions)

☐	First Name	Last Name	Posting Number	Workflow State (Internal)	Application Date	
☐	Ginny		201800489AP	Under Review by Dept/Committee	November 12, 2018 at 03:00 PM	Actions ∨

1. Once all other applicants/candidates have been transitioned into final workflow states, click on the requested hire's first name.

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Applicant Manager – Submitting the Hire Request

Note: To ensure that this individual (hire) does not get copied over to any future Secondary Open Pool Postings, navigate back to the General Open Pool Posting and transition this candidate into the workflow state Hired for Pool Position.

1. While in the candidate's job application, hover over the Take Action On Job Application button and select Recommend for Hire – EOC (move to Recommend for Hire – EOC) near the bottom of the drop-down list.

Applicant Manager – Submitting the Hire Request

1. In the pop-up box, select Other from the Reason drop-down menu then enter in a detailed rationale for the request. Ensure you mention somewhere in your rationale that an interview was conducted to alert OEO that an interview took place outside the TMS. If this individual has previously worked for the department and no interview was conducted as they have already previously been vetted, be sure to mention this.

2. When ready, click Submit.

EO Coordinator – Submitting the Hire Request

Hire   Welcome, Test User   My Profile   Help   logout

Colorado State University   User Group:
                                                       EO Coordinator

Home   Postings ▼   Shortcuts ▼

Postings / ... / Research Associate II - TMS Lab (Approved - Internal) / Applicant Review / Ginny [redacted] Recommend for Hire - EOC

Job application: Ginny [redacted] (Admin ...

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

Take Action On Job Application ✔

Keep working on this Job application

WORKFLOW ACTIONS

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

Return to Applicant Manager (move to EOC Returned to Applicant Manager)

1. The EO Coordinator will review the hire request then transition it forward to OEO for final review and approval.

Full name: Ginny [redacted]   Created by: Ginny [redacted]
Address: Owner: EO Coordinator
123 Main St.
London, NA 80525
United Kingdom (Great Britain)
Username: [redacted]
Email: [redacted]
Phone (Primary):
Phone (Secondary):
Position Type: Admin

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OEO – Final Approval

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Email notification to the Hiring Authority

Colorado State University

Hello Test User

Ginny █████ has been placed in the Approved Recommend for Hire status for the Research Associate II - TMS Lab position.

As the Hiring Authority you will need to start the Hiring Proposal for Ginny █████

For instructions on how to start the Hiring Proposal please see the *How to Initiate and Complete the Hiring Proposal* training

guide: https://oeo.colostate.edu/media/sites/144/2017/05/CSU-How-to-Initiate-and-Complete-the-AP-Hiring-Proposal.pdf

For help drafting an Offer Letter, please view the templates listed on the Provost's website located here (Note: The templates are located halfway down the page under the

header 'Offer Letter Templates'): http://provost.colostate.edu/faculty-administrative-professionals/

Job Title: Research Associate II - TMS Lab

Position #: 024680.0001

Posting #: 201800489AP

Department: College of TMS Training

Thank you,

Office of Equal Opportunity

oeo@colostate.edu

970-491-5836

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

Note: Once the hire request has been approved, the Hiring Authority will receive an email alert from the system. At this point, the Hiring Authority may start the process of creating a Hiring Proposal. For additional help on how to start the Hiring Proposal, please see the Hiring Proposal guide.

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Need further help?

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

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

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