Colorado State University

CSU Talent Management System

User Guide – Faculty

How to Create an Alternative Appointment Request Posting

my HR
Working together.

Last Updated: 8/31/2023

Create and Post a Faculty Alternative Appointment Request

Alternative Appointment Request (AAR) postings are created from position descriptions to request a direct appointment for a Faculty position.

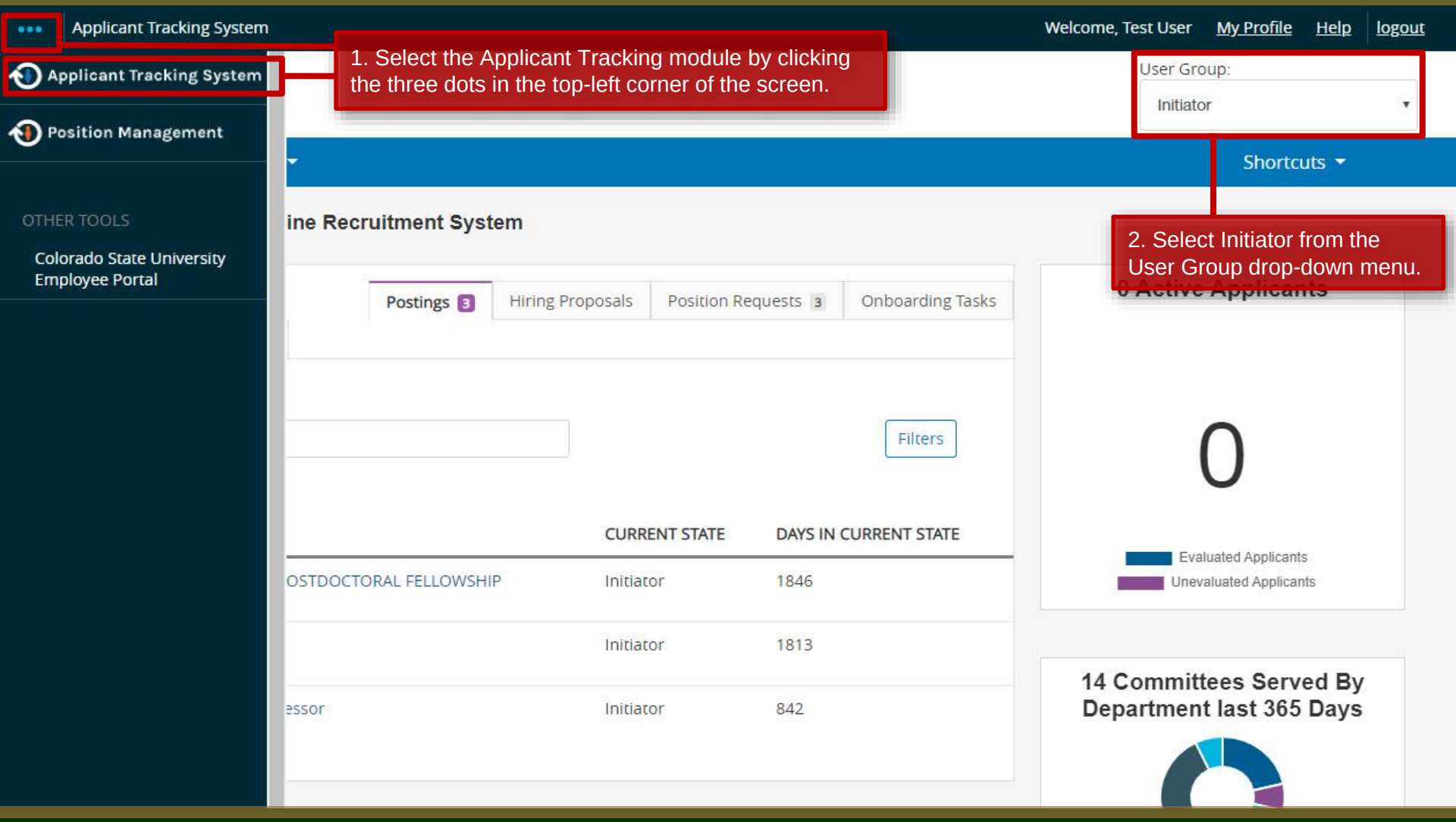
Faculty Alternative Appointment Requests may only be created by Initiators using approved position descriptions.

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

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

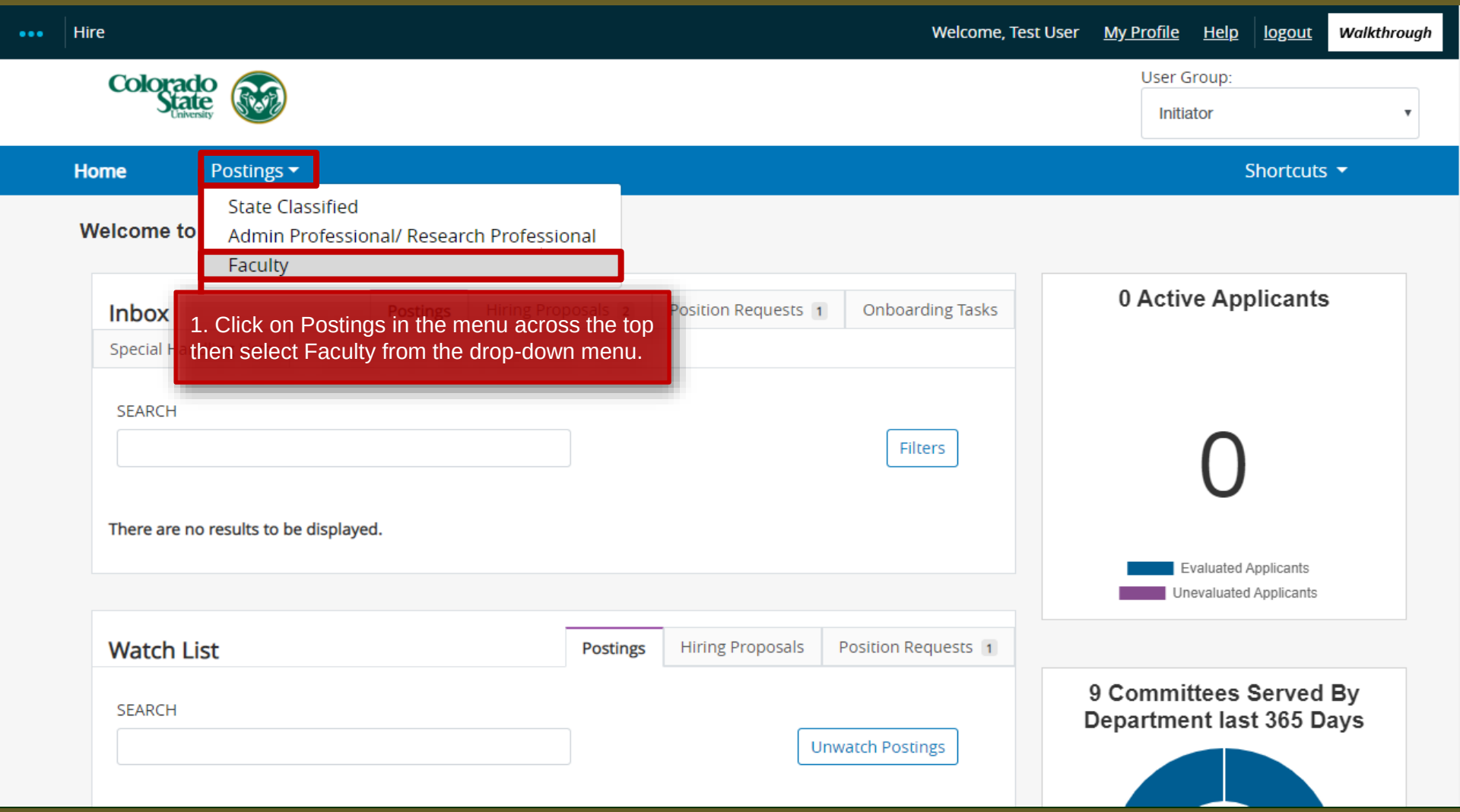
Initiator	EO Coordinator	Hiring Authority (Dept/Chair)	Signature Authority (Dean)	Provost	Office of Equal Opportunity
Completion of AAR posting request. Move forward for approval.	Review and Approval (move to Dept/Chair AAR Approval)	Review and Approval (move to Dean AAR Approval)	Review and Approval (move to Provost Review and Approval)	Review and Approval (move to OEO)	Alternative Appointment Posted

Initiating a Faculty Alternative Appointment Request



Colorado State University

Initiating a Faculty Alternative Appointment Request



Initiating a Faculty Alternative Appointment Request

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

Colorado State University

User Group: Initiator

Home | Postings | Shortcuts

Postings / Faculty

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

+ Create New Posting

Faculty Postings

Saved Searches | Search | More Search Options

Faculty Postings

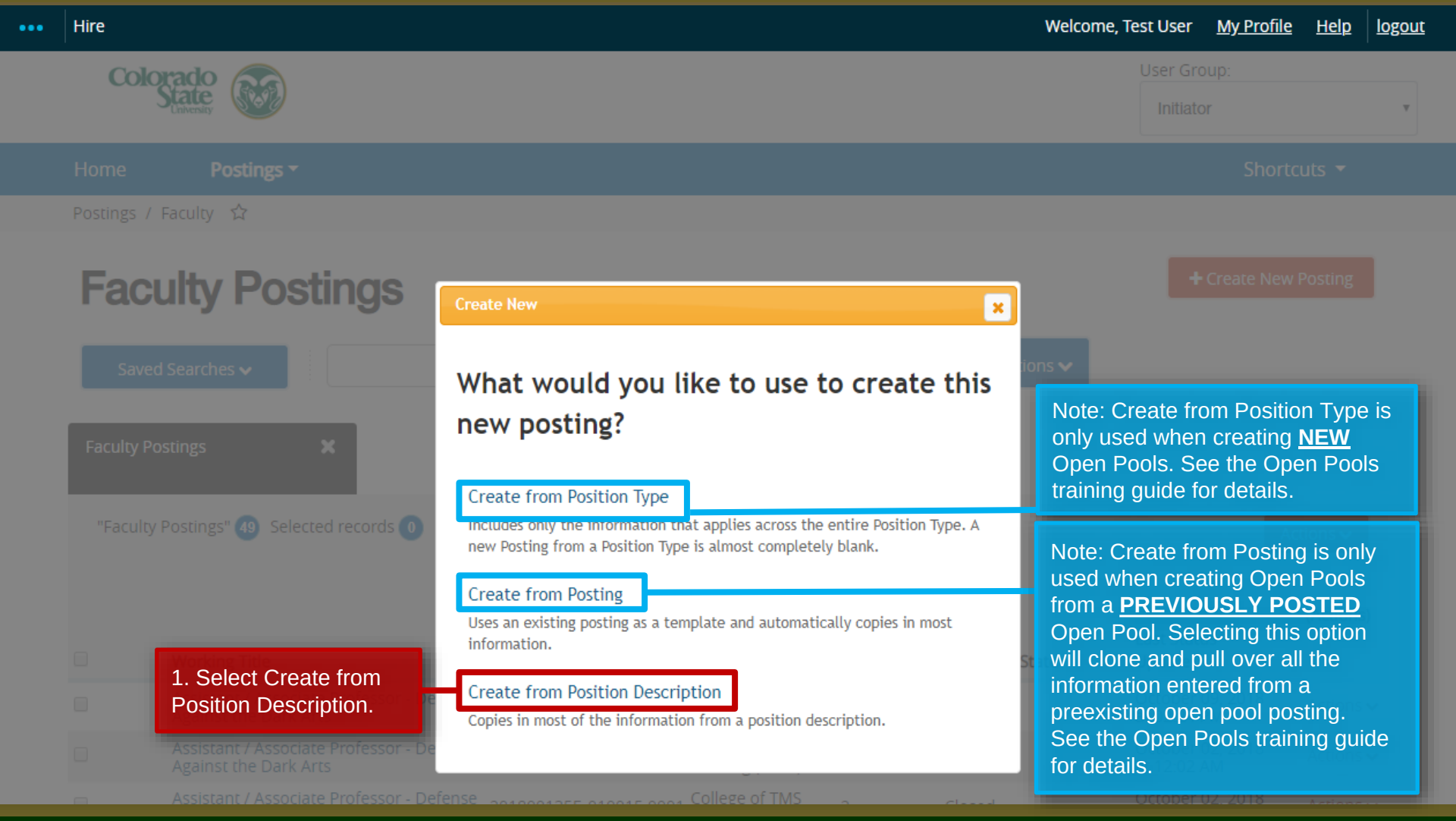
"Faculty Postings" 49 Selected records 0 Clear selection?

Actions

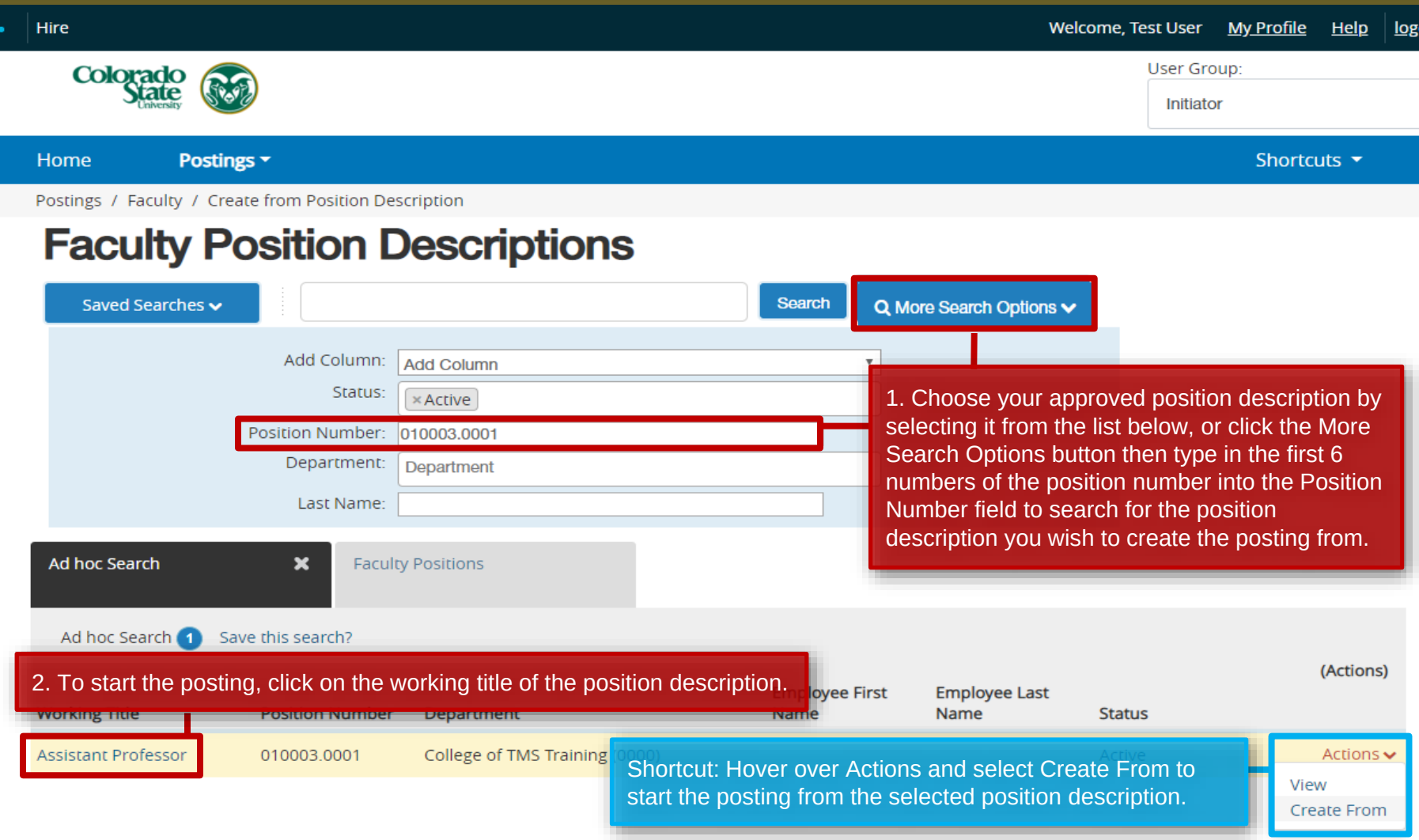
← Previous 1 2 Next →

	Working Title	Posting Number	Position Number	Department	Active Applications	Workflow State	Last Status Update	(Actions)
	Assistant / Associate Professor - Defense Against the Dark Arts	201800137F	010011.0001	College of TMS Training (0000)	21	Closed	October 09, 2018 at 02:24 PM	Actions
	Assistant / Associate Professor	201800129F	010003.0001	College of TMS Training (0000)	8	Closed	September 13, 2018 at 11:14 AM	Actions
	Instructors - Open Pool	201700088F		Chemistry (1872)	32	Closed	May 01, 2018 at 12:00 AM	Actions

Initiating a Faculty Alternative Appointment Request



Selecting a Position to Create an AAR posting (from)

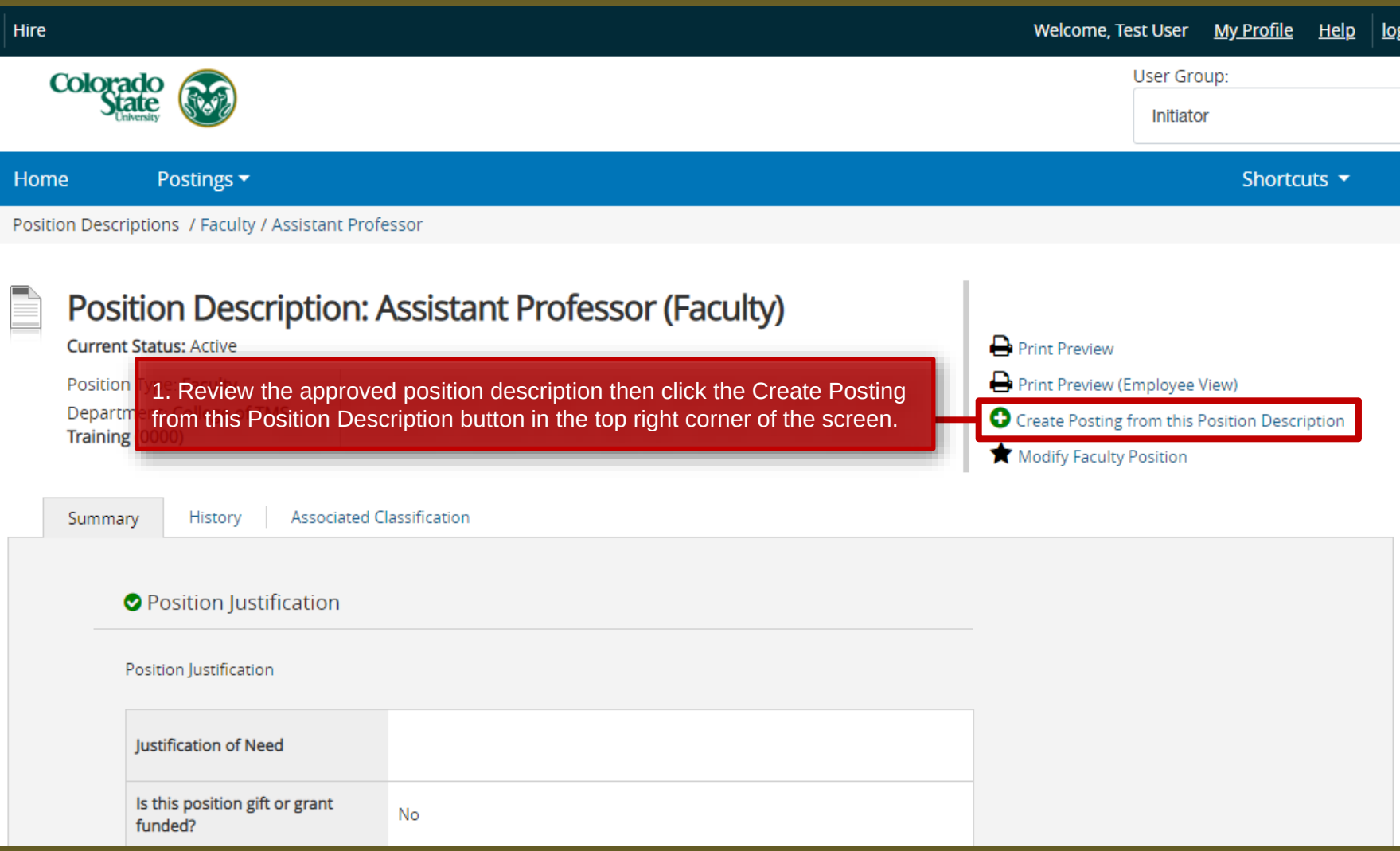


1. Choose your approved position description by selecting it from the list below, or click the More Search Options button then type in the first 6 numbers of the position number into the Position Number field to search for the position description you wish to create the posting from.

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

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

Selecting a Position to Create an AAR posting (from)



AAR – New Posting page

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

Colorado State University

User Group: Initiator

Home | Postings | Shortcuts

Postings / Faculty / New Posting

New Posting

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

Create New Posting | Cancel

* Required Information

Working Title * Assistant Professor

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

Organizational Unit

Division * Provost/Executive Vice President (1001DV)

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

Department * College of TMS Training (0000)

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

Interest Card

Interest card category

☐ Academic Advising / Counseling

AAR – New Posting page

Interest Card

Interest card category

- [ ] Academic Advising / Counseling
- [ ] Administrative Assistants
- [ ] Admissions and Enrollment
- [ ] Alumni Association / Services
- [ ] Animal Sciences / Livestock
- [ ] Anthropology
- [ ] Agriculture / Soil and Crop
- [ ] Art
- [ ] Theatre / Music / Dance
- [ ] Athletics
- [ ] Accounting / Finance
- [ ] Biochemistry and Molecular Biology
- [ ] Biology
- [ ] Biomedical Sciences

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

AAR – New Posting page

Applicant Workflow

Workflow State: Under Review by Dept/Committee

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

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

References

Reference Notification

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

Recommendation Workflow

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

Recommendation Document Type: No Document

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

Online Applications

☑ Accept online applications?

Special offline application instructions

References will not be contacted without prior notification of candidates.

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

AAR – New Posting page (cont.)

Online Applications

☑ Accept online applications?

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

Special offline application instructions

References will not be contacted without prior notification of candidates.

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

Accepted Application Forms

☐ Faculty Application

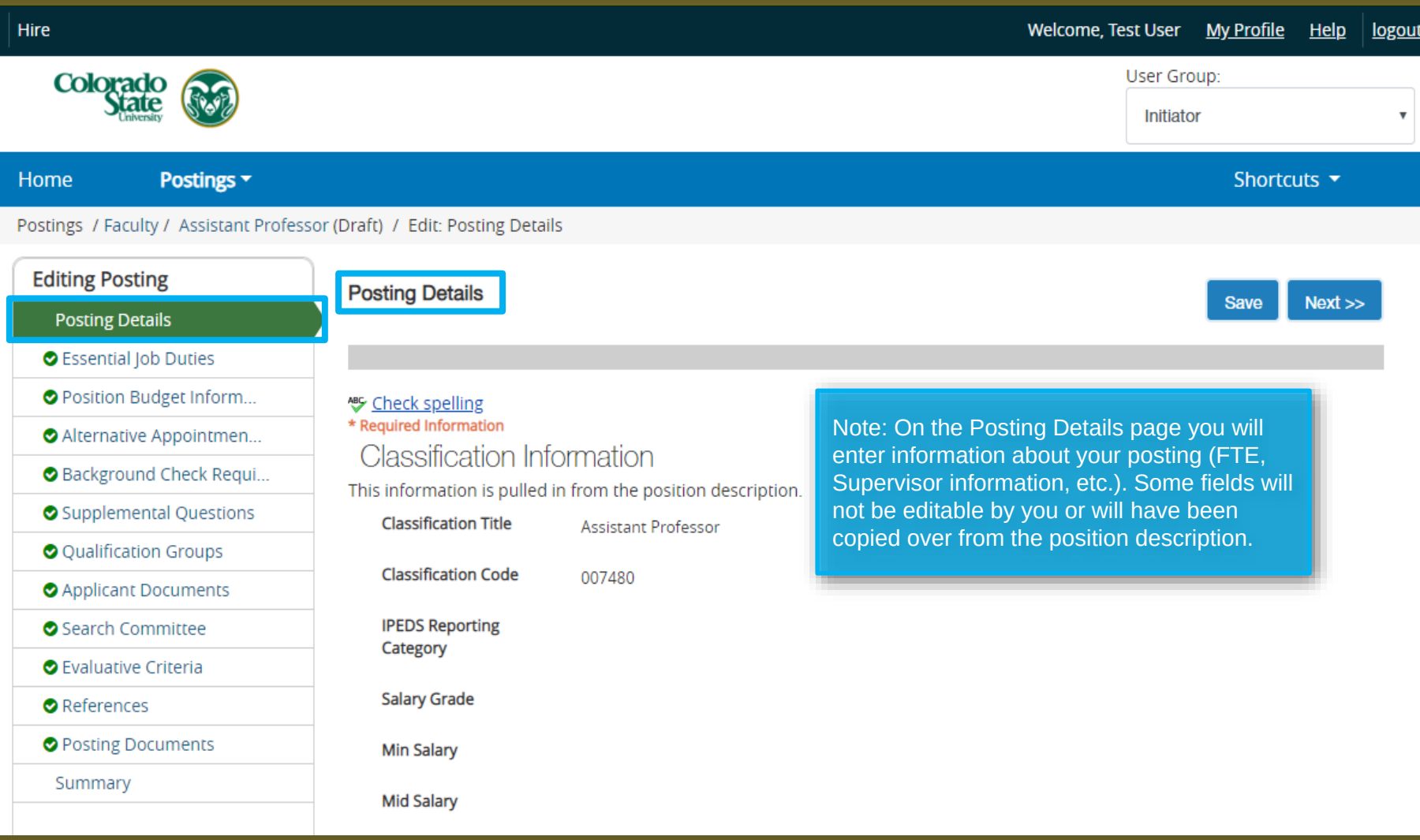
2. Check Alternative Appointment Request Application

☑ Alternative Appointment Request Application

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

Create New Posting | Cancel

AAR – Posting Details Page

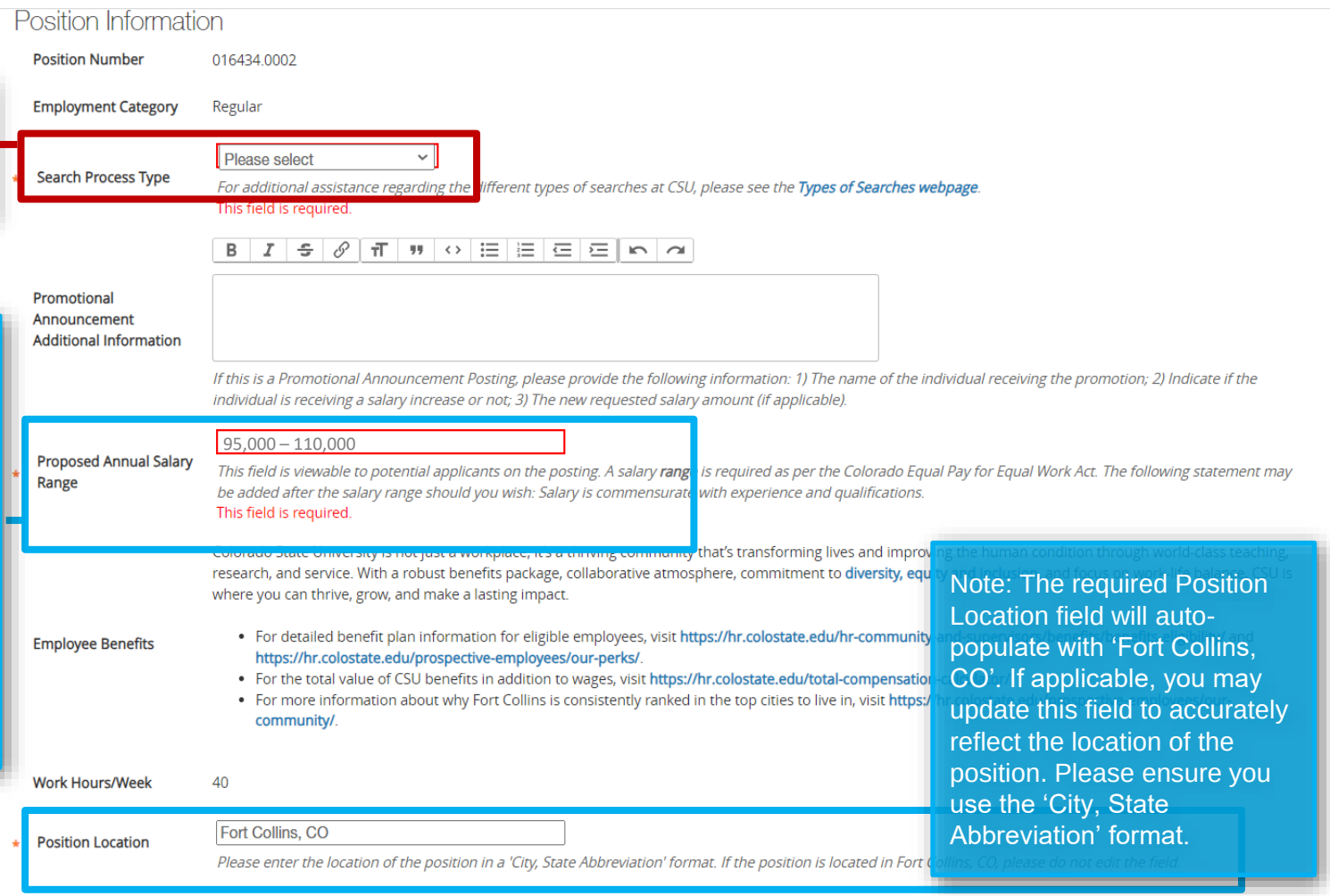


Note: On the Posting Details page you will enter information about your posting (FTE, Supervisor information, etc.). Some fields will not be editable by you or will have been copied over from the position description.

AAR – Posting Details Page

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

Note: The Proposed Annual Salary Range will pull over from the approved position description. **Please do not alter this amount.** The department may also choose to add "Salary is commensurate with experience and qualifications".



Note: The required 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.

AAR – Posting Details Page

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

Note: The Research, Teaching, Service and Administration percentage breakdowns will pull over from the approved position description. Please do not edit these fields.

2. The listed Hiring Authorities will pull over from the approved position description. Additional Hiring Authorities may be added if needed.

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

Work Location: Please select

This field is required.

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.

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

Tenure/Tenure Track? Yes

% Research: 10

% Teaching: 70

% Service: 10

% Administration: 10

* Hiring Authority: Select Some Options

Multiple Hiring Authorities may be entered.

This field is required.

* Supervisor Name: Albus Dumbledore

This field is required.

Supervisor Working Title: Headmaster

This field is required.

Position Summary: In the role of Assistant Professor, you will take on a pivotal responsibility at Hogwarts School of Witchcraft and Wizardry, dedicated to guiding students in mastering the intricate art of defending against the dark arts and dark magic. As a key member of our esteemed faculty, you will curate an enriching curriculum that seamlessly blends theoretical insights with practical expertise, empowering our diverse student body with the knowledge and skills to navigate the shadows of

AAR – Posting Details Page

Position Summary

enriching curriculum that seamlessly blends theoretical insights with practical expertise, empowering our diverse student body with the knowledge and skills to navigate the shadows of the magical realm.

Your impact will extend far beyond the classroom, as you immerse students in captivating lectures, interactive demonstrations, and collaborative workshops. This dynamic learning environment will not only equip them with the necessary techniques but also instill core values such as resilience, bravery, and unity. As a mentor, you will offer personalized guidance to those eager to delve deeper into the realm of defensive magical studies, and your involvement in extracurricular activities, house competitions, and renowned events like the Triwizard Tournament will further enrich their educational journey.

Conditions of Employment

Pre-employment Criminal Background Check (required for new hires)

Required Job Qualifications

- Ph.D. in Dark Arts Studies, Magical Defence, Spells & Curses or related field.
- Previous Auror experience
- Demonstrated ability to conduct scholarly research and publish in peer-reviewed journals

Preferred Job Qualifications

- Previous experience teaching in a wizarding education setting
- Interested in or experience with interdisciplinary, collaborative and engaged research
- Commitment to diversity as evidenced by success in delivering successful programming to diverse student audiences which may include first-generation at university, underrepresented populations, or economic disadvantage to achieving a higher education degree.

Posting Details

Note: These fields will pull over from the position description. If they are empty, ensure you are using an approved, completed position description to create the posting.

If you need to make a change to the Required or Preferred Job Qualifications, please reach out to HR Classification and Compensation before making any edits.

AAR – Posting Details Page

1. Add 'AAR:' before the working title.

Note: For AAR's, you do not need to edit these fields.

Posting Details

Working Title	AAR: Assistant Professor
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.*
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.*
Special Instructions Summary	References will not be contacted without prior notification of candidates.

AAR – Posting Details Page

Note: For AAR's, you do not need to fill in these fields.

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

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

Internal Search Requested

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

Rationale for Internal Search

*** Recruitment Plan**

AAR

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

Pass Message

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

Fail Message

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

AP/Faculty Short Posting

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

AAR – Posting Details Page

Quick Link for Internal Postings	http://colostate-sb.peopleadmin.com/postings/57215
Background Check Policy Statement	Colorado State University (CSU) strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CSU conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of the university, it is reasonable and prudent to do so.
EEO Statement	Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy and will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services. The Title IX Coordinator is the Executive Director of the Office of Support and Safety Assessment, 123 Student Services Building, Fort Collins, CO 80523 -2026, (970) 491-7407. The Section 504 and ADA Coordinator is the Associate Vice President for Human Capital, Office of Equal Opportunity, 101 Student Services Building, Fort Collins, CO 80523-0160, (970) 491-5836.
* Diversity Statement	This field is required. *Copy and paste one of the below diversity statements into the text box above. If one of these statements is not suitable for this position, please create your own for approval by OEO.* *•Ability to advance the department's commitment to diversity and inclusion through research, teaching and outreach with relevant programs, goals and activities.* *•Demonstrated knowledge of, and relevant ability with, culturally diverse communities among potential target and constituent populations.* *•Personal or professional commitment to diversity as demonstrated by persistent effort, active planning, allocation of resources and/or accountability for diversity outcomes.* *•Reflecting departmental and institutional values, candidates are expected to have the ability to advance the Department's commitment to diversity and inclusion.* *•Personal and professional commitment to diversity as demonstrated by involvement in teaching, research, creative activity, service to the profession and/or diversity/inclusion activities.*

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

AAR – Posting Details Page

This field is required.

* Diversity Statement

Copy and paste one of the below diversity statements into the text box above. If one of these statements is not suitable for this position, please create your own for approval by OEO.

•Ability to advance the department's commitment to diversity and inclusion through research, teaching and outreach with relevant programs, goals and activities.
•Demonstrated knowledge of, and relevant ability with, culturally diverse communities among potential target and constituent populations.
•Personal or professional commitment to diversity as demonstrated by persistent effort, active planning, allocation of resources and/or accountability for diversity outcomes.
•Reflecting departmental and institutional values, candidates are expected to have the ability to advance the Department's commitment to diversity and inclusion.
•Personal and professional commitment to diversity as demonstrated by involvement in teaching, research, creative activity, service to the profession and/or diversity/inclusion activities.

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

* Search Contact

This field is required.

Name and phone number and/or email address of contact for general questions about this position (viewable by applicant).

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

* EO Coordinator

Select Some Options

This field is required.

Multiple individuals may be placed in the EO Coordinator field.

* Applicant Manager

Select Some Options

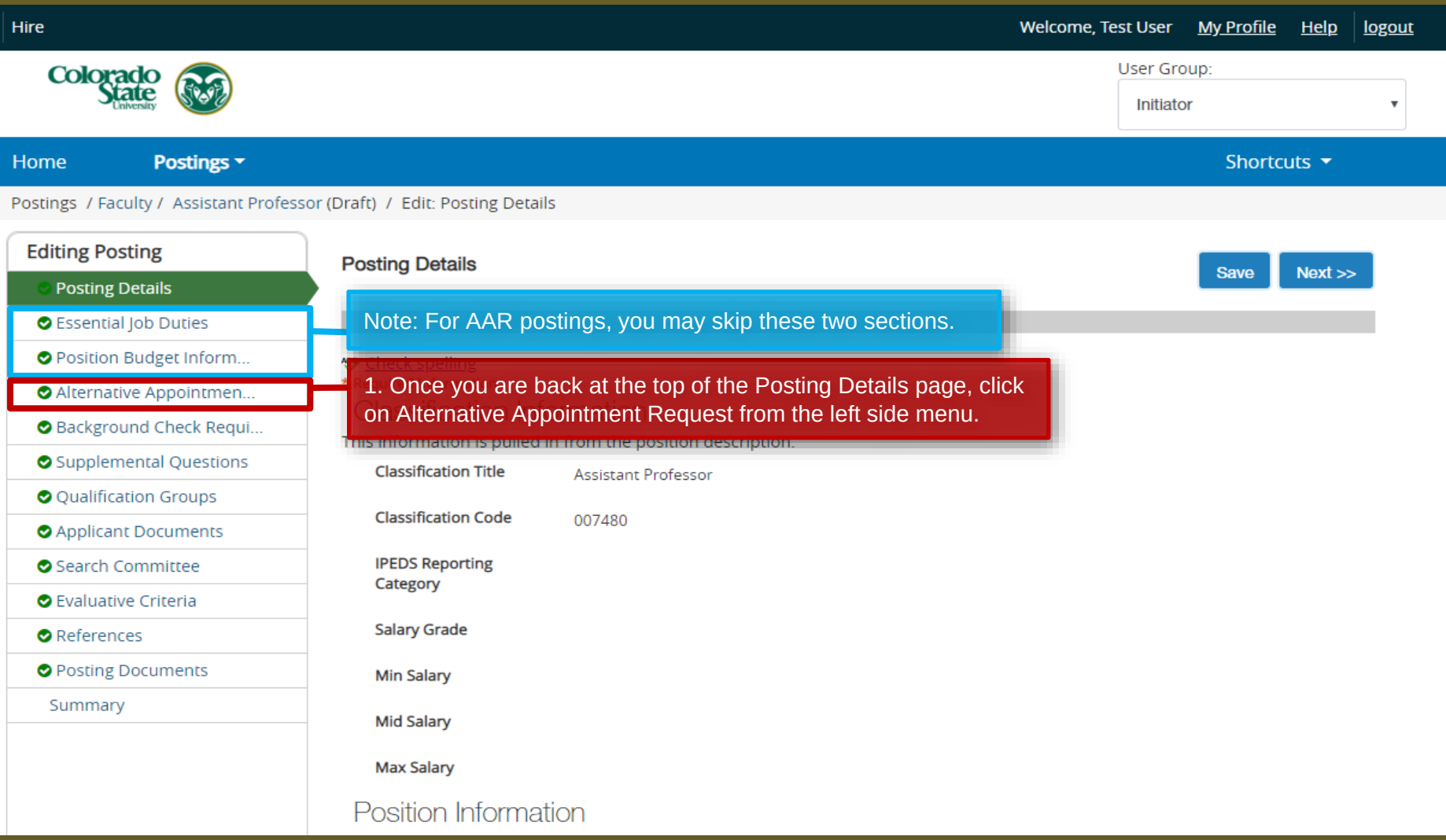
This field is required.

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.

3. When complete, click Save.

Save | Next >>

AAR – Posting Details Page



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

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

AAR – Alternative Appointment Request Page

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

Colorado State University

User Group:
Initiator

Shortcuts

Postings / Faculty / Assistant Professor (Draft) / Edit: Alternative Appointment Request

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

Editing Posting

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

Alternative Appointment Request

Save | << Prev | Next >>

Check spelling

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

Alternative Appointment Request

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

Alternative Appointment Requested? [ ]

Name of Proposed Individual [ ]

Nature of Appointment [Please select]

Type of Appointment [Please select]

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

2. Enter the name of the proposed individual.

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

AAR - Alternative Appointment Request Page

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

Items OEO looks for:

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

Rationale for Request

Please add as much detail as possible.

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

How Proposed Individual Was Identified

2. Enter information regarding how this individual was identified.

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

If so, by what method? Please select

If other, please explain

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

Is a salary adjustment requested? No

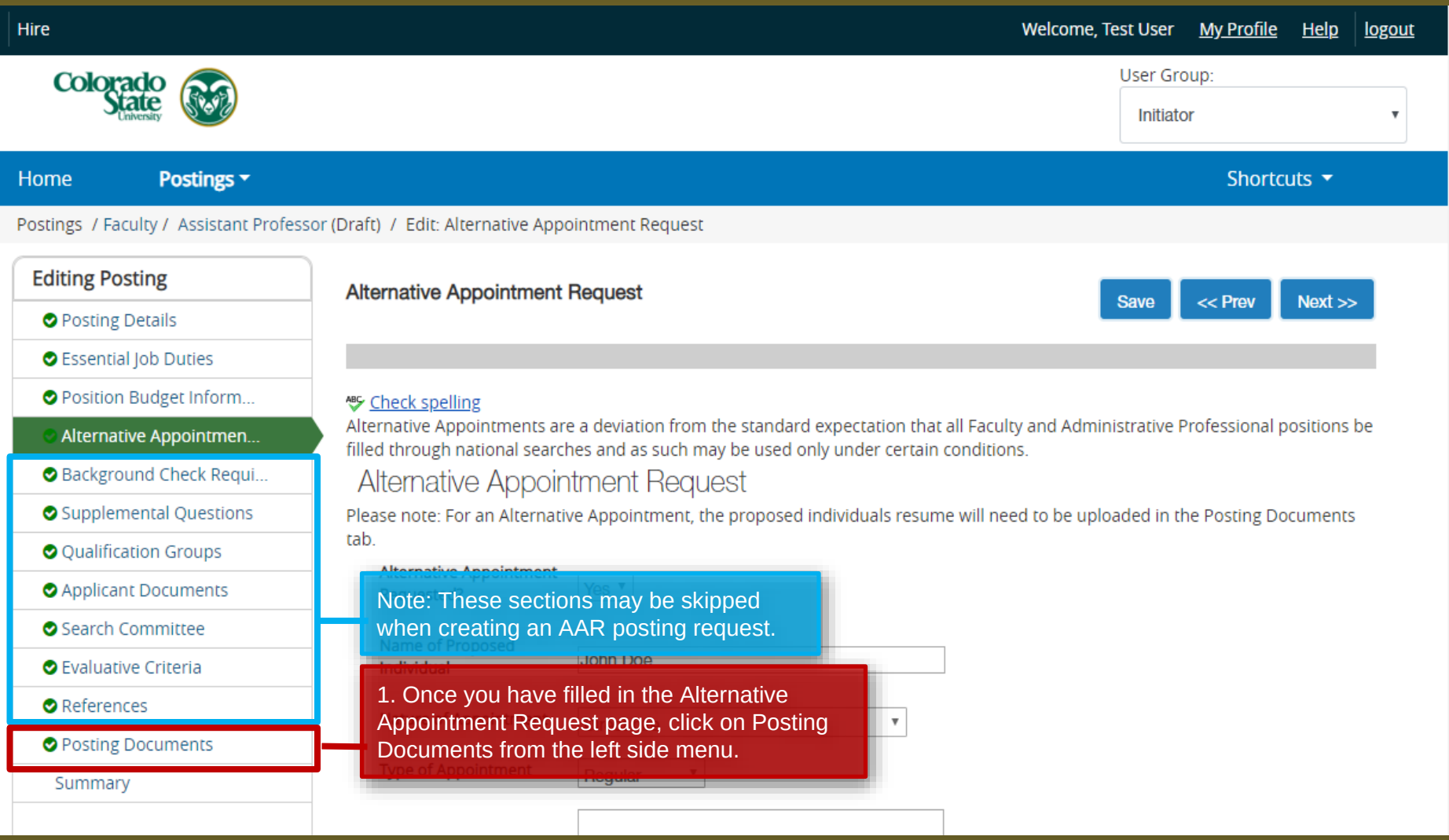
If yes and this is not a direct hire, then complete an Individual Salary Adjustment Form

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

5. When complete, click Save.

Save << Prev Next >>

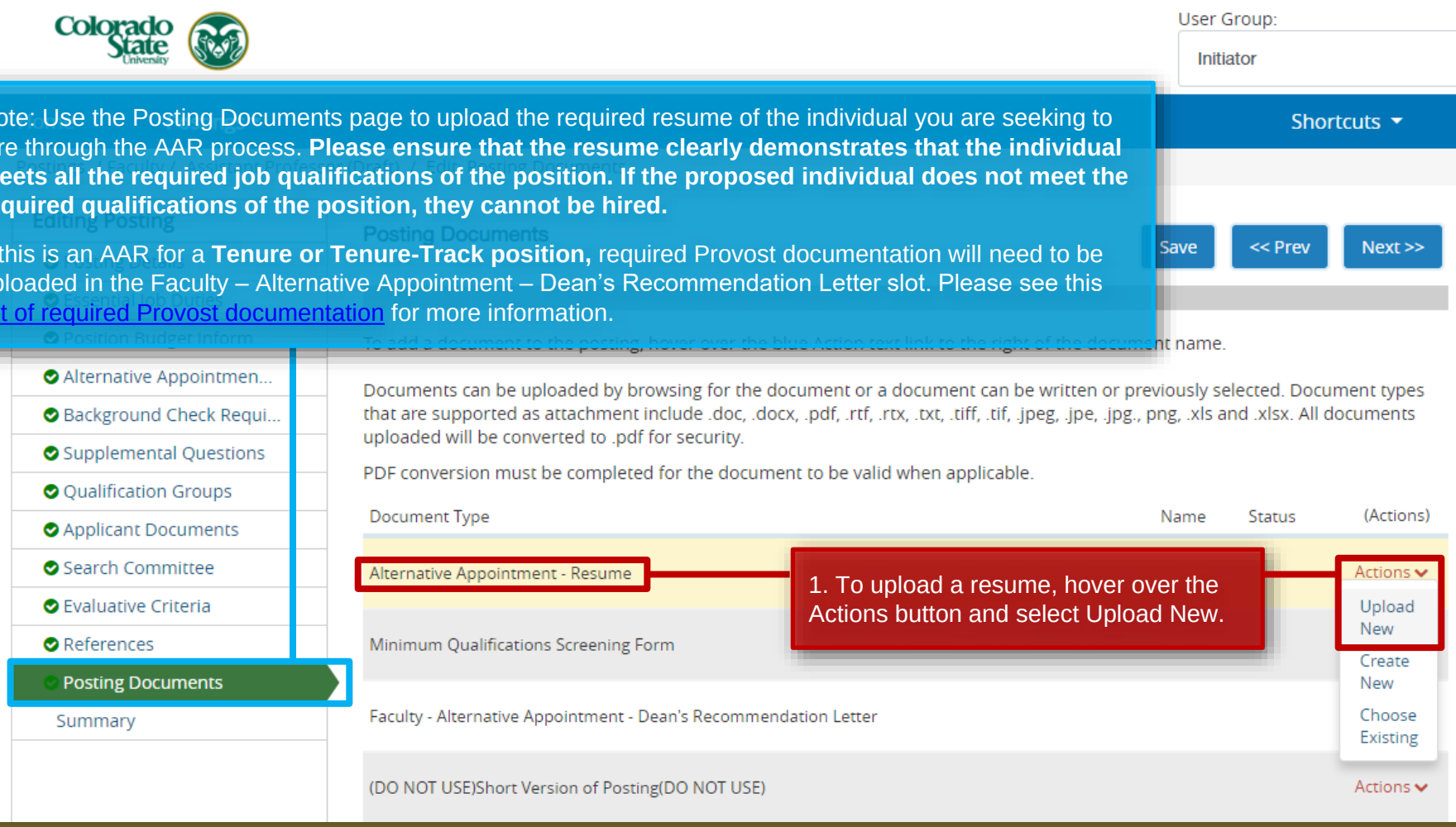
AAR – Alternative Appointment Request Page



AAR– Posting Documents Page

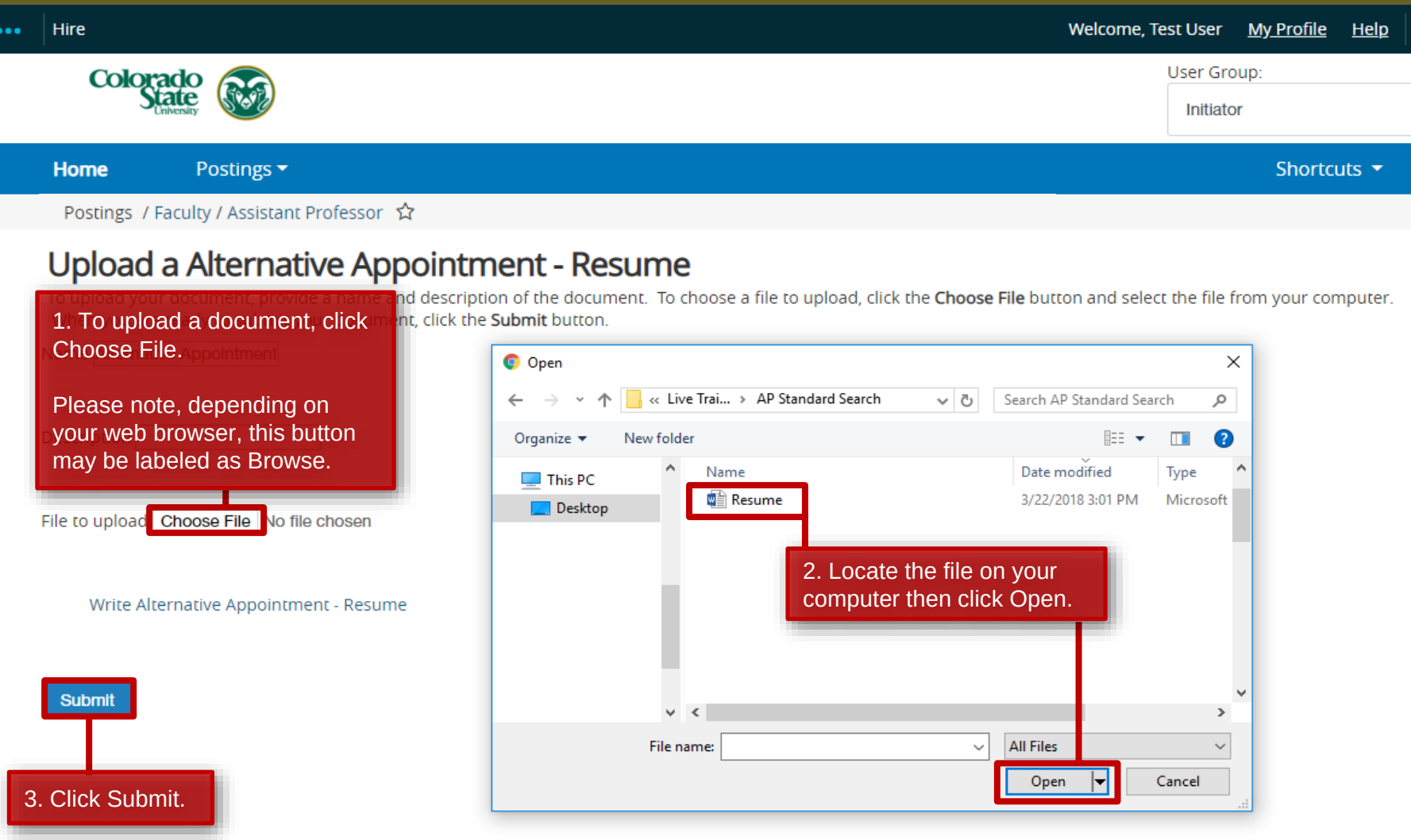
Note: Use the Posting Documents page to upload the required resume of the individual you are seeking to hire through the AAR process. **Please ensure that the resume clearly demonstrates that the individual meets all the required job qualifications of the position. If the proposed individual does not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

If this is an AAR for a **Tenure or Tenure-Track position,** required Provost documentation will need to be uploaded in the Faculty – Alternative Appointment – Dean's Recommendation Letter slot. Please see this list of required Provost documentation for more information.



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

AAR– Posting Documents Page



Colorado State University

AAR– Posting Documents Page

Document 'Alternative Appointment - Resume 11-07-18 15:59:18' was successfully created.

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

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

User Group: Initiator

Home | Postings | Shortcuts

Postings / Faculty / Assistant Professor (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 >>

1. When ready, click Next.

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

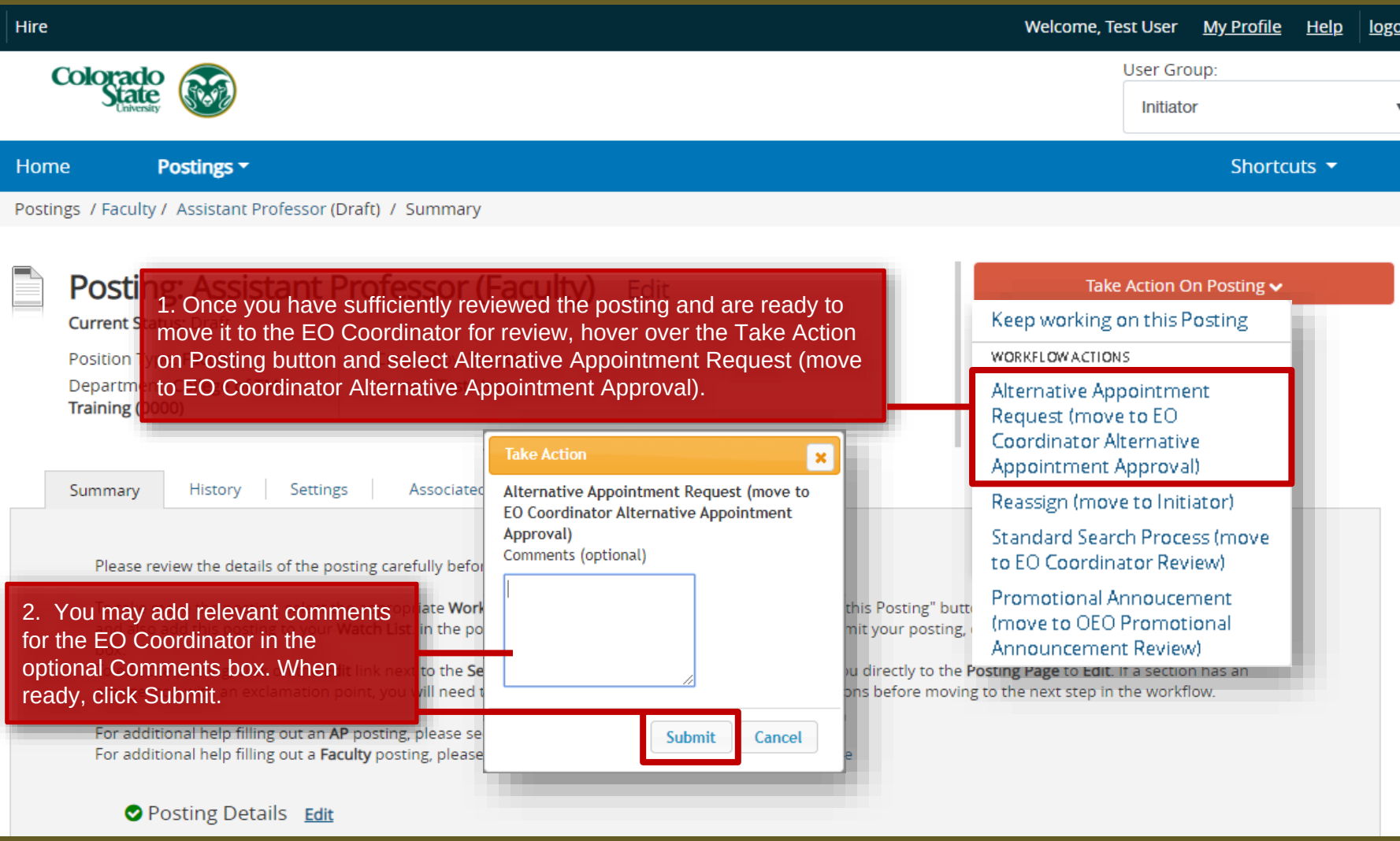
Documents can be uploaded by browsing for the document or a document can be written or previously selected. Document types that are supported as attachment include .doc, .docx, .pdf, .rtf, .rtx, .txt, .tiff, .tif, .jpeg, .jpe, .jpg., .png, .xls and .xlsx. All documents uploaded will be converted to .pdf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

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

Document Type	Name	Status	(Actions)
Alternative Appointment - Resume	Alternative Appointment - Resume 11-07-18 15:59:18	PDF conversion in process	
Minimum Qualifications Screening Form			Actions
Faculty - Alternative Appointment - Dean's Recommendation Letter			Actions

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

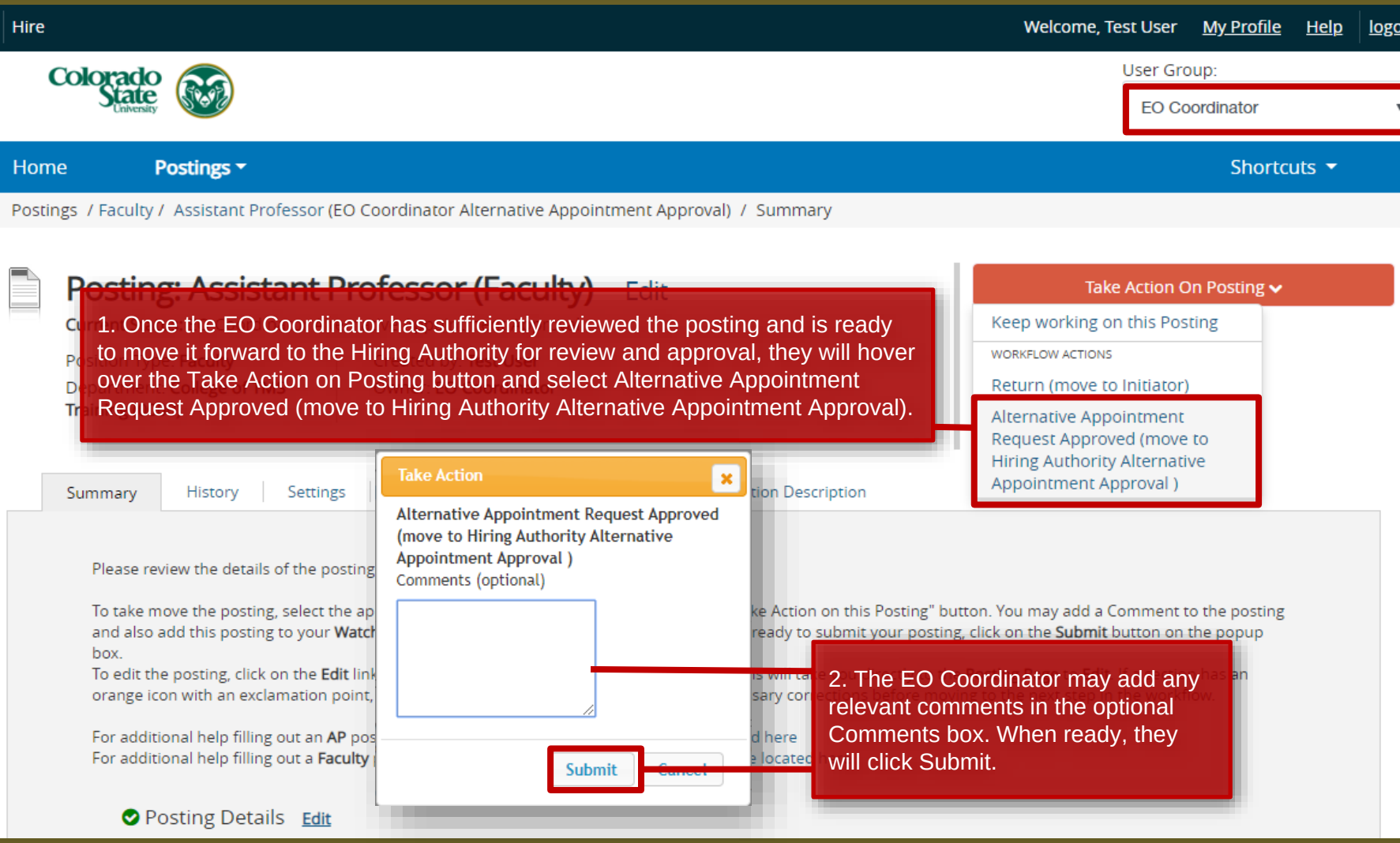
AAR – Move in Workflow (from Initiator to EO Coordinator)



1. Once you have sufficiently reviewed the posting and are ready to move it to the EO Coordinator for review, hover over the Take Action on Posting button and select Alternative Appointment Request (move to EO Coordinator Alternative Appointment Approval).

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

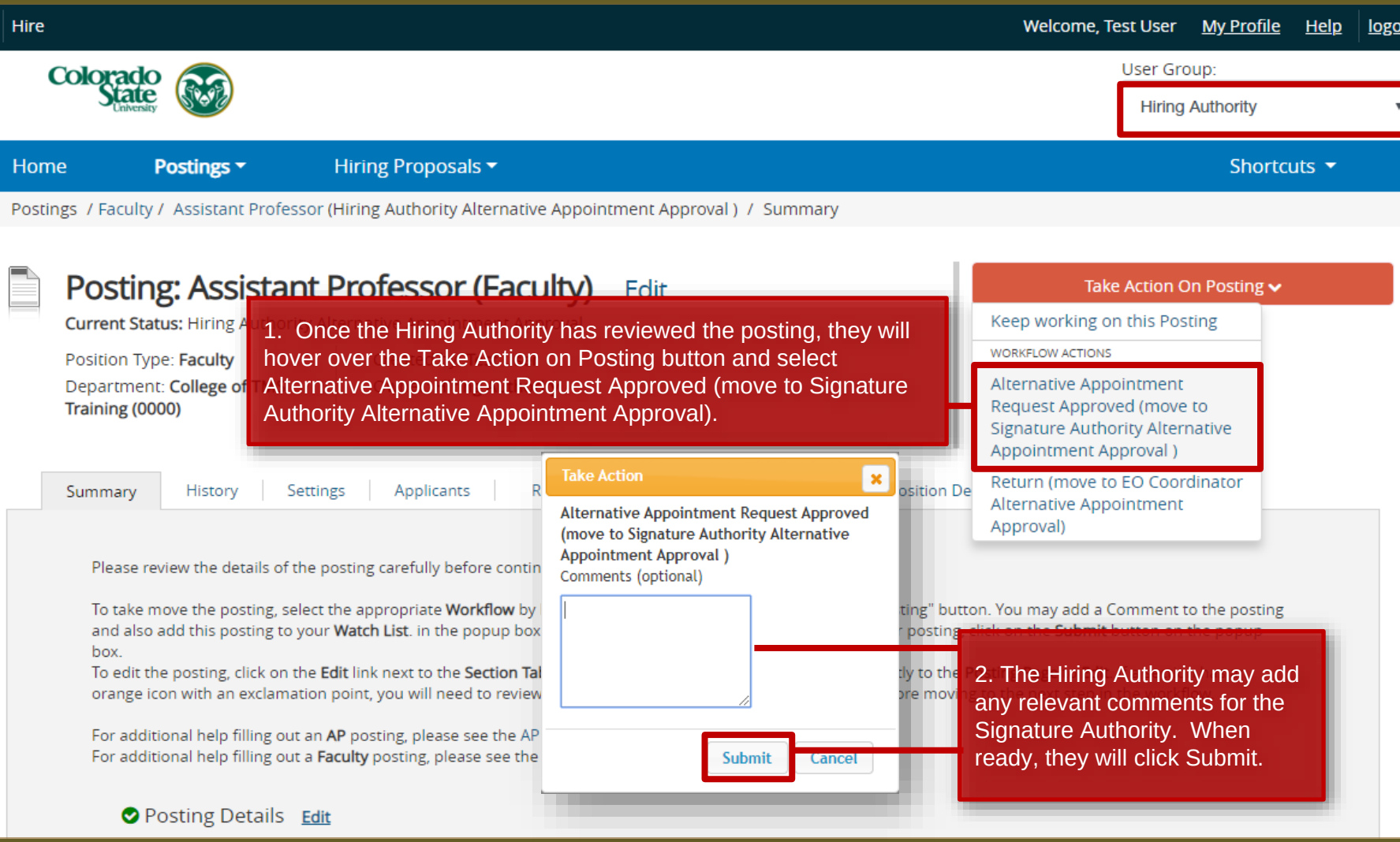
AAR – Move in Workflow (from EO Coordinator to Hiring Authority)



1. Once the EO Coordinator has sufficiently reviewed the posting and is ready to move it forward to the Hiring Authority for review and approval, they will hover over the Take Action on Posting button and select Alternative Appointment Request Approved (move to Hiring Authority Alternative Appointment Approval).

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

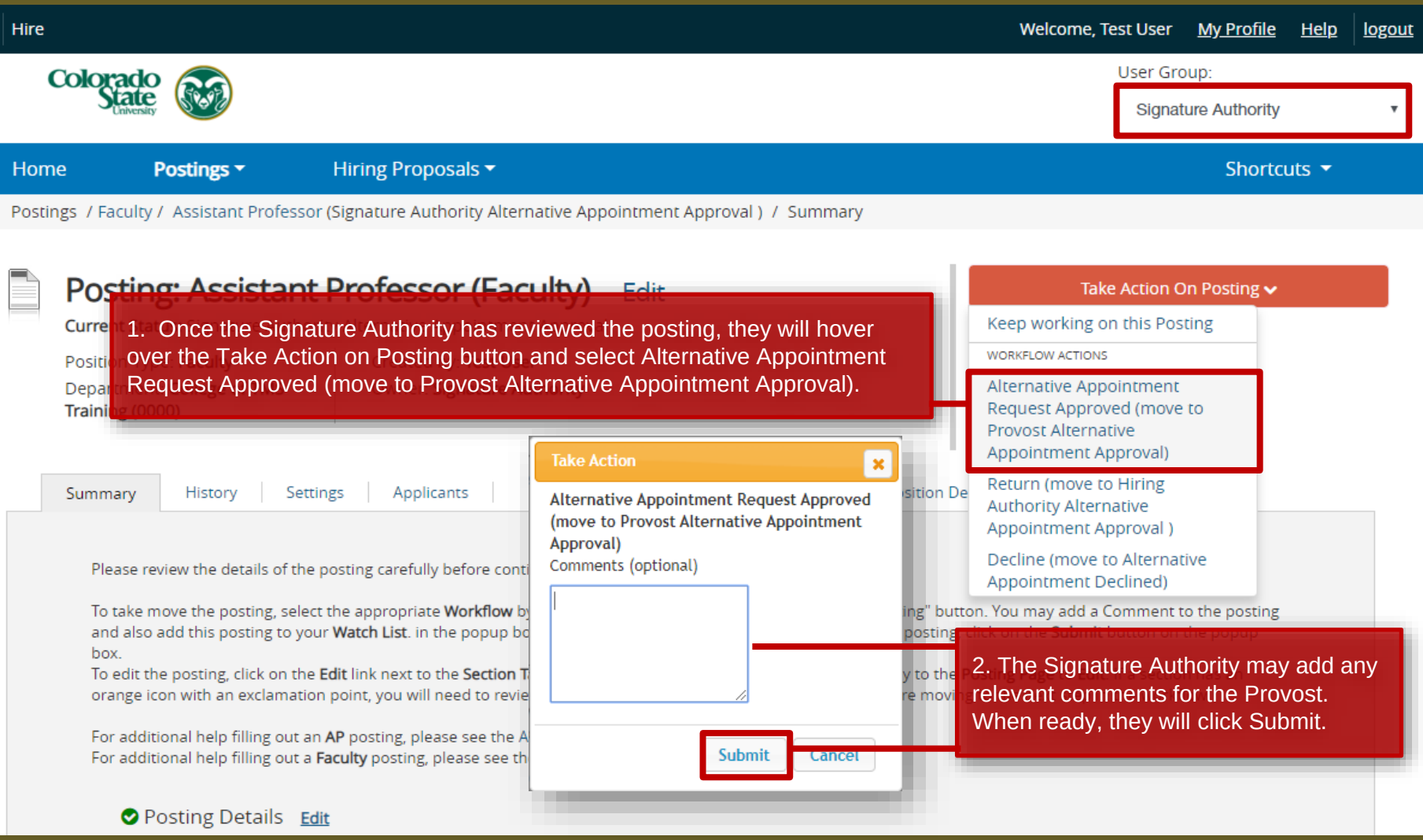
AAR - Move in Workflow (from Hiring Authority to Signature Authority)



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

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

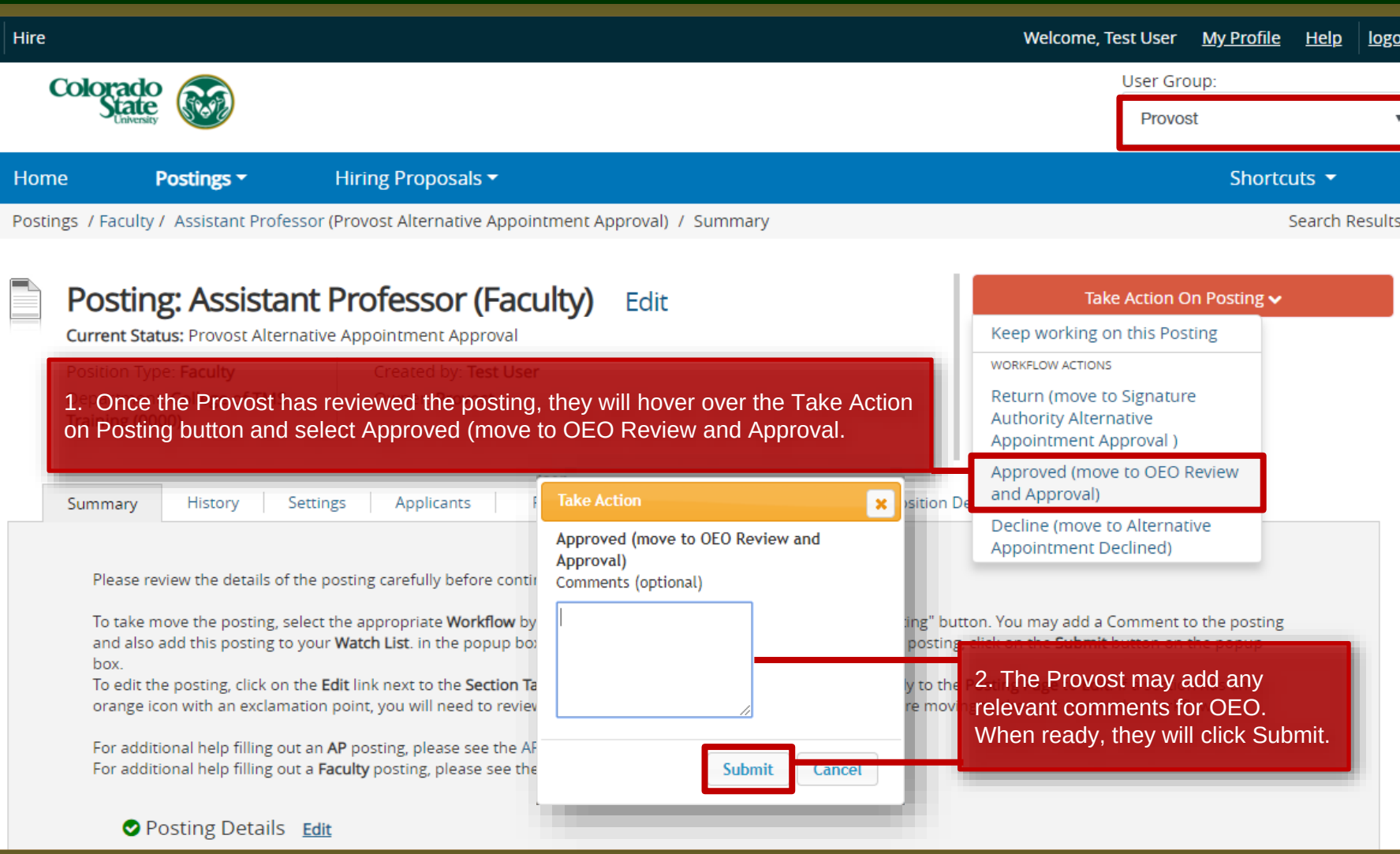
AAR – Move in Workflow (from Signature Authority to Provost)



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

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

AAR – Move in Workflow (from Provost to OEO)



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

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

AAR Final Review – OEO

Hire | Welcome, Emily Rogers | My Profile | Help | logout

User Group: OEO

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

Postings / Faculty / Assistant Professor (OEO Review and Approval) / Summary

Search Results: Next

Posting: Assistant Professor (Faculty) Edit

Current Status: OEO Review and Approval

Position Type: **Faculty**
Department: **College of TMS Training (0000)**

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

Summary | History | Settings

Please review the details of the posting carefully before continuing.

Take Action On Posting

Keep working on this Posting

WORKFLOW ACTIONS

- EO Coordinator Review (move to EO Coordinator Review)
- Return (move to Hiring Authority Review and Approval)
- Approved (move to OEO Promotional Announcement Review)
- Alternative Appointment Posted (move to Alternative Appointment Posted)
- Alternative Appointment Declined (move to Alternative Appointment Declined)
- Posted (move to Posted)
- Delegate to Initiator (move to Initiator)

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

****Please Note****

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

Review and Approval – OEO

Hire | Welcome, Emily Rogers | My Profile | Help | logout

Colorado State University

User Group: OEO

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

Postings / Faculty / Assistant Professor (Alternative Appointment Approved) / Summary

Search Results: Next

Take Action On Posting

See how Posting looks to Applicant

Print Preview (Applicant View)

Print Preview

Add to Watch List

Note: Once the Alternative Appointment Request has been posted, a link will appear at the top of the Summary page. Since AAR postings are not advertised on the main CSU Jobs website, the proposed individual will need to be sent this link so they can 'apply' to the AAR posting in order to be associated with this position. Individuals hired via the AAR process do not compete.

Posting: Assistant Professor (Faculty) Edit

Current Status: Alternative Appointment Posted

This posting is not available to applicants via search results but may be accessed directly at http://colostate-sb.peopleadmin.com/postings/57216

Position Type: **Faculty**

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

Created by: **Test User**

Owner: **OEO**

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

Please review the details of the posting carefully before continuing.

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

Alternative Appointment Request Approved Email

Colorado State University

Hello,

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

Direct posting link: http://colostate-sb.peopleadmin.com/postings/57215

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

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

Job Title: Assistant Professor
Position #: 010003.0001
Posting #: 201800139F
Department: College of TMS Training
Status: Alternative Appointment Approved

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

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

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

Alternative Appointment Request Incumbent Application

COLORADO STATE UNIVERSITY

Jobs @ Colorado State University

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

Assistant Professor

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

Bookmark this Posting | Print Preview | Apply for this Job

Please see Special Instructions for more details.

References will not be contacted without prior notification of candidates.

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

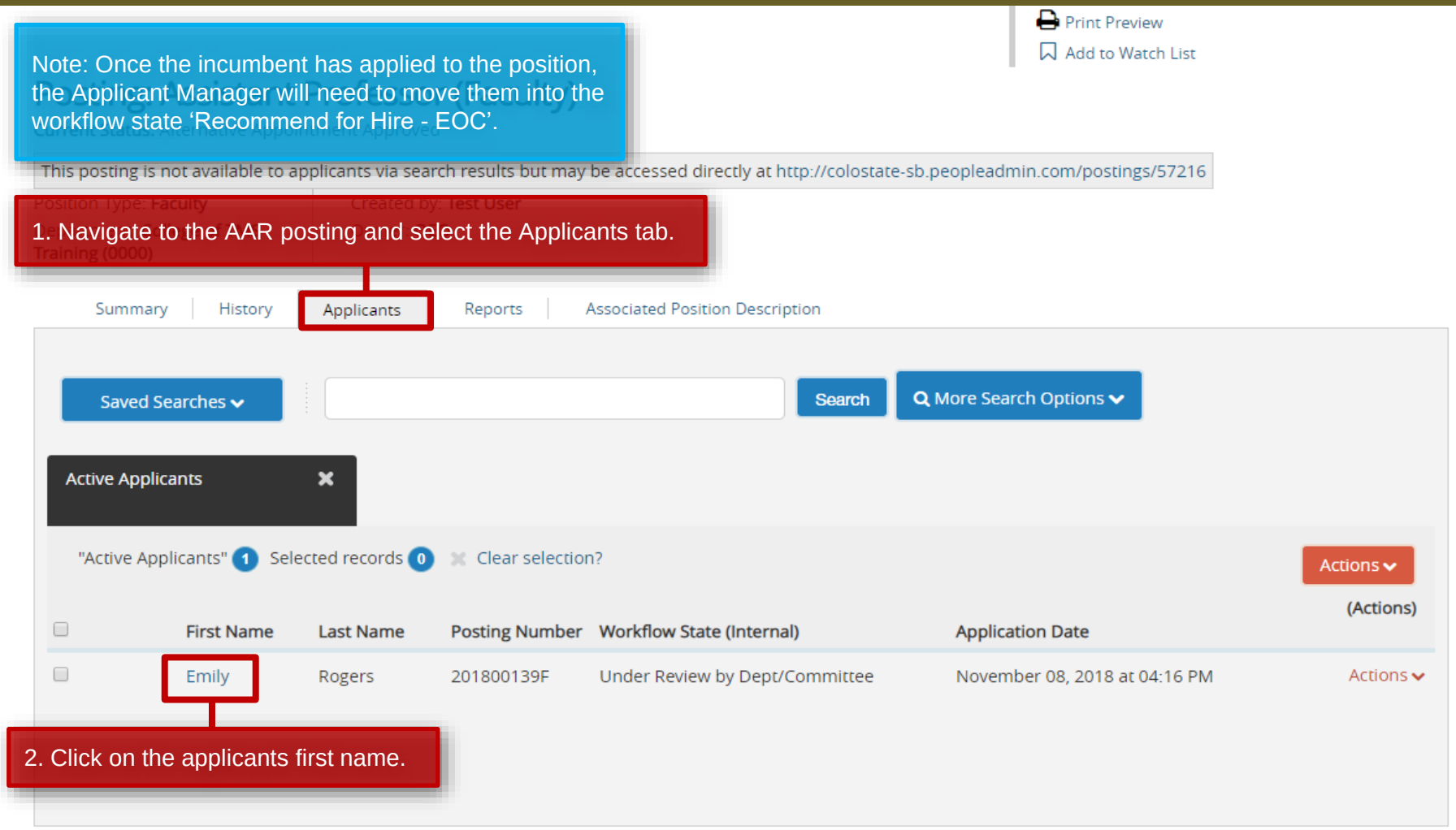
Posting Details

Posting Detail Information

Working Title	Assistant Professor
Posting Number	201800139F
Proposed Annual Salary Range	$80,000-$100,000
Position Type	Faculty
Work Hours/Week	40

AAR – How to Hire the Incumbent

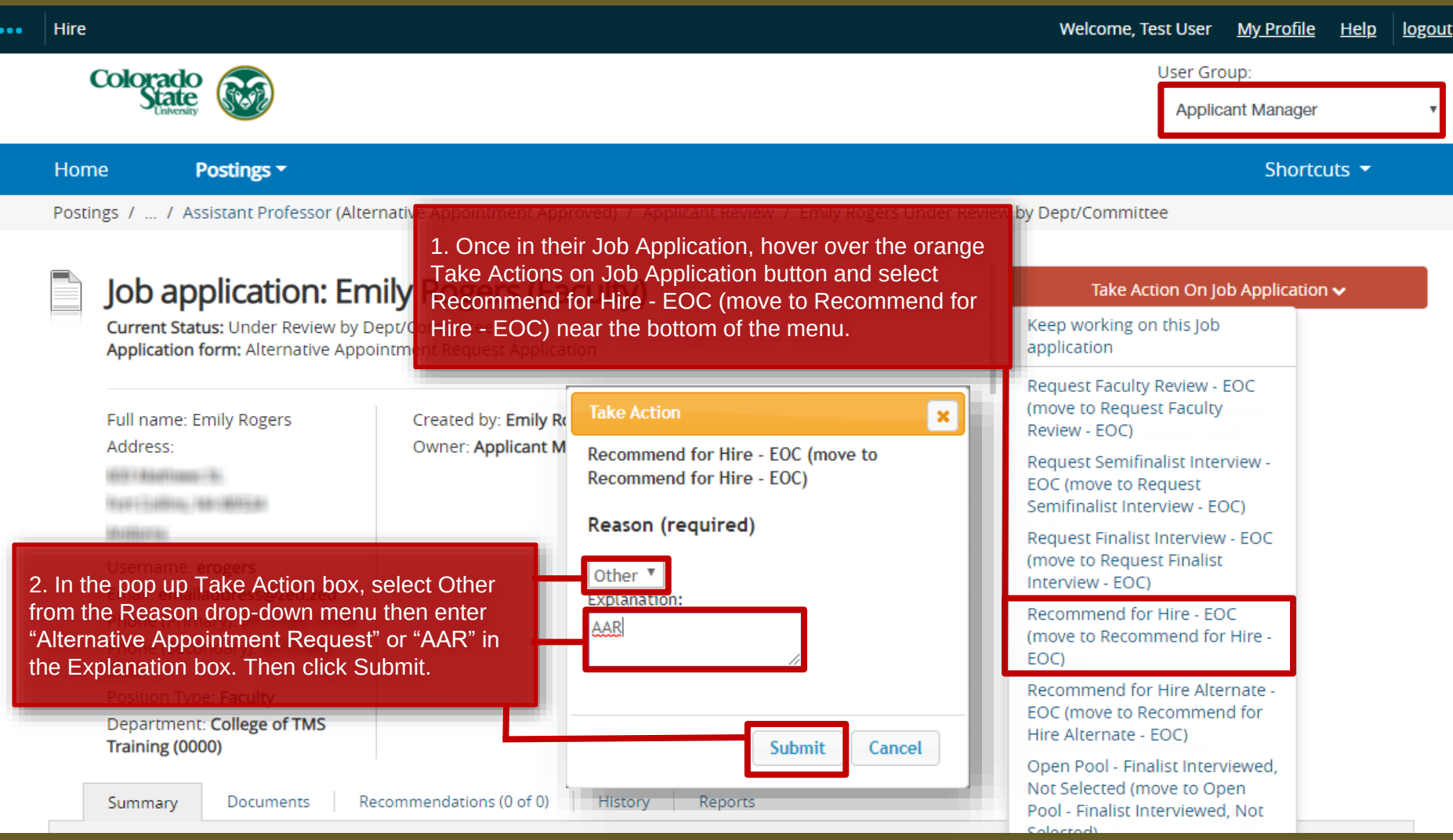
Note: Once the incumbent has applied to the position, the Applicant Manager will need to move them into the workflow state 'Recommend for Hire - EOC'.



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

2. Click on the applicants first name.

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



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

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

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

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

Colorado State University

User Group: EO Coordinator

Home | Postings | Shortcuts

Postings / ... / Assistant Professor (Alternative Appointment Approved) / Applicant Review / Emily Rogers Recommend for Hire - EOC

Job application: Emily Rogers (Faculty)

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

Take Action On Job Application

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

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

Full name: Emily Rogers
Address:
[redacted]

Username: **erogers**
Email: **emailaddress@zed.zed**
Phone (Primary): [redacted]
Phone (Secondary) [redacted]
Position Type: **Faculty**
Department: **College of TMS Training (0000)**

Summary | Documents | Recommendations (0 of 0) | History | Reports

AAR - Approved Recommend for Hire

Hire | Welcome, Emily Rogers | My Profile | Help | logout

Colorado State University

User Group: OEO

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

Postings / ... / Assistant Professor (Alternative Appointment Approved) / Applicant Review / Emily Rogers Recommend for Hire - OEO | Search Results: Previous

Job application: Emily Rogers (Faculty)

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

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

Full name: Emily Rogers
Address:
Username: **erogers**
Email: **emailaddress@zed.zed**
Phone (Primary):
Phone (Secondary):
Position Type: **Faculty**
Department: **College of TMS Training (0000)**

Created by: Emily Rogers
Owner: OEO

Take Action On Job Application

- Keep working on this Job application

WORKFLOW ACTIONS

- Approved Recommend for Hire (move to Approved Recommend for Hire)
- OEO Returned to Applicant Manager (move to OEO Returned to Applicant Manager)
- Withdrawn at Applicant's Request (move to Withdrawn at Applicant's Request)

MOVE DIRECTLY TO...

- Draft
- Under Review by Dept/Committee
- Application Reactivated (MUST be prior to full consideration date)

Summary | Documents | Recommendations (0 of 0) | History | Reports

AAR - Approved Recommend for Hire Email Notification

Colorado State University

Hello Test User

Emily Rogers has been placed in the Approved Recommend for Hire status for the Assistant Professor position.

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

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

Position #: 010003.0001

Posting #: 201800139F

Department: College of TMS Training

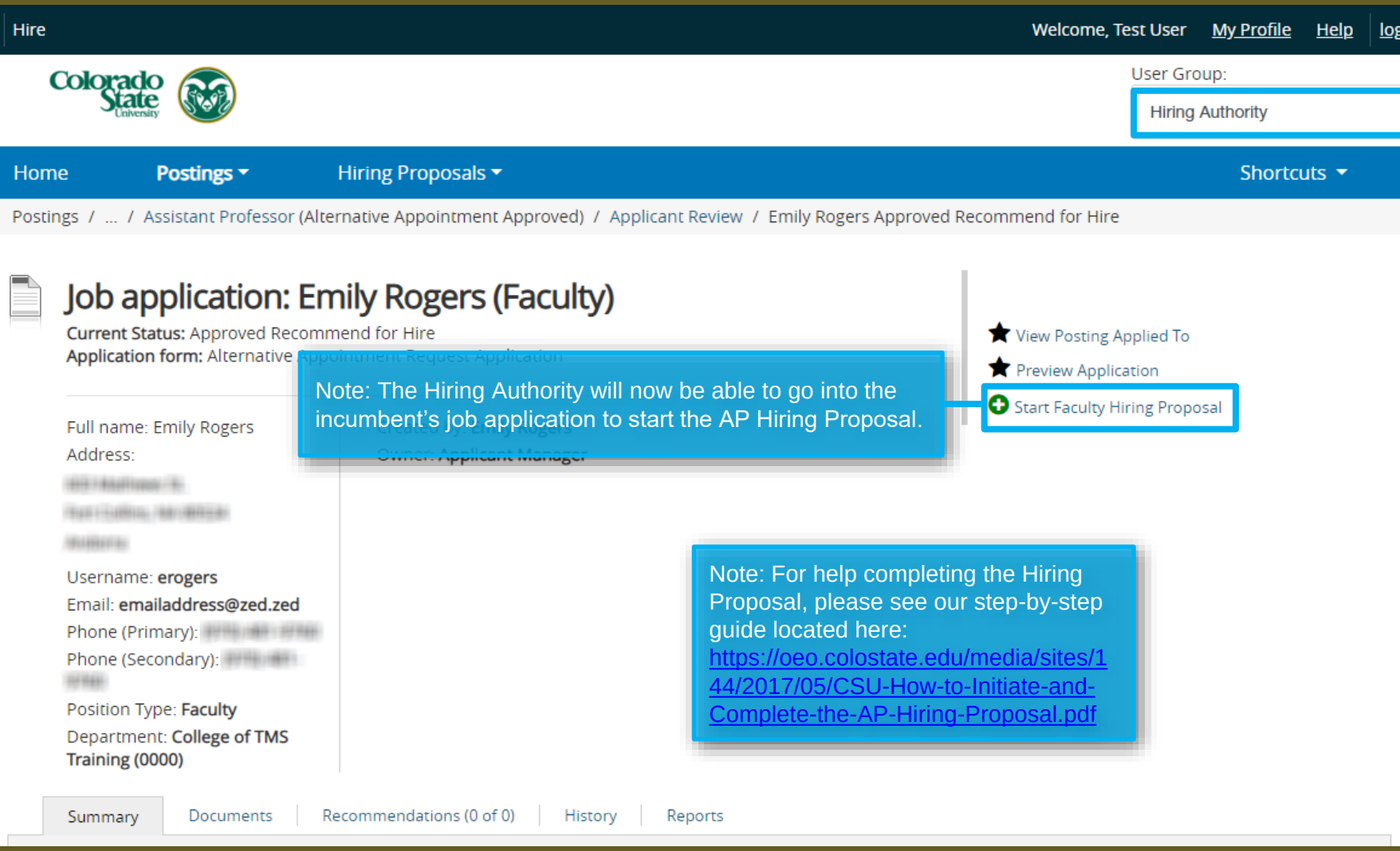
Thank you,

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

AAR - Starting the Hiring Proposal



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

Note: For help completing the Hiring Proposal, please see our step-by-step guide located here: https://oeo.colostate.edu/media/sites/144/2017/05/CSU-How-to-Initiate-and-Complete-the-AP-Hiring-Proposal.pdf

Need further help?

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

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