Colorado State University

CSU Talent Management

User Guide – Faculty

Create or Edit a Job Posting

my HR
Working together.

Last Updated: 3/25/2024

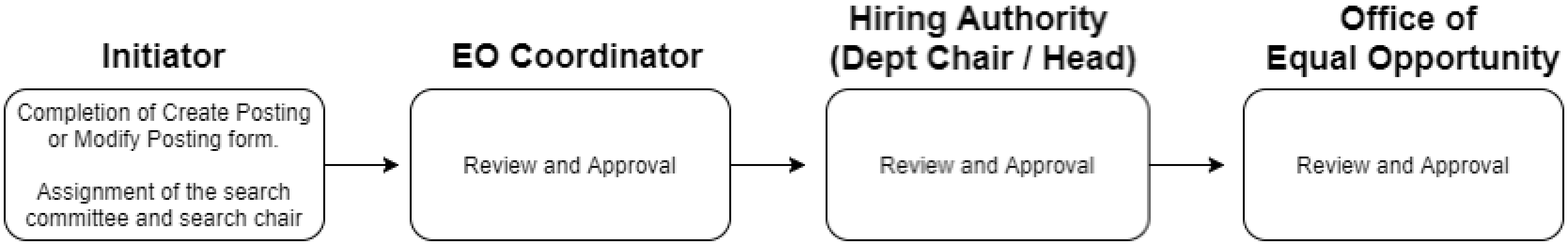
Create and Post a Faculty Job Posting

Job Postings are created to announce the approved opening of a Faculty position.

Faculty Job Announcements may be created by Initiators only.

Initiators may create new job postings using approved position descriptions, only.

Below are the steps for the creation, approval and online posting of the Job Posting/Announcement.



Initiator

Completion of Create Posting or Modify Posting form.

Assignment of the search committee and search chair

EO Coordinator

Review and Approval

Hiring Authority (Dept Chair / Head)

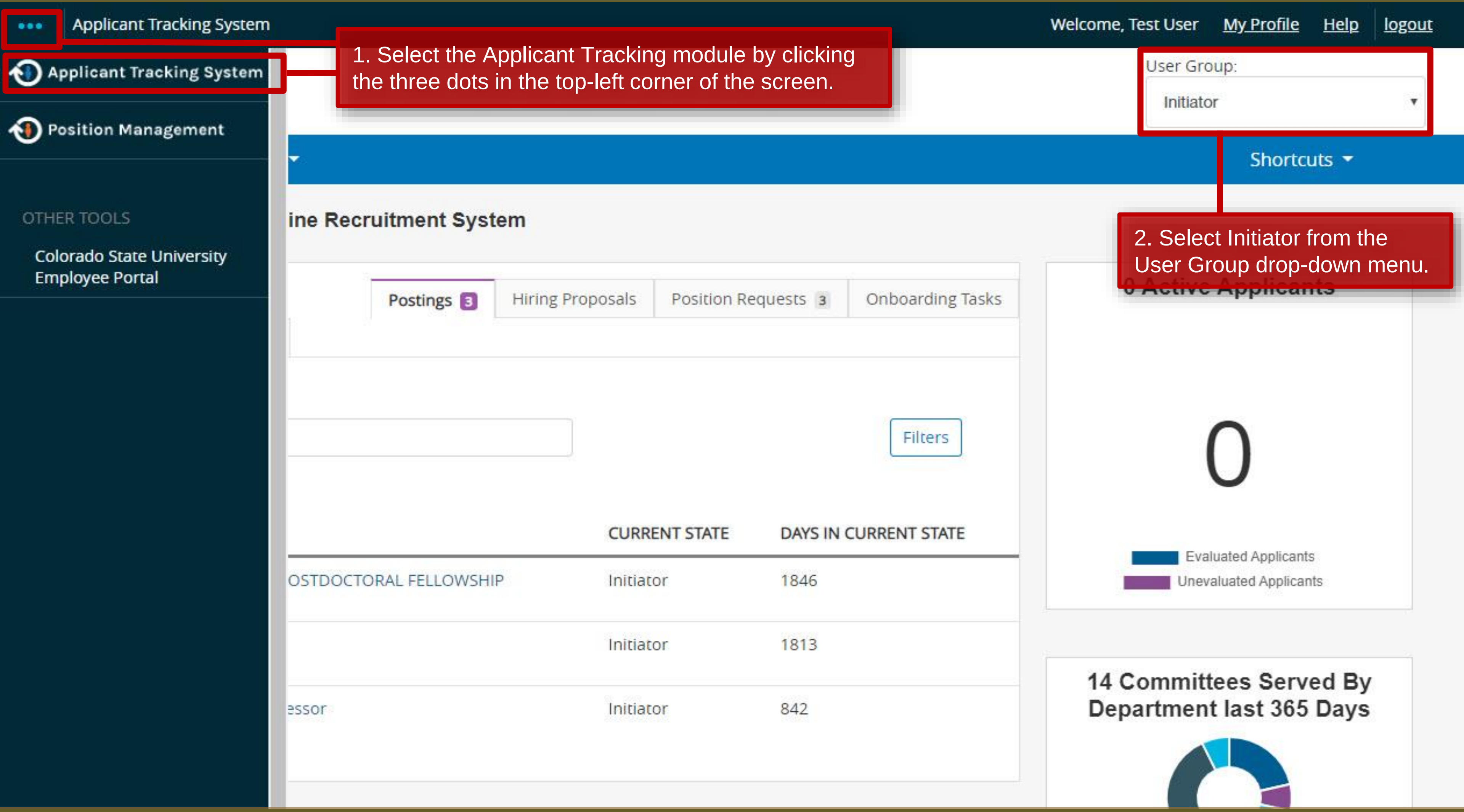
Review and Approval

Office of Equal Opportunity

Review and Approval

The steps in the following slides explain how to create, prompt approval and post job postings.

Initiating a Faculty Job Posting


Applicant Tracking System
Welcome, Test User
My Profile
Help
logout
Applicant Tracking System
Position Management
OTHER TOOLS
Colorado State University Employee Portal
Shortcuts
ine Recruitment System
Postings 3
Hiring Proposals
Position Requests 3
Onboarding Tasks
Filters
0 Active Applicants
0
Evaluated Applicants
Unevaluated Applicants
14 Committees Served By Department last 365 Days

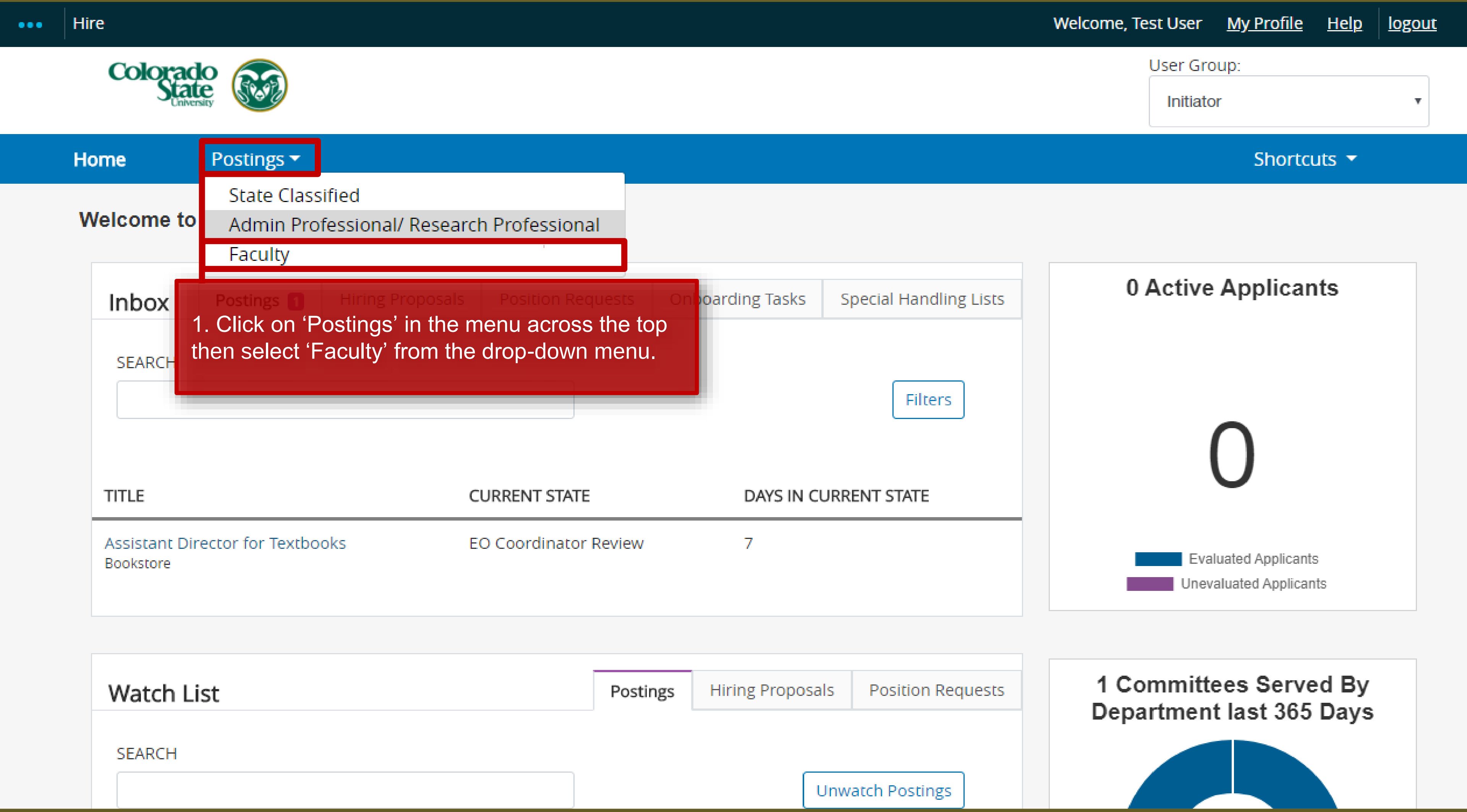
User Group: Initiator

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

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.

Initiating a Faculty Job Posting

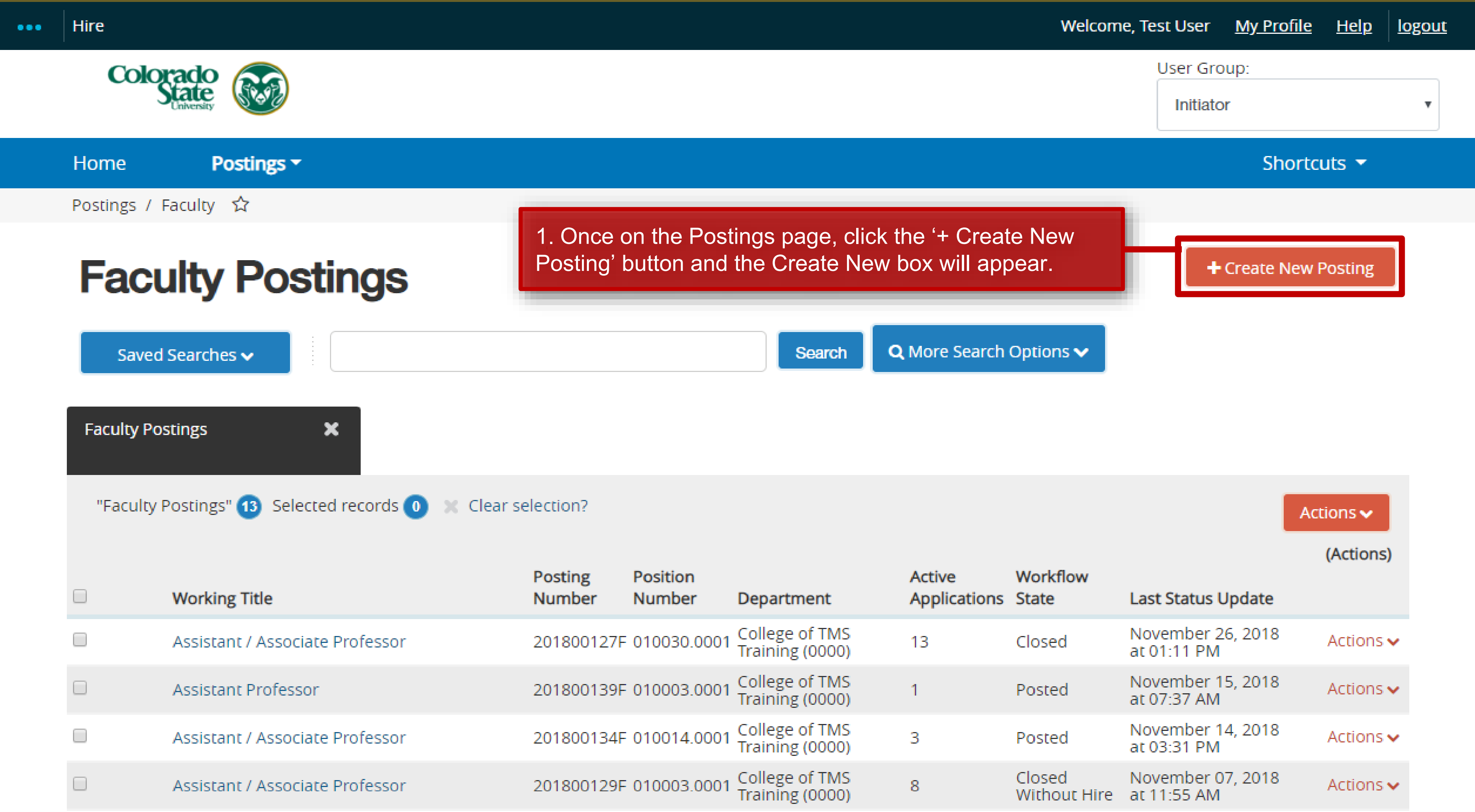

Hire
Welcome, Test User
My Profile
Help
logout
Home
Postings
Shortcuts
State Classified
Admin Professional/ Research Professional
Faculty
Welcome to
Inbox
Postings 1
Hiring Proposals
Position Requests
Onboarding Tasks
Special Handling Lists
SEARCH
Filters
0 Active Applicants
0
Evaluated Applicants
Unevaluated Applicants
Watch List
Postings
Hiring Proposals
Position Requests
SEARCH
Unwatch Postings
1 Committees Served By Department last 365 Days

User Group: Initiator

1. Click on ‘Postings’ in the menu across the top then select ‘Faculty’ from the drop-down menu.

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

Create Posting from Approved Position Description



•••
Hire
Welcome, Test User
My Profile
Help
logout
User Group:
Initiator
Home
Postings
Shortcuts
Postings / Faculty
+ Create New Posting
Saved Searches
Search
More Search Options
Faculty Postings
Actions

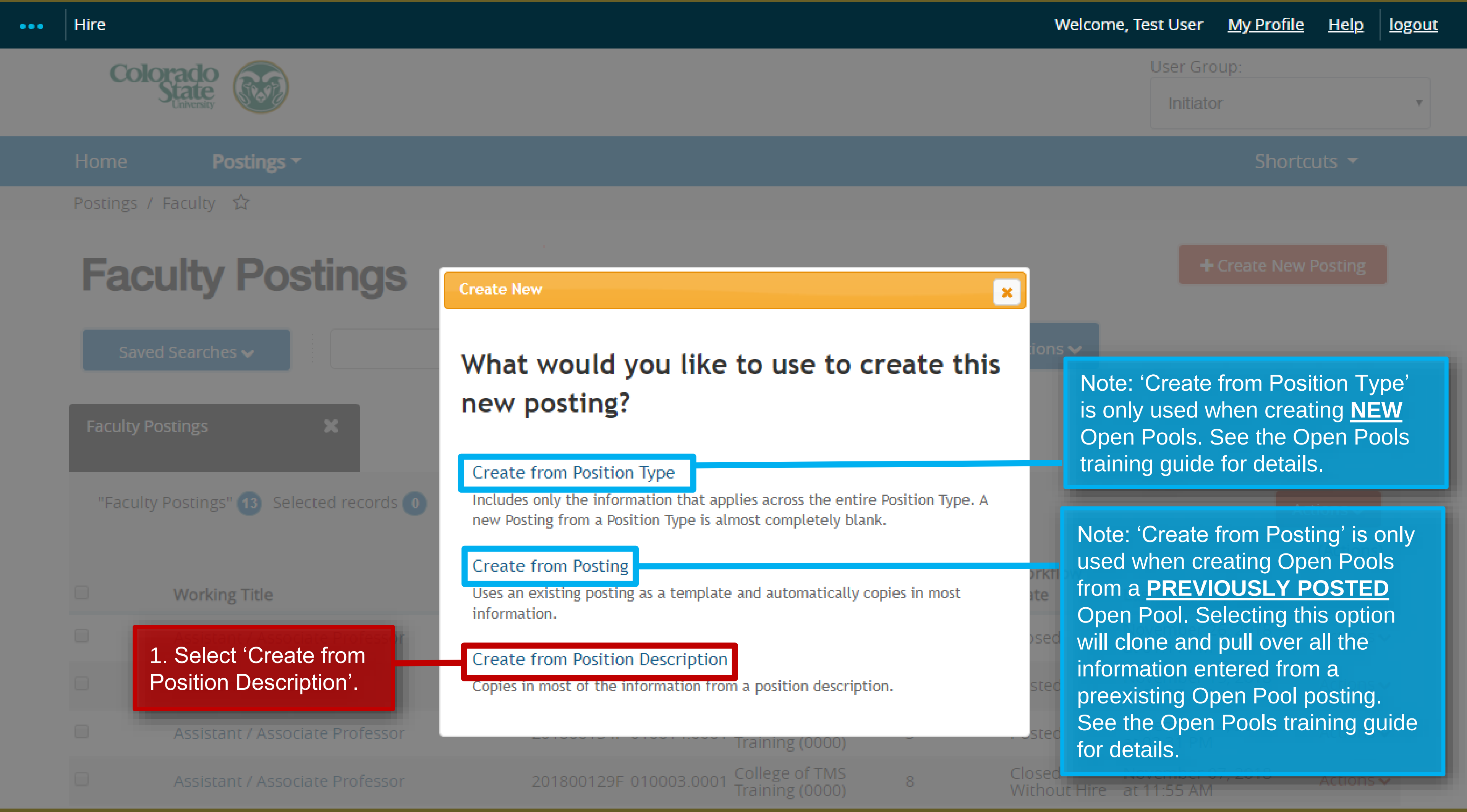
1. Once on the Postings page, click the '+ Create New Posting' button and the Create New box will appear.

Faculty Postings

"Faculty Postings" 13 Selected records 0 Clear selection?

☐	Working Title	Posting Number	Position Number	Department	Active Applications	Workflow State	Last Status Update	(Actions)
☐	Assistant / Associate Professor	201800127F	010030.0001	College of TMS Training (0000)	13	Closed	November 26, 2018 at 01:11 PM	Actions
☐	Assistant Professor	201800139F	010003.0001	College of TMS Training (0000)	1	Posted	November 15, 2018 at 07:37 AM	Actions
☐	Assistant / Associate Professor	201800134F	010014.0001	College of TMS Training (0000)	3	Posted	November 14, 2018 at 03:31 PM	Actions
☐	Assistant / Associate Professor	201800129F	010003.0001	College of TMS Training (0000)	8	Closed Without Hire	November 07, 2018 at 11:55 AM	Actions

Create Posting from Approved Position Description


Hire
Welcome, Test User
My Profile
Help
logout
User Group:
Initiator
Home
Postings
Shortcuts
Postings / Faculty
Faculty Postings
+ Create New Posting
Saved Searches
Faculty Postings
"Faculty Postings" 13 Selected records 0
Working Title
Assistant / Associate Professor
Assistant / Associate Professor
201800129F 010003.0001
College of TMS Training (0000)
8
Closed Without Hire
at 11:55 AM
Actions

Create New

What would you like to use to create this new posting?

Create from Position Type

Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank.

Create from Posting

Uses an existing posting as a template and automatically copies in most information.

Create from Position Description

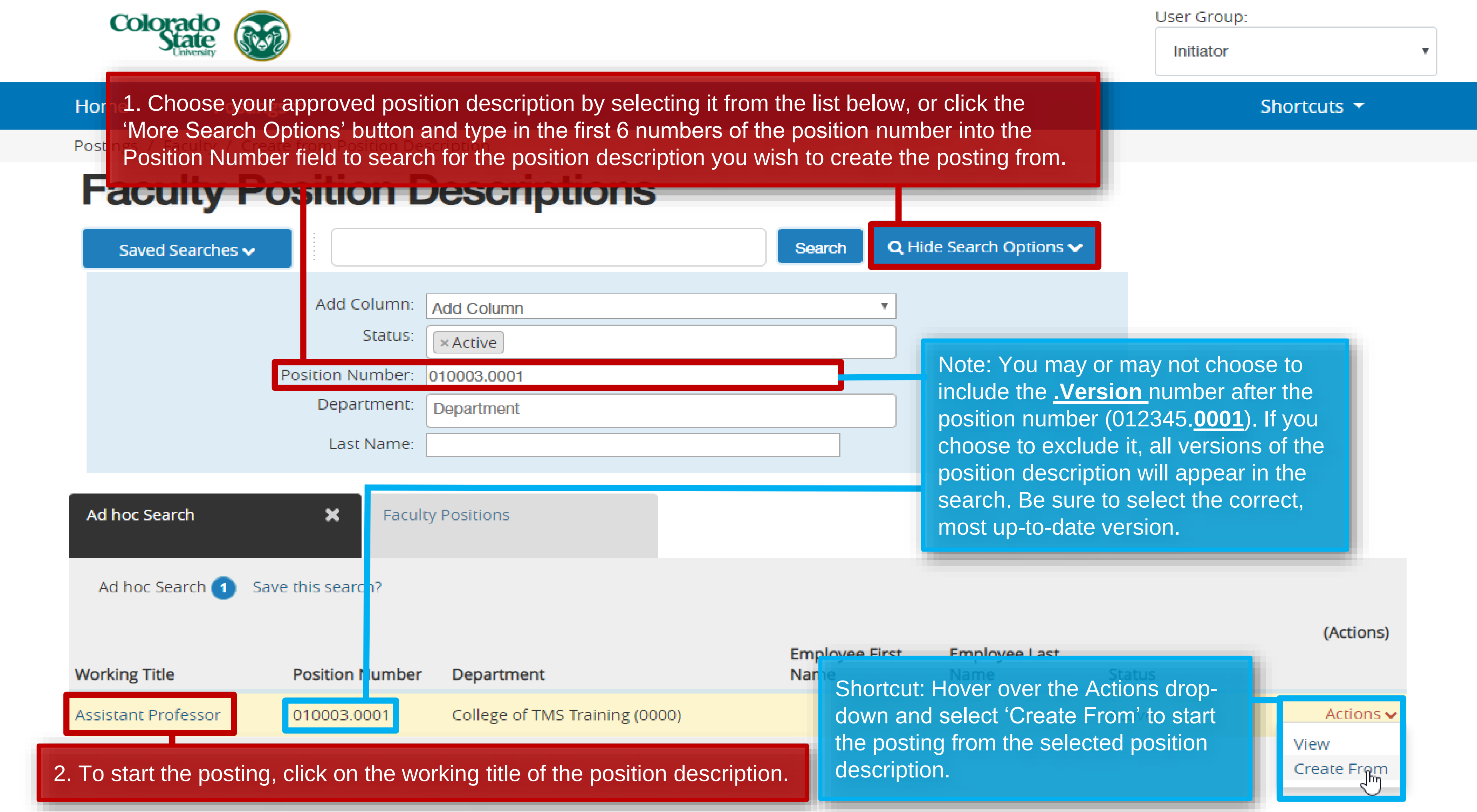
Copies in most of the information from a position description.

Note: 'Create from Position Type' is only used when creating **NEW** Open Pools. See the Open Pools training guide for details.

Note: 'Create from Posting' is only used when creating Open Pools from a **PREVIOUSLY POSTED** Open Pool. Selecting this option will clone and pull over all the information entered from a preexisting Open Pool posting. See the Open Pools training guide for details.

1. Select 'Create from Position Description'.

Selecting a Position to Create a Posting (from)


Colorado State University
Home
Shortcuts
Saved Searches
Search
Hide Search Options
Add Column
Ad hoc Search
Faculty Positions
Ad hoc Search 1
Save this search?
(Actions)
Actions
View
Create From

User Group: Initiator

Postings / Faculty / Create from Position Description

Faculty Position Descriptions

1. Choose your approved position description by selecting it from the list below, or click the 'More Search Options' button and 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.

Status: Active

Position Number: 010003.0001

Department:

Last Name:

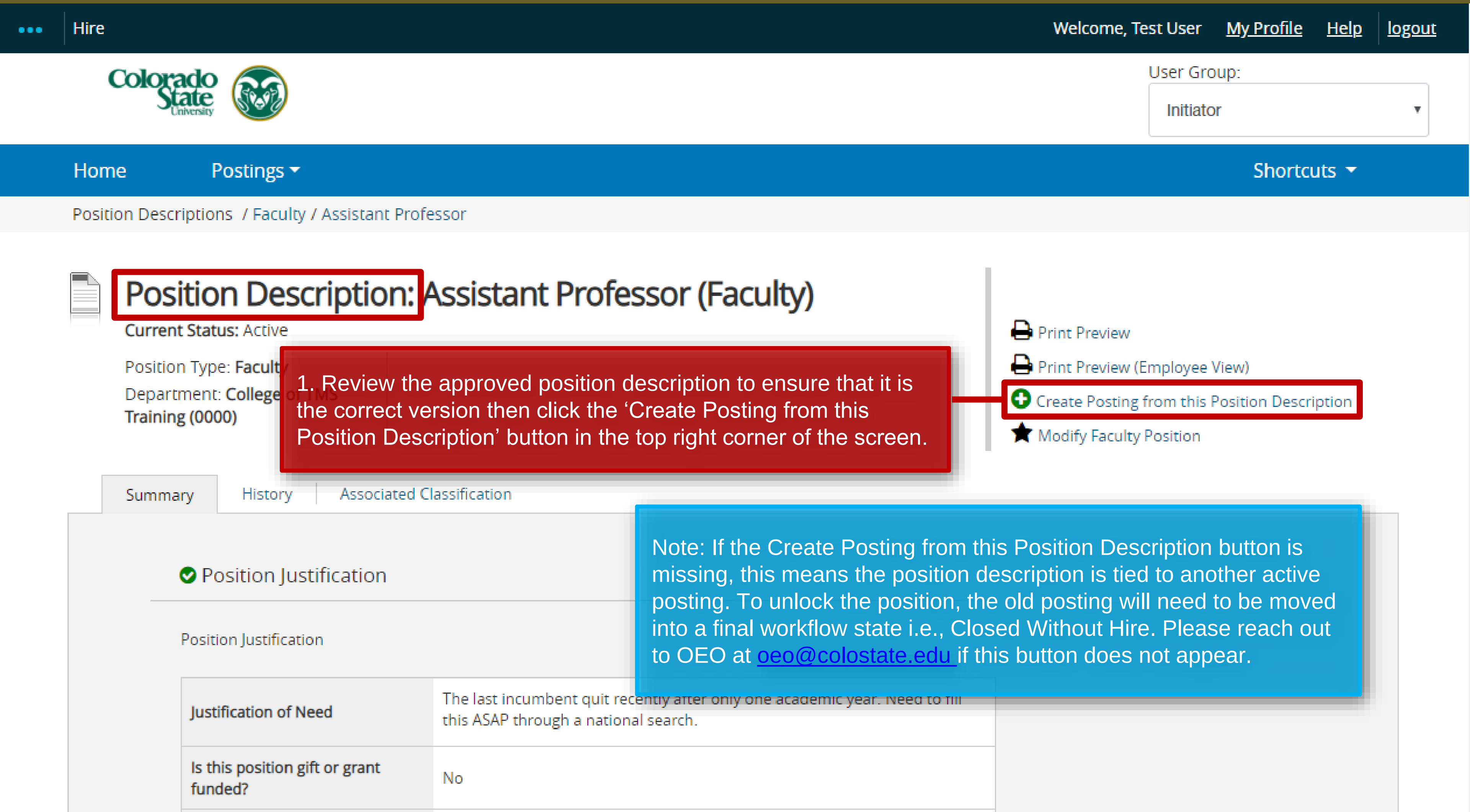
Note: You may or may not choose to include the **.Version** number after the position number (012345.**0001**). If you choose to exclude it, all versions of the position description will appear in the search. Be sure to select the correct, most up-to-date version.

Working Title	Position Number	Department	Employee First Name	Employee Last Name	Status
Assistant Professor	010003.0001	College of TMS Training (0000)			

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.

Selecting a Position to Create a Posting (from)


Hire
Welcome, Test User
My Profile
Help
logout
Colorado State University
Home
Postings
Shortcuts
Print Preview
Print Preview (Employee View)
Create Posting from this Position Description
Modify Faculty Position
Summary
History
Associated Classification

User Group: Initiator

Position Descriptions / Faculty / Assistant Professor

Position Description: Assistant Professor (Faculty)

Current Status: Active

Position Type: **Faculty**

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

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.

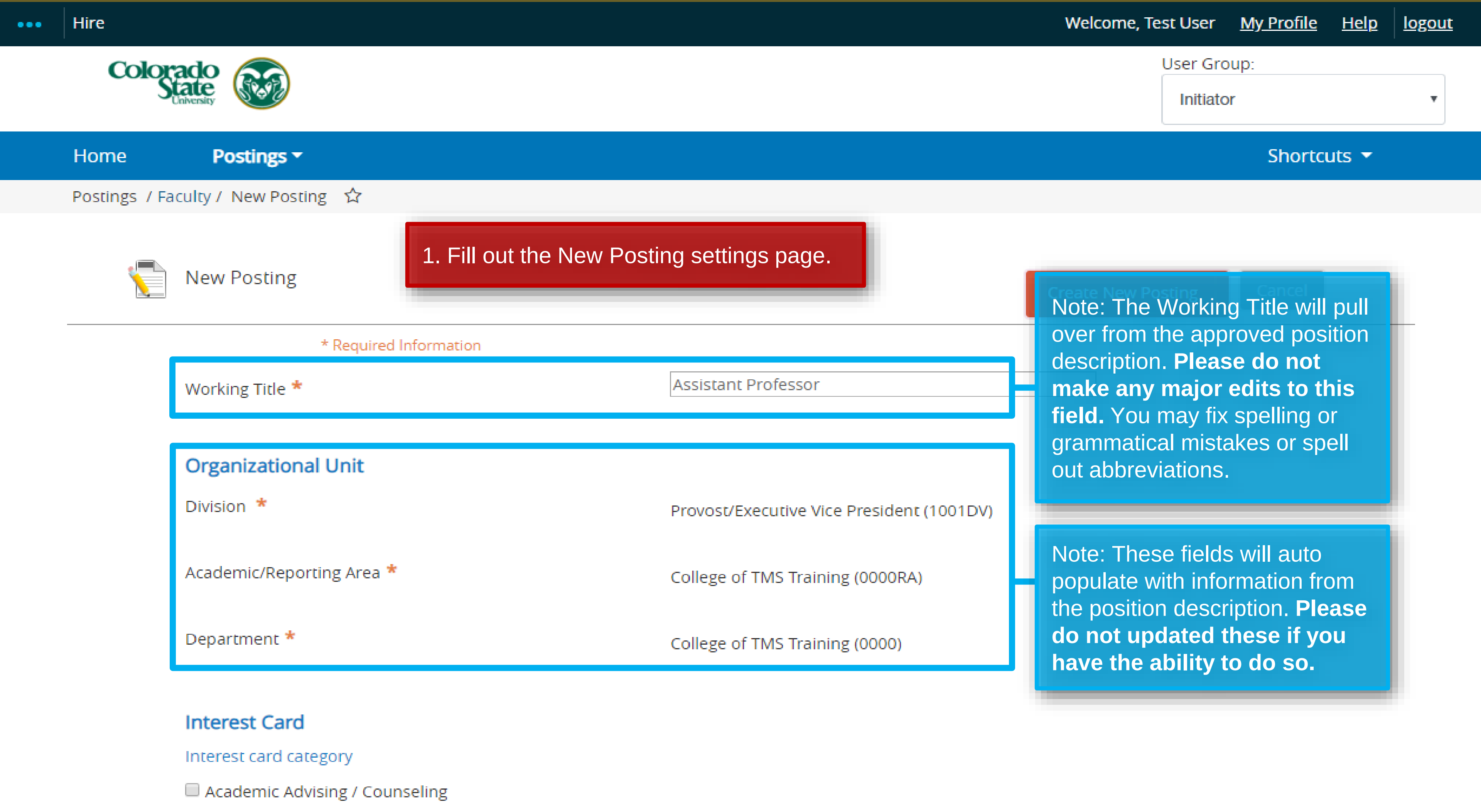
Note: If the Create Posting from this Position Description button is missing, this means the position description is tied to another active posting. To unlock the position, the old posting will need to be moved into a final workflow state i.e., Closed Without Hire. Please reach out to OEO at oeo@colostate.edu if this button does not appear.

Position Justification

Position Justification

Justification of Need	The last incumbent quit recently after only one academic year. Need to fill this ASAP through a national search.
Is this position gift or grant funded?	No

Posting – New Posting Settings page


Hire
Welcome, Test User
My Profile
Help
logout
User Group:
Initiator
Home
Postings
Shortcuts
Postings / Faculty / New Posting
Create New Posting
Cancel

1. Fill out the New Posting settings page.

New Posting

* Required Information

Working Title *	Assistant Professor

Organizational Unit

Division *	Provost/Executive Vice President (1001DV)
Academic/Reporting Area *	College of TMS Training (0000RA)
Department *	College of TMS Training (0000)

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.

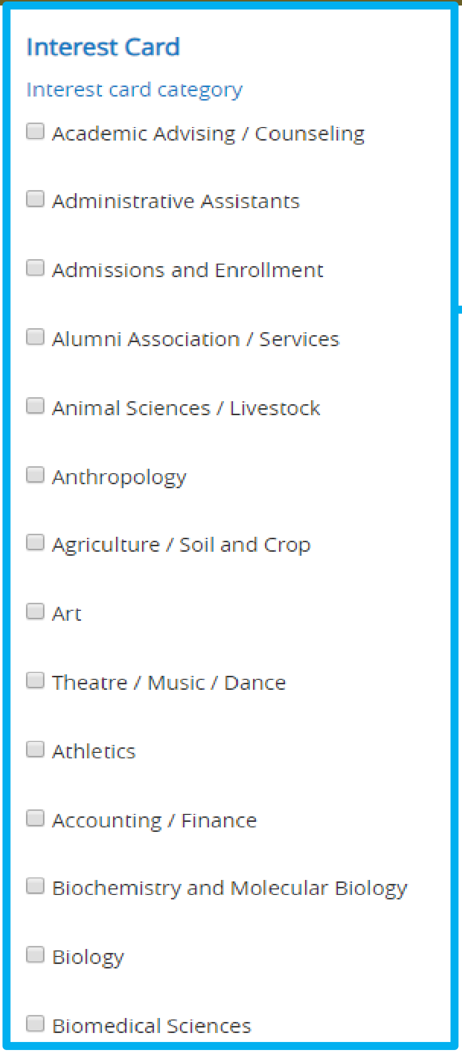
Note: These fields will auto populate with information from the position description. **Please do not updated these if you have the ability to do so.**

Interest Card

Interest card category

☐ Academic Advising / Counseling

Posting – New Posting Settings page (cont.)



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

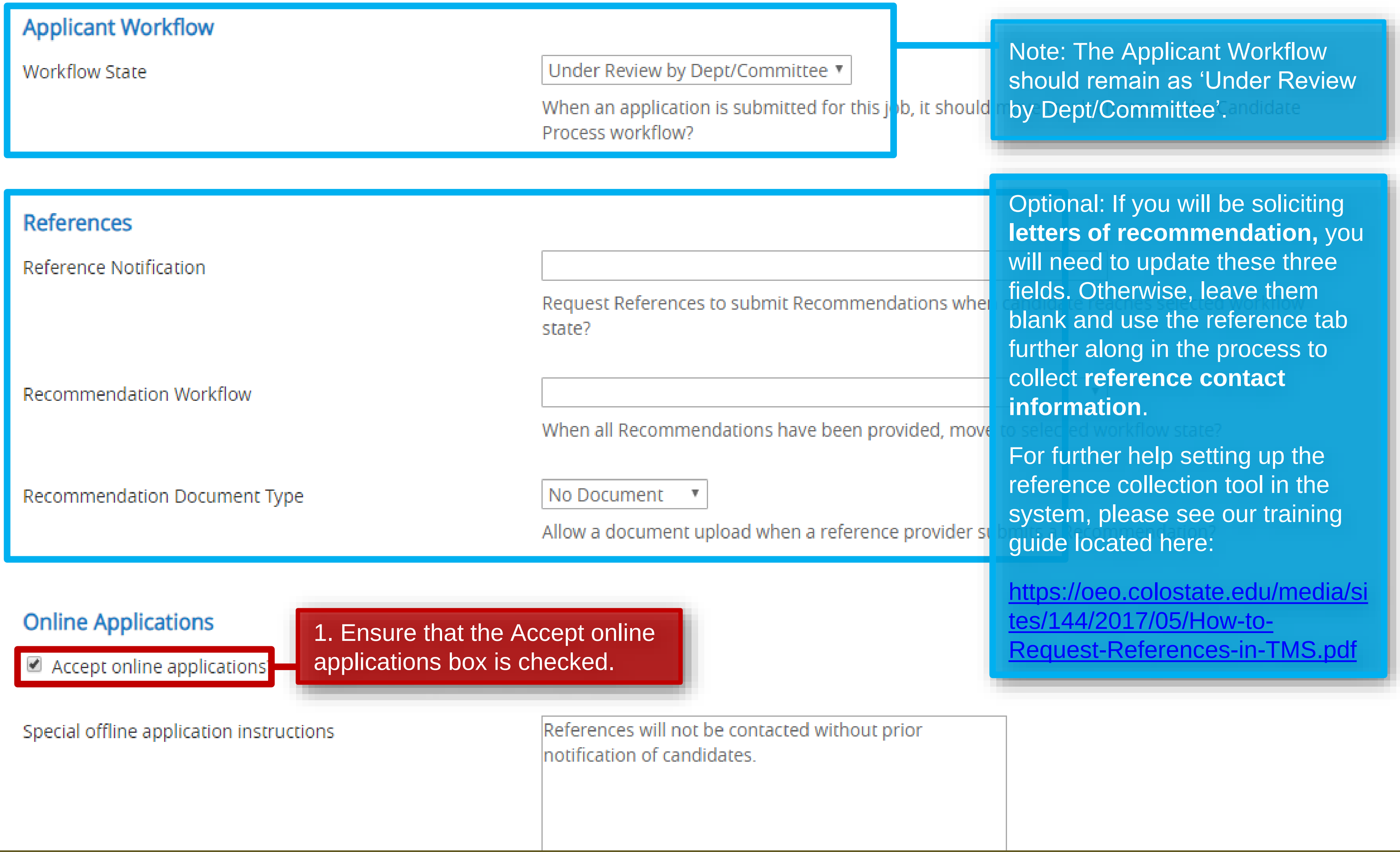
☐ Biology

☐ Biomedical Sciences

Note: The Initiator may select as many or as few categories as they feel necessary. If no categories are selected, OEO will make the selection once the posting is moved forward in the approval process. Once a selection is made and a job is posted, job seekers who have subscribed to that specific category will be notified of the new position.

Note: The Interest Cards or 'Job Categories' feature will allow job seekers to subscribe to a daily system email containing a list of jobs that have been posted to the CSU Jobs website. The email notification will only contain jobs that fall into one of the pre-selected job interest categories identified by the job seeker. If no jobs are posted in the selected categories on a particular day, the individual will not receive a Job Alert email that day.

Posting – New Posting Settings page (cont.)



Applicant Workflow

Workflow State: Under Review by Dept/Committee ▾

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

Note: The Applicant Workflow should remain 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 recommendation?

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

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

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

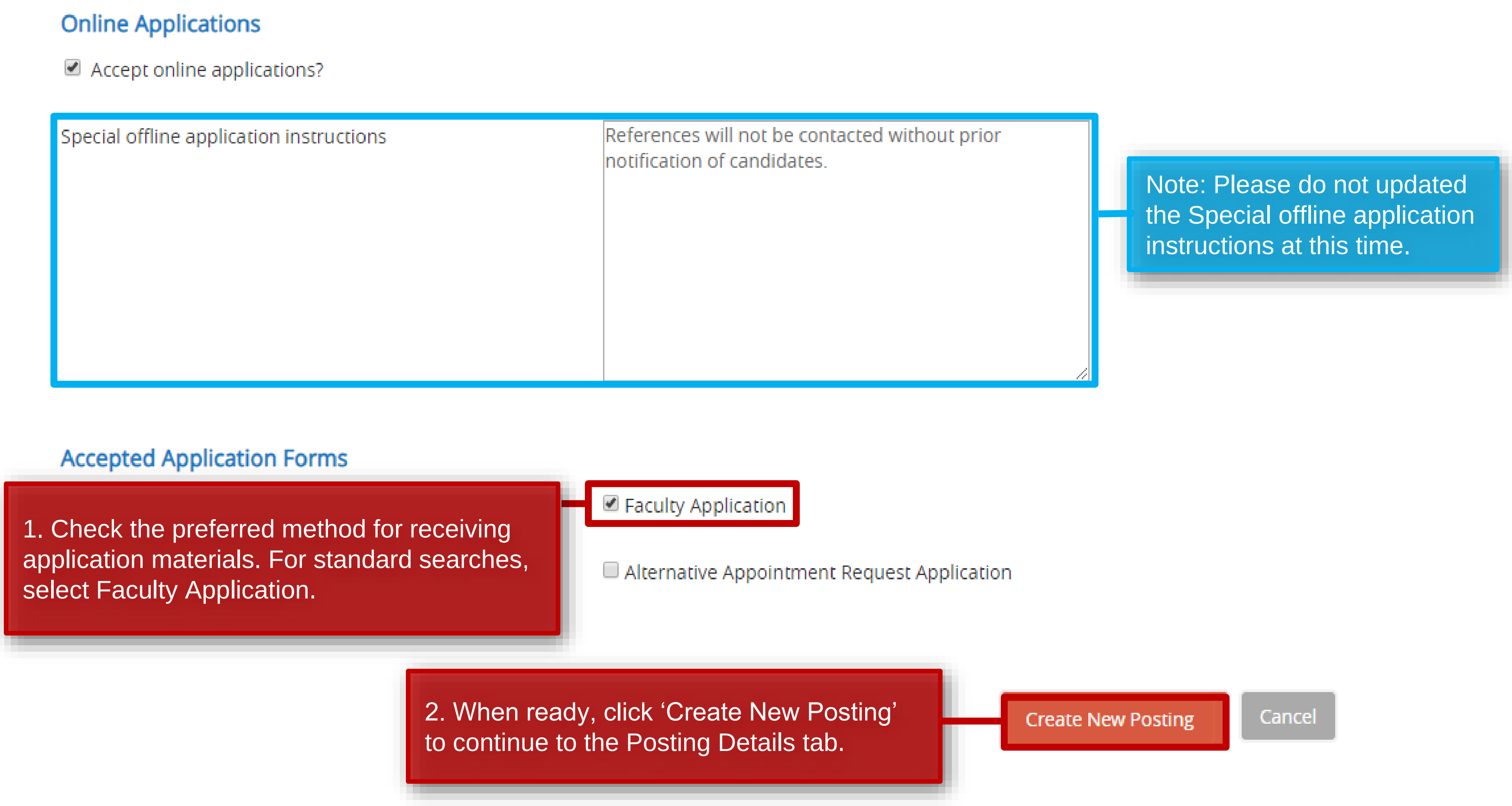
Online Applications

☑ Accept online applications

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

Special offline application instructions: References will not be contacted without prior notification of candidates.

Posting – New Posting Settings page (cont.)



Online Applications

☑ Accept online applications?

Special offline application instructions: References will not be contacted without prior notification of candidates.

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

Accepted Application Forms

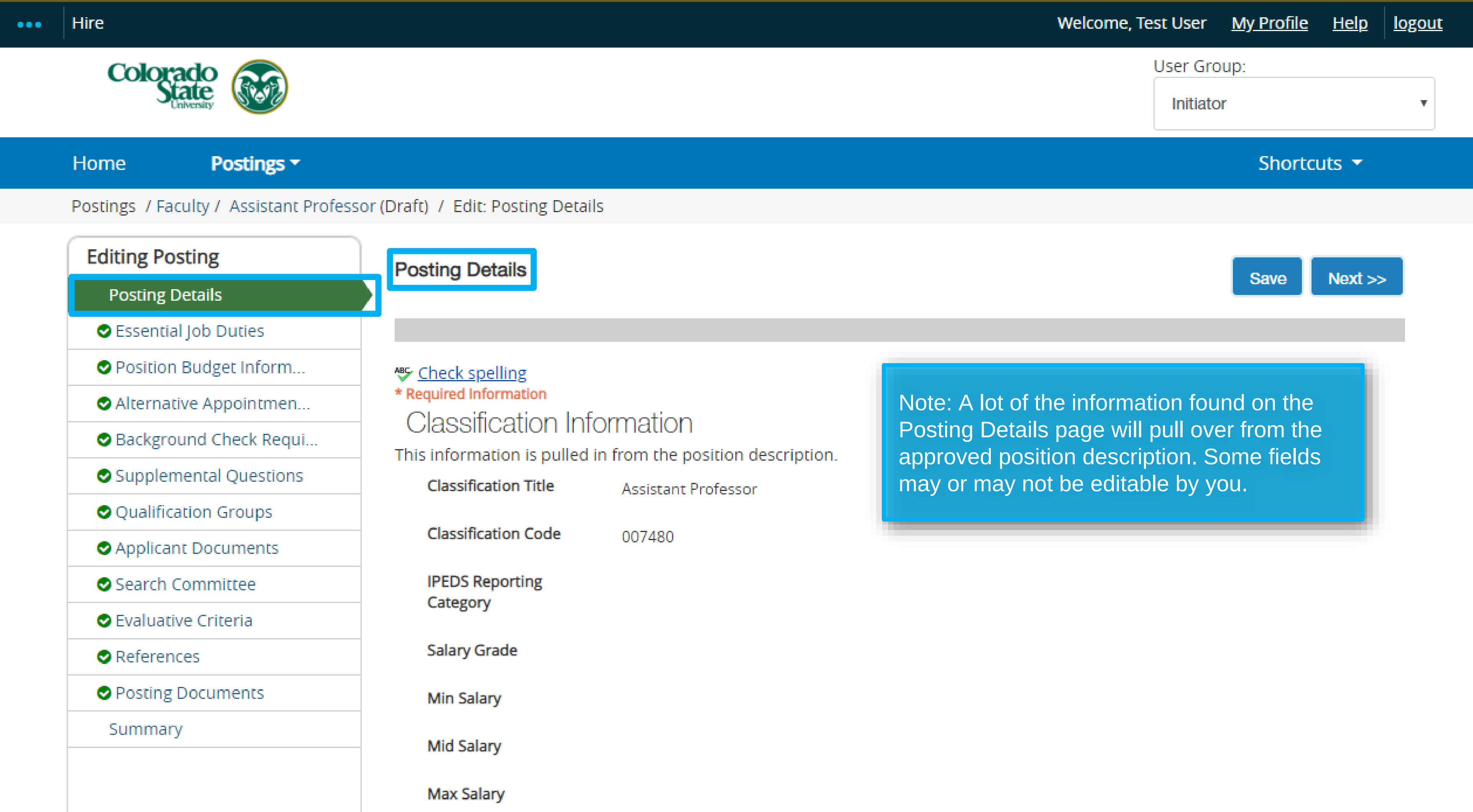
☑ Faculty Application

☐ Alternative Appointment Request Application

1. Check the preferred method for receiving application materials. For standard searches, select Faculty Application.

2. When ready, click ‘Create New Posting’ to continue to the Posting Details tab.

Posting - Posting Details Tab


Hire
Welcome, Test User
My Profile
Help
logout
User Group:
Initiator
Home
Postings
Shortcuts
Postings / Faculty / Assistant Professor (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 >>
Check spelling
* Required Information

Classification Information

This information is pulled in from the position description.

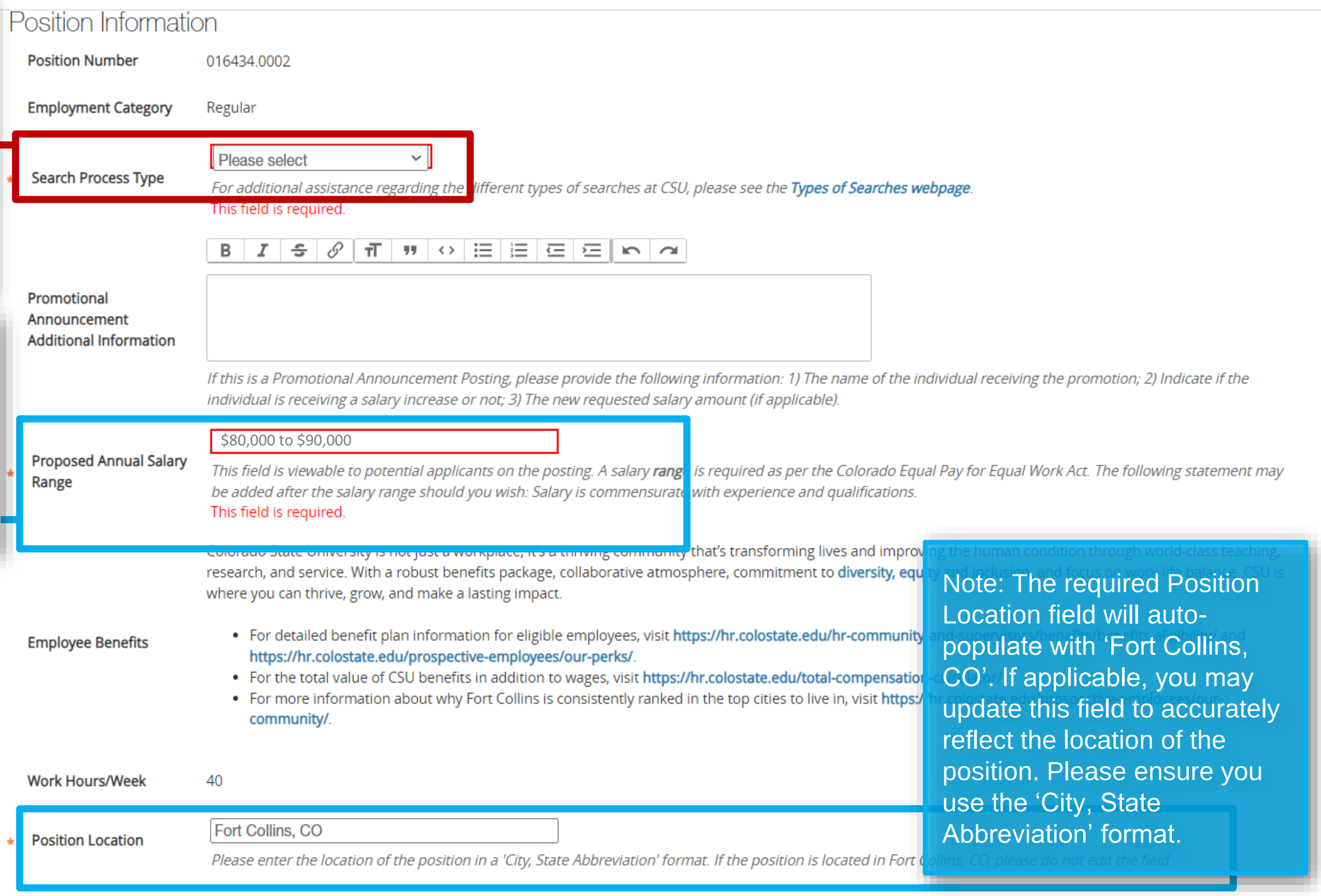
Classification Title	Assistant Professor
Classification Code	007480
IPEDS Reporting Category	
Salary Grade	
Min Salary	
Mid Salary	
Max Salary	

Note: A lot of the information found on the Posting Details page will pull over from the approved position description. Some fields may or may not be editable by you.

Posting - Posting Details Tab (cont.)

1. Select the type of search process the department plans to use for their search. Most Faculty searches will use a Search Committee process.

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



Position Information

Position Number 016434.0002

Employment Category Regular

Search Process Type * Please select

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

This field is required.

Promotional Announcement Additional Information

If this is a Promotional Announcement Posting, please provide the following information: 1) The name of the individual receiving the promotion; 2) Indicate if the individual is receiving a salary increase or not; 3) The new requested salary amount (if applicable).

Proposed Annual Salary Range * $80,000 to $90,000

*This field is viewable to potential applicants on the posting. A salary **rang** 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 commensurat with experience and qualifications.*

This field is required.

Employee Benefits

Colorado State University is not just a workplace, it's a thriving community that's transforming lives and improving the human condition through world-class teaching, research, and service. With a robust benefits package, collaborative atmosphere, commitment to **diversity, equity and inclusion**, and focus on work-life balance, CSU is where you can thrive, grow, and make a lasting impact.

- For detailed benefit plan information for eligible employees, visit **https://hr.colostate.edu/hr-community-and-supervisors/benefits/benefits-eligibility/** and **https://hr.colostate.edu/prospective-employees/our-perks/**.
- For the total value of CSU benefits in addition to wages, visit **https://hr.colostate.edu/total-compensation-calculator/**.
- For more information about why Fort Collins is consistently ranked in the top cities to live in, visit **https://hr.colostate.edu/prospective-employees/our-community/**.

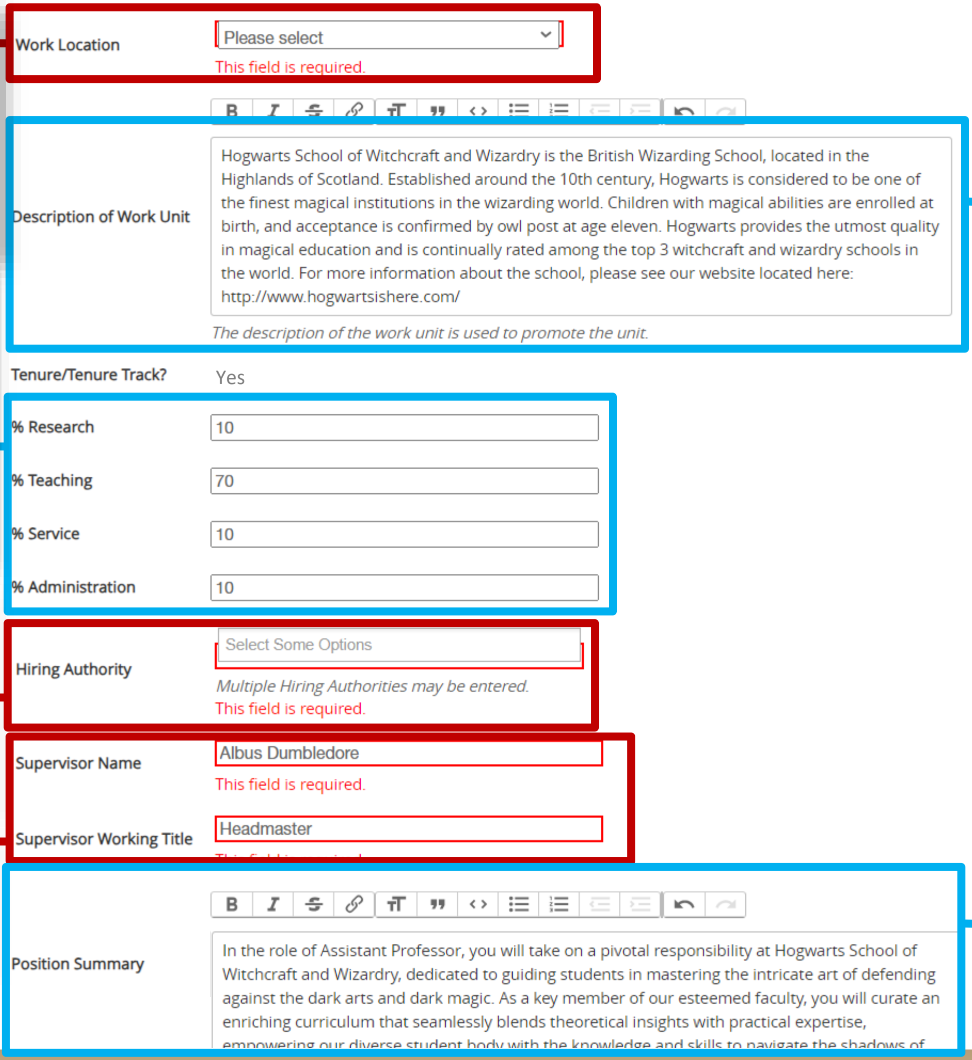
Work Hours/Week 40

Position Location * Fort Collins, CO

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

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.

Posting - Posting Details Tab (cont.)



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.

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

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

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.

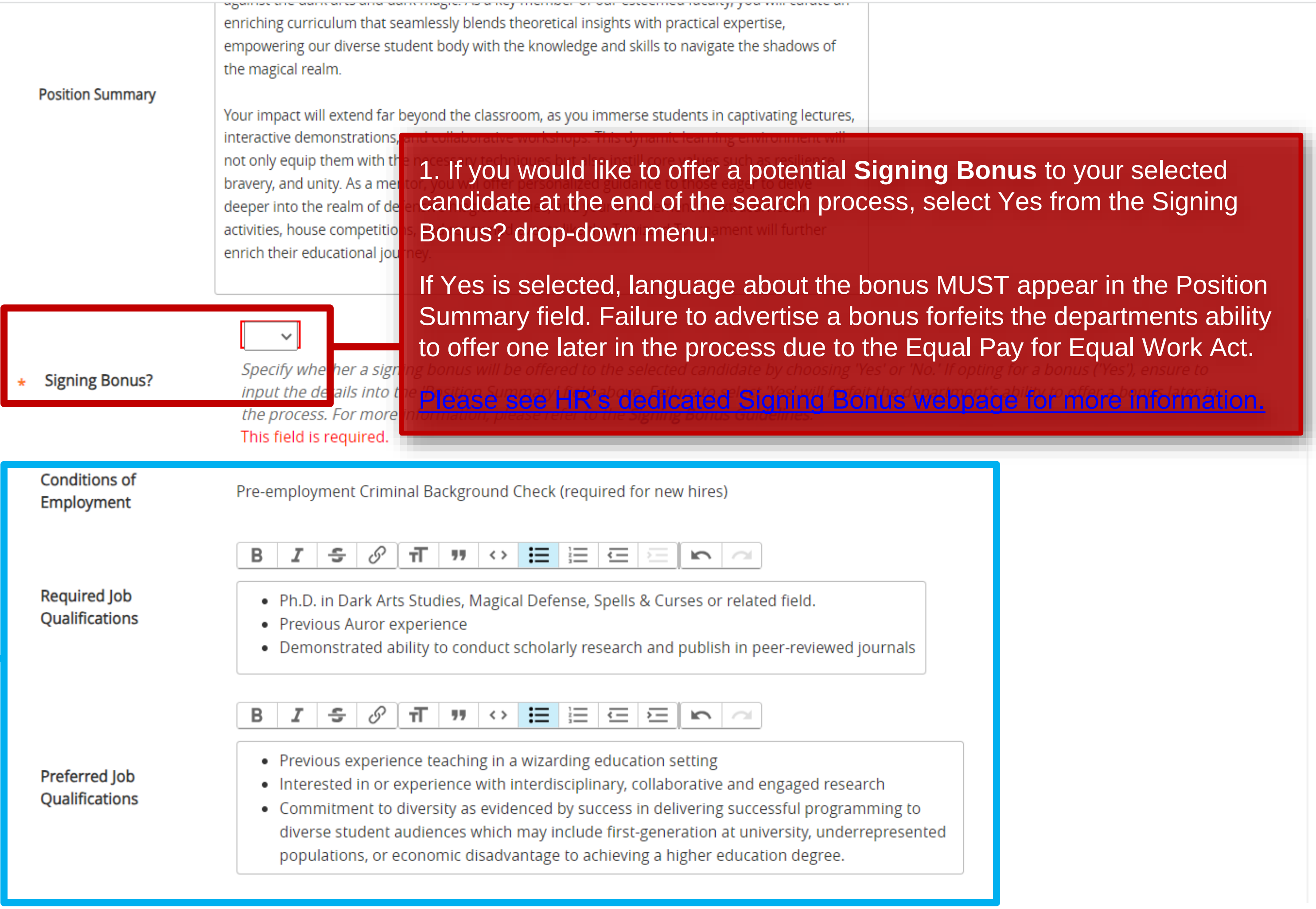
Note: The Description of Work Unit will pull over from the approved position description. You can edit this field if needed.

Note: The Position Summary field will pull over from the approved position description. Please do not make any major edits to this field.

Posting - Posting Details Tab (cont.)

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.



Position Summary

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 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 de[illegible] activities, house competitio[illegible] Tri[illegible] Tournament will further enrich their educational journey.

* **Signing Bonus?**

Specify whether a signing bonus will be offered to the selected candidate by choosing 'Yes' or 'No.' If opting for a bonus ('Yes'), ensure to input the details into the 'Position Summary' field above. Failure to select 'Yes' will forfeit the department's ability to offer a bonus later in the process. For more information, please refer to the Signing Bonus Guidelines.

This field is required.

Conditions of Employment

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

Required Job Qualifications

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

Preferred Job Qualifications

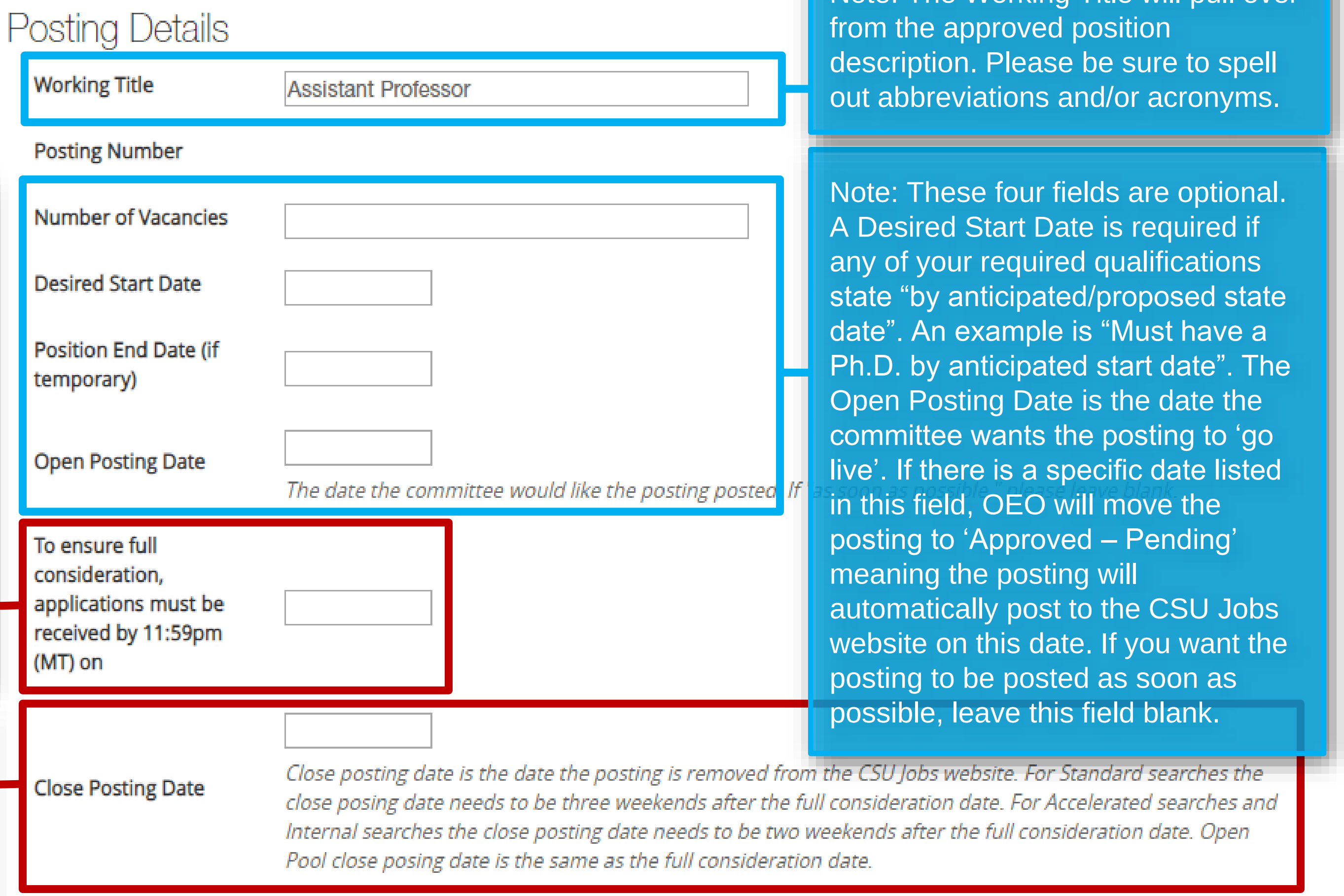
- Previous experience teaching in a wizarding education setting
- Interested in or experience with interdisciplinary, collaborative and engaged research
- Commitment to diversity as evidenced by success in delivering successful programming to diverse student audiences which may include first-generation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

1. If you would like to offer a potential **Signing Bonus** to your selected candidate at the end of the search process, select Yes from the Signing Bonus? drop-down menu.

If Yes is selected, language about the bonus MUST appear in the Position Summary field. Failure to advertise a bonus forfeits the departments ability to offer one later in the process due to the Equal Pay for Equal Work Act.

Please see HR's dedicated Signing Bonus webpage for more information.

Posting - Posting Details Tab (cont.)



Posting Details

Working Title	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.*

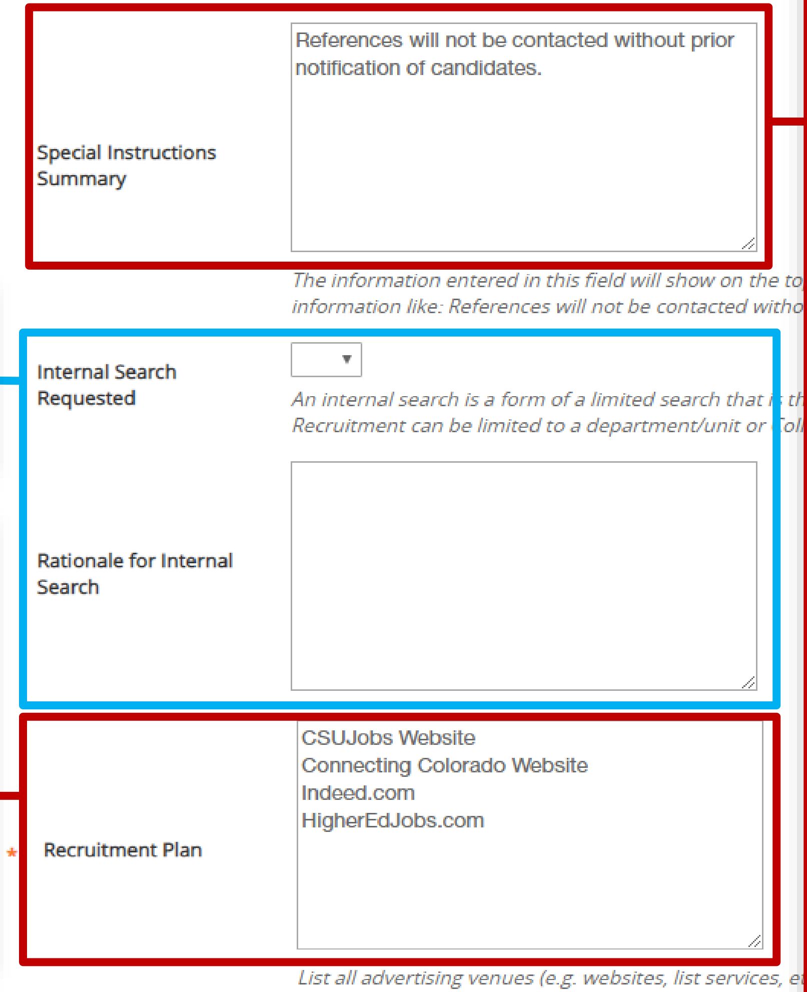
Note: The Working Title will pull over from the approved position description. Please be sure to spell out abbreviations and/or acronyms.

Note: These four fields are optional. A Desired Start Date is required if any of your required qualifications state "by anticipated/proposed state date". An example is "Must have a Ph.D. by anticipated start date". The Open Posting Date is the date the committee wants the posting to 'go live'. If there is a specific date listed in this field, OEO will move the posting to 'Approved – Pending' meaning the posting will automatically post to the CSU Jobs website on this date. If you want the posting to be posted as soon as possible, leave this field blank.

1. The Full Consideration Date for Tenure-Track Faculty searches is four weekends. The Full Consideration Date for Non-Tenure Track searches is three weekends. Ex: If a posting was approved and posted by OEO on March 1st, 2019, the full consideration date for a Tenure-Track search would be March 25th and March 18th for a Non-Tenure Track search.

2. The Close Posting Date must be at least three full weekends after the Full Consideration Date to allow for late applicants.

Posting - Posting Details Tab (cont.)



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 witho

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	CSUJobs Website Connecting Colorado Website Indeed.com HigherEdJobs.com

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

Note: Unless you are requesting an internal search, leave these two fields blank.

2. All CSU job postings are automatically posted to these four auto-populated venues. Please do not delete them from this field. Be sure to **add** at least one national advertising venue plus any additional venues the committee plans to advertise the job opening (e.g. websites, list services, etc.).

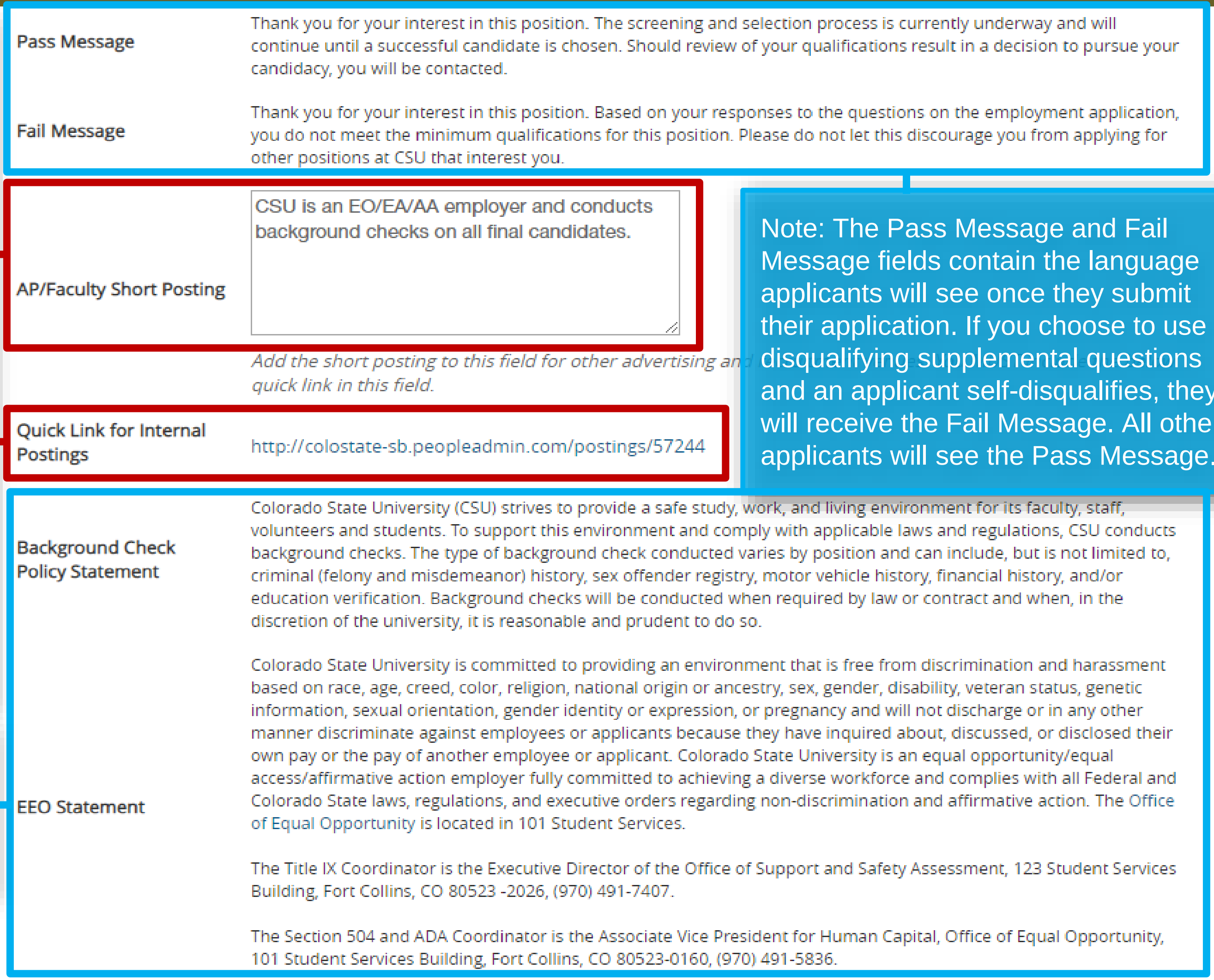
1. The Special Instruction Summary allows the committee to communicate the specific details required in the application process to applicants i.e. documents that may be required to apply, information about references, etc. It will appear at the top of the job posting on the CSU Jobs website. The language 'References will not be contacted without prior notification of candidates' should also be included unless letters of recommendation will be solicited upon application. If you plan to solicit letters of recommendation, please see our reference letter guide.

A great example of a special instruction summary is: "Interested applicants must submit a cover letter which addresses how professional experiences align with identified required and preferred qualifications of the position, a current curriculum vitae, and the names, e-mail addresses, and telephone numbers of three (3) professional references. References will not be contacted without prior notification of candidates. If you have questions, please contact (search contact information)".

Posting - Posting Details Tab (cont.)

1. The Short Posting field allows OEO to review and approve a ‘bite-sized’ version of the posting announcement. Some venues are expensive and may charge by the character. Because of this, the short posting can be used instead of the longer version. The short posting should include the title of the position, the location, a brief summary of the position, the ‘Quick Link for Internal Postings’ so applicants know where to apply, and the shortened EO/EA/AA and background check language that is auto-populated. Please **do not** delete the EO/EA/AA auto-populated language. This should appear at the bottom of every short posting.

Note: The language in these two fields will pull through to the job posting and will be viewable by applicants.



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 an* *quick link in this field.*
Quick Link for Internal Postings	http://colostate-sb.peopleadmin.com/postings/57244
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.

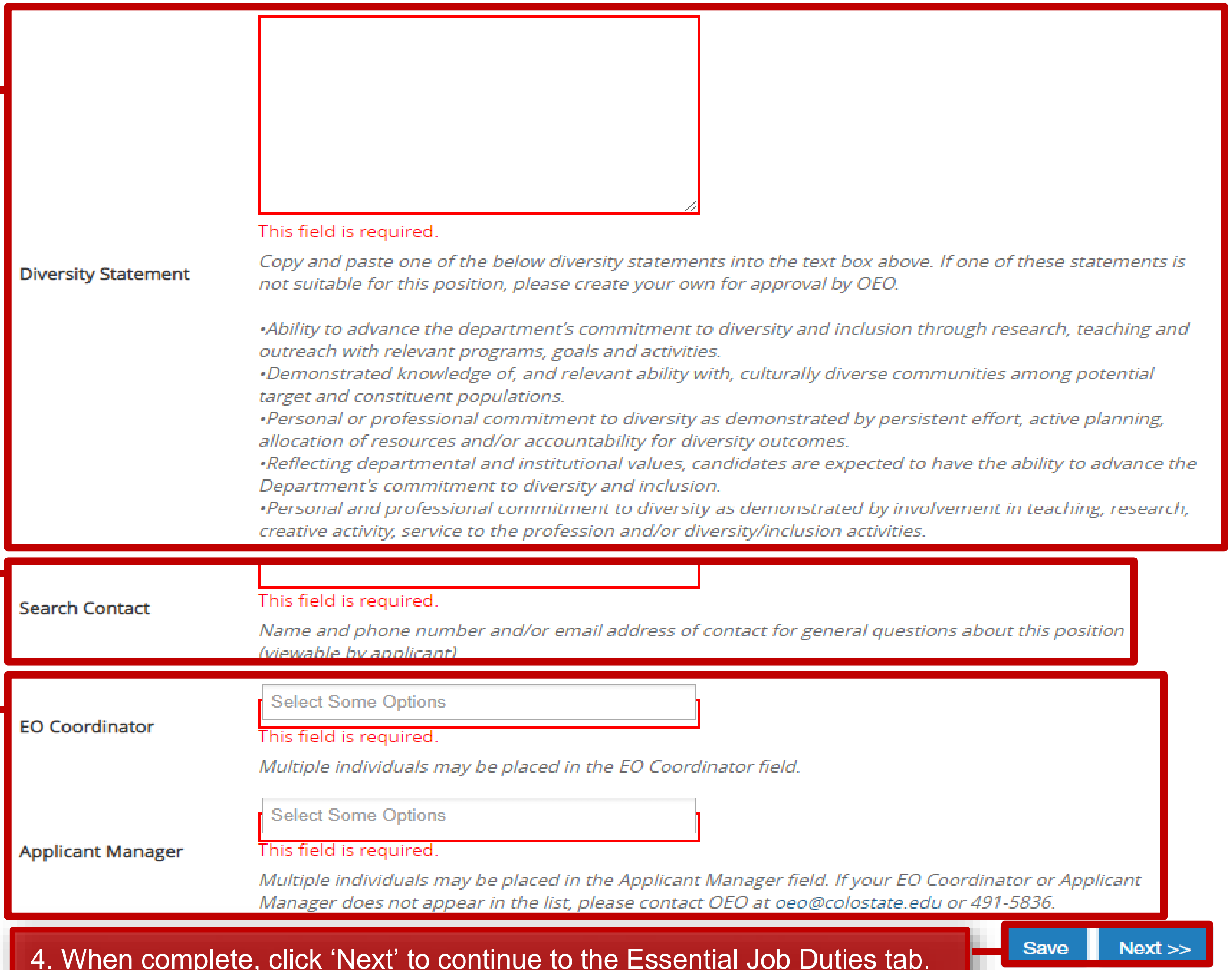
Note: The Pass Message and Fail Message fields contain the language applicants will see once they submit their application. If you choose to use disqualifying supplemental questions and an applicant self-disqualifies, they will receive the Fail Message. All other applicants will see the Pass Message.

Posting - Posting Details Tab (cont.)

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

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

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



* 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.

* 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)

* EO Coordinator

Select Some Options

This field is required.

Multiple individuals may be placed in the EO Coordinator field.

* Applicant Manager

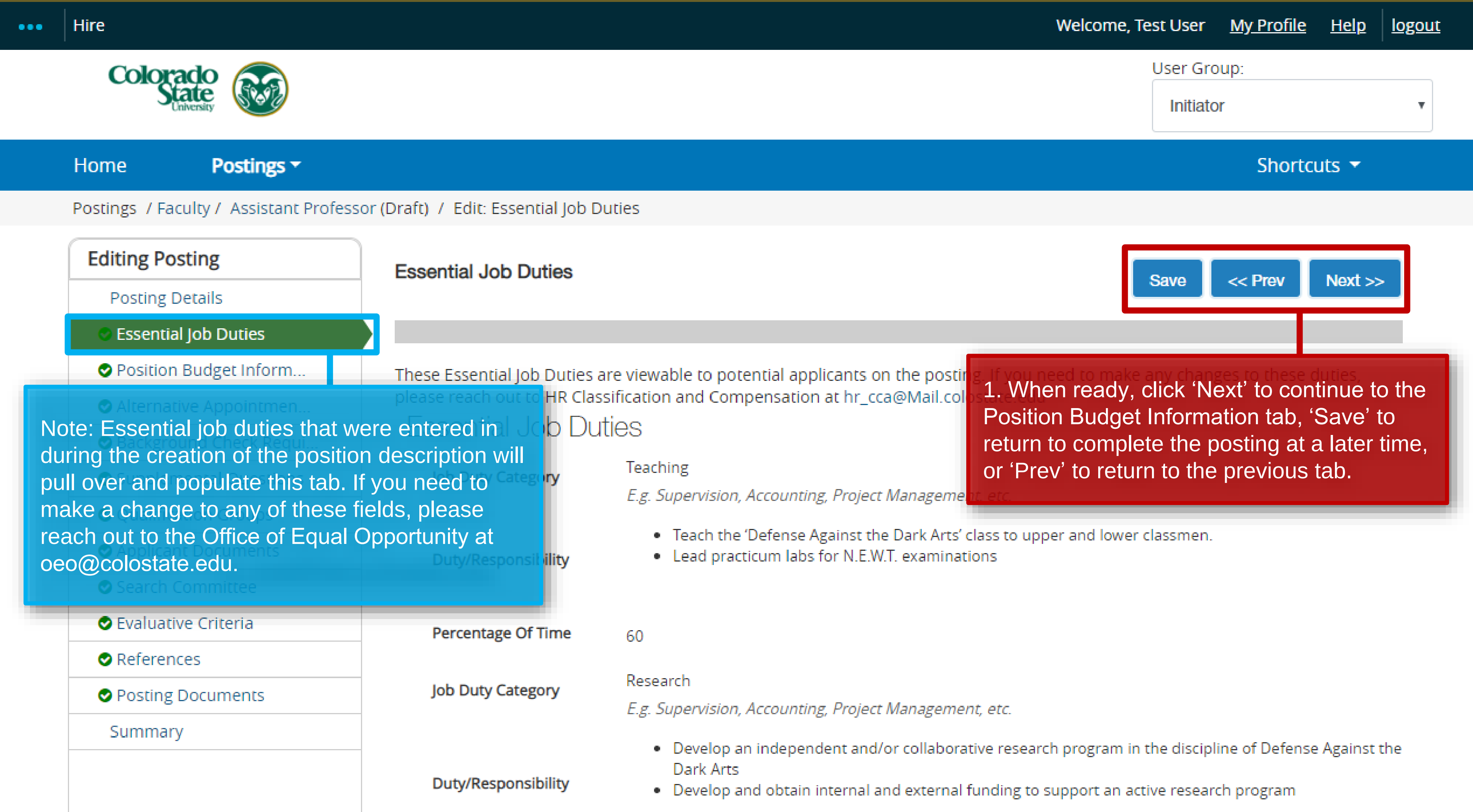
Select Some Options

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.

4. When complete, click 'Next' to continue to the Essential Job Duties tab.

Posting – Essential Job Duties Tab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Position Budget Inform...
Alternative Appointmen...
Background Check Requi...
Applicant Documents
Search Committee
Evaluative Criteria
References
Posting Documents
Summary
Save
<< Prev
Next >>

Essential Job Duties

These Essential Job Duties are viewable to potential applicants on the posting. If you need to make any changes to these duties, please reach out to HR Classification and Compensation at hr_cca@Mail.colostate.edu

Essential Job Duties

Job Duty Category: Teaching

E.g. Supervision, Accounting, Project Management, etc.

Duty/Responsibility:

- Teach the 'Defense Against the Dark Arts' class to upper and lower classmen.
- Lead practicum labs for N.E.W.T. examinations

Percentage Of Time: 60

Job Duty Category: Research

E.g. Supervision, Accounting, Project Management, etc.

Duty/Responsibility:

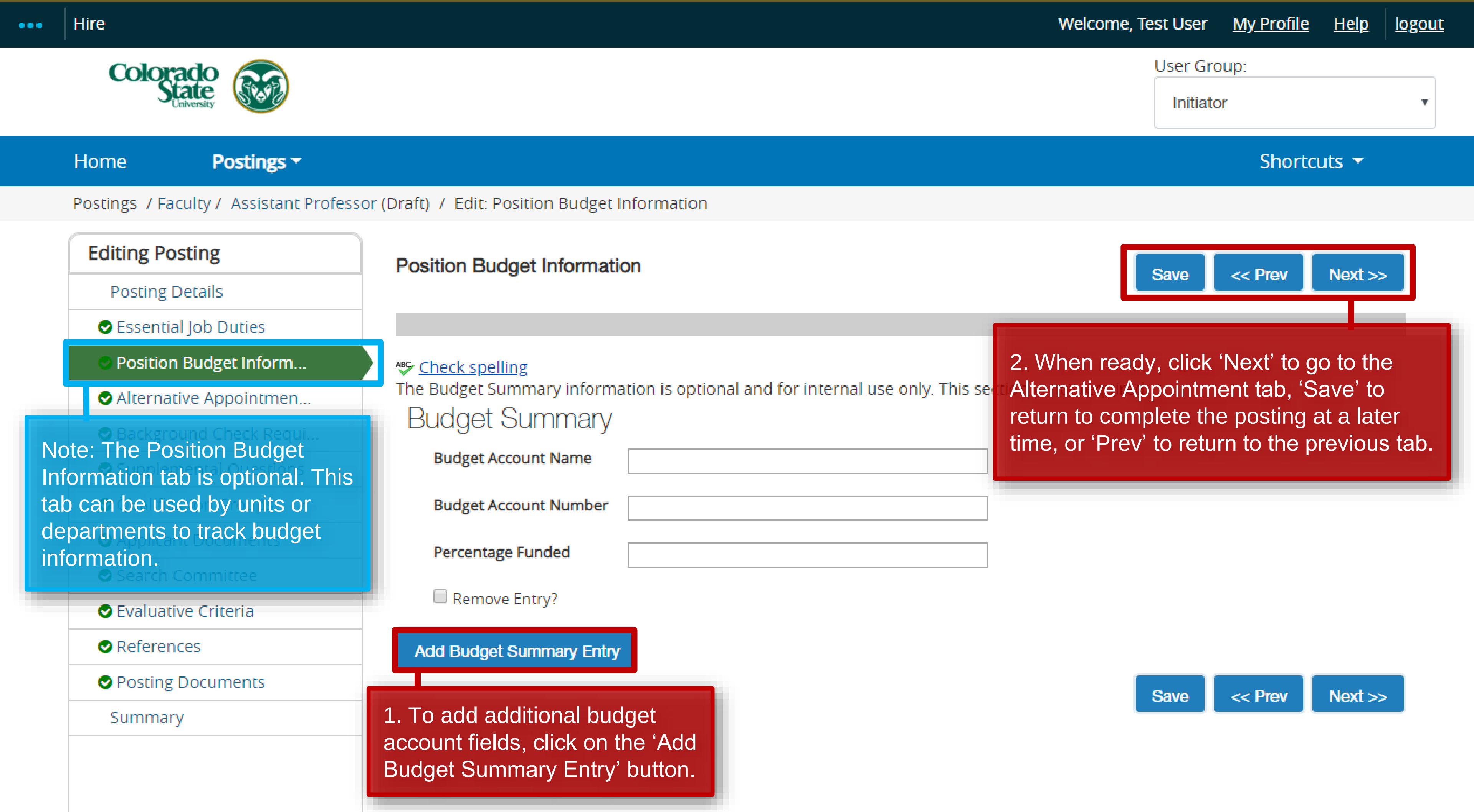
- Develop an independent and/or collaborative research program in the discipline of Defense Against the Dark Arts
- Develop and obtain internal and external funding to support an active research program

Note: Essential job duties that were entered in during the creation of the position description will pull over and populate this tab. If you need to make a change to any of these fields, please reach out to the Office of Equal Opportunity at oeo@colostate.edu.

1. When ready, click 'Next' to continue to the Position Budget Information tab, 'Save' to return to complete the posting at a later time, or 'Prev' to return to the previous tab.

Colorado State University

Posting - Position Budget Information Tab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Add Budget Summary Entry
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Postings / Faculty / Assistant Professor (Draft) / Edit: Position Budget Information

Editing Posting

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

Position Budget Information

Check spelling

The Budget Summary information is optional and for internal use only. This secti

Budget Summary

Budget Account Name	
Budget Account Number	
Percentage Funded	

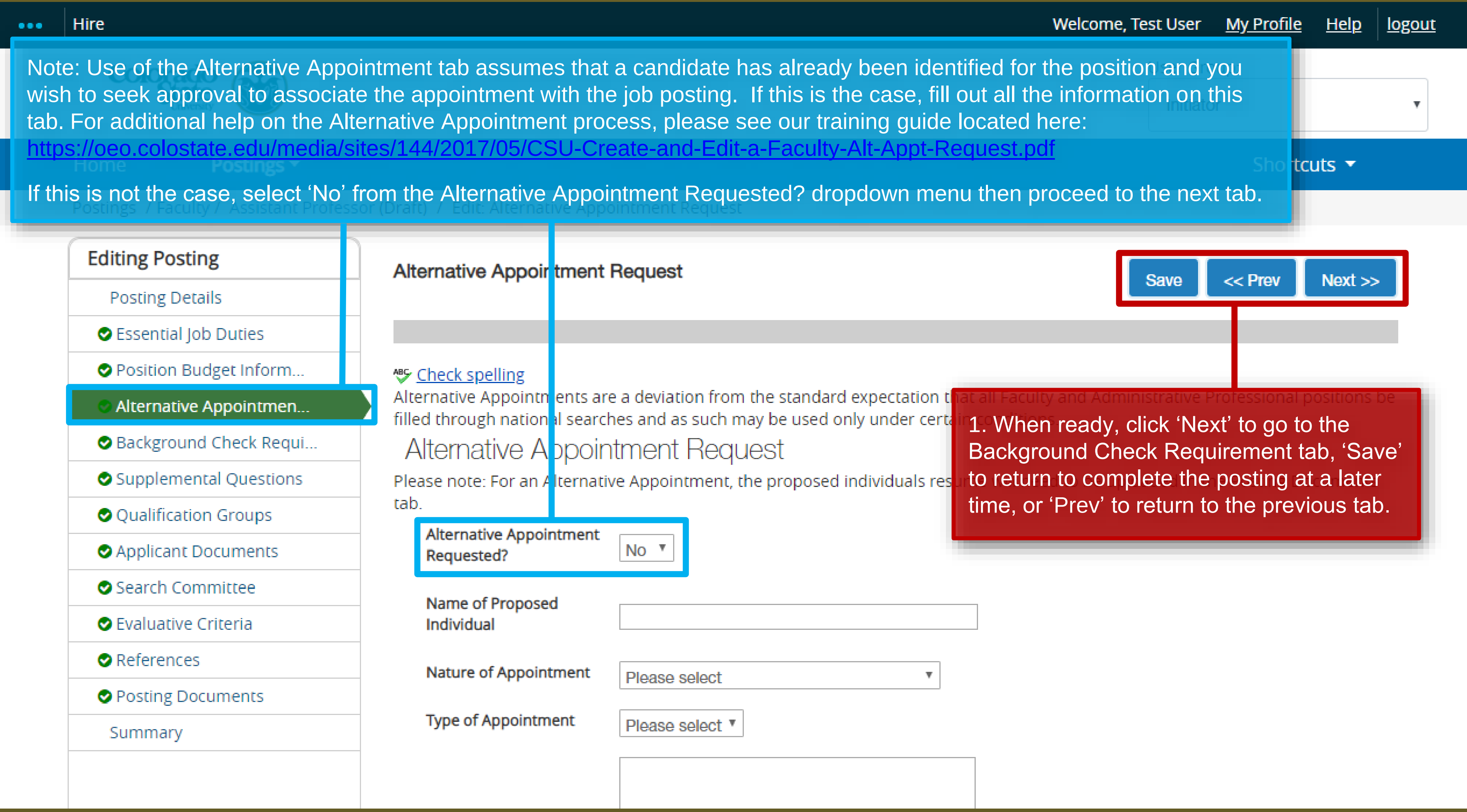
☐ Remove Entry?

Note: The Position Budget Information tab is optional. This tab can be used by units or departments to track budget information.

1. To add additional budget account fields, click on the ‘Add Budget Summary Entry’ button.

2. When ready, click ‘Next’ to go to the Alternative Appointment tab, ‘Save’ to return to complete the posting at a later time, or ‘Prev’ to return to the previous tab.

Posting - Alternative Appointment Tab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Essential Job Duties
Position Budget Inform...
Alternative Appointmen...
Background Check Requi...
Supplemental Questions
Qualification Groups
Applicant Documents
Search Committee
Evaluative Criteria
References
Posting Documents
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Next >>
Check spelling

Note: Use of the Alternative Appointment tab 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. If this is the case, fill out all the information on this tab. For additional help on the Alternative Appointment process, please see our training guide located here: https://oeo.colostate.edu/media/sites/144/2017/05/CSU-Create-and-Edit-a-Faculty-Alt-Appt-Request.pdf

If this is not the case, select ‘No’ from the Alternative Appointment Requested? dropdown menu then proceed to the next tab.

Alternative Appointment Request

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 certa

Alternative Appointment Request

Please note: For an Alternative Appointment, the proposed individuals res
tab.

Alternative Appointment Requested? No

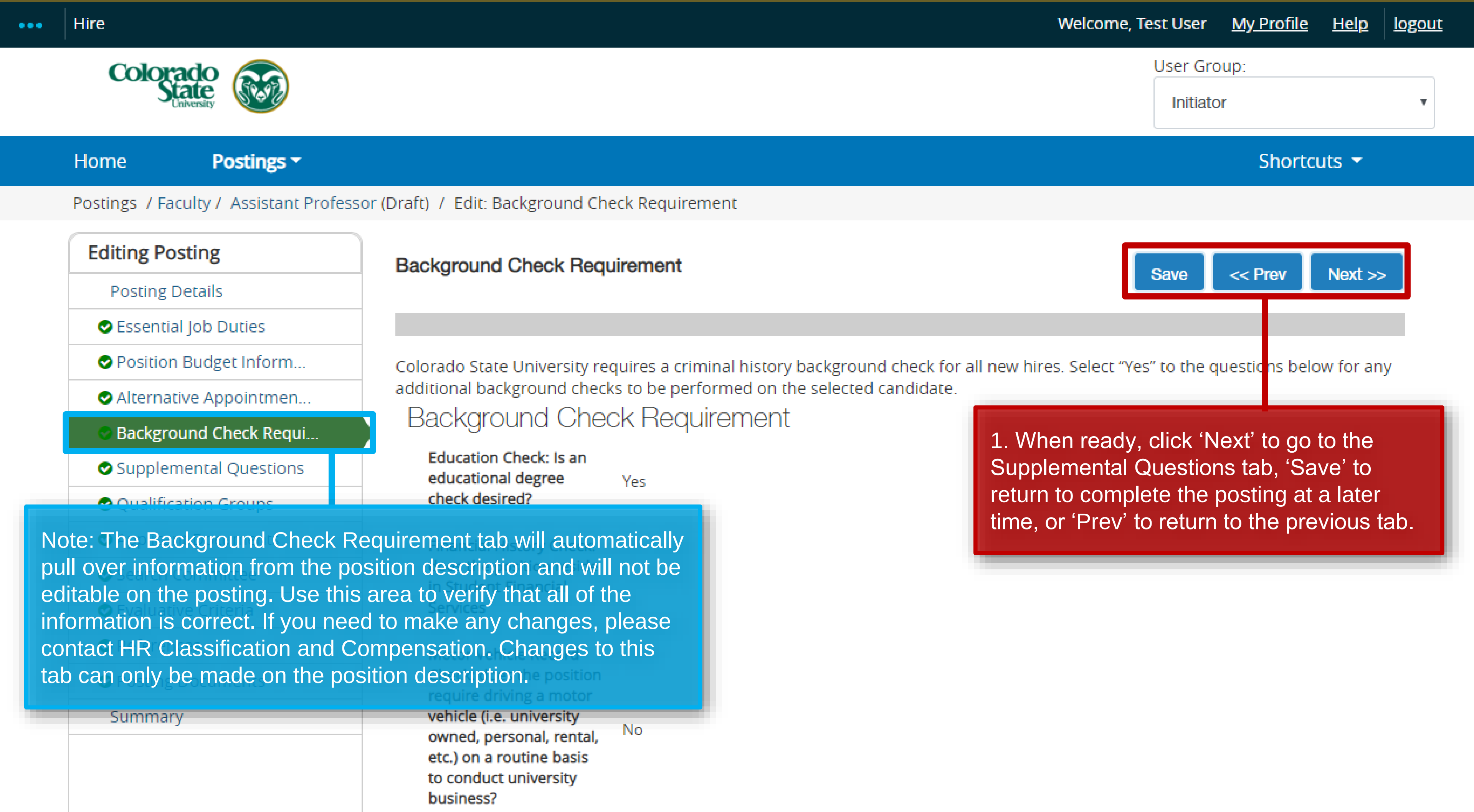
Name of Proposed Individual

Nature of Appointment Please select

Type of Appointment Please select

1. When ready, click ‘Next’ to go to the Background Check Requirement tab, ‘Save’ to return to complete the posting at a later time, or ‘Prev’ to return to the previous tab.

Posting - Background Check Requirement Tab



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Position Budget Inform...
Alternative Appointmen...
Background Check Requi...
Supplemental Questions
Qualification Groups
Summary
Save
<< Prev
Next >>

Postings / Faculty / Assistant Professor (Draft) / Edit: Background Check Requirement

Background Check Requirement

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

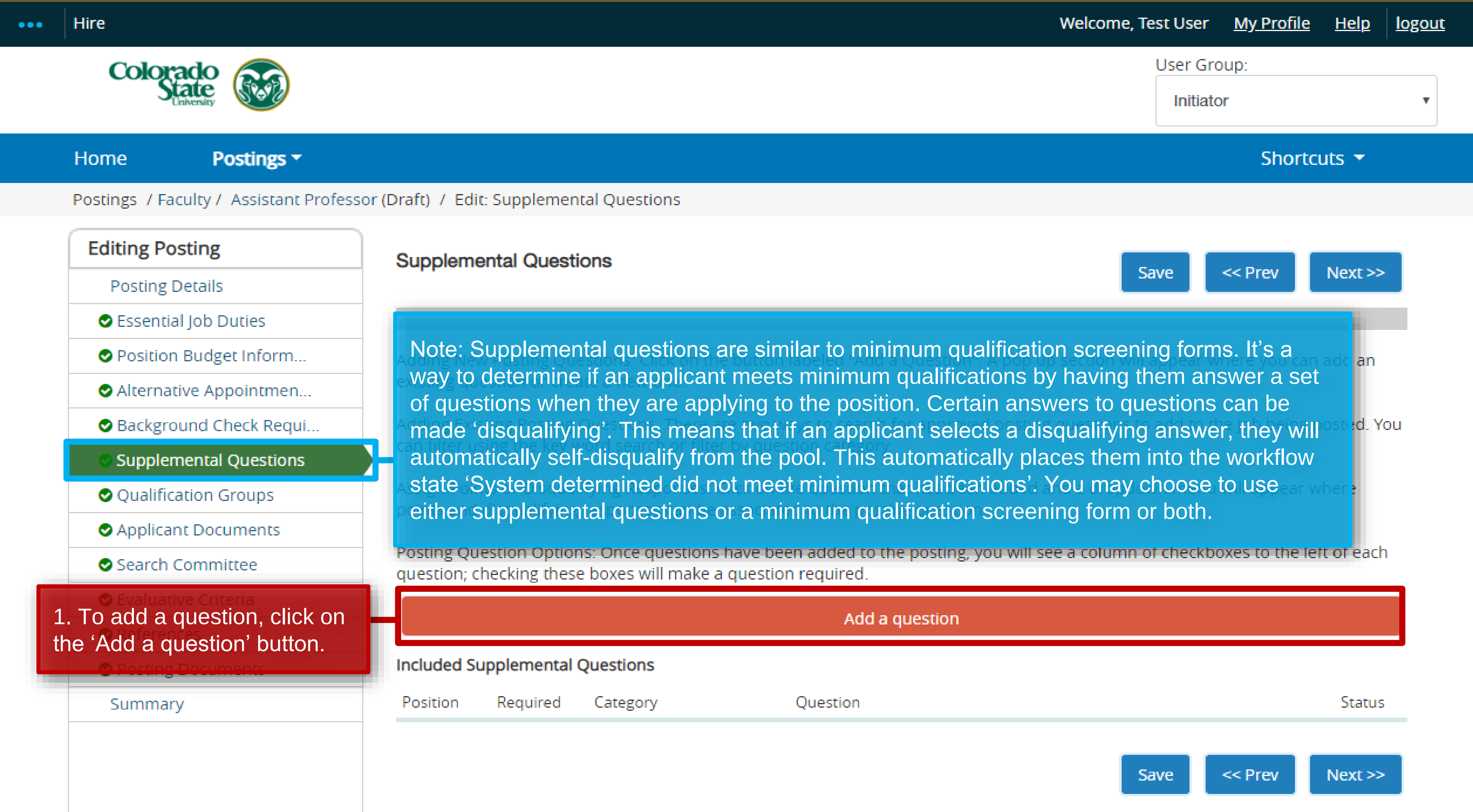
Background Check Requirement

Education Check: Is an educational degree check desired?	Yes
... vehicle (i.e. university owned, personal, rental, etc.) on a routine basis to conduct university business?	No

1. When ready, click 'Next' to go to the Supplemental Questions tab, 'Save' to return to complete the posting at a later time, or 'Prev' to return to the previous tab.

Note: The Background Check Requirement tab will automatically pull over information from the position description and will not be editable on the posting. Use this area to verify that all of the information is correct. If you need to make any changes, please contact HR Classification and Compensation. Changes to this tab can only be made on the position description.

Posting - Supplemental Questions Tab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Essential Job Duties
Position Budget Inform...
Alternative Appointmen...
Background Check Requi...
Supplemental Questions
Qualification Groups
Applicant Documents
Search Committee
Evaluative Criteria
References
Posting Documents
Summary
Supplemental Questions
Save
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Next >>
Add a question
Included Supplemental Questions
Position
Required
Category
Question
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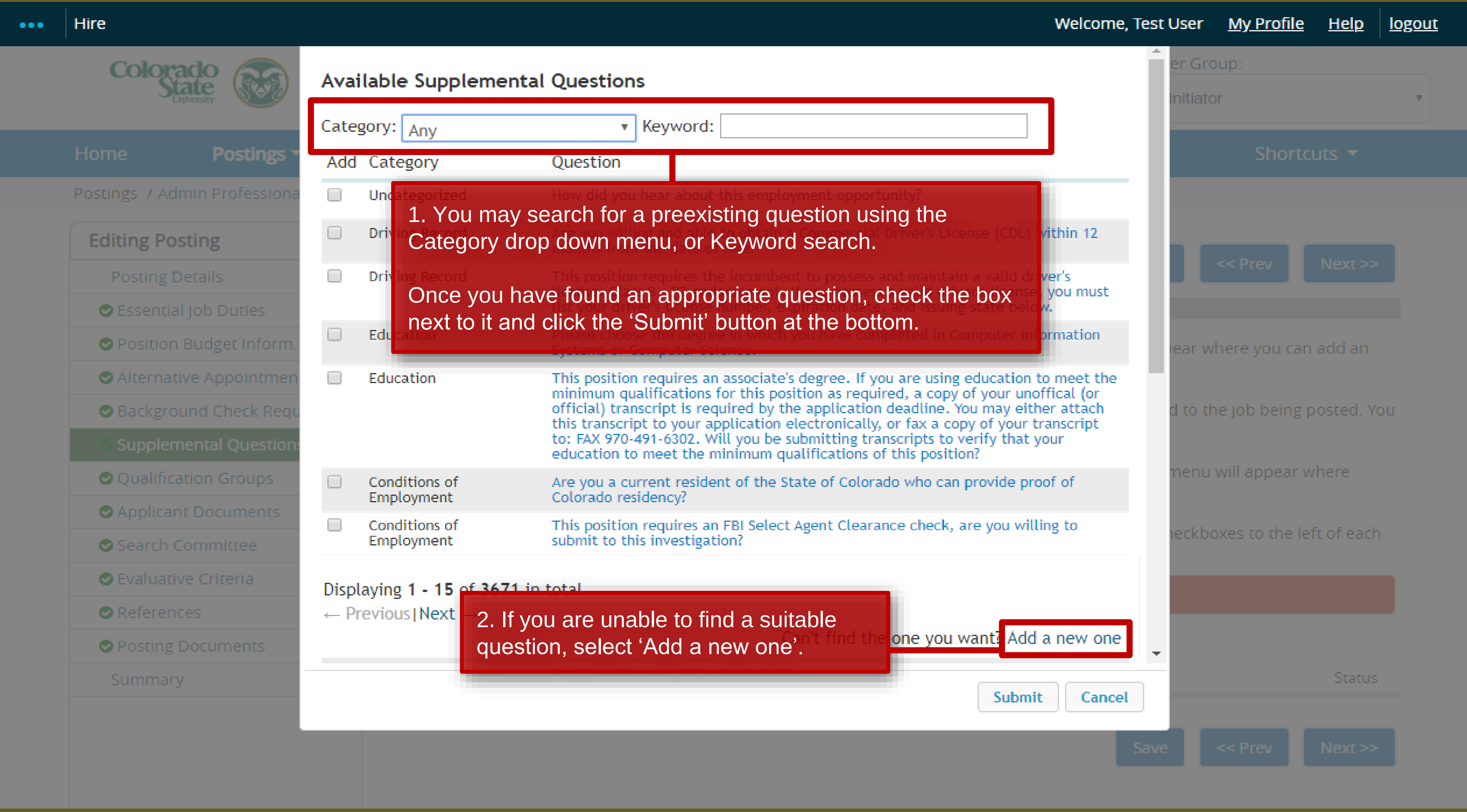
<< Prev
Next >>

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

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

1. To add a question, click on the 'Add a question' button.

Posting – Adding Supplemental Questions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Applicant Documents
Search Committee
Evaluative Criteria
References
Posting Documents
Summary
<< Prev
Next >>
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Available Supplemental Questions

Category: Any Keyword:

Add	Category	Question
☐	Uncategorized	How did you hear about this employment opportunity?
☐	Driving Record	Are you willing and able to obtain a Commercial Driver's License (CDL) within 12 months from the date of hire?
☐	Driving Record	This position requires the incumbent to possess and maintain a valid driver's license. … you must list your driver's license number, expiration date, and issuing state below.
☐	Education	Please choose the degree in which you have completed in Computer Information Systems or Computer Science.
☐	Education	This position requires an associate's degree. If you are using education to meet the minimum qualifications for this position as required, a copy of your unoffical (or official) transcript is required by the application deadline. You may either attach this transcript to your application electronically, or fax a copy of your transcript to: FAX 970-491-6302. Will you be submitting transcripts to verify that your education to meet the minimum qualifications of this position?
☐	Conditions of Employment	Are you a current resident of the State of Colorado who can provide proof of Colorado residency?
☐	Conditions of Employment	This position requires an FBI Select Agent Clearance check, are you willing to submit to this investigation?

Displaying **1 - 15** of **3671** in total

← Previous | Next

Can't find the one you want? Add a new one

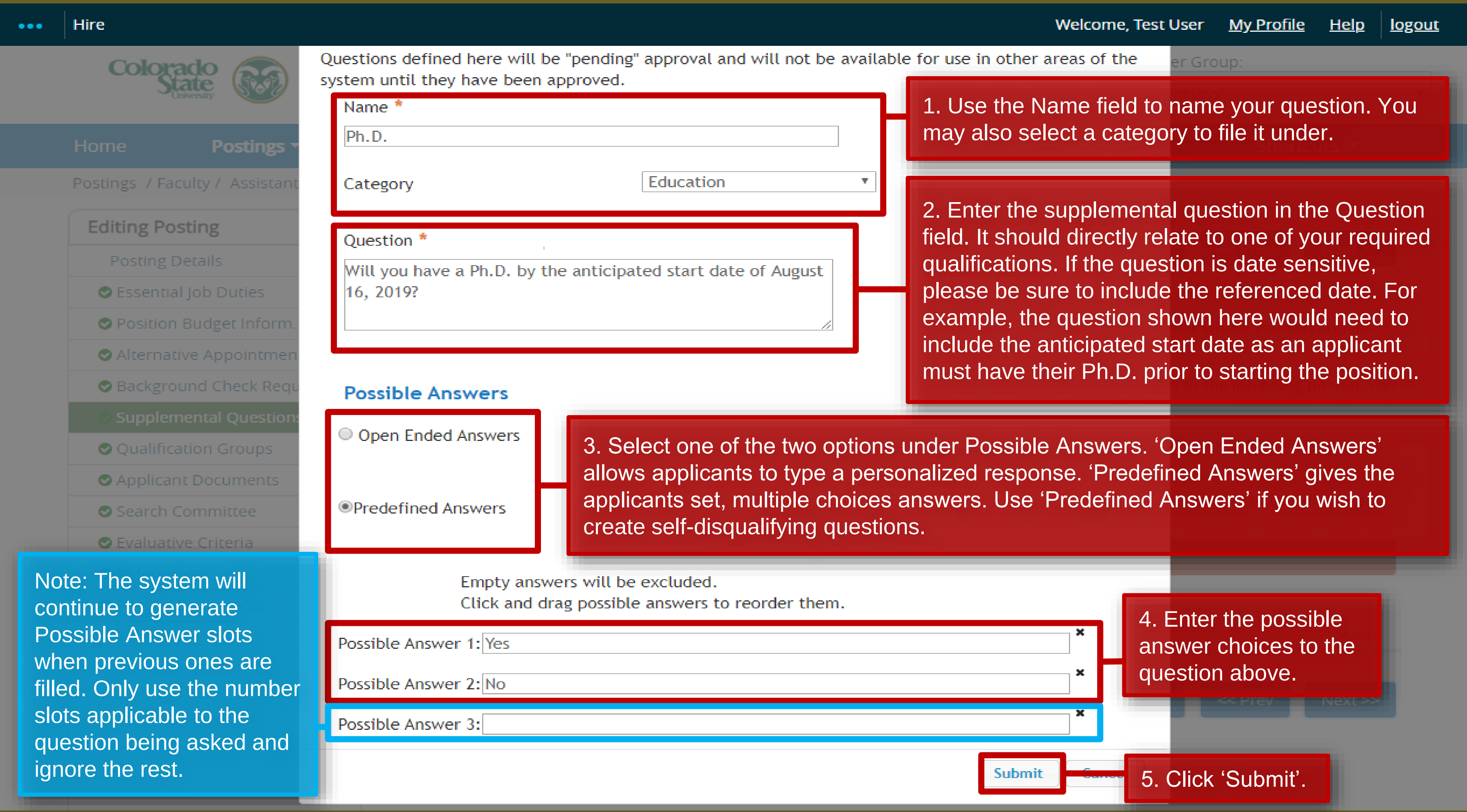
Submit Cancel

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

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

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

Posting – Adding Supplemental Questions (cont.)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Qualification Groups
Applicant Documents
Search Committee
Evaluative Criteria
Submit

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

Name *: Ph.D.

Category: Education

Question *: Will you have a Ph.D. by the anticipated start date of August 16, 2019?

Possible Answers

○ Open Ended Answers

● Predefined Answers

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

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

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

2. Enter the supplemental question in the Question field. It should directly relate to one of your required qualifications. If the question is date sensitive, please be sure to include the referenced date. For example, the question shown here would need to include the anticipated start date as an applicant must have their Ph.D. prior to starting the position.

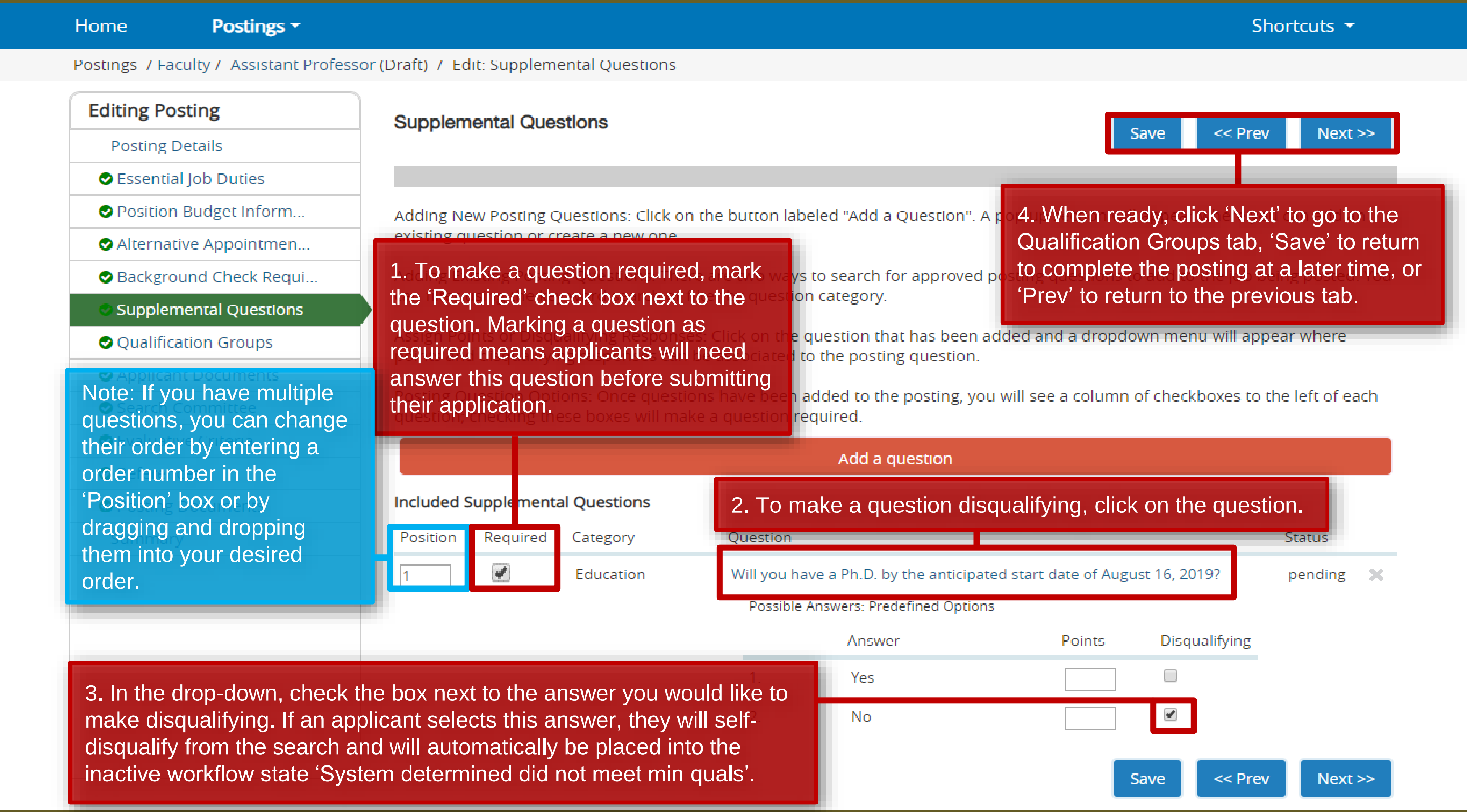
3. Select one of the two options under Possible Answers. ‘Open Ended Answers’ allows applicants to type a personalized response. ‘Predefined Answers’ gives the applicants set, multiple choices answers. Use ‘Predefined Answers’ if you wish to create self-disqualifying questions.

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

5. Click ‘Submit’.

Note: The system will continue to generate Possible Answer slots when previous ones are filled. Only use the number slots applicable to the question being asked and ignore the rest.

Posting – Adding Supplemental Questions (cont.)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Postings / Faculty / Assistant Professor (Draft) / Edit: Supplemental Questions
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Essential Job Duties
Position Budget Inform...
Alternative Appointmen...
Background Check Requi...
Supplemental Questions
Qualification Groups
Applicant Documents
Search Committee
Evaluative Criteria
Summary
Save
<< Prev
Next >>
Add a question

Supplemental Questions

Adding New Posting Questions: Click on the button labeled "Add a Question". A p… existing question or create a new one.

…ys to search for approved p… …on category.

…question that has been added and a dropdown menu will appear where … to the posting question.

…added to the posting, you will see a column of checkboxes to the left of each question, checking these boxes will make a question required.

Included Supplemental Questions

Position	Required	Category	Question	Status
1	☑	Education	Will you have a Ph.D. by the anticipated start date of August 16, 2019?	pending

Possible Answers: Predefined Options

Answer	Points	Disqualifying
Yes		☐
No		☑

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

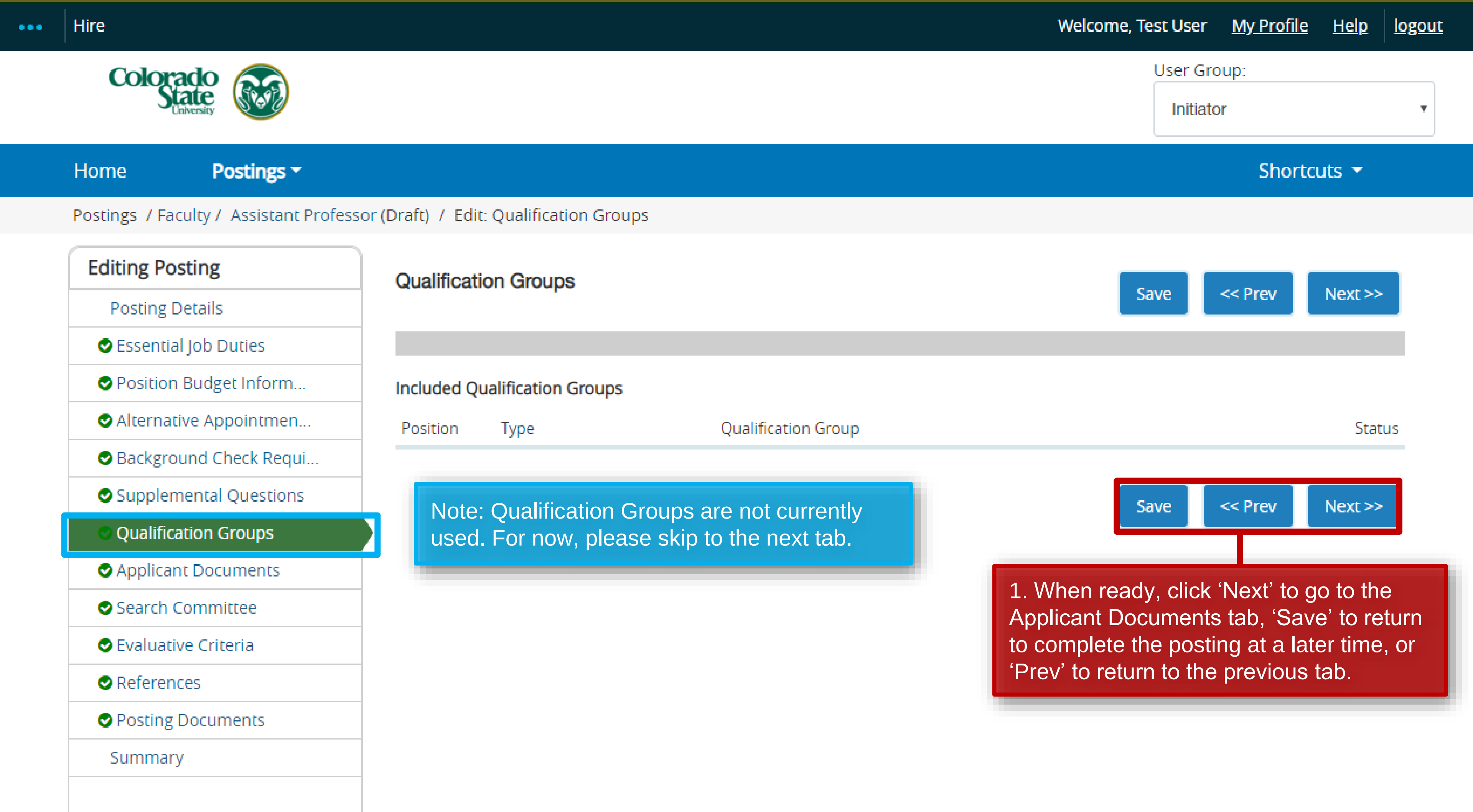
2. To make a question disqualifying, click on the question.

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

4. When ready, click ‘Next’ to go to the Qualification Groups tab, ‘Save’ to return to complete the posting at a later time, or ‘Prev’ to return to the previous tab.

Note: If you have multiple questions, you can change their order by entering a order number in the ‘Position’ box or by dragging and dropping them into your desired order.

Posting - Qualification Groups Tab (not currently used)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Qualification Groups
Applicant Documents
Search Committee
Evaluative Criteria
References
Posting Documents
Summary
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<< Prev
Next >>

User Group: Initiator

Postings / Faculty / Assistant Professor (Draft) / Edit: Qualification Groups

Qualification Groups

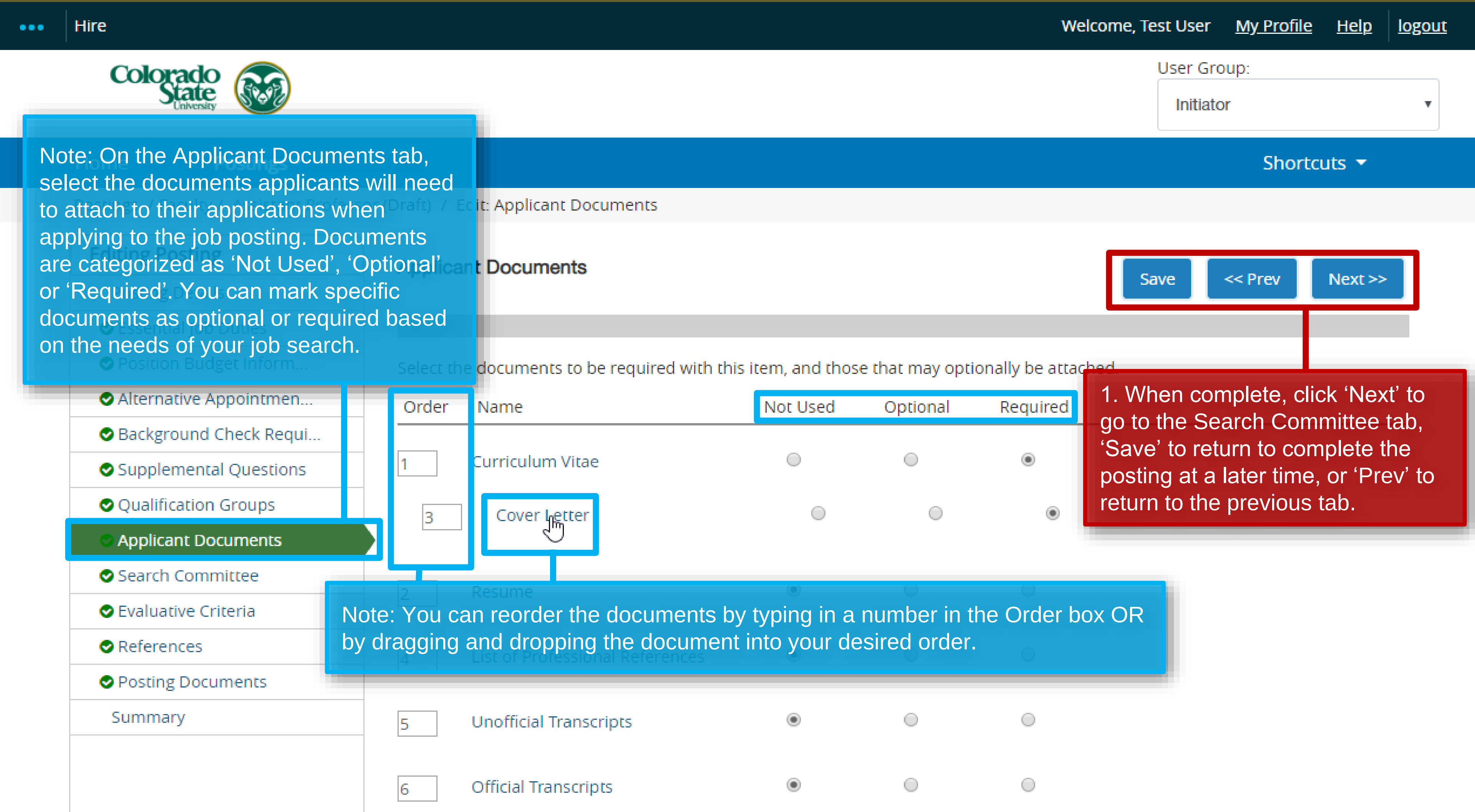
Included Qualification Groups

Position	Type	Qualification Group	Status

Note: Qualification Groups are not currently used. For now, please skip to the next tab.

1. When ready, click ‘Next’ to go to the Applicant Documents tab, ‘Save’ to return to complete the posting at a later time, or ‘Prev’ to return to the previous tab.

Posting - Applicant Documents Tab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Search Committee
Evaluative Criteria
References
Posting Documents
Summary

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

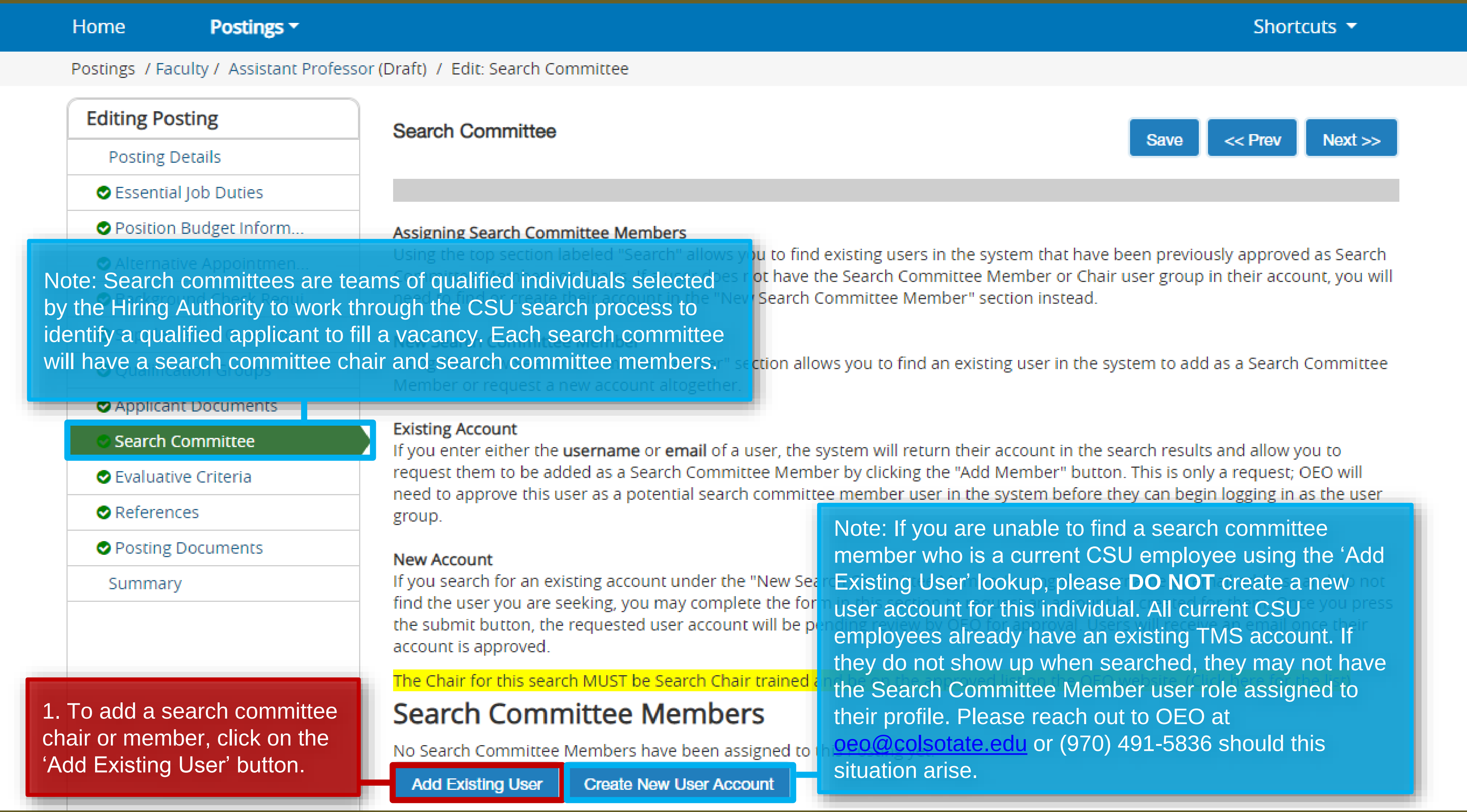
Order	Name	Not Used	Optional	Required
1	Curriculum Vitae	○	○	●
3	Cover Letter	○	○	●
2	Resume	●	○	○
4	List of Professional References			
5	Unofficial Transcripts	●	○	○
6	Official Transcripts	●	○	○

Note: On the Applicant Documents tab, select the documents applicants will need to attach to their applications when applying to the job posting. Documents are categorized as 'Not Used', 'Optional' or 'Required'. You can mark specific documents as optional or required based on the needs of your job search.

1. When complete, click 'Next' to go to the Search Committee tab, 'Save' to return to complete the posting at a later time, or 'Prev' to return to the previous tab.

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.

Posting - Search Committee Tab



Postings / Faculty / Assistant Professor (Draft) / Edit: Search Committee

Editing Posting

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

Search Committee

Assigning Search Committee Members

Using the top section labeled "Search" allows you to find existing users in the system that have been previously approved as Search Committee Members or Chairs. If a user does not have the Search Committee Member or Chair user group in their account, you will need to find or create their account in the "New Search Committee Member" section instead.

New Search Committee Member

section allows you to find an existing user in the system to add as a Search Committee Member or request a new account altogether.

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" section 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.

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

Search Committee Members

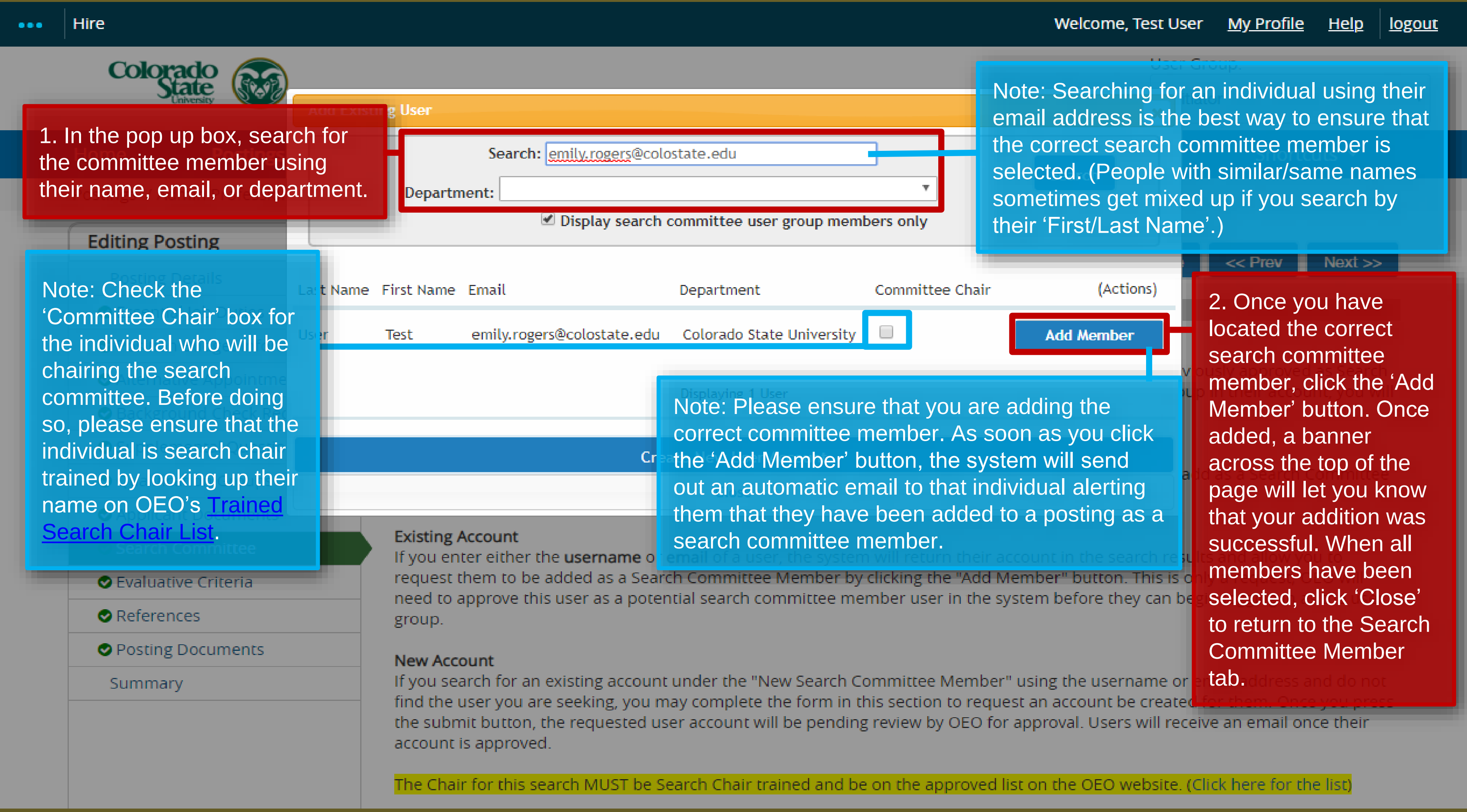
No Search Committee Members have been assigned to this posting yet.

Note: Search committees are teams of qualified individuals selected by the Hiring Authority to work through the CSU search process to identify a qualified applicant to fill a vacancy. Each search committee will have a search committee chair and search committee members.

1. To add a search committee chair or member, click on the ‘Add Existing User’ button.

Note: If you are unable to find a search committee member who is a current CSU employee using the ‘Add Existing User’ lookup, please **DO NOT** create a new user account for this individual. All current CSU employees already have an existing TMS account. If they do not show up when searched, they may not have the Search Committee Member user role assigned to their profile. Please reach out to OEO at oeo@colsotate.edu or (970) 491-5836 should this situation arise.

Posting - Search Committee Tab (cont.)



1. In the pop up box, search for the committee member using their name, email, or department.

Search: emily.rogers@colostate.edu

Department:

☑ Display search committee user group members only

Note: Searching for an individual using their email address is the best way to ensure that the correct search committee member is selected. (People with similar/same names sometimes get mixed up if you search by their ‘First/Last Name’.)

Last Name	First Name	Email	Department	Committee Chair	(Actions)
User	Test	emily.rogers@colostate.edu	Colorado State University	☐	Add Member

Note: Check the ‘Committee Chair’ box for the individual who will be chairing the search committee. Before doing so, please ensure that the individual is search chair trained by looking up their name on OEO’s Trained Search Chair List.

2. Once you have located the correct search committee member, click the ‘Add Member’ button. Once added, a banner across the top of the page will let you know that your addition was successful. When all members have been selected, click ‘Close’ to return to the Search Committee Member tab.

Note: Please ensure that you are adding the correct committee member. As soon as you click the ‘Add Member’ button, the system will send out an automatic email to that individual alerting them that they have been added to a posting as a search committee member.

Existing Account

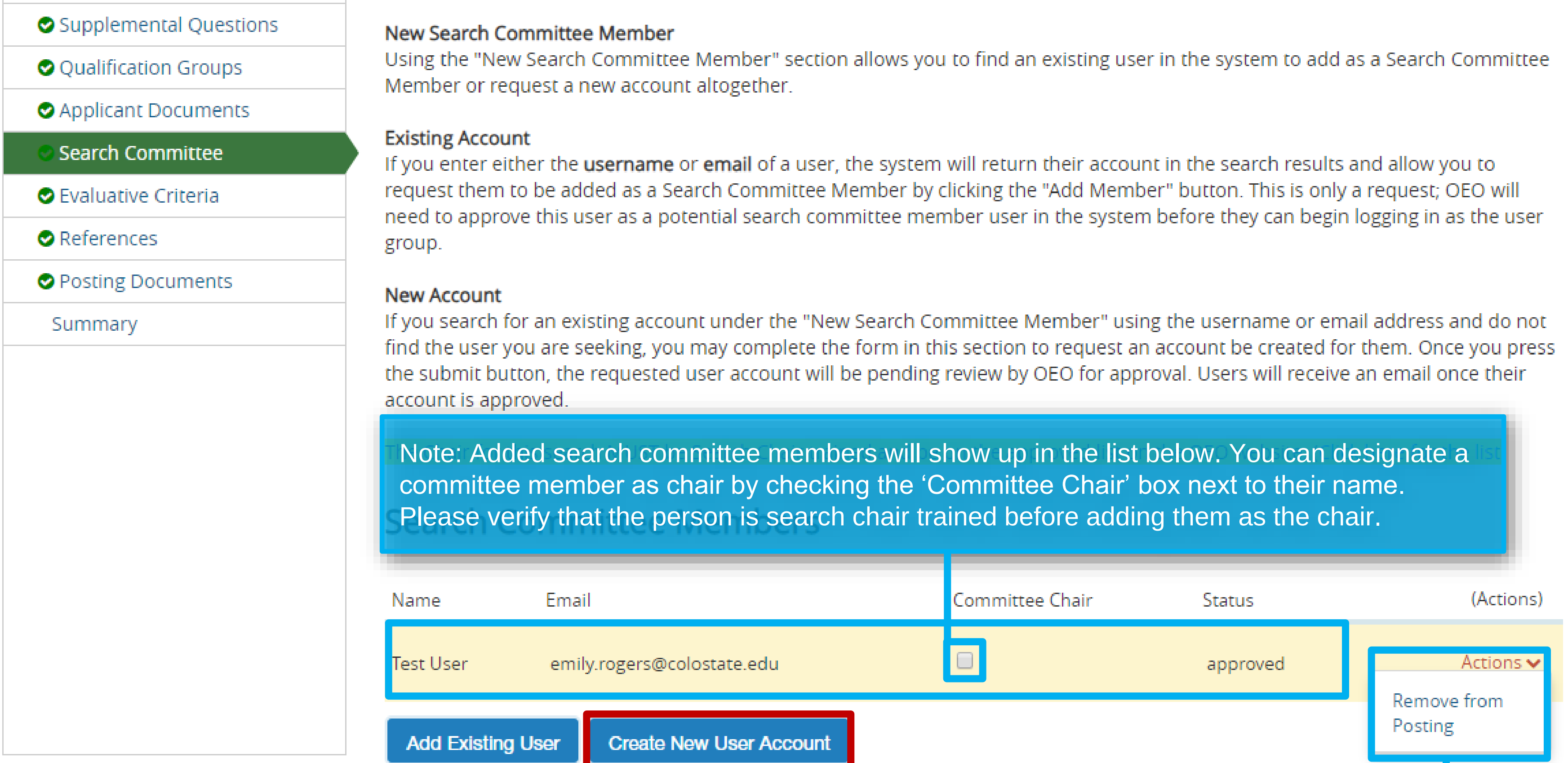
If you enter either the username or email of a user, the system will return their account in the search results request them to be added as a Search Committee Member by clicking the "Add Member" button. This is only need to approve this user as a potential search committee member user in the system before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

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

Posting - Search Committee Tab (cont.)


Supplemental Questions
Qualification Groups
Applicant Documents
Search Committee
Evaluative Criteria
References
Posting Documents
Summary

New Search Committee Member

Using the "New Search Committee Member" section allows you to find an existing user in the system to add as a Search Committee Member or request a new account altogether.

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.

Name	Email	Committee Chair	Status	(Actions)
Test User	emily.rogers@colostate.edu	☐	approved	Actions

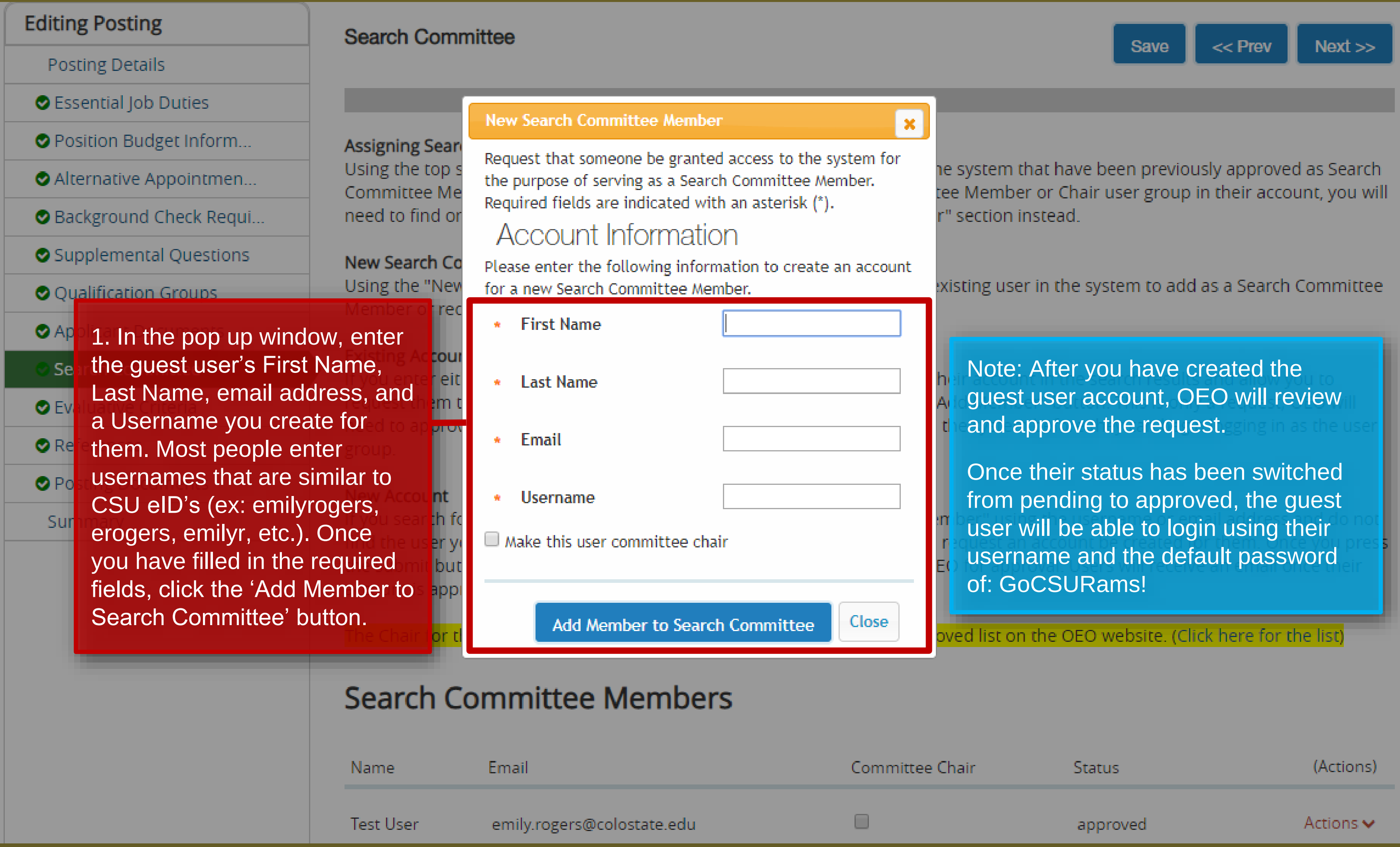
Remove from Posting
Add Existing User
Create New User Account

Note: Added search committee members will show up in the list below. You can designate a committee member as chair by checking the ‘Committee Chair’ box next to their name. Please verify that the person is search chair trained before adding them as the chair.

1. If a committee member is **NOT** a CSU employee, you will need to create a guest user account for them. Click on the ‘Create New User Account’ button.

Note: If you need to remove a search committee member, hover over Actions and select ‘Remove from Posting’.

Posting - Search Committee Tab – Guest User (cont.)


Editing Posting
Posting Details
Essential Job Duties
Position Budget Inform...
Alternative Appointmen...
Background Check Requi...
Supplemental Questions
Qualification Groups
Search Committee
Save
<< Prev
Next >>

New Search Committee Member

Request that someone be granted access to the system for the purpose of serving as a Search Committee Member. Required fields are indicated with an asterisk (*).

Account Information

Please enter the following information to create an account for a new Search Committee Member.

* First Name	
* Last Name	
* Email	
* Username	

☐ Make this user committee chair

Add Member to Search Committee | Close

Search Committee Members

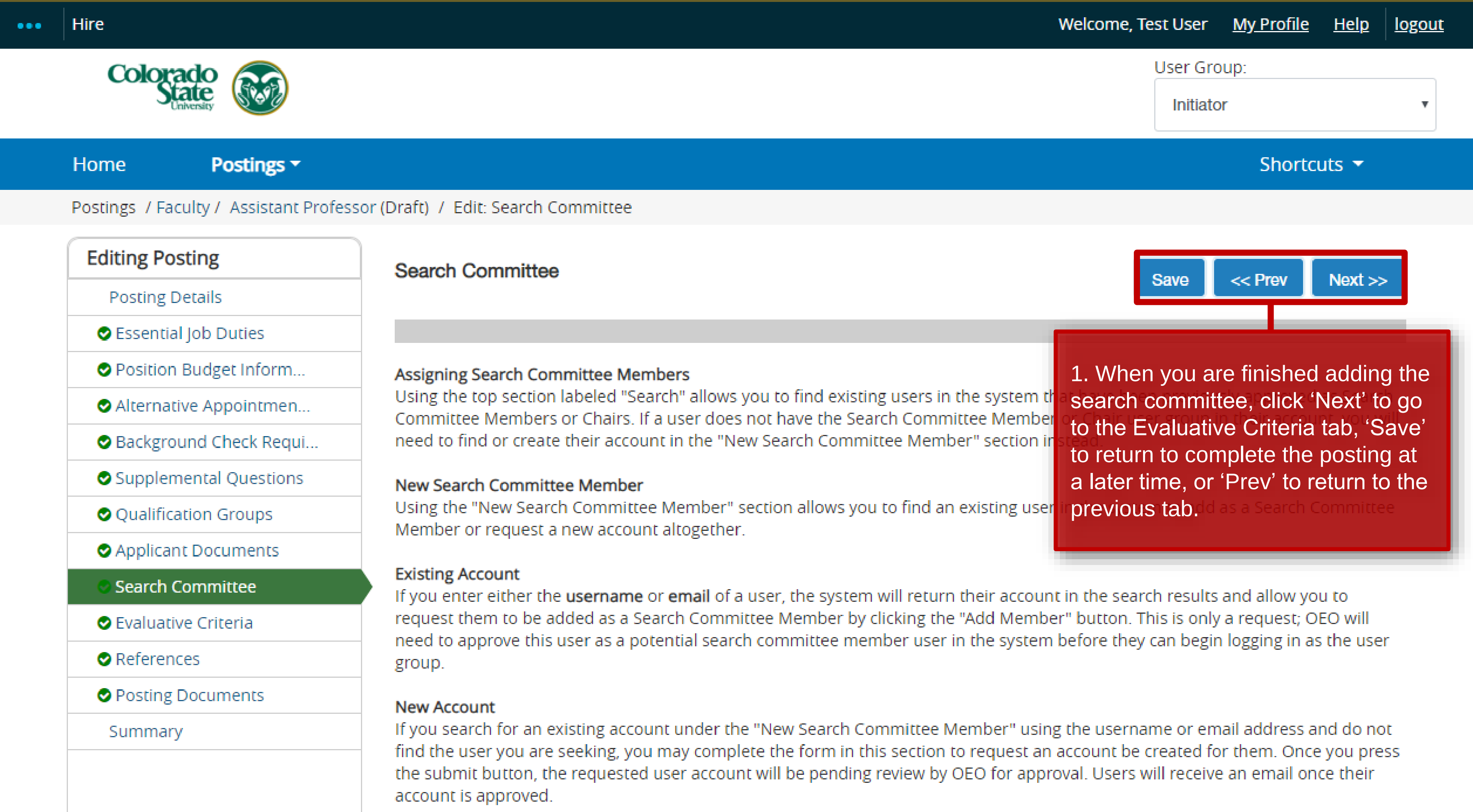
Name	Email	Committee Chair	Status	(Actions)
Test User	emily.rogers@colostate.edu	☐	approved	Actions

1. In the pop up window, enter the guest user’s First Name, Last Name, email address, and a Username you create for them. Most people enter usernames that are similar to CSU eID’s (ex: emilyrogers, erogers, emilyr, etc.). Once you have filled in the required fields, click the ‘Add Member to Search Committee’ button.

Note: After you have created the guest user account, OEO will review and approve the request.

Once their status has been switched from pending to approved, the guest user will be able to login using their username and the default password of: GoCSURams!

Posting - Search Committee Tab (cont.)


Hire
Welcome, Test User
My Profile
Help
logout
User Group:
Initiator
Home
Postings
Shortcuts
Postings / Faculty / Assistant Professor (Draft) / Edit: Search Committee
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
Search Committee
Save
<< Prev
Next >>

Assigning Search Committee Members
Using the top section labeled "Search" allows you to find existing users in the system th
Committee Members or Chairs. If a user does not have the Search Committee Member
need to find or create their account in the "New Search Committee Member" section in

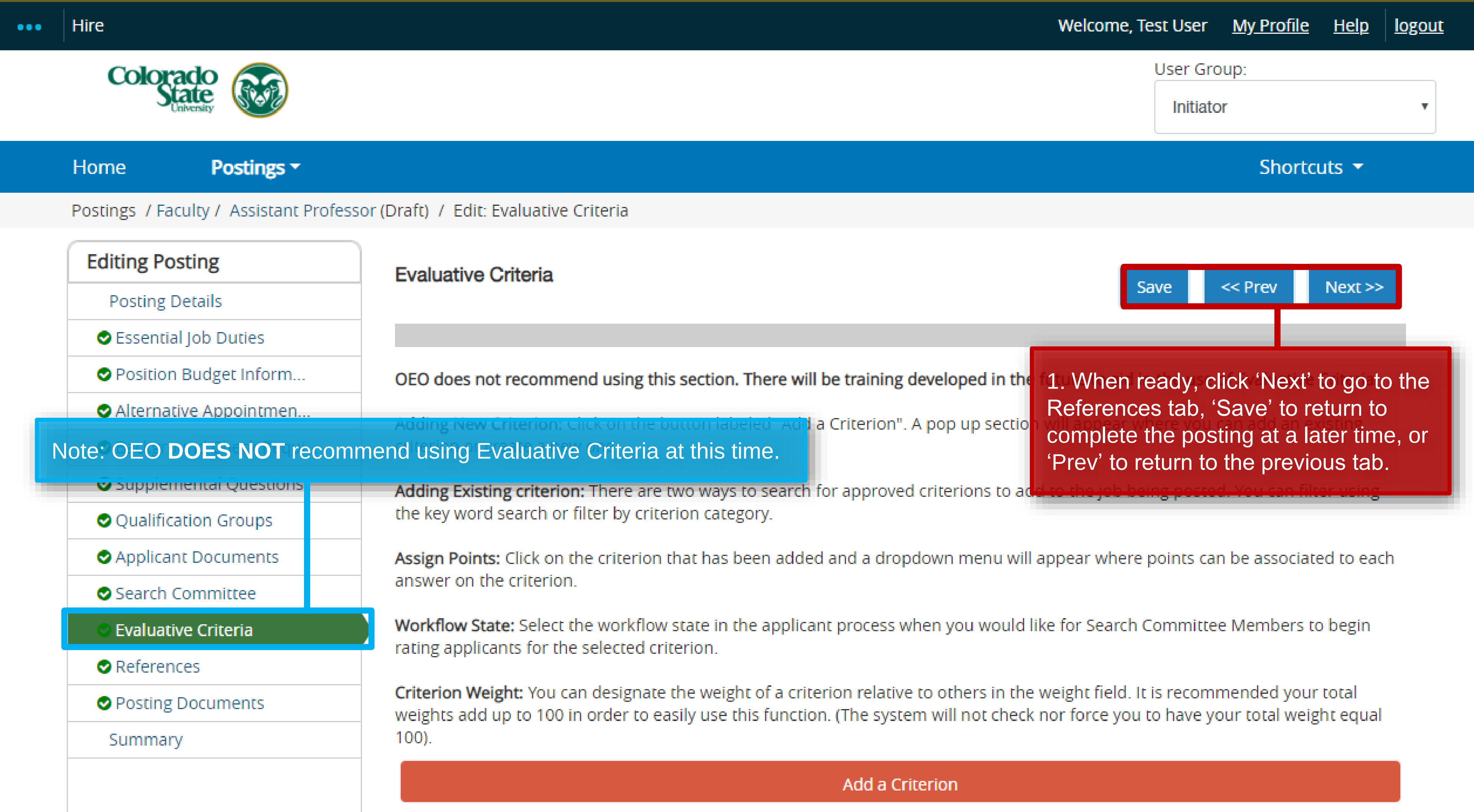
New Search Committee Member
Using the "New Search Committee Member" section allows you to find an existing user
Member or request a new account altogether.

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.

1. When you are finished adding the search committee, click ‘Next’ to go to the Evaluative Criteria tab, ‘Save’ to return to complete the posting at a later time, or ‘Prev’ to return to the previous tab.

Posting - Evaluative Criteria Tab (Not Recommended)


Hire
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Editing Posting
Posting Details
✓ Essential Job Duties
✓ Position Budget Inform...
✓ Alternative Appointmen...
✓ Supplemental Questions
✓ Qualification Groups
✓ Applicant Documents
✓ Search Committee
✓ Evaluative Criteria
✓ References
✓ Posting Documents
Summary
Save
<< Prev
Next >>
Add a Criterion

Postings / Faculty / Assistant Professor (Draft) / Edit: Evaluative Criteria

Evaluative Criteria

OEO does not recommend using this section. There will be training developed in the fu...

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

Adding Existing criterion: There are two ways to search for approved criterions to add to the job being posted. You can filter using the key word search or filter by criterion category.

Assign Points: Click on the criterion that has been added and a dropdown menu will appear where points can be associated to each answer on the criterion.

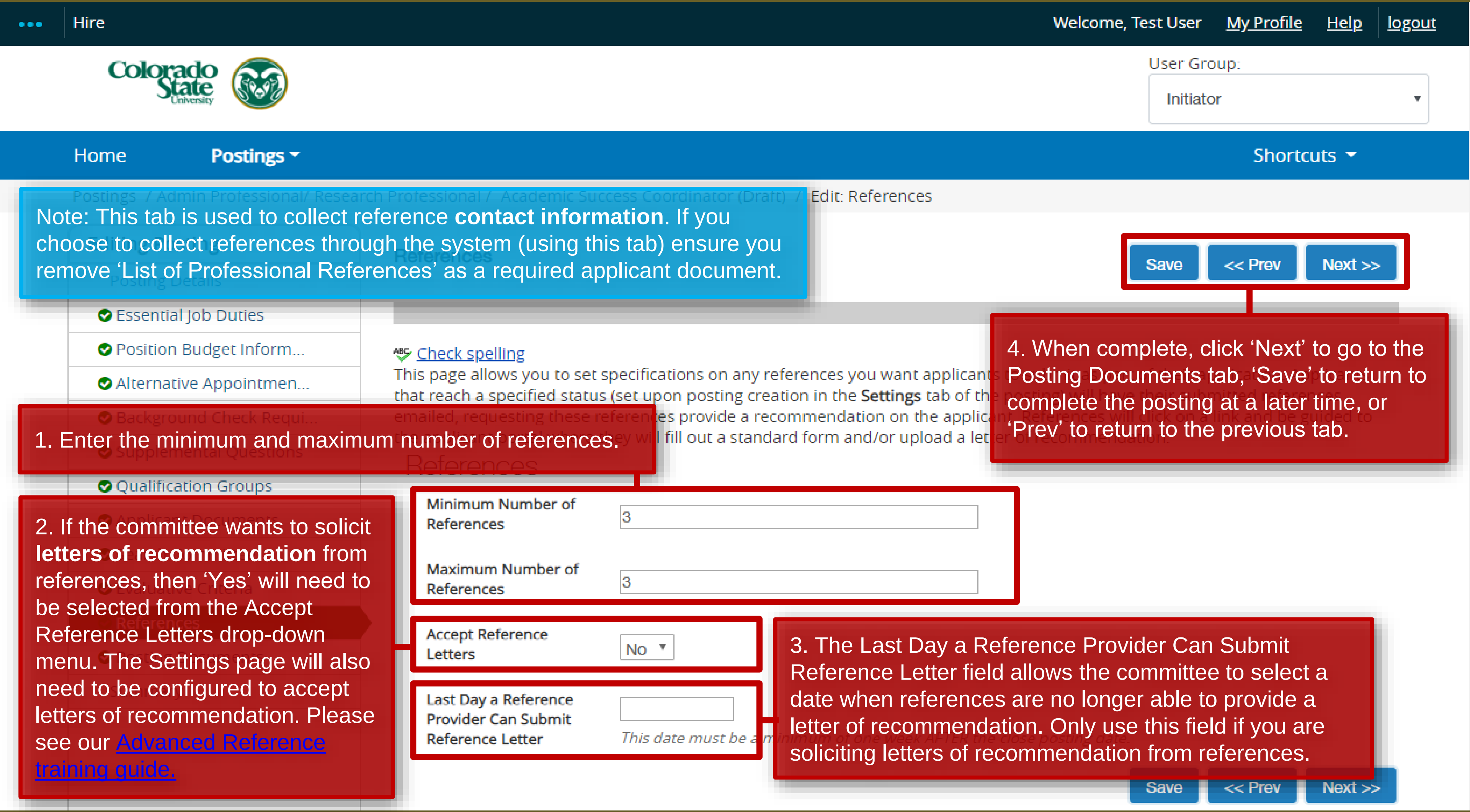
Workflow State: Select the workflow state in the applicant process when you would like for Search Committee Members to begin rating applicants for the selected criterion.

Criterion Weight: You can designate the weight of a criterion relative to others in the weight field. It is recommended your total weights add up to 100 in order to easily use this function. (The system will not check nor force you to have your total weight equal 100).

Note: OEO **DOES NOT** recommend using Evaluative Criteria at this time.

1. When ready, click ‘Next’ to go to the References tab, ‘Save’ to return to complete the posting at a later time, or ‘Prev’ to return to the previous tab.

Posting – References Tab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Shortcuts
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<< Prev
Next >>
Essential Job Duties
Position Budget Inform...
Alternative Appointmen...
Background Check Requi...
Supplemental Questions
Qualification Groups
Applicant Documents
Evaluative Criteria
References
Check spelling

Postings / Admin Professional/ Research Professional / Academic Success Coordinator (Draft) / Edit: References

Note: This tab is used to collect reference **contact information**. If you choose to collect references through the system (using this tab) ensure you remove ‘List of Professional References’ as a required applicant document.

This page allows you to set specifications on any references you want applicants that reach a specified status (set upon posting creation in the **Settings** tab of the emailed, requesting these references provide a recommendation on the applicant. References will click on a link and be guided to they will fill out a standard form and/or upload a letter of recommendation.

References

Minimum Number of References	3
Maximum Number of References	3
Accept Reference Letters	No
Last Day a Reference Provider Can Submit Reference Letter	This date must be a minimum of one week AFTER the close posting date.

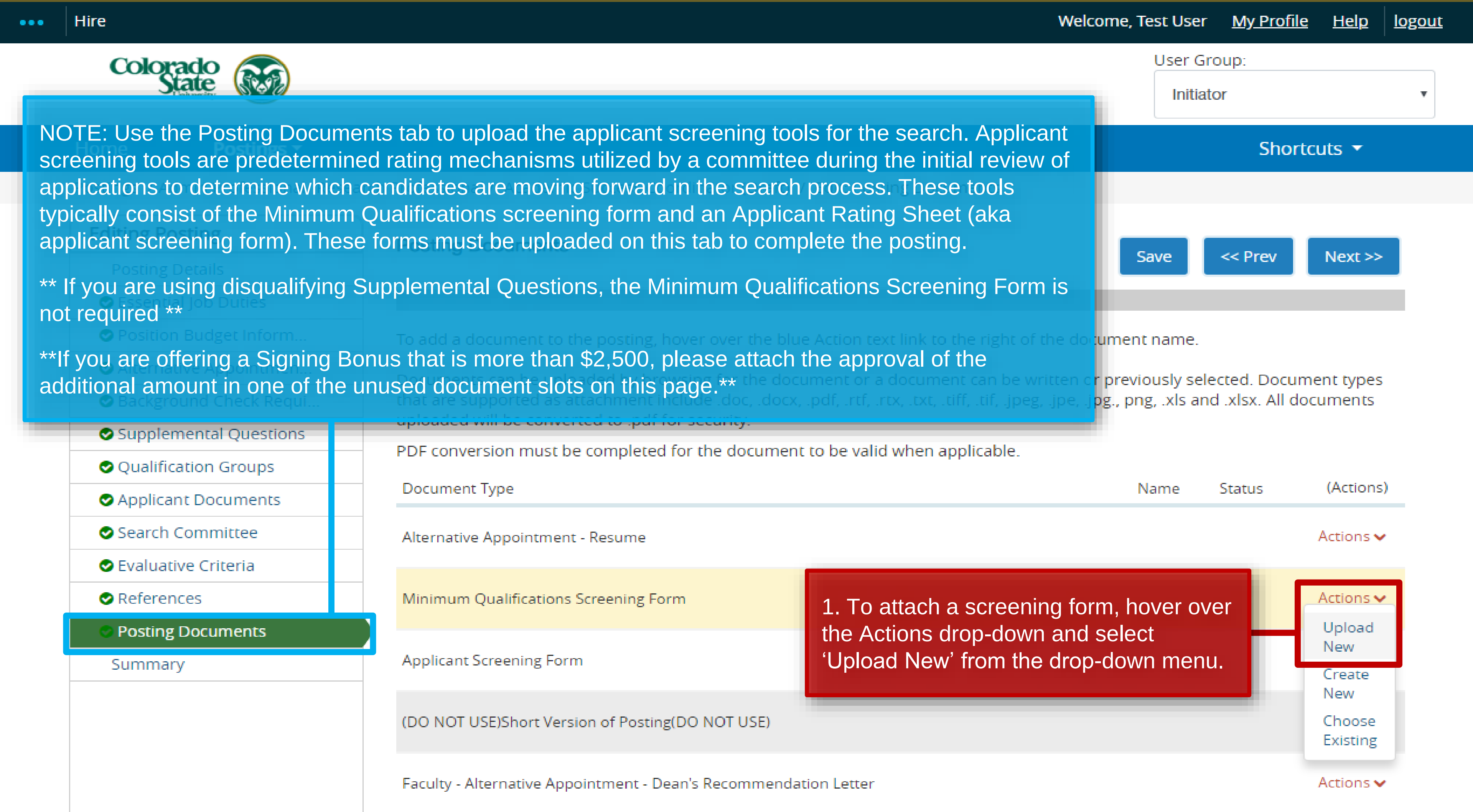
1. Enter the minimum and maximum number of references.

2. If the committee wants to solicit **letters of recommendation** from references, then ‘Yes’ will need to be selected from the Accept Reference Letters drop-down menu. The Settings page will also need to be configured to accept letters of recommendation. Please see our [Advanced Reference training guide.]()

3. The Last Day a Reference Provider Can Submit Reference Letter field allows the committee to select a date when references are no longer able to provide a letter of recommendation. Only use this field if you are soliciting letters of recommendation from references.

4. When complete, click ‘Next’ to go to the Posting Documents tab, ‘Save’ to return to complete the posting at a later time, or ‘Prev’ to return to the previous tab.

Posting – Posting Documents Tab


Hire
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User Group:
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Editing Posting
Posting Details
Essential Job Duties
Position Budget Inform...
Background Check Requi...
Supplemental Questions
Qualification Groups
Applicant Documents
Search Committee
Evaluative Criteria
References
Posting Documents
Summary
Save
<< Prev
Next >>
Upload New
Create New
Choose Existing

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

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

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

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

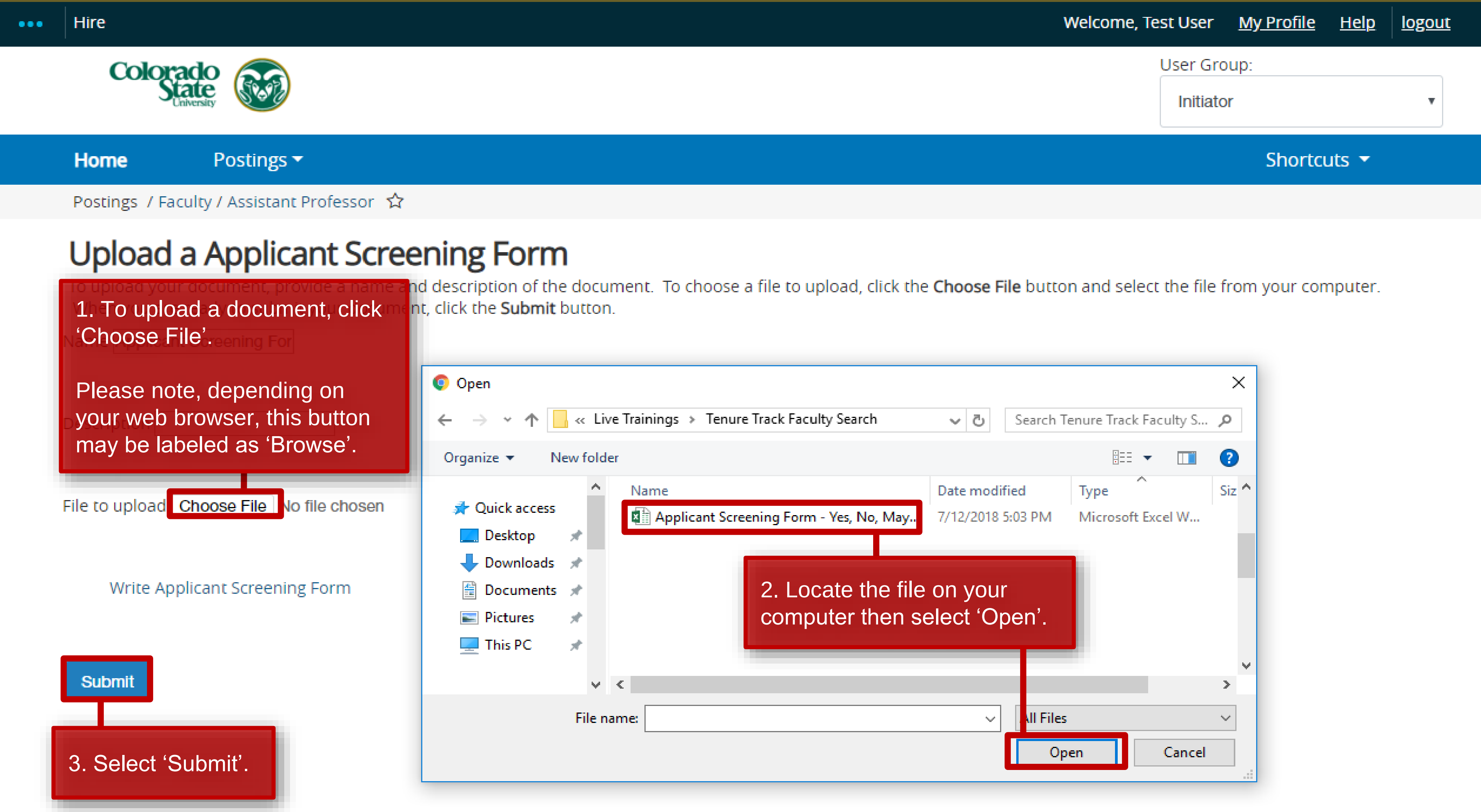
NOTE: Use the Posting Documents tab to upload the applicant screening tools for the search. Applicant screening tools are predetermined rating mechanisms utilized by a committee during the initial review of applications to determine which candidates are moving forward in the search process. These tools 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 posting.

** If you are using disqualifying Supplemental Questions, the Minimum Qualifications Screening Form is not required **

If you are offering a Signing Bonus that is more than $2,500, please attach the approval of the additional amount in one of the unused document slots on this page.

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

Posting – Posting Documents Tab (cont.)


Hire
Welcome, Test User
My Profile
Help
logout
User Group:
Initiator
Home
Postings
Shortcuts
Open
Live Trainings › Tenure Track Faculty Search
Search Tenure Track Faculty S...
Organize
New folder
Quick access
Desktop
Downloads
Documents
Pictures
This PC
Name
Date modified
Type
Siz
All Files
Open
Cancel

Postings / Faculty / Assistant Professor ☆

Upload a Applicant Screening Form

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. Whe... ment, click the **Submit** button.

File to upload: Choose File No file chosen

Write Applicant Screening Form

Submit

Name	Date modified	Type
Applicant Screening Form - Yes, No, May...	7/12/2018 5:03 PM	Microsoft Excel W...

File name:

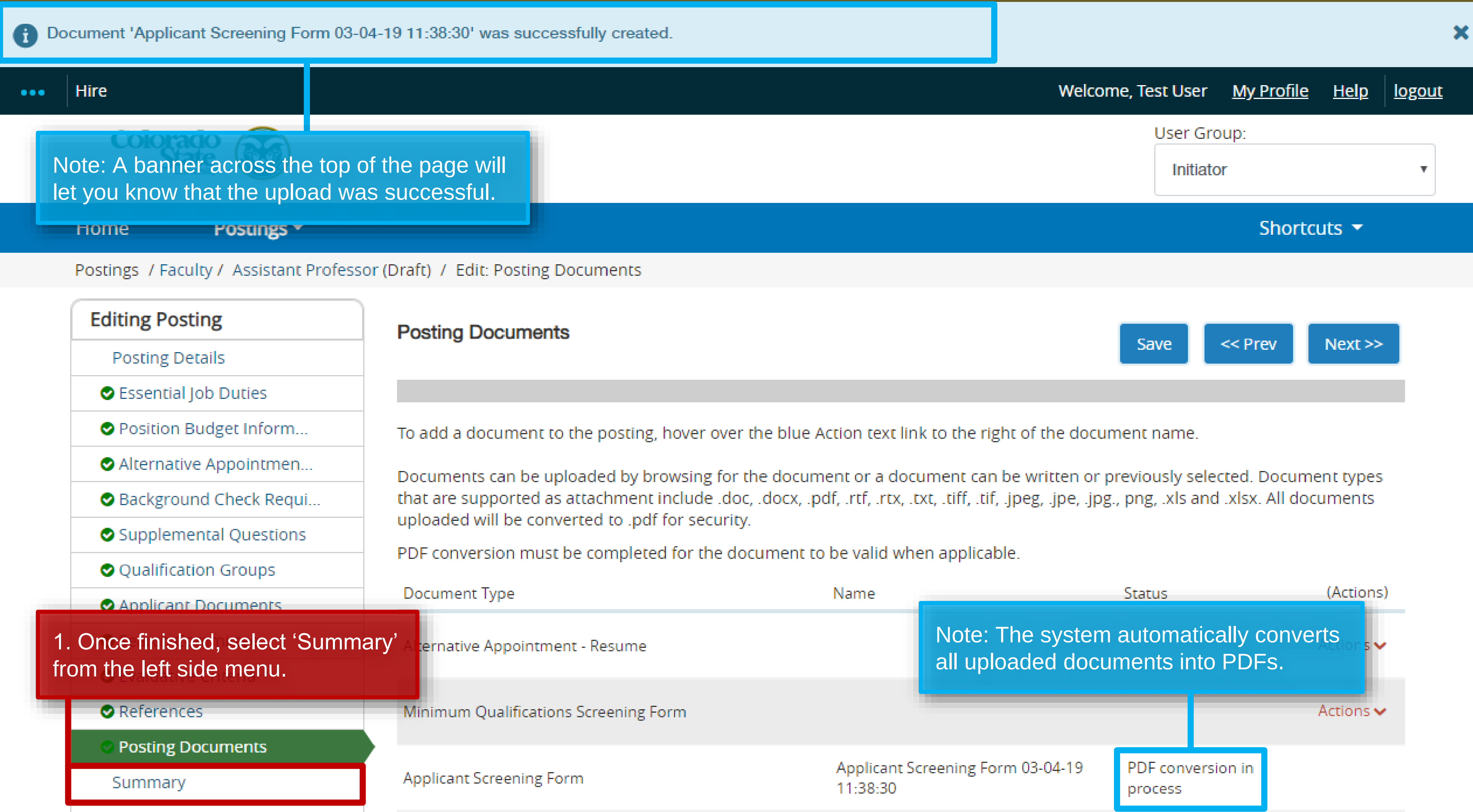
1. To upload a document, click ‘Choose File’.

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

2. Locate the file on your computer then select ‘Open’.

3. Select ‘Submit’.

Posting – Posting Documents Tab (cont.)


Hire
Welcome, Test User
My Profile
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logout
User Group:
Initiator
Home
Postings
Shortcuts
Editing Posting
Posting Details
Essential Job Duties
Position Budget Inform...
Alternative Appointmen...
Background Check Requi...
Supplemental Questions
Qualification Groups
Applicant Documents
References
Posting Documents
Summary
Save
<< Prev
Next >>
Actions
Actions

Document 'Applicant Screening Form 03-04-19 11:38:30' was successfully created.

Postings / Faculty / Assistant Professor (Draft) / Edit: Posting Documents

Posting Documents

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

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

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

Document Type	Name	Status	(Actions)
Alternative Appointment - Resume			Actions
Minimum Qualifications Screening Form			Actions
Applicant Screening Form	Applicant Screening Form 03-04-19 11:38:30	PDF conversion in process	

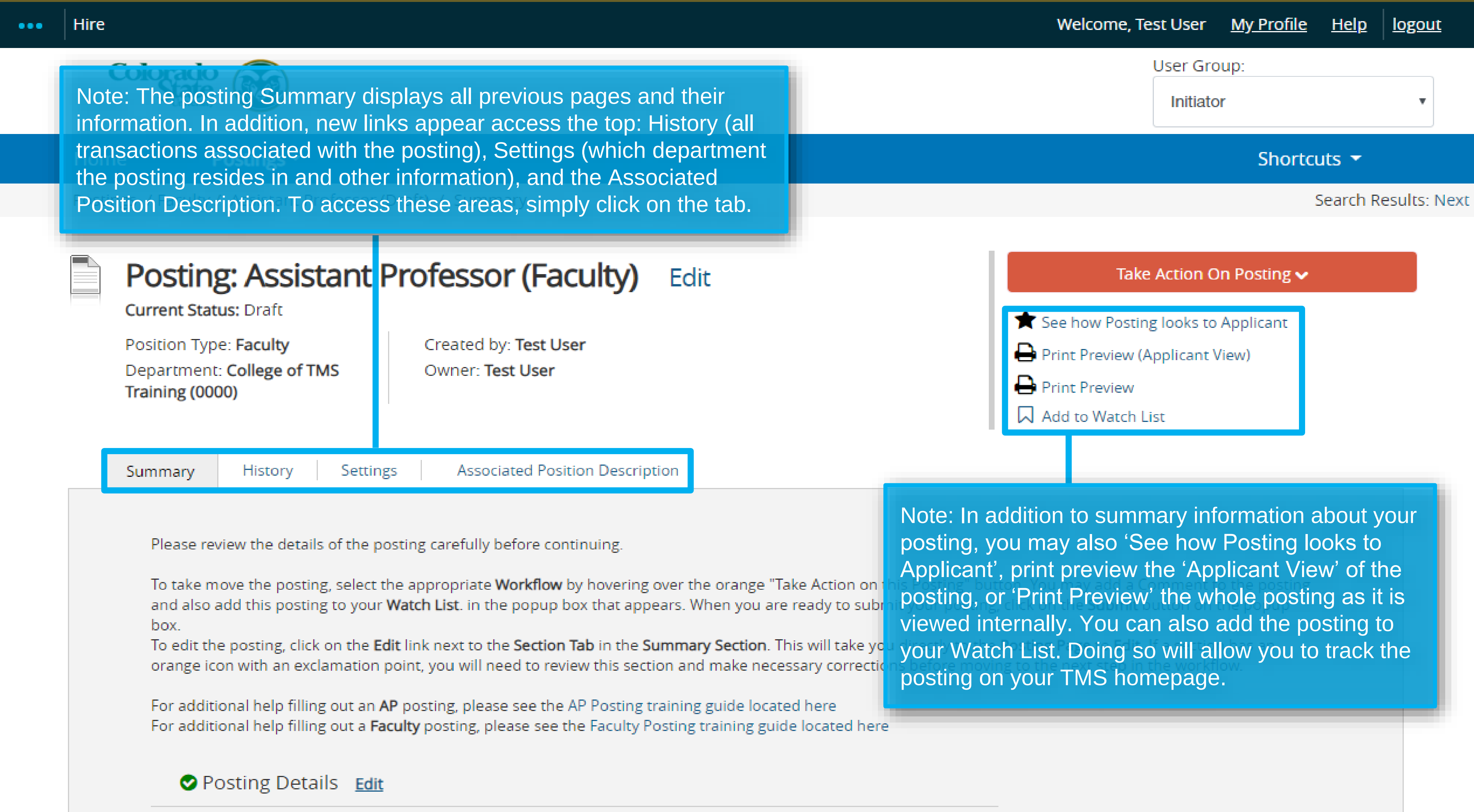
Note: A banner across the top of the page will let you know that the upload was successful.

1. Once finished, select ‘Summary’ from the left side menu.

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

Colorado State University

Posting – Summary page


•••
Hire
Welcome, Test User
My Profile
Help
logout
User Group:
Initiator
Home
Postings
Shortcuts
Search Results: Next
Take Action On Posting
See how Posting looks to Applicant
Print Preview (Applicant View)
Print Preview
Add to Watch List
Summary
History
Settings
Associated Position Description

Note: The posting Summary displays all previous pages and their information. In addition, new links appear access the top: History (all transactions associated with the posting), Settings (which department the posting resides in and other information), and the Associated Position Description. To access these areas, simply click on the tab.

Posting: Assistant Professor (Faculty) Edit

Current Status: Draft

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

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

Please review the details of the posting carefully before continuing.

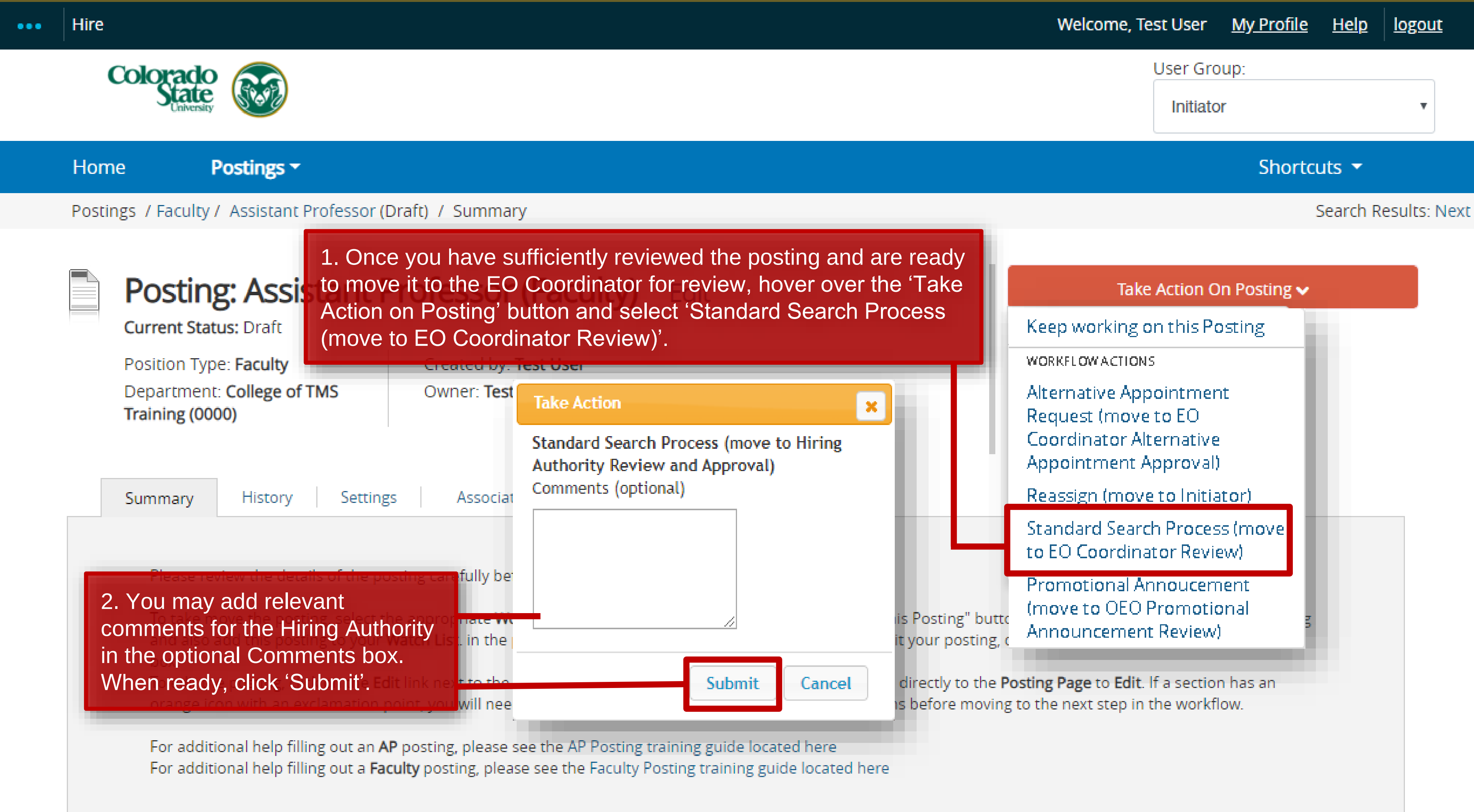
To take move the posting, select the appropriate **Workflow** by hovering over the orange "Take Action on this Posting" button. You may add a Comment to the posting and also add this posting to your **Watch List**. in the popup box that appears. When you are ready to submit your posting, click on the **Submit** button on the popup box.
To edit the posting, click on the **Edit** link next to the **Section Tab** in the **Summary Section**. This will take you directly to the Posting Page to Edit. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

For additional help filling out an **AP** posting, please see the AP Posting training guide located here
For additional help filling out a **Faculty** posting, please see the Faculty Posting training guide located here

✓ Posting Details Edit

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

Posting – Move in Workflow (Initiator → EO Coordinator)


Hire
Welcome, Test User
My Profile
Help
logout
Colorado State University
User Group:
Initiator
Home
Postings
Shortcuts
Postings / Faculty / Assistant Professor (Draft) / Summary
Search Results: Next
Take Action On Posting
Keep working on this Posting
WORKFLOW ACTIONS
Alternative Appointment Request (move to EO Coordinator Alternative Appointment Approval)
Reassign (move to Initiator)
Standard Search Process (move to EO Coordinator Review)
Promotional Annoucement (move to OEO Promotional Announcement Review)
Summary
History
Settings
Associat
Take Action
Submit
Cancel

Posting: Assi

Current Status: Draft

Position Type: Faculty

Department: College of TMS Training (0000)

Created by: Test User

Owner: Test

Standard Search Process (move to Hiring Authority Review and Approval)

Comments (optional)

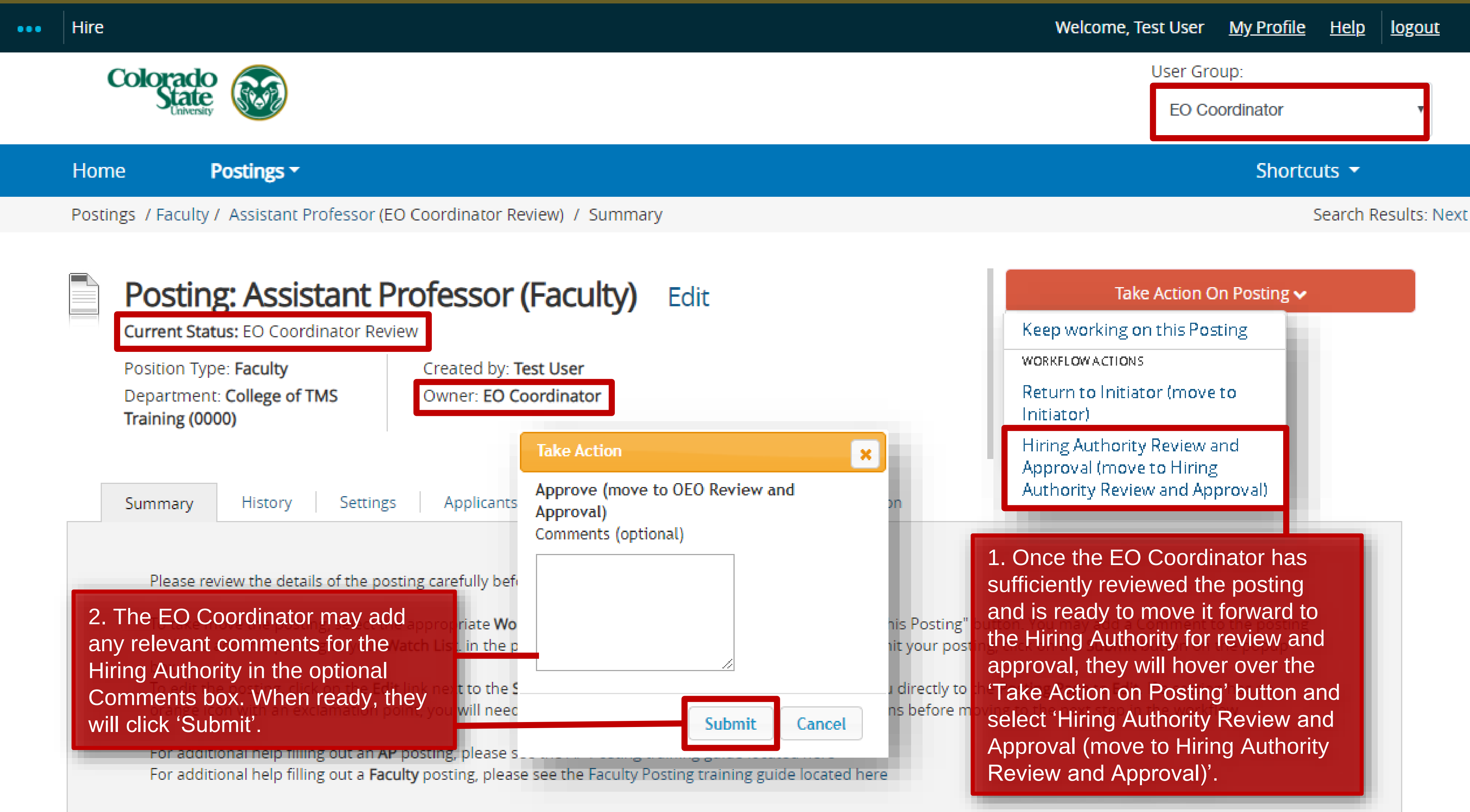
For additional help filling out an **AP** posting, please see the AP Posting training guide located here

For additional help filling out a **Faculty** posting, please see the Faculty Posting training guide located here

1. Once you have sufficiently reviewed the posting and are ready to move it to the EO Coordinator for review, hover over the 'Take Action on Posting' button and select 'Standard Search Process (move to EO Coordinator Review)'.

2. You may add relevant comments for the Hiring Authority in the optional Comments box. When ready, click 'Submit'.

Posting – Move in Workflow (EO Coordinator → Hiring Authority)



Hire
Welcome, Test User
My Profile
Help
logout
Home
Postings
Shortcuts
Edit
Summary
History
Settings
Applicants
Take Action On Posting
Keep working on this Posting
WORKFLOW ACTIONS
Return to Initiator (move to Initiator)
Hiring Authority Review and Approval (move to Hiring Authority Review and Approval)
Take Action
Submit
Cancel

User Group: EO Coordinator

Postings / Faculty / Assistant Professor (EO Coordinator Review) / Summary

Search Results: Next

Posting: Assistant Professor (Faculty)

Current Status: EO Coordinator Review

Position Type: **Faculty**

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

Created by: **Test User**

Owner: **EO Coordinator**

Approve (move to OEO Review and Approval)

Comments (optional)

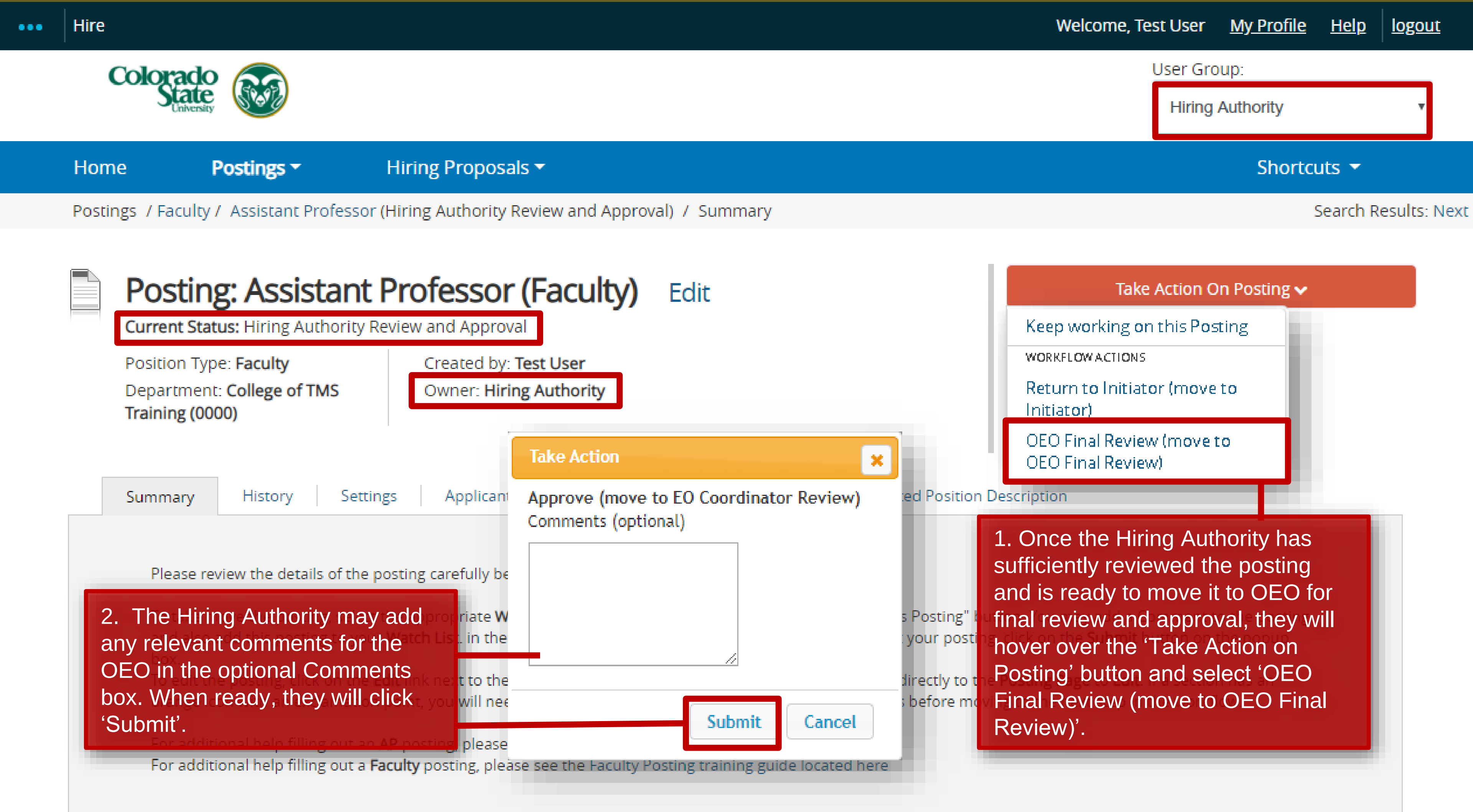
Please review the details of the posting carefully bef

For additional help filling out a **Faculty** posting, please see the Faculty Posting training guide located here

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 ‘Hiring Authority Review and Approval (move to Hiring Authority Review and Approval)’.

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

Posting – Move in Workflow (Hiring Authority → OEO)


Hire
Welcome, Test User
My Profile
Help
logout
User Group:
Hiring Authority
Home
Postings
Hiring Proposals
Shortcuts
Postings / Faculty / Assistant Professor (Hiring Authority Review and Approval) / Summary
Search Results: Next
Edit
Take Action On Posting
Keep working on this Posting
WORKFLOW ACTIONS
Return to Initiator (move to Initiator)
OEO Final Review (move to OEO Final Review)
Summary
History
Settings
Applicant
ed Position Description
Take Action
Submit
Cancel

Posting: Assistant Professor (Faculty)

Current Status: Hiring Authority Review and Approval

Position Type: Faculty

Department: College of TMS Training (0000)

Created by: Test User

Owner: Hiring Authority

Approve (move to EO Coordinator Review)

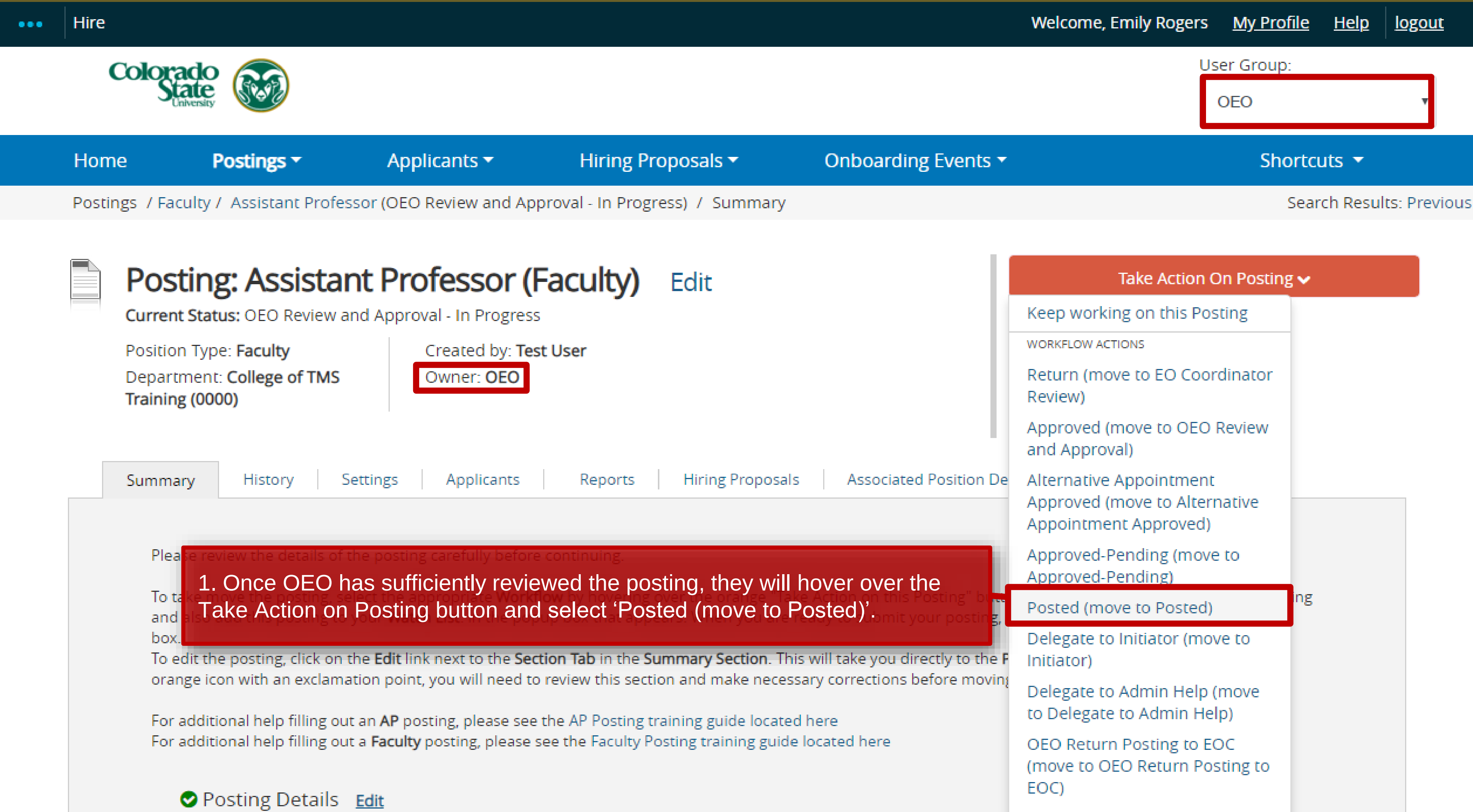
Comments (optional)

For additional help filling out a **Faculty** posting, please see the Faculty Posting training guide located here

1. Once the Hiring Authority has sufficiently reviewed the posting and is ready to move it to OEO for final review and approval, they will hover over the 'Take Action on Posting' button and select 'OEO Final Review (move to OEO Final Review)'.

2. The Hiring Authority may add any relevant comments for the OEO in the optional Comments box. When ready, they will click 'Submit'.

Final 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
Take Action On Posting
Summary
History
Settings
Applicants
Reports
Hiring Proposals
Associated Position De

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

Search Results: Previous

Posting: Assistant Professor (Faculty) Edit

Current Status: OEO Review and Approval - In Progress

Position Type: **Faculty**

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

Created by: **Test User**

Owner: **OEO**

Keep working on this Posting

WORKFLOW ACTIONS

- Return (move to EO Coordinator Review)
- Approved (move to OEO Review and Approval)
- Alternative Appointment Approved (move to Alternative Appointment Approved)
- Approved-Pending (move to Approved-Pending)
- Posted (move to Posted)
- Delegate to Initiator (move to Initiator)
- Delegate to Admin Help (move to Delegate to Admin Help)
- OEO Return Posting to EOC (move to OEO Return Posting to EOC)

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" bu and also add this posting to your **Watch List**. In the popup box that appears. When you are ready to submit your posting, box.

To edit the posting, click on the **Edit** link next to the **Section Tab** in the **Summary Section**. This will take you directly to the F orange icon with an exclamation point, you will need to review this section and make necessary corrections before movin

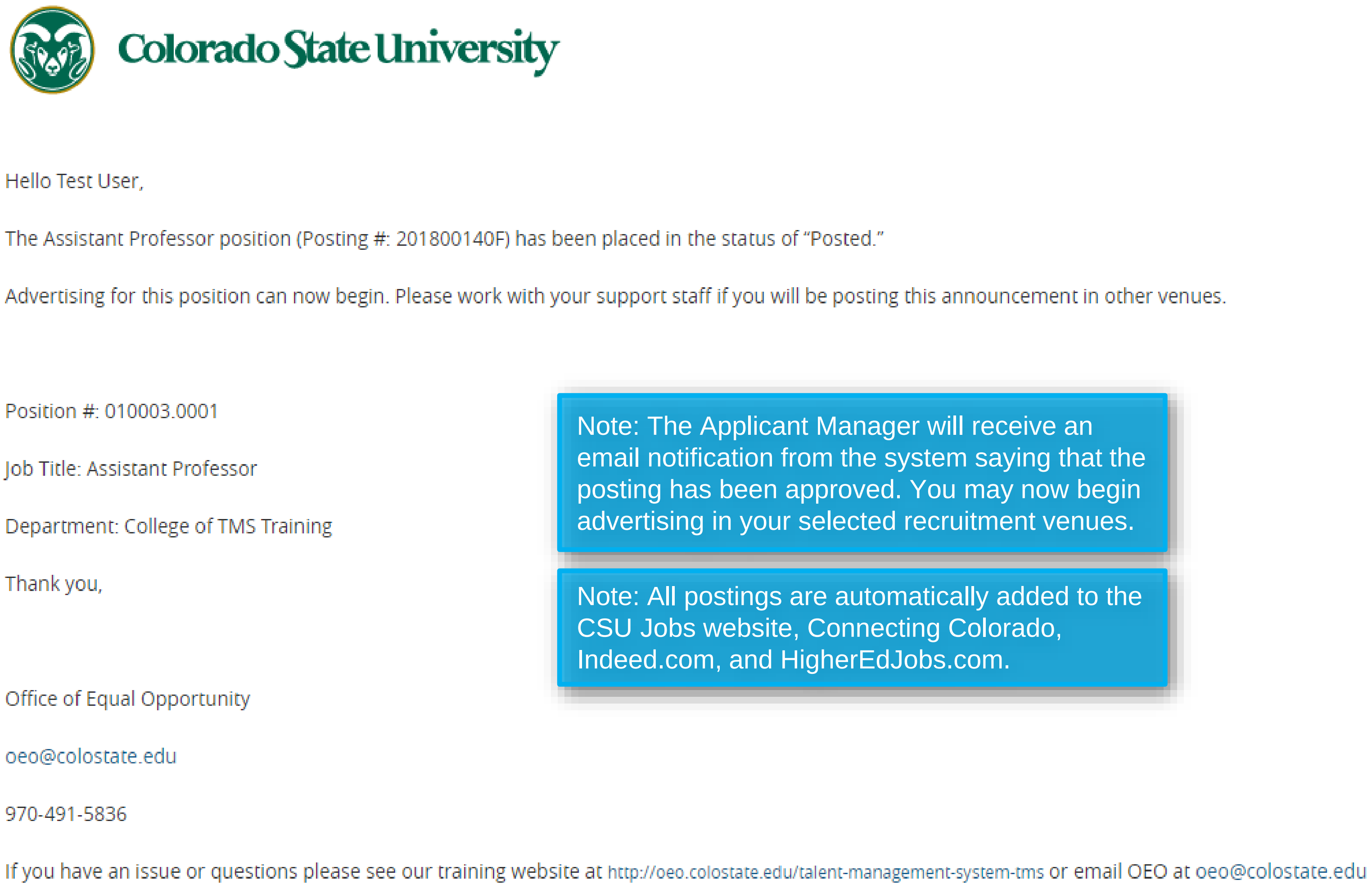
For additional help filling out an **AP** posting, please see the AP Posting training guide located here

For additional help filling out a **Faculty** posting, please see the Faculty Posting training guide located here

Posting Details Edit

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

Posting Approved Notification E-mail



Hello Test User,

The Assistant Professor position (Posting #: 201800140F) has been placed in the status of "Posted."

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

Position #: 010003.0001

Job Title: Assistant Professor

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 saying that the posting has been approved. You may now begin advertising in your selected recruitment venues.

Note: All postings are automatically added to the CSU Jobs website, Connecting Colorado, Indeed.com, and HigherEdJobs.com.

Need further help?

Please visit the OEO website for more resources on the CSU Talent Management System (TMS) at:
https://hr.colostate.edu/talent-acquisition/

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