



Colorado State University

# CSU Talent Management

## User Guide – Faculty

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How to Initiate and Complete the Hiring Proposal

my HR  
Working together.

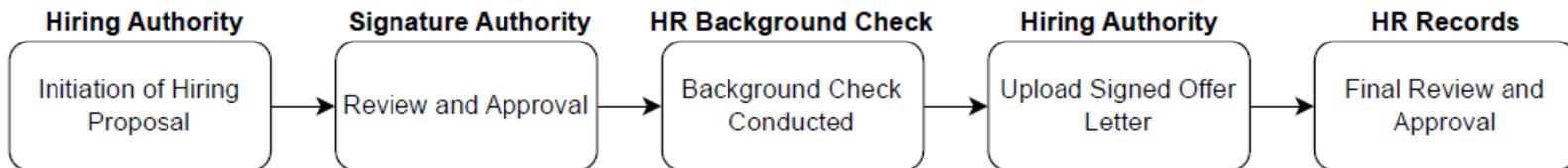
# Initiate and Complete a Hiring Proposal

Hiring Proposals are created to connect an identified candidate to an open position needing to be filled. Once an applicant has been placed in the 'Approved Recommend for Hire' workflow state by OEO, a Hiring Proposal can be initiated. Creating the Hiring Proposal and sending it through the approval process will initiate the background check.

**Hiring Proposals may only be created by an individual with Hiring Authority access.**

**\*\*Important note for Hiring Authorities\*\* - You must be listed as the Hiring Authority on both the Position Description and Posting.**

Below are the steps in the initiation, background check, review and approval of the Hiring Proposal.



The steps in the following slides explain how to initiate/complete all requirements for the Hiring Proposal.

# Initiate and Complete a Hiring Proposal

Note: Departments wishing to hire Foreign Nationals must first contact Business and Financial Services to obtain a Payroll Control Number (PCN) in order to complete the Hiring Proposal.

Contact: Business and Financial Services, Foreign Tax Office

[bfs\\_foreigntax@Mail.Colostate.edu](mailto:bfs_foreigntax@Mail.Colostate.edu)

Once the PCN has been assigned, enter the number in the “Please Provide Any Background check Detail” field in the Hiring Information Section under the Hiring Proposal Tab.



# Initiating a Hiring Proposal

The screenshot shows the Applicant Tracking System interface. In the top-left corner, there are three dots next to the 'Applicant Tracking System' label. A red box highlights these dots, with a callout box containing the text: '1. Select the Applicant Tracking module by clicking the three dots in the top-left corner of the screen.' Below this, the 'Applicant Tracking System' menu item is highlighted with a red box. In the top-right corner, there is a 'User Group:' dropdown menu with 'Hiring Authority' selected. A red box highlights this dropdown, with a callout box containing the text: '2. Select Hiring Authority from the User Group drop-down menu.' The main content area shows a 'Recruitment System' dashboard with tabs for 'Postings 3', 'Hiring Proposals', 'Position Requests 3', and 'Onboarding Tasks'. Below the tabs is a search bar and a 'Filters' button. A table displays recruitment data with columns for 'CURRENT STATE' and 'DAYS IN CURRENT STATE'. The table has three rows, all with 'Initiator' as the current state. To the right of the table is a 'Shortcuts' dropdown menu. Below the table is a summary card showing '0 Active Applicants' with a large '0' and a legend for 'Evaluated Applicants' (blue) and 'Unevaluated Applicants' (purple). At the bottom right, there is a card titled '14 Committees Served By Department last 365 Days' with a donut chart.

Applicant Tracking System

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

User Group:  
Hiring Authority

Shortcuts

Applicant Tracking System

Position Management

OTHER TOOLS

Colorado State University  
Employee Portal

Recruitment System

Postings 3 Hiring Proposals Position Requests 3 Onboarding Tasks

Filters

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

0 Active Applicants

0

Evaluated Applicants  
Unevaluated Applicants

14 Committees Served By  
Department last 365 Days



# Initiating a Hiring Proposal



Hire

Welcome, Test User

[My Profile](#)

[Help](#)

[logout](#)



User Group:

Hiring Authority

Home

Postings

Hiring Proposals

Shortcuts

Welcome to

State Classified

Admin Professional/ Research Professional

Faculty

Inbox

Postings

Hiring Proposals

Position Requests

Onboarding Tasks

Special

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

SEARCH

Filters

TITLE	CURRENT STATE	DAYS IN CURRENT STATE
-------	---------------	-----------------------

Director, Translational Medicine Institute (TMI) Clinical Sciences	Provost Alternative Appointment Approval	169
---	--	-----

Research Professor Chemistry	Provost Alternative Appointment Approval	169
---------------------------------	--	-----

0 Active Applicants

0

Evaluated Applicants  
Unevaluated Applicants

9 Committees Served By  
Department last 365 Days



# Initiating a Hiring Proposal

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

 User Group: Hiring Authority ▼

Home **Postings** ▼ Hiring Proposals ▼ Shortcuts ▼

Postings / Faculty

## Faculty Postings

Saved Searches ▼  Search More Search Options ▼

Ad hoc Search Note: You can search for the posting by entering the Posting Number into the main search bar.

Ad hoc Search Save this search? Selected records Clear selection? Actions ▼

	Working Title	Posting Number	Position Number	Department	Active Applications	Workflow State	Last Status Update	(Actions)
<input type="checkbox"/>	Assistant Professor	201900088F	011128.0001	College of TMS Training (0000)	1	Closed	July 08, 2019 at 02:01 PM	<span style="border: 1px solid #0070C0; padding: 2px;">Actions ▼</span> <ul style="list-style-type: none"><li>GENERAL</li><li>View Posting</li><li><span style="border: 1px solid #0070C0; padding: 2px;">View Applicants</span></li><li>TRACKING</li><li>Watch</li></ul>

1. Locate the posting for which you wish to start the hiring proposal and click on the Working Title.

Shortcut: Hover over Actions and select View Applicants to be taken directly to the Applicants tab within the posting.

# Initiating a Hiring Proposal



User Group:  
Hiring Authority

Postings / Faculty / Assistant Professor (Closed) / Summary

## Posting: Assistant Professor (Faculty)

1. If you clicked on the Working Title, you will be taken to the Summary tab of the posting. Click on the Applicants tab.

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

Summary **Applicants** History 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 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

# Initiating a Hiring Proposal

Home Postings Hiring Proposals Shortcuts

Postings / Faculty / Assistant Professor (Closed) / Applicant Review

## Posting: Assistant Professor (Faculty)

Current Status: Closed

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

Created by: Emily Morgan  
Owner: OEO

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

Summary History Applicants Reports Hiring Proposals Associated Position Description

1. From the Applicants tab, locate the individual(s) in the workflow state 'Approved Recommend for Hire' and click on their first name.

"Active Applicants" 1 Selected records 0 Clear selection?

	First Name	Last Name	Posting Number	Workflow State (Internal)
<input type="checkbox"/>	Harry	Potter	201900088F	Approved Recommend for Hire

Note: If you are hiring multiple individuals out of one posting, this process will need to be repeated for each candidate.

# Initiating a Hiring Proposal

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

 User Group: Hiring Authority ▼

Home Postings ▾ Hiring Proposals ▾ Shortcuts ▾

Postings / ... / Instructor - Defense Against the Dark Arts (Closed) / Applicant Review / Harry Potter Approved Recommend for Hire

## Job application: Harry Potter (Faculty)

Current Status: Approved Recommend for Hire  
Application form: Faculty Application

- ★ View Posting Applied To
- ★ Preview Application
- 📄 View Completed Hiring Proposal
- + Start Faculty Hiring Proposal

1. Once in the job application, click on the Start AP Hiring Proposal button in the top-right corner.

**\*\*NOTE\*\*** If the search was run as either an 'Assistant/Associate Professor' or 'Associate/Full Professor', please ensure that the position description used to create the posting has been modified to match the exact level of the incumbent before starting the Hiring Proposal. If you try to seat an Associate Professor into an Assistant level position description, the Hiring Proposal will need to be canceled and the position will need to be modified.

Summary | Documents | Recommendations (0 of 3) | History | Reports

# Connecting the Hiring Proposal to Position Description

Note: On this page, you will 'link' the candidate to the vacant position description. This will 'seat' them in the position once the process has been finalized.

This Hiring Proposal is currently connected to the following Position Description:

- Assistant Professor

Select Position Description

To change the Position Description connected to this Hiring Proposal, please select an alternative Position Description

## Position Descriptions

Saved Searches ▾

Search

More Search Options ▾

1. The position description that was used to create the posting will automatically be selected from the list below. Confirm that the correct position is selected, then click one of the Select Position Description buttons to create the hiring proposal.

Note: If you are performing **multiple hires** out of one posting, each candidate will need to 'be seated' into their **OWN** position description. Selecting the same position description, or one with an individual already seated in it, will cause the system to override the current occupant and replace them with the new individual. Each employee must have their own approved position description and unique position number.

To select the correct position description for your second hire, click on More Search Options and search for the second position by entering its position number into the Position Number field. When it appears in the list below, click on the radio button next to the position and click Select Position Description.

Working Title	Position Number	Department	Employee First Name	Employee Last Name	Status	(Actions)
<input checked="" type="radio"/> Assistant Professor	011128.0001	College of TMS Training (0000)			Active	Actions ▾

Select Position Description

Note: If the correct position description is not showing up, you may not be listed as the Hiring Authority on the approved position description. Please Contact HR to have your name added to the position description.



# Hiring Proposal Page

✓ Background Check Requi...  
✓ Hiring Proposal Documents  
Hiring Proposal Summary

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

### Applicant Information

Legal First Name Viktor  
Last Name Krum  
Address1 123 Main St.  
Address2  
City London  
State NA  
Zip Code 80525  
Country United Kingdom (Great Britain)  
Primary Phone  
Secondary Phone  
Email vkrum@gmail.com

Sex Male  
\* Sex (Hiring Proposal Specific)

Note: Be sure to fill in all the required fields on the Hiring Proposal page. (i.e. Sex, Work State, Work Hours, Background Check etc.)

Note: CSU is required to select and report in aggregate, the sex of all hires made at the University as part of our obligation as a federal contractor. The binary selection of Male and Female is defined by the federal government and is required for our reporting.

1. Ensure that you select the sex of the candidate. If the candidate decided to self disclose their sex when applying, their selection will be directly above the required Hiring Proposal Specific Sex drop-down menu. Be sure to match this. If they didn't self disclose, use your best guess estimate and select a sex.



# Hiring Proposal Page

Note: If the hired individual will be working for CSU outside of Colorado, the following fields are required. If they will be working within Colorado, select No in the top field then skip the rest of the section.

Sex Male

\* Sex (Hiring Proposal Specific)

\* Will the individual in this position be working for CSU outside of Colorado?

*This field is required.*

Work Address   
*Required for work location outside Colorado*

Work City   
*Required for work location outside Colorado*

Work State   
*Required for work location outside Colorado*

Work Zip Code   
*Required for work location outside Colorado*

1. Select either Yes or No from the Will the individual in this position be working for CSU outside of Colorado drop-down field.

2. If Yes is selected from the top field, enter the address from where the individual will be working.

3. If Yes is selected from the top field, enter the name of the city from which the individual will be working.

4. If Yes is selected from the top field, in the Work State drop-down field, select the state where the employee will reside while working at CSU.

5. If Yes is selected from the top field, enter the work state zip code.

## Position Information

Classification Title Prof/Indiv Contrib II

Classification Code ACPI02

FLSA Non-Exempt

Salary Grade

Min Salary

# Hiring Proposal Page

Min Salary  
Mid Salary  
Max Salary  
Posting Number 201900088F  
Working Title Assistant Professor  
Position Number 011128.0001  
Salary Basis 9-month assignment

Employment Category Regular

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

NTT Faculty Appt Type Please select ▼

Hiring Authority User, Test ✕

1. Work Hours/Week will pull through from the position description. Please remove any ranges and only include the actual hours to be worked per-week.

Note: If you are hiring a non-tenure-track position, please ensure that the appropriate NTT Faculty Appt Type is selected from this drop-down menu. The selection from this drop-down menu should correspond with the positions Employment Category as shown below.

Temporary → Adjunct  
Special → Contract or Continuing

For **Tenure-Track** positions with an Employment Category of 'Regular', the NTT Faculty Appt Type drop-down should be left blank.

Budget Account Name  
Budget Account Number  
Percentage Funded  
Hiring Information

# Hiring Proposal Page

## Hiring Information

Hiring Proposal Number

Actual Start Date

Starting Annual Salary

Numbers only; no commas, letters, or symbols (\$). If this position

Signing Bonus

If a signing bonus was negotiated with the candidate for this position, please enter the amount in this field. If the bonus is above \$2,500, please ensure you attach the approval documentation to the hiring proposal.

Is a salary adjustment requested? No

Is this an Open Pool hire?

This field is required

Is this hiring request for a current employee?

This field is required

Is Background Check Required?

This field is required

Please Provide Any Background Check Detail

Approved Hiree Faculty Rank Detail

Note: If you ran a search for two different faculty ranks i.e. Associate or Assistant Professor, please enter the actual rank of your selected candidate in the above field.

Note: You can initially leave these fields blank. The Actual Start Date, Starting Annual Salary and Signing Bonus fields are completed **AFTER** the background check is successfully returned and **AFTER** the Offer Letter is negotiated and signed.

**\*\*NOTE\*\*** If you are hiring a foreign national, the offered salary **MUST** be within the advertised salary range for visa purposes.

Note: If you are hiring a foreign national, please enter the Payroll Control Number (PCN) in the Background Check Detail box from the foreign tax office. (Details on page 3.)

If you are hiring a current CSU employee, please indicate if they have had a break in service in this field.

1. Select Yes or No from the Is this an Open Pool hire? drop-down. Only select Yes if this hire is being made out of a Secondary Open Pool Posting.

2. Select Yes or No from the Is this hiring request for a current employee? drop-down. Select Yes if this hiring proposal is associated with a current CSU employee.

3. Select Yes or No from the Is Background Check Required? drop-down. If you are not certain if one is required, add this detail in the field below.

4. When complete, click Save & Continue to move to the Background Check Requirements page.

Save

Save & Continue



# Background Check Requirement Page

Hire

Welcome, Test User

[My Profile](#)

[Help](#)

[logout](#)



User Group:

Hiring Authority

Shortcuts ▾

Note: The selections on Background Check Requirement page will pull over from the position description. If you need to make any changes, please do so here before moving the hiring proposal forward to HR Background checks.

Editing Hiring Proposal

Hiring Proposal

✔ Background Check Requi...

✔ Hiring Proposal Documents

Hiring Proposal Summary

## Background Check Requirement

### Background Check Requirement

Education Check: Is an educational degree check desired?

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

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

Motor Vehicle Record Check: does the position require a commercial

Save

<< Prev

Next >>

1. When ready, click Next.



# Hiring Proposal Documents Page

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

 User Group:

Home Postings ▾ Hiring Proposals ▾ Shortcuts ▾

Position Requests / ... / Faculty Hiring Proposal / Assistant Professor / Edit

**Editing Hiring Proposal**

- Hiring Proposal
- ✓ Background Check Requi...
- ✓ Hiring Proposal Documents**
- Hiring Proposal Summary

### Hiring Proposal Documents

[Save](#) [<< Prev](#) [Next >>](#)

In order for your Hiring Proposal to be approved, you must attach the following documents:

The signed offer letter MUST be attached AFTER the background check is approved. PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Budget Authorization - Hiring Proposal			<a href="#">Actions</a> ▾
Signed Offer Letter (required)			<a href="#">Actions</a> ▾
Recruitment Documentation			<a href="#">Actions</a> ▾
Committee Notes			<a href="#">Actions</a> ▾
Other Search Documentation			<a href="#">Actions</a> ▾

[Save](#) [<< Prev](#) [Next >>](#)

1. When ready, click Next to be taken to the Summary page.

On the Hiring Proposal Documents page, you may add documents such as budget authorization, recruitment documentation, Offer Letter, etc.

Please wait to attach the required, signed Offer Letter until **AFTER** the background check has been approved. An offer letter should not be sent to the proposed hire until after the individual has successfully passed a background check.

# Hiring Proposal Summary Page (move in workflow Hiring Authority → Signature Authority)

The screenshot shows the 'Hiring Proposal Summary' page for a Faculty position. The page includes a navigation bar with 'Home', 'Postings', 'Hiring Proposals', and 'Shortcuts'. The breadcrumb trail is 'Faculty / ... / Harry Potter (Approved Recommend for Hire) / Faculty Hiring Proposal / Summary'. The main content area displays details for the position: Position Type: Faculty, Department: College of TMS Training (0000), Applicant: Harry Potter, Posting: Instructor - Defense Against the Dark Arts. A 'Take Action' pop-up box is open, showing the option to 'Submit to Dean (move to Dean)' with an optional comments field. A 'Take Action On Hiring Proposal' dropdown menu is also visible, with 'Submit to Dean (move to Dean)' selected. Annotations include a blue box with a note, a red box with a dropdown menu, and two red boxes with numbered instructions.

... Hire

Welcome, Test User My Profile Help logout

Colorado State University

User Group: Hiring Authority

Home Postings Hiring Proposals Shortcuts

Faculty / ... / Harry Potter (Approved Recommend for Hire) / Faculty Hiring Proposal / Summary Search Results: Next

Note: On the Hiring Proposal Summary page, review the hiring proposal and make any edits as needed.

Harry Potter (Faculty) Edit

Position Type: Faculty  
Department: College of TMS Training (0000)  
Applicant: Harry Potter  
Posting: Instructor - Defense Against the Dark Arts

Created by: Emily Rogers  
Owner: Hiring Authority

Take Action On Hiring Proposal

Keep working on this Hiring Proposal

WORKFLOW ACTIONS

Submit to Dean (move to Dean)

1. When you are ready to move the hiring proposal forward to the Dean (Signature Authority), hover over the Take Action On Hiring Proposal button and select Submit to Dean (move to Dean).

2. In the pop-up box you may add any comments the Dean in the optional Comments box. When ready, click Submit.

Take Action

Submit to Dean (move to Dean)  
Comments (optional)

Submit Cancel

Summary History Settings

✓ Hiring Proposal Edit

Applicant Information

Legal First Name Harry  
Preferred First Name Harry

# Move in Workflow (Signature Authority → HR Background Check)

The screenshot displays the HR system interface for a hiring proposal. At the top, the navigation bar includes 'Home', 'Postings', 'Hiring Proposals', and 'Shortcuts'. The user is identified as 'Test User' with a 'Signature Authority' user group. The main content area shows a hiring proposal for 'Harry Potter (Faculty)' with a 'Current Status: Dean'. A 'Take Action' pop-up box is open, allowing the user to 'Approve for Background Check (move to Background Check)'. The pop-up includes a 'Comments (optional)' field and 'Submit' and 'Cancel' buttons. A 'Take Action On Hiring Proposal' dropdown menu is also visible, with 'Approve for Background Check (move to Background Check)' selected. A note explains that the Signature Authority can review and edit the proposal on the summary page.

... Hire

Welcome, Test User My Profile Help logout

User Group: Signature Authority

Home Postings Hiring Proposals Shortcuts

Note: On the Hiring Proposal Summary page, the Signature Authority may review the hiring proposal and make any edits as needed.

Faculty Hiring Proposal / Summary Search Results: Next

Faculty Hiring Proposal: Harry Potter (Faculty) Edit

Current Status: Dean

Position Type: Faculty  
Department: College of TMS Training (0000)  
Applicant: Harry Potter  
Posting: Instructor - Defense Against the Dark Arts

Created by: Emily Rogers  
Owner: Signature Authority

Take Action

Approve for Background Check (move to Background Check)  
Comments (optional)

Submit Cancel

Take Action On Hiring Proposal

Keep working on this Hiring Proposal

WORKFLOW ACTIONS

Approve for Background Check (move to Background Check)

1. When the Signature Authority is ready to move the hiring proposal forward to HR Background Check, they will hover over the Take Action On Hiring Proposal button and select Approve for Background Check (move to Background Check).

2. In the pop-up box, they may add any comments for HR in the optional Comments box. When ready, they will click Submit.

Summary History Settings

✓ Hiring Proposal Edit

Applicant Information

Legal First Name	Harry
Preferred First Name	Harry

# Email to Hiring Authority once background check is complete



Colorado State University

Hello Hiring Authority,

The hiring proposal for Harry Potter has been placed in the status of 'Make Offer/Offer Letter' and is ready for your review/approval.

Comment from previous workflow state:

Please follow this direct link to review/approve the hiring proposal: <http://colostate-sb.peopleadmin.com/hr/actions/22014>

**\*\*Be sure you are logged in under the correct user group so that the direct link will work\*\***

Hiring Proposal Number: 201900086HPF

Department: College of TMS Training

Posting Working Title: Assistant Professor

Position #: 011128.0001

Thank you,

Office of Equal Opportunity

[oeo@colostate.edu](mailto: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](mailto:oeo@colostate.edu)

Note: Once the background check is complete and Human Resources has moved the hiring proposal forward to the 'Make Offer/Offer Letter' workflow state, the Hiring Authority will receive an email from the system. At this point, the Hiring Authority may enter into negotiations with the candidate to determine the starting annual salary and actual start date.

Once negotiations are complete and the candidate has returned their signed offer letter, the Hiring Authority will need to log back into the TMS to complete the hiring proposal.



# Completing the Hiring Proposal

Home Postings Reertu

Hire

Welcome, Test User My Profile Help logout

Colorado State University

1. Log back into the TMS and select Hiring Authority from the User Group drop-down menu.

User Group:  
Hiring Authority

2. Hover over Hiring Proposals from the top menu and select Faculty.

Hiring Proposals

State Classified  
Admin Professional/ Research Professional  
Faculty

Shortcuts

Inbox Special Handling Lists

Postings Hiring Proposals 1 Position Requests 1 Onboarding Tasks

Shortcut: From your Inbox on the homepage, select the Hiring Proposal tab across the top. Once selected, click on the working title of the position you are hiring for. This will take you directly to the hiring proposal.

TITLE	APPLICANT NAME	CURRENT STATUS	DAYS IN CURRENT STATUS
Assistant Professor College of TMS Training	Harry Potter	Make Offer/Offer Letter	0

Filters

0 Active Applicants

0

Evaluated Applicants  
Unevaluated Applicants

8 Committees Served By Department last 365 Days

Watch List

Postings Hiring Proposals Position Requests

SEARCH

Unwatch Postings

# Completing the Hiring Proposal

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

 User Group:

Home Postings **Hiring Proposals** Shortcuts

Hiring Proposals / Faculty

## Faculty Hiring Proposals

Saved Searches  Search [More Search Options](#)

Ad hoc Search  Faculty Hiring Proposals

Ad hoc Search 1 [Save this search?](#) [Actions](#)

<input type="checkbox"/>	Preferred First Name	Last Name	Working Title	Position Number	Hiring Proposal Number	Department	Status	Last Status Update	(Actions)
<input type="checkbox"/>	Harry	Potter	Assistant Professor	011128.0001	201900086HPF	College of TMS Training (0000)	Make Offer/Offer Letter	July 09, 2019 at 04:17 PM	<a href="#">Actions</a>

1. If you clicked on Faculty from the Hiring Proposal drop-down menu, you will be taken to this page. Locate the correct hiring proposal and click on the candidate's first name.

# Completing the Hiring Proposal

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

 User Group: Hiring Authority

Home Postings ▾ Hiring Proposals ▾ Shortcuts ▾

Faculty / ... / Harry Potter (Approved Recommend for Hire) / Faculty Hiring Proposal / Summary

## Faculty Hiring Proposal: Harry Potter (Faculty) [Edit](#)

Current Status: Make Offer/Offer Letter

Position Type: Faculty  
Department: College of TMS Training (0000)  
Applicant: Harry Potter  
Posting: Instructor - Defense Against the Dark Arts

Created by: Emily Rogers  
Owner: Hiring Authority

**1. Once in the hiring proposal, click Edit.**

Take Action On Hiring Proposal ▾

[Print Preview](#)  
[Add to Watch List](#)

Summary | History | Settings

Hiring Proposal [Edit](#)

Applicant Information

Legal First Name	Harry
Preferred First Name	Harry

# Hiring Information (revisited by Hiring Authority)

Note: These fields **MUST** match what is stated in the Offer Letter. Ensure you enter in the Starting Annual Salary as **NUMERIC** values only. (No commas, special characters i.e., dollar signs, letters, etc.).

Due to the TMS integration with Oracle, start dates for new appointments/hires must be dated within the month of hire/change, or a future date. Please update the hiring proposal and Offer Letter to reflect the current or future date for this newly appointed individual. If there is a unique circumstance related to the start date for this new appointment/hire, please contact the Records unit in Human Resources at [HR\\_Records@colostate.edu](mailto:HR_Records@colostate.edu).

## Hiring Information

Hiring Proposal Number 201900086HPF

Actual Start Date

Starting Annual Salary

Numeric only; no letters, commas, or number symbols. For hourly rate by 2080 (i.e. 17.50 x 2080 = 36,400).

Signing Bonus

If a signing bonus was negotiated with the candidate for the hiring proposal.

Is a salary adjustment requested? No

Is this an Open Pool hire?

Is this hiring request for a current employee?   
This field is required.

Is Background Check Required?   
This field is required.

**B** *I* S

Please Provide Any Background Check Detail

1. Scroll down to the bottom of the page to the Hiring Information section. Enter the candidate's negotiated Actual Start Date, Starting Annual Salary, and Signing Bonus (if one was offered/negotiated).

### \*\*NOTE\*\*

A posting must have contained language related to a potential signing bonus if you wish to offer one to your selected candidate. Any signing bonus above \$2,500 must receive prior approval.

2. When ready click Save.



# Hiring Information for Part-Time positions (revisited by Hiring Authority)

Note: If you are hiring an instructor who will be working less than 40 hours a week and will be paid a course fee, their part-time status will need to be reflected in the Work Hours/Week field. The full time equivalent salary will need to be entered into the Starting Annual Salary field.

Please use this FTE Calculator to help determine what to enter into the 'Work Hours/Week' field: <http://oeo.colostate.edu/tms-resources>

<b>Work Hours/Week</b>	<input type="text" value="10"/>	<i>Please enter a value from 0 - 40 representing the number of work hours per week for this position. If the position is for an hourly employee, please set the work hours to 0.</i>
<b>NTT Faculty Appt Type</b>	<input type="text" value="Adjunct"/>	
<b>Hiring Authority</b>	<input type="text" value="User, Test x"/>	
<b>Budget Summary</b>		
<b>Budget Account Name</b>		
<b>Budget Account Number</b>		
<b>Percentage Funded</b>		
<b>Hiring Information</b>		
<b>Hiring Proposal Number</b>	201900086HPF	
<b>Actual Start Date</b>	<input type="text" value="08/16/2019"/>	
<b>Starting Annual Salary</b>	<input type="text" value="55000"/>	<i>Numeric only; no letters, commas, or number symbols (\$). If this position is HOURLY, you must multiply the hourly rate by 2080 (i.e. 17.50 x 2080 = 36,400).</i>
<b>Signing Bonus</b>	<input type="text"/>	<i>If a signing bonus was negotiated with the candidate for this position, please enter the amount in this field. If the bonus is not applicable, please leave this field blank.</i>
<b>Is a salary adjustment requested?</b>	No	
<b>Is this an Open Pool</b>	<input type="text" value="Yes"/>	

# Uploading the *Signed* Offer Letter

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

 User Group:

Home Postings ▾ Hiring Proposals ▾ Shortcuts ▾

Position Requests / ... / Faculty Hiring Proposal / Assistant Professor / Edit

### Editing Hiring Proposal

- ✓ Hiring Proposal
- ✓ Background Check Requi...
- ✓ Hiring Proposal Documents
- Hiring Proposal Summary

### Hiring Proposal

[Save](#) [Next >>](#)

---

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

#### Applicant Information

Legal First Name	Harry
First Name	Harry
Middle Name	
Last Name	Potter
Address1	123 Main St.
Address2	
City	London
State	NA

1. Once saved, the system will take you back to the top of the page. Select Hiring Proposal Documents from the left side menu.



# Uploading the *Signed Offer Letter*

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### Editing Hiring Proposal

- ✓ Hiring Proposal
- ✓ Background Check Requi...
- ✓ Hiring Proposal Documents**
- Hiring Proposal Summary

### Hiring Proposal Documents

[Save](#) [<< Prev](#) [Next >>](#)

In order for your Hiring Proposal to be approved, you must attach a signed Offer Letter from the candidate.

The signed offer letter MUST be attached AFTER the background check is approved. PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Budget Authorization - Hiring Proposal			<a href="#">Actions ▾</a>
Signed Offer Letter (required)			<a href="#">Actions ▾</a>
Recruitment Documentation			
Committee Notes			
Other Search Documentation			<a href="#">Actions ▾</a>

1. To upload the signed Offer Letter, hover over Actions and select Upload New.

- [Upload New](#)
- [Create New](#)
- [Choose Existing](#)



# Uploading the *Signed Offer Letter*

Hire

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



User Group:  
Hiring Authority

[Home](#) [Postings](#) [Hiring Proposals](#) [Shortcuts](#)

[Postings](#) / ... / [Applicant Review](#) / [Harry Potter \(Approved Recommend for Hire\)](#) / [Edit Hiring Proposal](#) ☆

## Upload a Signed Offer Letter (required)

To upload your document, provide a name and description of the document. To choose a file to upload, click the **Choose File** button and select the file from your computer. To submit your document, click the **Submit** button.

1. Click **Choose File**.

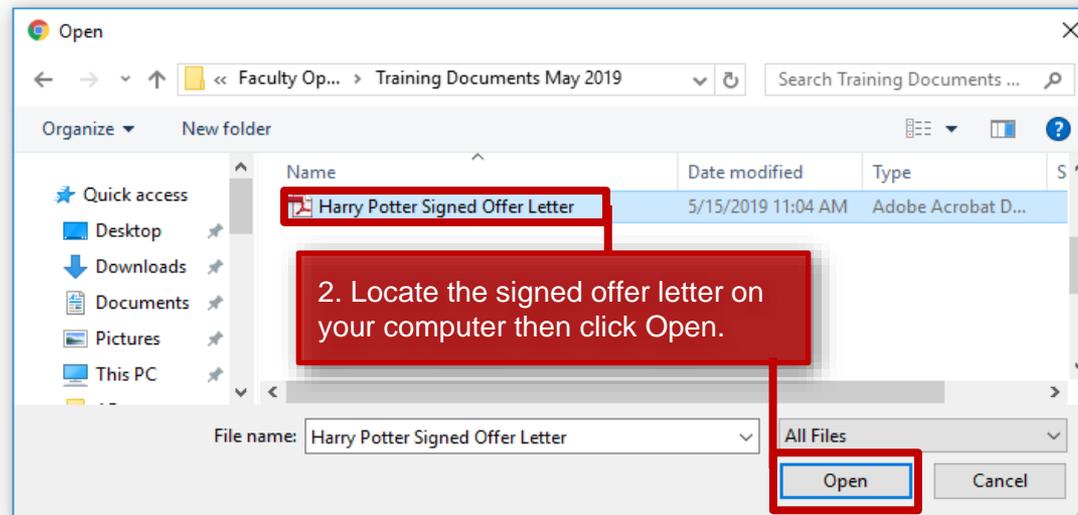
Name: Signed Offer Letter (required)  
Note: Depending on your web browser, this button may be labeled differently.

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

Write Signed Offer Letter (required)

**Submit**

3. Click **Submit**.



# Uploading the *Signed Offer Letter*

Document 'Signed Offer Letter (required) 07-11-19 13:58:56' was successfully created.

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

Welcome, Test User My Profile Help logout

User Group:  
Hiring Authority

Home Postings Hiring Proposals

Shortcuts  
1. When ready, click Next.

Position Requests / ... / Faculty Hiring Proposal / Assistant Professor / Edit

Note: The hiring proposal may be used as a 'filing' resource for all documents used in a search. Recruitment documents, committee notes, and other search documents may all be combined into a single PDF document and uploaded into the system as an alternate to keeping them in a secure location in the department or on a password/user protected shared drive for three years, as required by the CSU search process.

## Hiring Proposal Documents

Save << Prev Next >>

In order for your Hiring Proposal to be approved, you must attach a signed Offer Letter from the candidate.

The signed offer letter MUST be attached AFTER the background check is approved. PDF conversion must be completed for the document to be valid when applicable.

Note: The system converts all uploaded documents into PDFs.

Document Type	Name	Status	Actions
Budget Authorization - Hiring Proposal			Actions
Signed Offer Letter (required)	Signed Offer Letter (required) 07-11-19 13:58:56	PDF conversion in process	Actions
Recruitment Documentation			Actions

# Sending the Hiring Proposal to HR Records for Final Review

The screenshot shows the HR system interface for a hiring proposal. The top navigation bar includes 'Home', 'Postings', 'Hiring Proposals', and 'Shortcuts'. The user is logged in as 'Test User' with the role of 'Hiring Authority'. The current proposal is for 'Harry Potter' in the 'College of TMS Training (0000)' department. A dropdown menu titled 'Take Action On Hiring Proposal' is open, showing options: 'Keep working on this Hiring Proposal', 'Move to HR Final Approval (Hiring Authority attach signed offer letter to Hiring Proposal Documents) (move to HR Final Approval)', and 'Declined (move to Offer Declined)'. The 'Move to HR Final Approval' option is highlighted with a red box. A secondary 'Take Action' dialog box is also open, showing the same option and a text area for comments, with the 'Submit' button highlighted by a red box. Two red callout boxes provide instructions: the first points to the dropdown menu, and the second points to the 'Submit' button.

1. After you have filled in the Starting Annual Salary field, Actual Start Date field and have uploaded the signed offer letter and are ready to move the hiring proposal forward to HR Records for final review, hover over the Take Action On Hiring Proposal button and select Move to HR Final Approval.

2. If you want, add any relevant comments for HR, then click Submit.

# Applicant Hired - Email Notification to the Hiring Authority



Colorado State University

Hello Test User

As the Hiring Authority for the Assistant Professor position (posting #: 201900088F), you are being notified that the applicant, Harry Potter, has been placed in the status of Hired.

**At this point in the workflow, no further action is required in the Talent Management System.**

Applicant Name: Harry Potter

Posting #: 201900088F

Job Title: Assistant Professor

Classification: Instructor

Employment Category: Temporary

Position.Version #: 011128.0001

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](mailto:oeo@colostate.edu).

FOR HR USE: Is a salary adjustment requested? **No**

Note: Once the hiring proposal has been approved and the applicant has been transitioned into the Hired workflow state, the Hiring Authority will receive an email notification from the system. Please note, for new appointments, **you will need to go into Oracle to finalize the hire.**

Note: At this point, the Applicant Manager should reach out to all unsuccessful applicants letting them know that the position has been filled.

For help with creating mass, personalized emails that can be sent out using an applicant spreadsheet, please view our guide on creating a mail merge located here:

<https://oeo.colostate.edu/media/sites/160/2017/05/CSU-Create-a-Mail-Merge.pdf>



# Applicant Hired

Hire

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



User Group:  
Hiring Authority

Home Postings Hiring Proposals Shortcuts

Postings / Faculty / Assistant Professor (Filled) / Applicant Review

## Posting: Assistant Professor (Faculty)

Current Status: Filled

Position Type: Faculty  
Department: College of TMS  
training (0000)

Created by: Emily Morgan  
Owner: OEO

- ★ See how Posting looks to Applicant
- 🖨️ Print Preview (Applicant View)
- 🖨️ Print Preview

Note: Once a hiring proposal has been completed, the system will automatically move the candidate into the applicant workflow state 'Hired' and the posting will automatically transition into the workflow state 'Filled'.

Position Description

Search More Search Options

Active Applicants

"Active Applicants" 1 Selected records 0 Clear selection? Actions

	First Name	Last Name	Posting Number	Workflow State (Internal)	Application Date	(Actions)
<input type="checkbox"/>	Harry	Potter	201900088F	Hired	May 21, 2019 at 04:15 PM	Actions

# 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](http://www.oeo.colostate.edu/talent-management-system-tms)

For additional help, contact the Office of Equal Opportunity at:  
(970) 491-5836

or

email OEO at [oeo@colostate.edu](mailto:oeo@colostate.edu)

