What to expect when you apply to a job posting at Colorado State University

Colorado State University (CSU) is committed to equal access and equal employment opportunity for all individuals, regardless of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy.

The University promotes equal opportunity and treatment through a positive and continuing affirmative action program for ethnic/racial minorities, women, veterans and individuals with disabilities. Colorado State University has developed and implemented a process for the recruitment and selection of Faculty and Administrative/Research Professional employees which furthers its land-grant mission and supports its goals of achieving excellence and a diverse workforce.

All searches at the University are conducted in a manner which is fair, open, procedurally and legally compliant. By doing so the University can meet the mutually congruent goals of excellence and diversity in an atmosphere reflective of its commitment to integrity of process and outcome.

What does this mean for an applicant?

Since Colorado State University is a public institution and an equal opportunity/equal access/affirmative action employer, searches tend to take longer than they would in the private sector. Anticipate that a search for an Administrative/Research Professional or Faculty position may take between two to four months. When a job posting is announced and individuals apply, any materials submitted up until the Full Consideration Date of a job posting must be thoroughly reviewed by the search committee. Once all submitted application materials have been reviewed by the Search Committee to ensure applicants meet the required qualifications of the position, those who do meet the required qualifications are then screened and evaluated based off previously determined rating mechanisms to further narrow the applicant pool. Before a committee can conduct interviews, interview requests must first receive approval from Talent Acquisition. After receiving approval, those selected for an interview will be contacted by the search committee. For more information, please see the CSU Search Manual.

Interview Process

Most Administrative Professional and Faculty job searches at CSU go through a two-part interview process; the semifinalist interview and the finalist interview. Semifinalist interviews are typically conducted over telephone or video. Candidates who are then selected to move forward to a finalist interview will be invited for an on-site interview. During this on-site interview, candidates will meet with key stakeholders on campus to gain a better understanding of the position, department and university.

After the finalist interviews, the search committee will evaluate the results of the interviews and determine their recommendation to hire. This recommendation is then presented to the Hiring Authority who will make the final hiring decision.

After the committee has received approval from the Hiring Authority, the successful candidate will be presented with a verbal job offer contingent on a successful background check. After a background check has been completed and the results are successful, an official offer letter will be sent to the candidate.

If you have any questions regarding CSU's Administrative/Research Professional or Faculty search process, please contact the Talent Acquisition department at (970) 491-4691 or email at HR_TA@colostate.edu.

Open Pools

Open Pool postings are utilized to gather applications for potential job openings that may become vacant in a department throughout the year. Open Pools are typically used for Research Associates, Postdoctoral Fellows and Instructor positions. Once you have applied to an Open Pool, your application materials will be copied over and reviewed every time a new vacancy tied to that Open Pool becomes available. Please reach out to the search contact listed in the Open Pool posting if you have any questions regarding the Open Pool process.

State Classified Jobs

The State Classified search process is mandated by the state of Colorado and functions differently from the Administrative/Research Professional and Faculty search process. Additional information regarding the State Classified search process can be viewed at https://www.colorado.gov/pacific/dhr/state-employment-faq. If you have any questions regarding the State Classified search process at CSU, please reach out to Human Resources at HR_TA@colostate.edu.