



Colorado State University

CSU Talent Management System User Guide

How to update/edit a Reactivated Application

my HR
Working together.

Editing a Reactivated Application

Once your application has been reactivated by the Search Contact or the Office of Equal Opportunity, you will have the ability to go back into your submitted application and edit any information or replace any documents. The following guide will help walk you through the process.



Editing a Reactivated Application

A World Class Research University, Committed to Excellence and Engagement.

Inspired by its land-grant heritage, Colorado State University is committed to excellence and engagement, setting the standard for public research universities in teaching, research, service and extension for the benefit of the citizens of Colorado, the United States, and the world.

- [Home](#)
- [Search Jobs](#)
- [New Job Alerts](#)
- [+ Create Account](#)
- [➔ Log In](#)
- [? Help](#)

1. Log in to your applicant account.

Search Process	Employee Benefits	Principles of Community	About Fort Collins
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Faculty Jobs



Research Professional Jobs



Editing a Reactivated Application

Welcome Viktor Krum

A World Class Research University, Committed to Excellence and Engagement.

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- Home
- Search Jobs
- New Hires
- Your Bookmarked Postings
- Your Applications**
- Your Documents
- Account Settings
- Demographic Info
- Logout Viktor
- Help

1. Once logged in, click on Your Applications from the left side menu.

Employee Benefits

Principles of Community

About Fort Collins



Faculty Jobs



Research Professional Jobs

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- Home
- Search Jobs
- New Job Alerts
- Your Bookmarked Postings
- Your Applications
- Your Documents
- Account Settings
- Demographic Info
- Logout Viktor
- Help

Your Applications (1)

Applications to Complete (0)

In order to be considered for these postings, you must complete your application prior to the Closing Date.

Job Number	Application Materials
You do not have any in-process applications.	

Completed Applications (1)

	Confirmation Number	Posting Number	Status	Application Date	Application Materials
Assistant / Associate Professor Update Archive	CN000309386	201800134F	Under Review by Dept/Committee Withdraw Application	July 25, 2018	Application Reference Requests Cover Letter Curriculum Vitae Statement of Teaching Philosophy Statement of Research Philosophy

1. Locate the application you wish to edit. Once an application has been reactivated, 'Update' will appear under the title of the position. Click Update to proceed with the edit.

Note: 'Edit' with a plus sign may appear instead of 'Update'. Clicking 'Edit' with a plus sign will also allow you to update your application.

Editing a Reactivated Application



Would you like to make changes to your application? Updates will be saved after you certify your application and select submit.

- Home
- Search Jobs
- New Job Alerts
- Your Bookmarked Postings
- Your Applications
- Your Documents
- Account Settings
- Demographic Info
- Logout Viktor
- Help

Yes, update this Application or Cancel

1. On the next page click Yes, update this Application.

Note: If 'Edit' appeared instead of 'Update' you will not see this page.

Human Resources
(970) 491-6947

Office of Equal Opportunity
(970) 491-5836

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Editing a Reactivated Application



Note: Once in your application, be sure to click Save Changes before leaving any page you've updated.

- Home
- Search Jobs
- New Job Alerts
- Your Bookmarked Postings
- Your Applications
- Your Documents
- Account Settings
- Demographic Info
- Logout Viktor
- Help

Application for Assistant / Associate Professor: Personal Information

Save changes Next >>

Personal Information

Go

Required fields are indicated with an asterisk (*).

Note: Use this drop-down menu to quickly navigate to different sections of your application.

Viktor

Please enter your first name as it appears on your social security card. If you do not have a social security card, please enter your first name as it appears on your passport.

* Preferred First Name

Viktor

If the same as legal, please re-enter your legal first name.

Middle Name

Editing References

⚙ Account Settings

Demographic Info

🔌 Logout Viktor

? Help

Please double check that your reference email addresses have been entered correctly. You will not be able to change these once you certify and submit your application. Please enter a unique email address for each reference entry. Entering the same email address for every reference will cause the system to error. If one of your references is no longer available to provide a recommendation, please contact The Office of Equal Opportunity at oeo@colostate.edu.

Required fields are indicated with an asterisk (*).

Professional References

Name of Reference	<input type="text" value="John Doe"/> *
Title	<input type="text" value="Professor"/> *
Organization	<input type="text" value="CSU"/> *
Relationship	<input type="text" value="Colleague and Mentor"/> *
Contact Phone	<input type="text" value="(970)123-4567"/> *
Contact Email	<input type="text" value="jdoe@colostate.edu"/>
<input checked="" type="checkbox"/> Remove Entry?	
Reorder:	<input type="button" value="Move Down"/>

1. If you need to update a reference, either replacing one altogether or updating a current reference's information i.e. email address, you will first need to **remove the reference entry completely**. To do so, check the box 'Remove Entry?' at the bottom of the specific reference, then click Save Changes.

Note: If you do not edit/replace the reference by removing the entry first then saving the page, the system will not recognize the change. This can be especially problematic if the job posting is soliciting letters of recommendation.



Editing References

? help

Professional References

1. Once the entry has been removed, click the 'Add Professional Reference Entry' button to add the reference back in with their newly updated information, then click Save Changes.

Title	Professor *
Organization	CSU *
Relationship	Colleague *
Contact Phone	(970)234-5678 *
Contact Email	smay@colostate.edu *

Remove Entry?

Add Professional References Entry

<< Prev

Save changes

Next >>

Professional References ▼

Go



Editing Applicant Documents

Application for Assistant / Associate Professor: Applicant Documents

- Home
- Search Jobs
- New Job Alerts
- Your Bookmarked Postings
- Your Applications
- Your Documents
- Account Settings
- Demographic Info
- Logout Viktor
- Help

<< Prev Save changes Next >>

Applicant Documents

Go

1. If you need to replace a document, navigate to the Applicant Documents page using this drop-down menu.

Document Type	Filename	Status	(Actions)
Required Curriculum Vitae	Curriculum Vitae 07-25-18 10:43:21	PDF complete	View Replace Curriculum Vitae
Required Cover Letter	Cover Letter 07-25-18 10:43:28	PDF complete	View Replace Cover Letter
Required Statement of Teaching Philosophy	Statement of Teaching Philosophy 07-25-18 10:43:28	PDF complete	View Replace Statement of Teaching Philosophy

2. To replace a document, click on the 'Replace_____' button next to the desired file.

Certifying and Submitting Your Updated Application



- Home
- Search Jobs
- New Job Alerts
- Your Bookmarked Postings
- Your Applications
- Your Documents
- Account Settings
- Demographic Info
- Logout Viktor
- Help

Application for Assistant

Certify and Submit

1. Once you have finalized all edits, navigate to the Check for Errors and Submit page. When ready, click Certify and Submit.

✓ Personal Information

Applicant Information

Note: If any of the sections have an 'X' as opposed to a checkmark, this means that the section is not complete. If this occurs, navigate back to the section and complete the required fields.

Last Name	Krum
Address1	123 Main St.
Address2	
City	London
State	NA
Zip Code	80525
International Postal Code	
Country	United Kingdom (Great Britain)
Primary Phone	

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- Home
- Search Jobs
- New Job Alerts
- Your Bookmarked Postings
- Your Applications
- Your Documents
- Account Settings
- Demographic Info
- Logout Viktor
- Help

Certify and submit your Application for Assistant / Associate Professor

Certification

I certify that all statements made on this application and the information contained in all other documents I have submitted in support of my application are true and complete to the best of my knowledge. I understand that Colorado State University may verify the information I have furnished.

I understand and agree that any misrepresentation, omission, or falsification of information provided constitutes grounds for immediate dismissal and may disqualify me for employment at Colorado State University.

I authorize Colorado State University to make inquiries regarding my education, work experience, references, credit and criminal history. I understand that any job offer or subsequent employment may be conditioned on the University's receipt of a satisfactory background inquiry. I agree to cooperate in such inquiry and understand that providing misleading information may result in disqualification and/or termination. By electronically submitting this application, I certify that I have read and agree with these statements and conditions.

By electronically submitting this application, I agree to these conditions. In order for your application to be reviewed for this position, any required supplemental questions must be answered.

I certify that I have read and agree with these statements.

In order to be considered for this position, you must confirm and sign electronically by entering your legal First and Last name as it is displayed on your application.

Victor Krum

[Submit this Application](#) or [Return](#)

[to Application](#)

Follow the instructions on this page, then click [Submit this Application](#).



Editing a Reactivated Application



1. A banner across the top of the page will let you know that your submission was successful.

Jobs @ Colorado State University

Your Application has been submitted.

[Home](#)

[Search Jobs](#)

[New Job Alerts](#)

[Your Bookmarked Postings](#)

[Your Applications](#)

[Your Documents](#)

[Account Settings](#)

[Demographic Info](#)

[Logout Viktor](#)

[? Help](#)

You have successfully submitted your Application.

Your confirmation code is

CN000309640

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.

[View Your Completed Application](#)

[Continue Your Posting Search](#)

Note: You will receive another automated email from the system thanking you for applying.

Human Resources

(970) 491-6947

Office of Equal Opportunity

(970) 491-5836

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Need further help?

For additional help, contact
the Office of Equal Opportunity at:

(970) 491-5836

Or

oeo@colostate.edu

