

CSU Talent Management System User Guide

How to update/edit 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.



Jobs @ Colorado State University



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→ Log In

? Help

1. Log in to your applicant account.

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

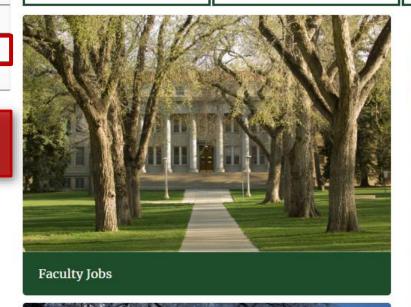
Inspired by its land-grant heritage, Colorado State University is committed to excellence and engagement, setting the standard for public research universities in teaching, research, service and extension for the benefit of the citizens of Colorado, the United States, and the world.

Search Process

Employee Benefits

Principles of Community

About Fort Collins







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Welcome Viktor Krum

A Home

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

Benefits

Principles of Community

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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

Posting Number

Status

Application Materials

You do not have any in-process applications.

Confirmation

Number

Completed Applications (1)

	Assistant / Associate Professor Update Archive	CN000309386	201800134F	Under Review by Dept/Committee Withdraw Application			
. Locate the application you wish to edit. Once an application as been reactivated, 'Update' will appear under the title of the osition. Click Update to proceed with the edit.							

Note: 'Edit ‡' may appear instead of 'Update'. Clicking 'Edit ‡' will also allow you to update your application.

Application
Reference
Requests
Cover Letter
Curriculum Vitae
Statement of
Teaching
Philosophy
Statement of
Research
Philosophy

Application

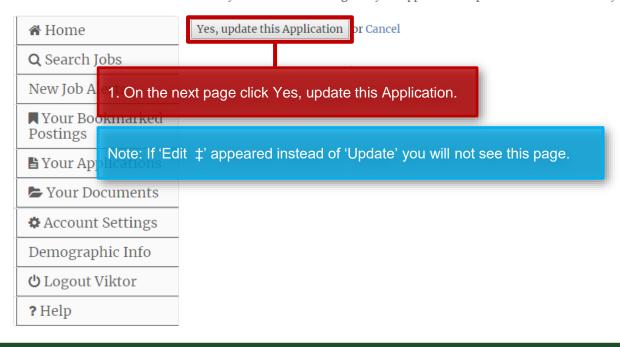
Application Date

July 25, 2018



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



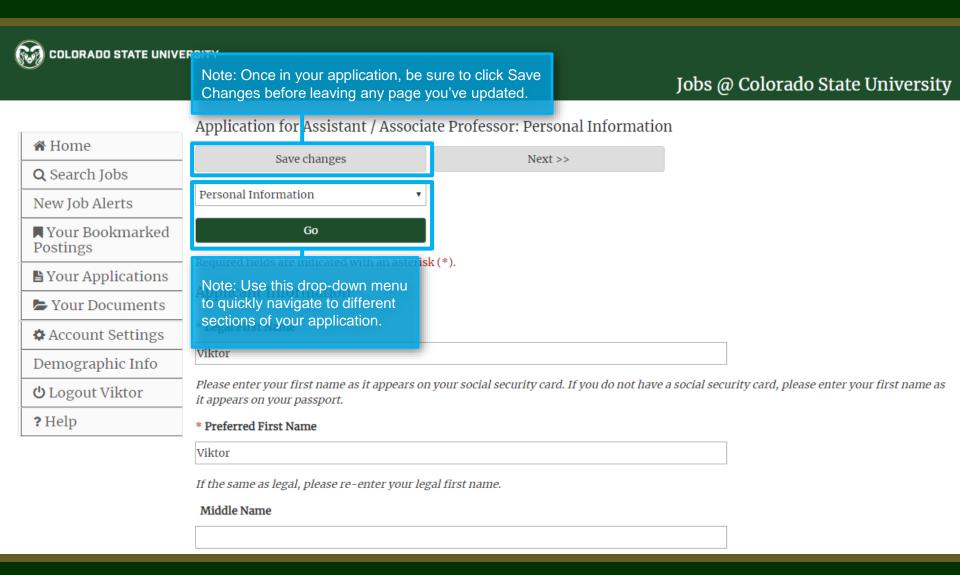
Human Resources (970) 491-6947 Office of Equal Opportunity

(970) 491-5836

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Editing References

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? 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.

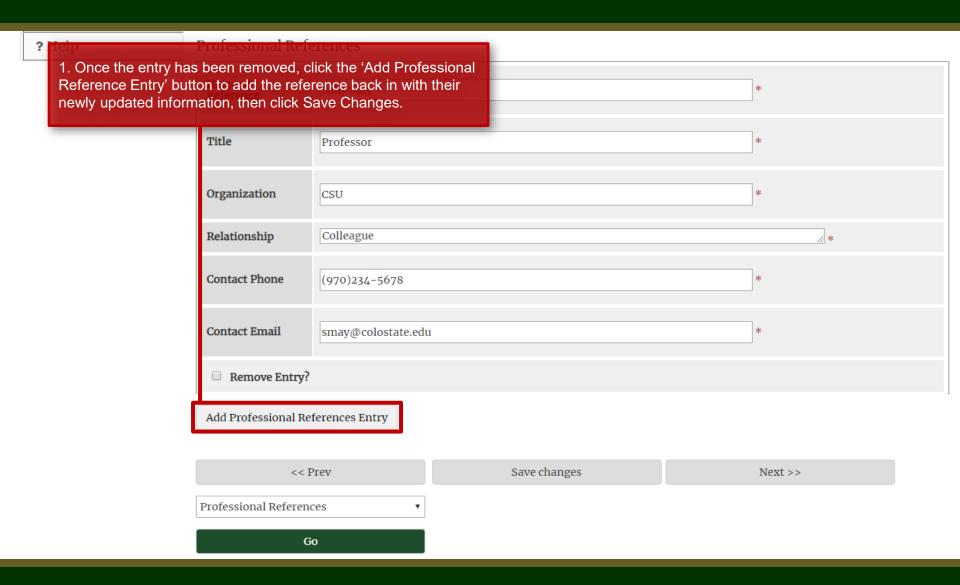
Required fields are indicated with an asterisk (*).

Professional References

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.

Name of Reference	John Doe	*	
Title	Professor	*	
Organization	CSU	*	
Relationship	Colleague and Mentor	*	
Contact Phone	(970)123-4567	*	
Contact Email	jdoe@colostate.edu	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.	
✓ Remove Entry	<i>i</i> ?		
Reorder: Move Do	wn		

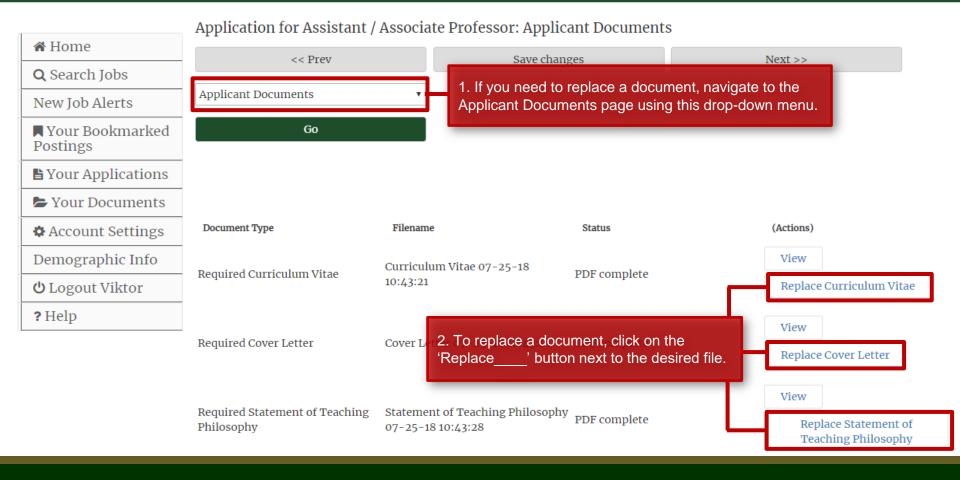
Editing References



Editing Applicant Documents



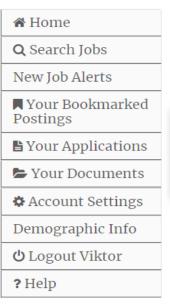
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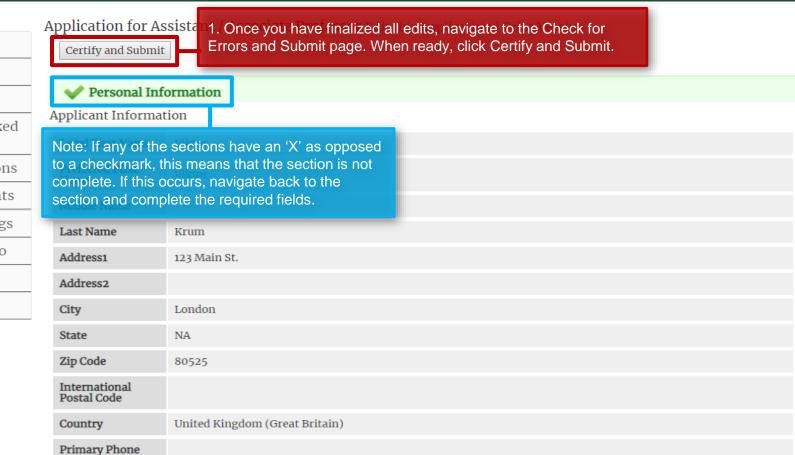


Certifying and Submitting Your Updated Application



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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.



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.

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? 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?

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

Or

oeo@colostate.edu
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