Colorado State University

CSU Talent Management System
User Guide – Admin/Research Professional
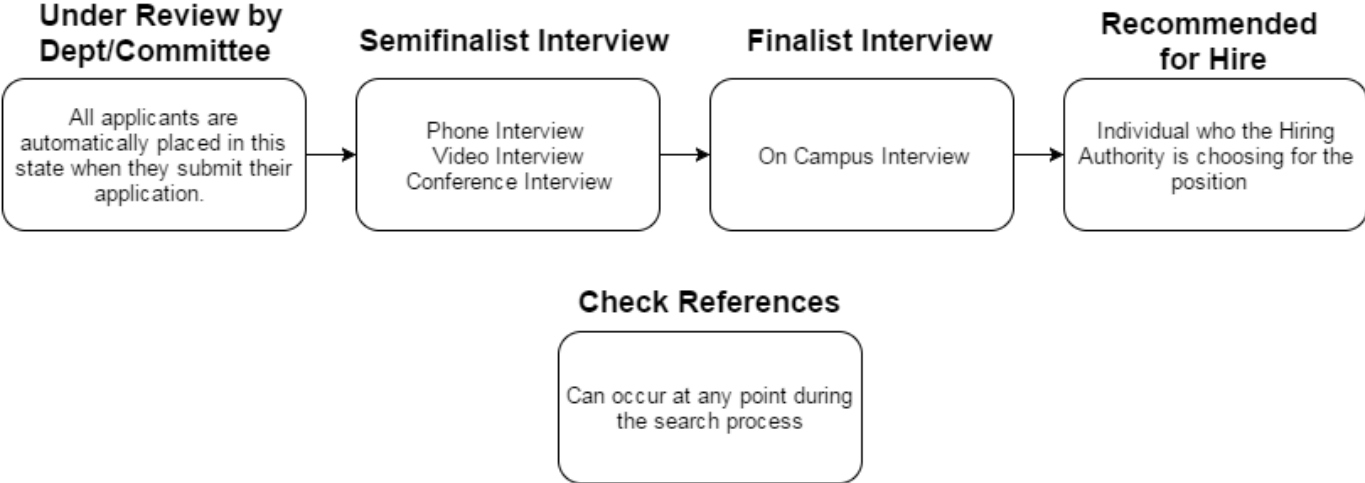
Applicant Manager – How to Move Applicants in the TMS

my HR
Working together.

Manage and Move Applicants Through the Workflow

Applicant Managers **are the only user group** permitted to move applicants through the different workflow states.

The individuals who have the Applicant Manager user group access are typically the search chair and/or the search support staff member.

Below is a simplified flow chart of the search process in the TMS.

Under Review by Dept/Committee	Semifinalist Interview	Finalist Interview	Recommended for Hire
All applicants are automatically placed in this state when they submit their application.	Phone Interview Video Interview Conference Interview	On Campus Interview	Individual who the Hiring Authority is choosing for the position

Check References

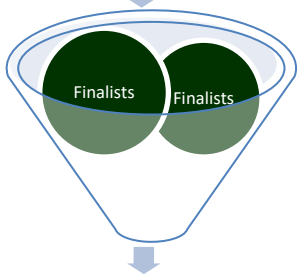Can occur at any point during the search process

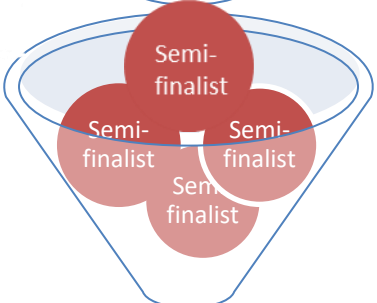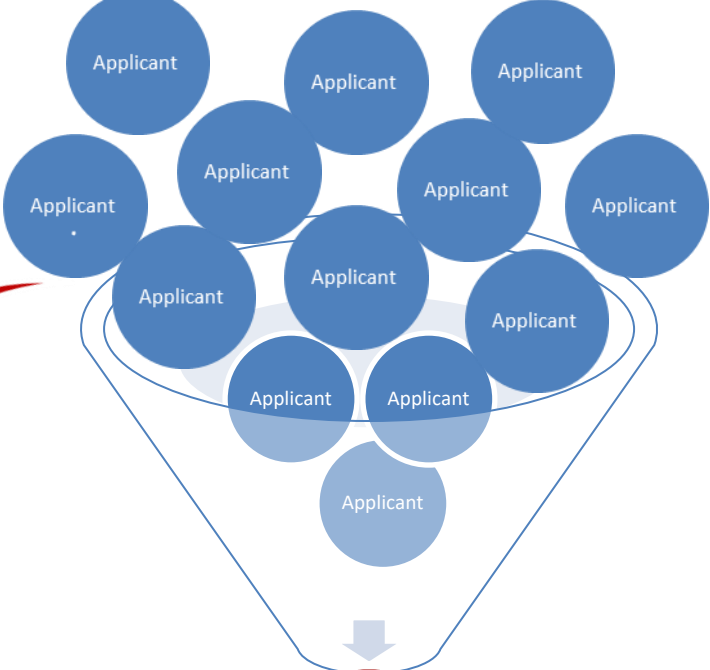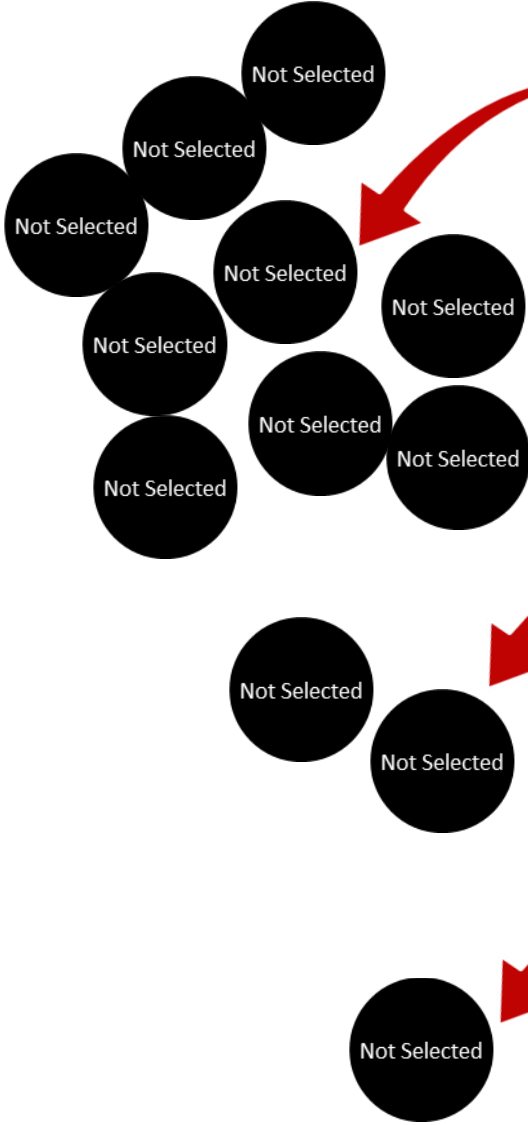Colorado State University

Applicant Workflow State Definitions

All applicant workflow states are categorized as **active** or **inactive**.

- **Active states** are for applicants who could still progress in the search process to be hired for the position.

- **Inactive states** are for applicants who are not moving forward in the search process.

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Applicant Workflow State Definitions

APPLICANT WORKFLOW STATE	WORKFLOW STATE DEFINITION
Under Review By Dept/Committee	All applicants are automatically placed in this state when they submit their application.
Applicant Reactivated (MUST Be Prior To Full Consideration Date)	Placing an applicant in this state by the Applicant Manager may only be done if it is still prior to the full consideration date.
Applicant Review, Hold	The application has been reviewed and the applicant is being eliminated.
Semifinalist Interview Approved by EO Coordinator	The applicant has been selected by the search committee to move forward to semifinalist interviews.
Semifinalist Interviewed, Not Selected	The candidate participated in a semifinalist interview but is not being selected to progress to the next phase of the search. Selecting this workflow state releases the candidate from the pool in the TMS.
Semifinalist Interviewed, Hold	The candidate participated in a semifinalist interview, is being placed on hold but is not initially being selected to progress to the next phase of the search.
Check References	Reference checks can occur when the search committee deems necessary during the search process.
All Reference Letters Submitted	This state can be used for those searches that are collecting reference letters. The initiator can set up the search to request reference letters for applicants and when all letters are complete the system will move the applicant into this workflow state. Thus, letting the applicant manager know all of the reference letters have been submitted.
Request Finalist Interview	The candidate has been selected for a finalist (on campus) interview.
Approved For Finalist Interview	Once OEO has reviewed the candidates and rationale they will approve requested candidates for finalist interviews.
Finalist Interviewed, Not Selected	The candidate participated in a finalist interviewed, but is not being selected to progress to the next phase of the search. Selecting this workflow state releases the candidate from the pool in the TMS.
Finalist Interviewed, Hold	The candidate participated in a finalist interviewed, is being placed on hold but is not being recommended for hire at the moment.
Recommend for Hire Alternate	The candidate is being recommended for hire as an alternate should the top candidate decline.
Approved Recommend For Hire Alternate	Once OEO has reviewed the candidate and rationale they will approve the requested candidate as an alternate for hire.
Recommend for Hire	The candidate is being recommended for hire.
Approved Recommend for Hire	OEO reviews the candidate and rationale and will place approved hires into this state.
Recommended, Not Selected	The candidate was recommended but not selected for hire. Selecting this workflow state releases the candidate from the pool in the TMS.
Hired for Pool Position	This state is for candidates who were hired for an open pool. (Only used on the original open pool to identify pool hires that may not be available for that term, but may be available for a subsequent term).
Offered, Declined	The candidate has declined the offer.
OEO Returned to Applicant Manager	OEO needs additional information and is returning the applicant or candidate to the Applicant Manager.
Hired	The candidate has gone through the search process and a Hiring Proposal has been completed and approved.

Note: This document is a helpful resource that lists every workflow state and its definition within the system. This document can be found here: https://oeo.colostate.edu/media/sites/144/2017/05/AP-Applicant-Workflow-State-Definitions.pdf

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To start…

This training guide will provide a general overview of the search process as viewed through the Applicant Manger's perspective. The following pages explain the most common movements preformed by the Applicant Manager: Moving unsuccessful applicants into an 'Inactive' (Not Selected) workflow states, moving applicants into 'Hold' workflow states, moving applications forward for interviews, and moving the candidate you wish to hire into final review and approval.

The training guide begins with the posting having just closed, the committee has screened for minimum qualifications, and the Applicant Manager is logging into the TMS to begin moving applicants into various workflow states…

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Log into the System as an Applicant Manager

Applicant Tracking System

Welcome, Test User   My Profile   Help   logout

Applicant Tracking System

Position Management

OTHER TOOLS

Colorado State University
Employee Portal

1. Select the Applicant Tracking module by clicking the three dots in the top-left corner of the screen.

User Group:

Applicant Manager

Shortcuts ▾

ine Recruitment System

2. Select Applicant Manager from the User Group drop-down menu.

0 Active Applicants

Postings | Hiring Proposals | Position Requests | Onboarding Tasks

Filters

0

be displayed.

Evaluated Applicants
Unevaluated Applicants

Postings | Hiring Proposals | Position Requests

14 Committees Served By Department last 365 Days

Unwatch Postings

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Locate the Posting

Welcome, Test User   My Profile   Help   logout

Colorado State University

User Group:
Applicant Manager ▾

Home   Postings ▾   Shortcuts ▾

Postings / Admin Professional/ Research Professional

Admin Professional/ Research Professional Postings

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

Saved Searches ▾ | 201900228AP   Search   Q More Search Options ▾

Ad hoc Search ✖	Admin Professional/Research...

Ad hoc Search ❶ Save this search? Selected records ⓪ ✖ Clear selection?   Actions ▾

(Actions)

	Working Title	Posting Number	Position Number	Department	Active Applications	Workflow State	Last Status Update	
☐	Academic Success Coordinator	201900228AP	012379.0001	College of TMS Training (0000) 17		Closed	June 05, 2019 at 11:20 AM	Actions ▾

GENERAL
View Posting
View Applicants
TRACKING
Watch

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

1. Select the posting for which you wish to view the applicants by clicking on its working title.

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Posting - Applicants Tab

Welcome, Test User   **My Profile**   **Help**   **logout**

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User Group:

Applicant Manager ▼

Home   Postings ▾   Shortcuts ▾

Postings / Admin Professional/ Research Professional / Academic Success Coordinator (Closed) / Summary

1. If you clicked on the Working Title, you will be taken to the Summary tab of the posting. To view your applicants, select the Applicants tab.

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

Posting: Academic Success Coordinator (Admin Professional/ Research Professional)

Current Status: Closed

Position Type: **Admin Professional/ Research Professional**

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

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

| Summary | History | Applicants | Reports | 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

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Applicants Tab – Initial Review, Active Applicants

Hire

Welcome, Test User   My Profile   Help   logout

Colorado State University

User Group:
Applicant Manager ▾

Home   Postings ▾   Shortcuts ▾

Postings / Admin Professional/ Research Professional / Academic Success Coordinator (Closed) / Applicant Review

Note: When you first navigate into the Applicants tab, only applicants in 'Active' workflow state will appear. 'Active Applicants' are those who could still progress through the search process.

In the beginning stages of the search, most applicants will appear in the active 'Under Review by Dept/Committee' workflow state.

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

Position: Academic Success Coordinator (Admin Professional/ Research Professional)
Current Status: Closed

Position Type: **Admin Professional/ Research Professional**
Department: **College of TMS Training (0000)**

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

Summary | History | Applicants | Reports | Associated Position Description

Saved Searches ✔   Search   🔍 More Search Options ✔

Active Applicants   ✖

"Active Applicants" **17**   selected records   **0**   Clear selection?

Note: The blue circle with a number in the middle is the number of 'Active Applicants' for this search.

Actions ✔

Colorado State University

Applicants Tab – Inactive Applicants

Posting: Academic Success Coordinator (Admin Professional/ Research Professional)

Note: If disqualifying supplemental questions were used in the posting, then your applicant pool may already contain some 'Inactive' applicants. These individuals 'self-disqualified' from the search by selecting a 'disqualifying' answer to the supplemental questions when applying.

| Summary | History | Applicants | Reports | Associated Position Description |

Saved Searches ▾   [   ]   Search   🔍 Hide Search Options ▾

Add Column: Add Column ▾
Active/Inactive: ×Inactive
Workflow State: Select All   Unselect All
First Name: Inactive
Last Name: Active

1. To view inactive applicants, click the More Search Options button then select Inactive from the 'Active/Inactive' field, then click Search.

Ad hoc Search ✖

Ad hoc Search ❸ Save this search? Selected records ⓪ ✖ Clear selection?

Note: There are currently three inactive applicants for this posting. All three self-disqualified which can be determined based on their current workflow state. When an applicant self-disqualifies from a search they are automatically moved into the inactive workflow state 'System Determined Did Not Meet Min Quals'.

☐	First Name	Last Name	Posting Number	Workflow State (Internal)
☐	Pansy	Parkinson	201900228AP	System Determined Did Not Meet Min Quals
☐	Gregory	Goyle	201900228AP	System Determined Did Not Meet Min Quals
☐	Vincent	Crabbe	201900228AP	System Determined Did Not Meet Min Quals

March 14, 2019 at 03:00 PM   Actions ▾

Colorado State University

Step one: Move the applicants who did not meet the minimum qualifications into 'Determined Did Not Meet Min Quals'

Posting: Academic Success Coordinator (Admin Professional/ Research Professional)

Note: Once back to the Active applicants, and after the committee has completed their initial applicant screening for minimum qualifications, the Applicant Manager will go into the applicant pool and move those who did not meet the minimum qualifications into the inactive 'Determined Did Not Meet Min Quals' workflow state.

Note: If the 'Bulk: Move in Workflow' option is missing, please see our training guide on how to get this option back, located here:

https://oeo.colostate.edu/media/sites/144/2018/02/Bulk-Move-in-Workflow-Option-is-Missing.pdf

| Summary | History | Applicants | Reports | Associated Position Description |

Saved Searches ▾   Search

Active Applicants   ✕

"Active Applicants" 17   Selected records 4   ✕ Clear selection?

Actions ▾

GENERAL
Review Screening Question Answers
Download Screening Question Answers
Export results
BULK
Move in Workflow
Download Applications as PDF
Create Document PDF per Applicant

	First Name	Last Name	Posting Number	Workflow State (Internal)	Application Date
☑	Hannah	Abbott	201900228AP	Under Review by Dept/Committee	March 14, 2019 at 03:0
☑	Colin			Under Review by Dept/Committee	19 at 03:1
☐	George			Under Review by Dept/Committee	March 14, 2019 at 03:1
☑	Viktor			Under Review by Dept/Committee	March 14, 2019 at 03:
☐	Seamus			Under Review by Dept/Committee	March 14, 2019 at 03:1
☐	Dean	Thomas	201900228AP	Under Review by Dept/Committee	March 14, 2019 at 03:2
☑	Lavender	Brown	201900228AP	Under Review by Dept/Committee	March 14, 2019 at 03:2

1. Hannah, Colin, Viktor and Lavender did not meet the required (minimum) job qualification for this position. To bulk move (transition) these applicants into the 'Determined Did Not Meet Min Quals' workflow state, check the box next to each applicant's name.

2. Next, hover over the orange Actions button and select 'Move in Workflow' from the drop-down menu.

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Move Applicants in Bulk

Home   Postings ▾   Shortcuts ▾

Postings / ... / Academic Success Coordinator / Applicant Review / Bulk Workflow Status Change

Note: If you are bulk moving applicants into the **same** workflow state, use the top 'Change for all applicants' drop down menu. In this scenario, we are moving all four applicants into the workflow state 'Determined Did Not Meet Min Quals'. You can see that once a workflow state is selected in the top drop down menu, all workflow states below auto update to mirror the selection.

Change for all applicants | Determined Did Not Meet Min Quals   ▾ |

Applicant	Current State	New State	Reason	Group Prompt User
Colin Creevey	Under Review by Dept/Committee	Determined Did Not Meet Min Quals ▾		
Hannah Abbott	Under Review by Dept/Committee	Determined Did Not Meet Min Quals ▾		
Viktor Krum	Under Review by Dept/Committee	Determined Did Not Meet Min Quals ▾		
Lavender Brown	Under Review by Dept/Committee	Determined Did Not Meet Min Quals ▾		

Determined Did Not Meet Min Quals   ▾
Select a workflow state...
Application Reviewed, Hold
Check References
Application Reviewed, Not Selected
Late Applicant - Currently Not Under Review
Determined Did Not Meet Min Quals
Incomplete
Withdrawn at Applicant's Request
Hired for Pool Position
Application Reactivated (MUST be prior to full consideration date)
Request Semifinalist Interview - EOC

Note: If you wanted to move an applicant into a separate workflow state, use the 'New State' drop-down menu next to their name.

1. When ready, click Save Changes.

Save changes

Cancel

Colorado State University

Move Applicants in Bulk - Results

Started the process to transition these 4 applicants. This may take several minutes.

Hire   Welcome, Test User   My Profile   Help   logout

Colorado State University   User Group:
                                                          Applicant Manager

Note: After you click Save Changes, you will be taken back to the Applicants tab within the posting. A system banner will appear across the top of the page letting you know that the selected applicants are in the transition process.

                                                          Shortcuts ▼

Postings / Admin Professional/ Research Professional / Academic Success Coordinator (Closed) / Applicant Review

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

Posting: Academic Success Coordinator (Admin Professional/ Research Professional)

Current Status: Closed
Position Type: Admin Professional/ Research Professional   Created by: **Test User**
Department: College of TMS Training (0000)   Owner: **OEO**

Summary | History | **Applicants** | Reports | Associated Position Description

Saved Searches ▼   [   ]   Search   🔍 More Search Options ▼

Active Applicants   ✖

Note: After you refresh the page, the number of 'Active Applicants' will decrease. In this example, the number dropped from 17 to 13 since 'Determined Did Not Meet Min Quals' is an Inactive workflow state.

"Active Applicants" 13   Selected records 0   Clear selection?   Actions ▼

Page 14

Step 2: Move applicants who are not moving forward to an interview into 'Not Selected' or 'Hold' workflow states

Note: Once the committee has completed their secondary application screen (using either an applicant rating sheet, applicant screening form, Yes, No Maybe form, or evaluative criteria), the Applicant Manger may go into the system and move applicants who are not moving forward to an interview into the 'Application Reviewed, Hold' or 'Application Reviewed, Not Selected' workflow states.

Note: If the 'Bulk: Move in Workflow' option is missing, please see our training guide on how to get this option back, located here:

https://oeo.colostate.edu/media/sites/160/2018/02/Bulk-Move-in-Workflow-Option-is-Missing.pdf

Actions ▾

GENERAL

Review Screening Question Answers

Download Screening Question Answers

Export results

BULK

Move in Workflow

Download Applications as PDF

Create Document PDF per Applicant

2. Hover over the orange Actions button and select 'Move in Workflow'.

1. To move applicants in bulk, first check the boxes next to the names of the individuals you wish to transition.

	First Name	Last Name	Posting Number	Workflow State (Internal)	Application Date	
☑	George	Weasley	201900228AP	Under Review by Dept/Committee	March 14, 2019 at 03:1	
☑	Seamus	Finnigan	201900228AP	Under Review by Dept/Committee	March 14, 2019 at 03:1	
☑	Dean	Thomas	201900228AP	Under Review by Dept/Committee	March 14, 2019 at 03:2	
☑	Parvati	Patil	201900228AP	Under Review by Dept/Committee	March 14, 2019 at 03:	
☑	Fleur	Delacour	201900228AP	Under Review by Dept/Committee	March 14, 2019 at 03:4	
☐	Draco			Review by Dept/Committee	March 14, 2019 at 03:4	
☑	Cho	Chang	201900228AP	Under Review by Dept/Committee	March 14, 2019 at 03:5	
☐	Luna	Lovegood	201900228AP	Under Review by Dept/Committee	March 14, 2019 at 03:53 PM	Actions ▾
☐	Neville	Longbottom	201900228AP	Under Review by Dept/Committee	March 14, 2019 at 03:55 PM	Actions ▾
☑	Ginny	Weasley	201900228AP	Under Review by Dept/Committee	March 14, 2019 at 03:57 PM	Actions ▾

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Move Applicants in Bulk

Note: Applicants who are not progressing forward to a Semifinalist interview will need to be moved into the workflow state 'Application Reviewed, Hold' or 'Application Reviewed, Not Selected' with a brief rationale/explanation of why they are not moving forward. (See next slide for rationale detail recommendations)

Note: If you are updating applicants into **various** workflow states, use the drop-down option next to each of their names.

1. Seamus is being moved into 'Application Reviewed, **Not Selected**'. 'Not Selected' is an **inactive** workflow state. Select a reason from the 'Reason' drop down menu, then fill in a brief rationale in the 'Explanation' box for why he is not moving forward.

Reason

Group Prompt User

Seamus Finnigan — Under Review by Dept/Committee — Application Reviewed, Not Selected ▾

Ranked lower in numerical evaluation ▾
Explanation:
Seamus was one of the lower scoring applicants based on the rating sheet. He received a unanimous 'No' from the committee.

George Weasley — Under Review by Dept/Committee — Application Reviewed, Hold ▾

Ranked lower in numerical evaluation ▾
Explanation:
George was a middle tier scoring applicant based on the rating sheet. She received a unanimous 'Maybe' from the committee. Hold pending outcome of the Semifinalist Interviews.

2. George is being moved into the 'Application Review, **Hold**' workflow state. Workflow states with 'Hold' in the name indicate that the committee is not releasing this applicant from the pool, but instead keeping them on hold in case one of their top choices drops out. 'Hold' workflow states are **active** workflow states. When you are finished, click 'Save Changes'.
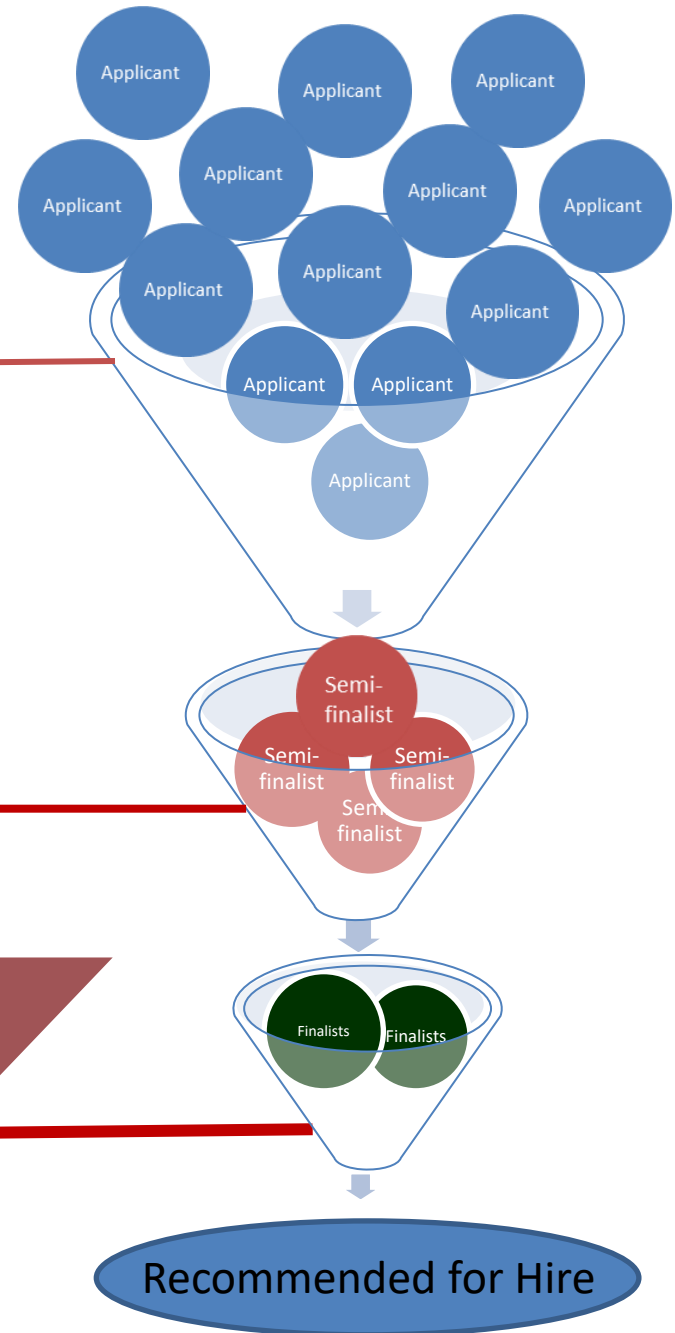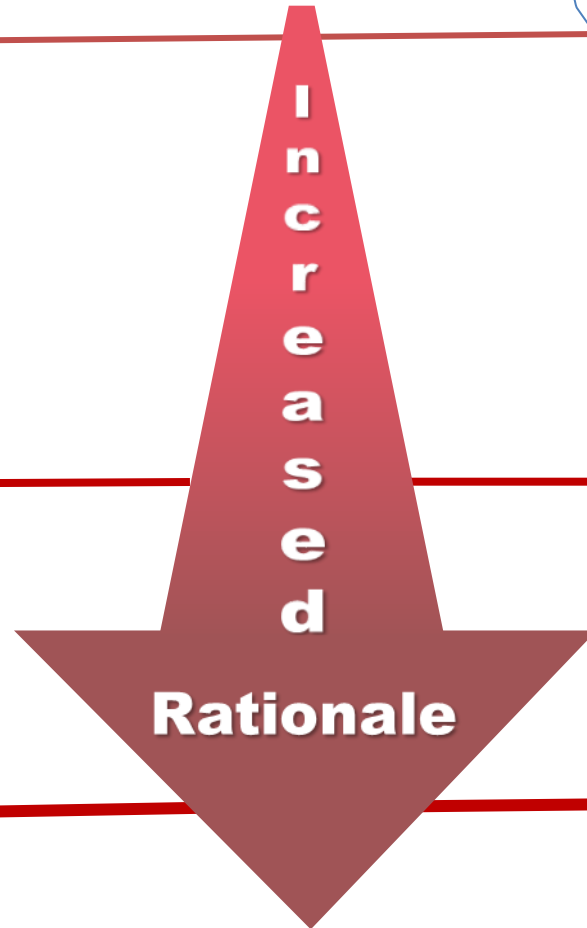
Parvati Patil — Under Review by Dept/Committee — Select a workflow state... ▾

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Note: As the search progresses and the applicant pool decreases, the rationale should increase, reflecting the decision making throughout the process.

1. The rationale at this point can be very general. You may use the options from the drop down menu to explain why a candidate has or has not moved forward.

2. Rationale must be more descriptive at this stage. Must identify why candidates rose above the rest to progress to an interview as well as why the other applicants are either on hold or are no longer under consideration.

3. Must clearly demonstrate the decision making process for top candidate choice(s). Why is each candidate either offered a position, on hold, or no longer under consideration?

Increased Rationale

Applicant
Applicant
Applicant
Applicant
Applicant
Applicant
Applicant
Applicant
Applicant
Applicant
Applicant
Applicant
Applicant

Semi-finalist
Semi-finalist
Semi-finalist
Semi-finalist

Finalists
Finalists

Recommended for Hire

Move Applicants in Bulk – Results

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Step 3: Move applicants progressing forward to a Semifinalist Interview into 'Request Semifinalist Interview – EOC'

Note: Once the committee has decided who they would like to move forward to a Semifinalist interview, and those not moving forward have been transitioned into a 'Hold' or 'Not Selected' workflow state, the Applicant Manager may go into the system and 'Bulk' move the candidates who are moving forward.

Q More Search Options ⌄

Ad hoc Search   ✕

Ad hoc Search **9**   Save this search?   Selected records **6**   ✕ Clear selection?

Actions ⌄

GENERAL

Review Screening Question Answers

Download Screening Question Answers

Export results

BULK

Move in Workflow

Download Applications as PDF

	First Name	Last Name	Posting Number	Workflow State (Internal)	Application Date
☐	George	Weasley	201900228AP	Application Reviewed, Hold	March 14, 2019 at 03:1
☐	Fleur	Delacour	201900228AP	Application Reviewed, Hold	March 14, 2019 at 03:4
☐	Ginny	Weasley	201900228AP	Application Reviewed, Hold	March 14, 2019 at 03:5
☑	Hemione	Granger	201900228AP	Under Re...	...at 04:
☑	Draco	Malfoy	201900228AP	Under Review by Dept/Committee	March 14, 2019 at 03:4
☑				Under Review by Dept/Committee	
☑				Under Review by Dept/Committee	
☑	Ron	Weasley	201900228AP	Under Review by Dept/Committee	March 14, 2019 at 03:59 PM
☑	Harry	Potter	201900228AP	Under Review by Dept/Committee	March 14, 2019 at 03:5

2. Hover over the orange Actions button and select 'Move in Workflow'.

1. To move applicants in bulk, first check the boxes next to the names of the individuals you wish to transition.

Note: If the 'Bulk: Move in Workflow' option is missing, please see our training guide on how to get this option back, located here:

https://oeo.colostate.edu/media/sites/144/2018/02/Bulk-Move-in-Workflow-Option-is-Missing.pdf

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Move Applicants in Bulk

Note: If the committee is only conducting **one set of interviews**, then applicants need to be moved directly into the workflow state 'Request **Finalist** Interview - EOC', skipping 'Request Semifinalist Interview'.

1. Use the top drop down menu to change the workflow state for all applicants.

Change for all applicants   Request Semifinalist Interview - EOC ▼

Other ▼
Explanation:
This applicant was a top scoring applicant based on the rating sheet. They received an unanimous 'Yes' from the committee.

2. Enter in rationale to indicate why the committee wishes to move these individuals forward to the Semifinalist interview. Once all rationale and workflow states have been entered and updated, click 'Save Changes' at the bottom of the page.

Applicant   **Reason**   **Group Prompt User**

Hermione Granger   Under Review by Dept/Committee   Request Semifinalist Interview - EOC ▼

Other ▼
Explanation:
This applicant was a top scoring applicant based on the rating sheet. They received an unanimous 'Yes' from the committee.

Note: The workflow state selected and the rationale entered into the top 'Change for all applicants' section will subsequently update the workflow state and rationales for the candidates listed below.

Draco Malfoy   Under Review by Dept/Committee   Request Semifinalist Interview - EOC ▼

Other ▼
Explanation:
This applicant was a top scoring applicant based on the rating sheet. They received an unanimous 'Yes' from the committee.

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Move Applicants in Bulk - Results

Note: Once the applicants have been transitioned into their new workflow states ('Request Semifinalist Interview – **EOC**'), the EO Coordinator will need to go into the posting to review and approve the interview requests.
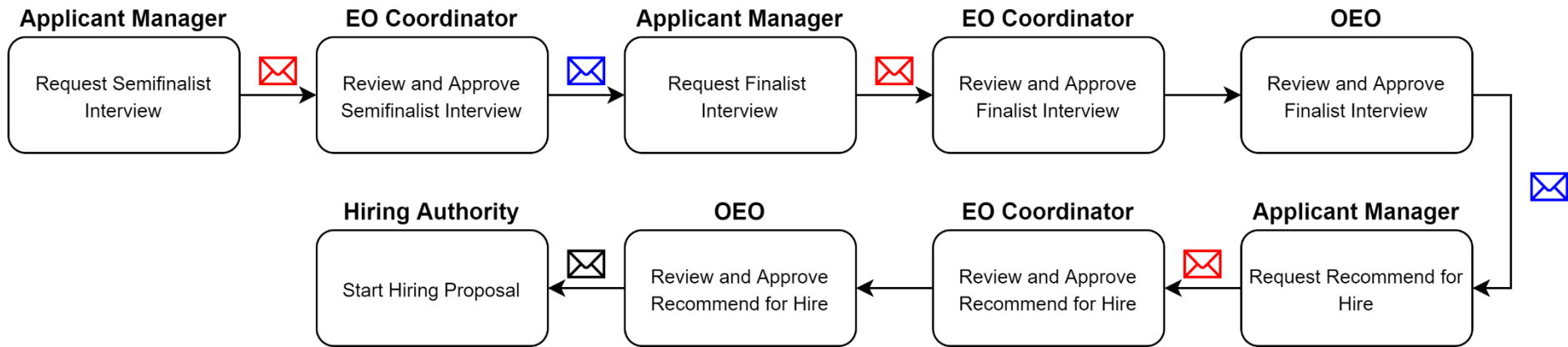
Semifinalist interview requests only need to be reviewed and approved by the EO Coordinator. All finalist interview request are reviewed and approved by both your EO Coordinator *and* OEO.

Whenever you see '- EOC' or '- OEO' at the end of a workflow state, this means this workflow state is 'owned' by these user groups. The Applicant Manager will not be able to make any further updates to those applicants in these workflow states until the request has been reviewed and approved by either the 'EOC' or 'OEO'. Once the EO Coordinator has approved the 'Request Semifinalist Interview' workflow state request, the Applicant Manager will receive an email from the system (see next slide for specific system email triggers). Applicants **may not** be contacted for interviews until the applicant workflow state reads **'Approved for _____'.**

Saved Searches ⌄   Search   🔍 More Search Options ⌄

Ad hoc Search ✕

Ad hoc Search 🟦9 Save this search? Selected records 🟦0 ✖ Clear selection?   Actions ⌄

(Actions)

	First Name	Last Name	Posting Number	Workflow State (Internal)	Application Date	
☐	Hemione	Granger	201900228AP	Request Semifinalist Interview - EOC	March 19, 2019 at 04:31 PM	Actions ⌄
☐	Draco	Malfoy	201900228AP	Request Semifinalist Interview - EOC	March 14, 2019 at 03:49 PM	Actions ⌄
☐	Luna	Lovegood	201900228AP	Request Semifinalist Interview - EOC	March 14, 2019 at 03:53 PM	Actions ⌄
☐	Neville	Longbottom	201900228AP	Request Semifinalist Interview - EOC	March 14, 2019 at 03:55 PM	Actions ⌄
☐	Ron	Weasley	201900228AP	Request Semifinalist Interview - EOC	March 14, 2019 at 03:59 PM	Actions ⌄

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Moving applicants for EOC and OEO Review and Approval

Applicant Manager — Request Semifinalist Interview → (red envelope) → **EO Coordinator** — Review and Approve Semifinalist Interview → (blue envelope) → **Applicant Manager** — Request Finalist Interview → (red envelope) → **EO Coordinator** — Review and Approve Finalist Interview → **OEO** — Review and Approve Finalist Interview → (blue envelope) → **Applicant Manager** — Request Recommend for Hire → (red envelope) → **EO Coordinator** — Review and Approve Recommend for Hire → **OEO** — Review and Approve Recommend for Hire → (black envelope) → **Hiring Authority** — Start Hiring Proposal

✉ Email trigger sent to the EO Coordinator

✉ Email trigger sent to the Applicant Manager

✉ Email trigger sent to the Hiring Authority

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Step 4: Move applicants who <u>are</u> and <u>are not</u> moving forward to a Finalist Interview

Note: After the EO Coordinator has approved the semifinalist interview request, the candidate workflow states will update to 'Approved for Semifinalist Interview'. The Applicant Manager will receive a email from the system letting them know that their request has been approved.

After the committee conducts their semifinalist interviews, they will meet to discuss who they wish to bring to an on-site (on-campus), finalist interview. Committees typically select three individuals for finalist interviews but there can be more or less depending on the situation. Please note that Faculty searches with more than three finalists must receive approval from the Provost. Once the finalist decisions have been made, the Applicant Manager may transition those moving forward **as well as** those not moving forward into new workflow states.

Actions ▼

GENERAL

Review Screening Question Answers

Download Screening Question Answers

Export results

BULK

Move in Workflow

Download Applications as PDF

	First Name	Last Name	Posting Number	Workflow State (Internal)	Application Date
☐	George	Weasley	201900228AP	Application Reviewed, Hold	March 14, 2019 at 03:
☐	Fleur	Delacour	201900228AP	Application	...14, 2019 at 03:
☑	Draco	Malfoy	201900228AP	EOC Approved Semifinalist Interview	March 14, 2019 at 03:
☑	Luna	Lovegood	201900228AP	EOC Approved Semifinalist Interview	March 14, 2019 at 03:
☑	Neville	Longbottom	201900228AP	EOC Approved Semifinalist Interview	March 14, 2019 at 03:
☐				Application Reviewed, Hold	March 14, 2019 at 03:
☑	Ron	Weasley	201900228AP	EOC Approved Semifinalist Interview	March 14, 2019 at 03:
☑	Harry	Potter	201900228AP	EOC Approved S...	
☑	Hemione	Granger	201900228AP	EOC Approved S...	

2. Hover over the orange Actions button and select 'Move in Workflow'.

1. To move applicants in bulk, first check the boxes next to the names of the individuals you wish to transition.

Note: If the 'Bulk: Move in Workflow' option is missing, please see our training guide on how to get this option back, located here:

https://oeo.colostate.edu/media/sites/144/2018/02/Bulk-Move-in-Workflow-Option-is-Missing.pdf

Colorado State University

Move Applicants in Bulk

Note: At this stage, rationale should specifically address how the applicants performed during their semifinalist interview. What about their performance is causing the committee to wish to pursue them or not? Because the rationale should be unique to the individual at this stage, avoid using the top 'Change for all applicants' option.

Applicant	Current State	New State	Reason	Group Prompt User
Hermione Granger	EOC Approved Semifinalist Interview	Request Finalist Interview - EOC	Other / Explanation: Hermione had the best semifinalist interview of the group. She was beyond prepared and impressed the committee with the amount of detailed research she did on the position and on the school. She asked fantastic questions and proved that she has near perfect attention to detail which would be highly beneficial for database maintenance and course selection. Her responses to	
Draco Malfoy	EOC Approved Semifinalist Interview	Semifinalist Interviewed, Not Selected	Other / Explanation: Draco was extremely rude during his telephone interview. The committee called one minute late due to technical difficulties and he answered the phone with "Wow, about time". The committee does not feel that Draco meets the preferred qualifications of 'positive attitude' and 'ability to get along well with faculty and staff'. When asked why he	
Luna Lovegood	EOC Approved Semifinalist Interview	Semifinalist Interviewed, Hold	Other / Explanation: Luna had a good semifinalist interview. Her answer on how she dealt with conflict was the best of the group and it was apparent that Luna knew how to hold her ground when confronted with difficult or uncomfortable situations. While Luna performed well during the interview, there were others in the group that the committee felt did a	

1. Select the workflow state you wish to move the applicant into from the 'New State' drop down menu.

2. Enter detailed rationale for why they are or are not moving forward in the search process.

3. When you have updated all the applicants, click 'Save Changes' at the bottom of the page.

Colorado State University

Move Applicants in Bulk - Results

Note: Once the applicants have been transitioned into their new workflow states, those in 'Request Finalist Interview – EOC' will need to be approved by both the EO Coordinator and OEO before the committee is able to move forward with scheduling interviews. The Applicant Manager will receive an email from the system once their request has been reviewed and approved by OEO.

Ad hoc Search ✕

Ad hoc Search **8** Save this search? Selected records **0** ✕ Clear selection?

Actions ⌄

(Actions)

	First Name	Last Name	Posting Number	Workflow State (Internal)	Application Date	
☐	Luna	Lovegood	201900228AP	Semifinalist Interviewed, Hold	March 14, 2019 at 03:53 PM	Actions ⌄
☐	Neville	Longbottom	201900228AP	Semifinalist Interviewed, Hold	March 14, 2019 at 03:55 PM	Actions ⌄
☐	Hemione	Granger	201900228AP	Request Finalist Interview - EOC	March 19, 2019 at 04:31 PM	Actions ⌄
☐	Ron	Weasley	201900228AP	Request Finalist Interview - EOC	March 14, 2019 at 03:59 PM	Actions ⌄
☐	Harry	Potter	201900228AP	Request Finalist Interview - EOC	March 14, 2019 at 04:03 PM	Actions ⌄
☐	George	Weasley	201900228AP	Application Reviewed, Hold	March 14, 2019 at 03:13 PM	Actions ⌄
☐	Fleur	Delacour	201900228AP	Application Reviewed, Hold	March 14, 2019 at 03:46 PM	Actions ⌄
☐	Ginny	Weasley	201900228AP	Application Reviewed, Hold	March 14, 2019 at 03:57 PM	Actions ⌄

Colorado State University

Step 5: Move the individual the department wishes to hire into the 'Recommend for Hire - EOC' workflow state.

Note: After the finalist interviews, the committee will submit their hire recommendation to the Hiring Authority. Once the Hiring Authority has made their final hiring decision, the Applicant Manager will go into the system and move the selected individual(s) into 'Recommend for Hire – EOC'. The Applicant Manager will also need to transition those not moving forward into a 'Hold', 'Not Selected', or 'Recommend for Hire Alternate – EOC' workflow state.

Active Applicants ✕

"Active Applicants" **8**   Selected records **3**   ✕ Clear selection?

Actions ⌄

GENERAL

Review Screening Question Answers

Download Screening Question Answers

Export results

BULK

Move in Workflow

Download Applications as PDF

	First Name	Last Name	Posting Number	Workflow State (Internal)	Application Date
☐	George	Weasley	201900228AP	Application Reviewed, Hold	March 14, 2019 at 03:13
☐	Fleur	Delacour	201900228AP	Applicati...	...19 at 03:46
☐	Luna	Lovegood	201900228AP	Semifina...ist Interviewed, Hold	March 14, 2019 at 03:53
☐	Neville	Longbottom	201900228AP	Semifinalist Interviewed, Hold	March 14, 2019 at 03:55
☐	Ginny	Weasley	201900228AP	Application Reviewed, Hold	March 14, 2019 at 03:57
☑	Ron	Weasley	201900228AP	Approved for Fi...	
☑	Harry	...	...ed for Finalist Interview	March 14, 2019 at 04:03
☑	Hemione	Granger	201900228AP	Approved for Fi...	...04:31 PM

2. Hover over the orange Actions button and select 'Move in Workflow'.

1. To move applicants in bulk, first check the boxes next to the names of the individuals you wish to transition.

Note: If the 'Bulk: Move in Workflow' option is missing, please see our training guide on how to get this option back, located here: https://oeo.colostate.edu/media/sites/144/2018/02/Bulk-Move-in-Workflow-Option-is-Missing.pdf

Colorado State University

Move Applicants in Bulk

Applicant	Current State	New State	Reason

Note: At this stage, rationale should be very detailed and specific. It should speak to how the candidates performed during their finalist interview, but more importantly, why or why not the candidate(s) is a choice for the position based on overall impression, skills, and how they meet the requirements of the job.

Hermione Granger — Approved for Finalist Interview — Recommend for Hire - EOC

The committee requests to hire Hermione. She performed extremely well during her finalist interview. She received the best feedback during her open forum, was professional yet warm and welcoming during her time with the committee, and impressed Dumbledore the most during their one-on-one session. As an alumna of the school, Hermione has taken nearly all classes offered at Hogwarts providing her with a vast background and knowledge of course curriculum and requirements needed for each class. Hermione experience, breadth of knowledge, organizational ability and personal skills make her the ideal candidate for this position.

1. Move the candidate you wish to hire into the workflow state 'Recommend for Hire – EOC' with detailed rationale.

Ron Weasley — Approved for Finalist Interview — Finalist Interviewed, Not Selected

Other
Explanation:
Though Ron had a great semifinalist interview, he failed to prepare for his on-site interview which caused him to fall short compared to the other finalists. His use of humor, while welcome, seemed to irritate attendees at the open forum where some stated that they didn't feel like Ron would be able to be professional if tasked with a serious situation i.e. students with family/mental health/general health concerns. Ron also offhandedly stated during his time with the committee that he 'tends to be a messy person' and that 'filing cabinets and data collection' should be left to the muggles. Both filing and data collection/maintenance are large aspects of this position which caused the committee to question if Ron would be the right candidate.

2. If a candidate is not moving forward, move them into 'Finalist Interviewed, Not Selected' or 'Finalist Interviewed, Hold' with rationale.

Harry Potter — Approved for Finalist Interview — Recommend for Hire Alternate - EOC

Other
Explanation:
While Harry had a fantastic finalist interview, Hermione was nearly perfect, so at this time, the committee requests to hire Harry as an alternate should Hermione turn down our offer. Harry was able to connect with students during his open forum and proved that he would make a great advisor. He fell just short of Hermione in experience and organizational ability.

3. If the committee wishes to identify an alternate hire in case their top choice declines, move that candidate into 'Recommend for Hire Alternate – EOC'. Once this is approved - and should your top choice decline - OEO will be able to quickly approve your new hire request since the alternate request had already been previously approved.

4. When you are finished, click 'Save Changes'.

Save changes

Cancel

Colorado State University

Move Applicants in Bulk - Results

Note: Once both your EO Coordinator and OEO have approved your Hire requests, the applicant workflow states will read 'Approved Recommend for Hire' and 'Approved Recommend for Hire Alternate' (if you selected an alternate).

At this point a verbal offer, **contingent on a successful background check,** may be offered to the finalist.

The Hiring Proposal may now be initiated by the Hiring Authority; for instructions on how to start a Hiring Proposal, please view the guide located here: https://oeo.colostate.edu/media/sites/144/2017/05/CSU-How-to-Initiate-and-Complete-the-AP-Hiring-Proposal.pdf

"Active Applicants" 7   Selected records 0   ✖ Clear selection?   Actions ⌄

                                                                                                (Actions)

☐	First Name	Last Name	Posting Number	Workflow State (Internal)	Application Date	
☐	George	Weasley	201900228AP	Application Reviewed, Hold	March 14, 2019 at 03:13 PM	Actions ⌄
☐	Fleur	Delacour	201900228AP	Application Reviewed, Hold	March 14, 2019 at 03:46 PM	Actions ⌄
☐	Luna	Lovegood	201900228AP	Semifinalist Interviewed, Hold	March 14, 2019 at 03:53 PM	Actions ⌄
☐	Neville	Longbottom	201900228AP	Semifinalist Interviewed, Hold	March 14, 2019 at 03:55 PM	Actions ⌄
☐	Ginny	Weasley	201900228AP	Application Reviewed, Hold	March 14, 2019 at 03:57 PM	Actions ⌄
☐	Harry	Potter	201900228AP	Approved Recommend for Hire Alternate	March 14, 2019 at 04:03 PM	Actions ⌄
☐	Hemione	Granger	201900228AP	Approved Recommend for Hire	March 19, 2019 at 04:31 PM	Actions ⌄

Colorado State University

Email sent to Hiring Authority

Colorado State University

Hello Emily Rogers, Test User

Hemione Granger has been placed in the Approved Recommend for Hire status for the Academic Success Coordinator position.

As the Hiring Authority you will need to start the Hiring Proposal for Hemione Granger.

For instructions on how to start the Hiring Proposal please see the *How to Initiate and Complete the Hiring Proposal* training guide: https://oeo.colostate.edu/media/sites/144/2017/05/CSU-How-to-Initiate-and-Complete-the-AP-Hiring-Proposal.pdf

For help drafting an Offer Letter, please view the templates listed on the Provost's website located here (Note: The templates are located halfway down the page under the header 'Offer Letter Templates'): https://provost.colostate.edu/faculty-administrative-professionals/

Job Title: Academic Success Coordinator
Position #: 012379.0001
Posting #: 201900228AP
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: Once an applicant has been moved into the workflow state 'Approved Recommend for Hire', the Hiring Authority will receive an email from the system, alerting them that they may now initiate the Hiring Proposal.

Colorado State University

Email sent to Applicant Manager

Colorado State University

Hello Emily Rogers, Test User

Hemione Granger has been placed in the Approved Recommend for Hire status for the Academic Success Coordinator position.

As the applicant manager, there are no further actions to take.

The Hiring Authority will start the Hiring Proposal for Hemione Granger.

Job Title: Academic Success Coordinator
Position #: 012379.0001
Posting #: 201900228AP
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 also receive an email from the system, alerting them that no further action is needed on their end.

Colorado State University

Top Choice Declined – Now What?

The following steps demonstrate the process an Applicant Manager would need to take should a committee's top choice decline their offer.

Colorado State University

Top Choice Declined, move to 'Offered, Declined'

Note: In this scenario, Hermione was approved for Hire. When the Hiring Authority offered her the job, she disclosed that she is choosing to stay in her current position and will not be accepting the offer.

The Applicant Manager now needs to go in and update Hermione's workflow state to 'Offered, Declined' with rationale.

Active Applicants ✕

"Active Applicants" **7**   Selected records **0**   ✕ Clear selection?

Actions ▾

(Actions)

	First Name	Last Name	Posting Number	Workflow State (Internal)	Application Date	
☐	George	Weasley	201900228AP	Application Reviewed, Hold	March 14, 2019 at 03:13 PM	Actions ▾
☐	Fleur	Delacour	201900228AP	Application Reviewed, Hold	March 14, 2019 at 03:46 PM	Actions ▾
☐	Luna	Lovegood	201900228AP	Semifinalist Interviewed, Hold	March 14, 2019 at 03:53 PM	Actions ▾
☐	Neville	Longbottom	201900228AP	Semifinalist Interviewed, Hold	March 14, 2019 at 03:55 PM	Actions ▾
☐	Ginny	Weasley	201900228AP	Application Reviewed, Hold	March 14, 2019 at 03:57 PM	Actions ▾
☐	Harry	Potter	201900228AP	Approved Recommend for Hire Alternate	March 14, 2019 at 04:03 PM	Actions ▾
☐	Hemione	Granger	201900228AP	Approved Recommend for Hire		Actions ▾

1. To move a single applicant into a new workflow state, click on their first name.

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Top Choice Declined, move to 'Offered, Declined'

Hire

Welcome, Test User | My Profile | Help | logout

Colorado State University

User Group:
Applicant Manager

Home | Postings ▾ | Shortcuts ▾

Postings / ... / Academic Success Coordinator (Closed) / Applicant Review / Hemione Granger Approved Recommend for Hire

Search Results: Previous

1. Once your in their job application, hover over the 'Take Action On Job Application' button and select 'Offered, Declined'.

Take Action On Job Application ▾

Keep working on this Job application

WORKFLOW ACTIONS

Offered, Declined (move to Offered, Declined)

Withdrawn at Applicant's Request (move to Withdrawn at Applicant's Request)

Job application: Hemione Granger ... Research F...

Current Status: Approved Recommend for Hire
Application form: Administrative Professional - Standard Appl...

Take Action

Offered, Declined (move to Offered, Declined)

Reason (required)

Other ▾

Explanation:
When offered the position, Hermione told the Hiring Authority that she decided to stay in her current position.

Submit | Cancel

Full name: Hermione Granger
Address:
123 Main St.
London, NA 00000
United Kingdom (Great Britain)
Username: hgranger30
Email: hgranger30@gmail.com
Phone (Primary):
Phone (Secondary):
Position Type: Admin

Created by: **Hermione**
Owner: **Applicant Mar**

2. In the pop-up box, if provided, enter rationale for why the applicant is being transitioned into this new workflow state.

3. Click Submit.

Colorado State University

Top Choice Declined, move to 'Offered, Declined' - Result

Summary | History | **Applicants** | Reports | Associated Position Description

Saved Searches ∨   [   ] **Search**   **Q Hide Search Options ∨**

Add Column: [Add Column ▼]

Active/Inactive: [×Inactive]

Workflow State: [Workflow State]

First Name: [   ]

Last Name: [   ]

Ad hoc Search ✕

Note: 'Offered, Declined' is an inactive workflow state.

Ad hoc Search **14**   Save this search?   Selected records **0**   ✕ Clear selection?

Actions ∨

(Actions)

☐	First Name	Last Name	Posting Number	Workflow State (Internal)	Application Date	
☐	Hemione	Granger	201900228AP	Offered, Declined	March 19, 2019 at 04:31 PM	Actions ∨
☐	Pansy	Parkinson	201900228AP	System Determined Did Not Meet Min Quals	March 14, 2019 at 02:56 PM	Actions ∨
☐	Gregory	Goyle	201900228AP	System Determined Did Not Meet Min Quals	March 14, 2019 at 03:02 PM	Actions ∨
☐	Vincent	Crabbe	201900228AP	System Determined Did Not Meet Min Quals	March 14, 2019 at 03:00 PM	Actions ∨

Colorado State University

Top Choice Declined, moving to Alternate choice

Summary | History | **Applicants** | Reports | Associated Position Description

Saved Searches ∨ | [Search field] | Search | 🔍 Hide Search Options ∨

Add Column: [Add Column ▼]
Active/Inactive: [× Active]
Workflow State: [Workflow State]
First Name:

Note: Since the top choice declined the offer, the committee may now move forward with their second choice. In this scenario, Harry was already approved as an Alternate choice and can be found under 'Active' applicants.

If the committee had not designated an Alternate choice by utilizing the 'Recommend for Hire Alternate' workflow state, they could continue the search process with any applicant in a '**Hold**' workflow state. Most likely an applicant in '**Finalist Interviewed, Hold**'.

Actions ∨

(Actions)

	First Name	Last Name	Posting Number	Workflow State (Internal)	Application Date	
☐	Luna	Lovegood	201900228AP	Semifinalist Interviewed, Hold	March 14, 2019 at 03:53 PM	Actions ∨
☐	Neville	Longbottom	201900228AP	Semifinalist Interviewed, Hold	March 14, 2019 at 03:55 PM	Actions ∨
☐	Harry	Potter	201900228AP	Approved Recommend for Hire Alternate		
☐	George	Weasley	201900228AP	Application Reviewed, Hold	March 14, 2019 at 03:13 PM	Actions ∨
☐	Fleur	Delacour	201900228AP	Application Reviewed, Hold	March 14, 2019 at 03:46 PM	Actions ∨
☐	Ginny	Weasley	201900228AP	Application Reviewed, Hold	March 14, 2019 at 03:57 PM	Actions ∨

1. To move your second (alternative) choice into 'Recommend for Hire', click on their first name.

Colorado State University

Top Choice Declined, moving to Alternate choice

1. To move the candidate into 'Recommend for Hire', hover over the 'Take Action On Job Application' button, then select 'Recommend for Hire – EOC'.

2. Enter in rationale as to why this individual is being moved up to 'Recommend for Hire'. In this scenario, rationale can be brief since Harry was already approved by OEO as the committee's Alternate choice. If this had been an individual moving up from 'Finalist Interviewed, Hold', OEO would want to see very detailed rationale as to why they are now being selected, especially if there are other candidates in the same 'Finalist Interviewed, Hold' workflow state.

3. Click Submit.

Colorado State University

Top Choice Declined, moving to Alternate choice - Result

Posting: Academic Success Coordinator (Admin Professional/ Research Professional)

Current Status: Closed

Position Type: Admin   Created by: Test User
Professional/ Research   Owner: OEO
Professional

Department: College of TMS
Training (0000)

Note: Once both the EO Coordinator and OEO have approved the new 'Recommend for Hire' request, the candidate will transition into the workflow state 'Approved Recommend for Hire'. At this point the Hiring authority may verbally offer the position, contingent on a successful background check, to the candidate. The Hiring Proposal may also be started.

| Summary | History | Applicants | Reports | Associated Position Description |

[Saved Searches ⌄] [   ] [Search] [🔍 More Search Options ⌄]

Active Applicants ✖

"Active Applicants" **6** Selected records **0** ✖ Clear selection?

[Actions ⌄]
(Actions)

☐	First Name	Last Name	Posting Number	Workflow State (Internal)	Application Date	
☐	George	Weasley	201900228AP	Application Reviewed, Hold	March 14, 2019 at 03:13 PM	Actions ⌄
☐	Fleur	Delacour	201900228AP	Application Reviewed, Hold	March 14, 2019 at 03:46 PM	Actions ⌄
☐	Luna	Lovegood	201900228AP	Semifinalist Interviewed, Hold	March 14, 2019 at 03:53 PM	Actions ⌄
☐	Neville	Longbottom	201900228AP	Semifinalist Interviewed, Hold	March 14, 2019 at 03:55 PM	Actions ⌄
☐	Ginny	Weasley	201900228AP	Application Reviewed, Hold	March 14, 2019 at 03:57 PM	Actions ⌄
☐	Harry	Potter	201900228AP	Approved Recommend for Hire	March 14, 2019 at 04:03 PM	Actions ⌄

Colorado State University

Applicant wants to Withdraw their application – How?

If an applicant wants to withdraw their application from consideration, there are two different processes that could be followed.

- The applicant may log into their account on the CSU Jobs website to withdraw themselves from consideration from the search.
- Or, if an applicant reaches out to the committee stating that they no longer wish to be considered, the Applicant Manager can withdraw their application from consideration in the TMS.

The following steps demonstrate both processes.

Colorado State University

Applicant reaches out to committee to withdraw their application

Posting: Academic Success Coordinator (Admin Professional/ Research Professional)

Current Status: Closed

Note: In this scenario, George has reached out to the search committee stating that he no longer wishes to be under consideration and would like to withdraw his application from the search.

Position Type: Admin   Created by: Test User
Research Professional   Owner: OEO

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

Summary | History | **Applicants** | Reports | Associated Position Description

[Saved Searches ▾] | [   ]   [Search]   [🔍 More Search Options ▾]

Active Applicants   ✖

Active Applicants   Selected Records   Clear selection

1. To withdraw George's application, first navigate to the Applicants tab within the posting and click on their first name.

[Actions ▾]

(Actions)

	First Name	Last Name	Posting Number	Workflow State (Internal)	Application Date	
☐	George	Weasley	201900228AP	Application Reviewed, Hold	March 14, 2019 at 03:13 PM	Actions ▾
☐	Fleur	Delacour	201900228AP	Application Reviewed, Hold	March 14, 2019 at 03:46 PM	Actions ▾
☐	Luna	Lovegood	201900228AP	Semifinalist Interviewed, Hold	March 14, 2019 at 03:53 PM	Actions ▾
☐	Neville	Longbottom	201900228AP	Semifinalist Interviewed, Hold	March 14, 2019 at 03:55 PM	Actions ▾
☐	Ginny	Weasley	201900228AP	Application Reviewed, Hold	March 14, 2019 at 03:57 PM	Actions ▾

Colorado State University

Applicant reaches out to committee to withdraw their application

Applicant reaches out to committee to withdraw their application

Posting: Academic Success Coordinator (Admin Professional/ Research Professional)

Current Status: Closed

Position Type: **Admin Professional/ Research Professional**

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

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

Summary | History | **Applicants** | Reports | Associated Position Description

Saved Searches ⌄ | [   ] | Search | Q Hide Search Options ⌄

Add Column: Add Column ▾
Active/Inactive: × Inactive
Workflow State: Workflow State
First Name: [   ]
Last Name: [   ]

Ad hoc Search ✕

Note: 'Withdrawn at Applicant's Request' is an inactive workflow state. George will now appear under 'Inactive' applicants.

Ad hoc Search **15** Save this search? Selected records **0** ✕ Clear selection?

Actions ⌄

	First Name	Last Name	Posting Number	Workflow State (Internal)	Application Date	
☐	George	Weasley	201900228AP	Withdrawn at Applicant's Request	March 14, 2019 at 03:13 PM	Actions ⌄

Colorado State University

Applicant withdraws themselves through their CSU Jobs account

Note: An applicant has the ability to withdraw their own application from the CSU Jobs website at any time.

Jobs @ Colorado State University

1. Once logged in, the applicant will click on the 'Your Applications' tab.

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
- Q Search Jobs
- New Job Alerts
- 🔖 Your Bookmarked Postings
- 📑 Your Applications
- 📂 Your Documents
- ⚙ Account Settings
- Demographic Info
- ⏻ Logout Neville
- ❓ Help

| Search Process | Employee Benefits | Principles of Community | About Fort Collins |

Faculty Jobs

Research Professional Jobs

Colorado State University

Applicant withdraws themselves through their CSU Jobs account

COLORADO STATE UNIVERSITY

Jobs @ Colorado State University

- ☆ Home
- Q Search Jobs
- New Job Alerts
- 🔖 Your Bookmarked Postings
- 📄 Your Applications
- 📂 Your Documents
- ⚙ Account Settings
- Demographic Info
- ⏻ Logout Neville
- ? Help

Your Applications (58)

Note: An applicant's 'Status' in the system will most always display as 'Under Review by Dept/Committee' when they are logged into their account on the CSU Jobs website. There are only a handful of 'outward' facing applicant workflow states: Draft, System Determined Did Not Meet Min Quals, Under Review by Dept/Committee, Withdrawn, Withdrawn at Applicants Request, Application Reactivated, Position Filled and Hired.

You do not have any in-process applications.

Completed Applications (58)

	Confirmation Number	Posting Number	Status	Application Date	Application Materials
Academic Success Coordinator	CN000383804	201900213AP	Under Review by Dept/Committee	March 14, 2019	Application Reference Requests Resume
Archive			Withdraw Application		Cover Letter

1. Once in the 'Your Applications' page, the applicant will select 'Withdraw Application' found under the status column.

Show your hidden/archived applications

Human Resources

Search CSU | Contact CSU | Disclaimer | Equal

Colorado State University

Applicant withdraws themselves through their CSU Jobs account

COLORADO STATE UNIVERSITY

Jobs @ Colorado State University

Are you sure? You will not be able to apply for this job posting again if you withdraw your application.

- 🏠 Home
- 🔍 Search Jobs
- New Job Alerts
- 🔖 Your Bookmarked Postings
- 📄 Your Applications
- 📁 Your Documents
- ⚙ Account Settings
- Demographic Info
- ⏻ Logout Neville
- ? Help

Yes, withdraw this Application   or Cancel

1. Once an applicant clicks 'Withdraw Application' they will be asked by the system to confirm their selection.

Human Resources
(970) 491-6947

Office of Equal Opportunity
(970) 491-5836

Search CSU | Contact CSU | Disclaimer | Equal Opportunity | Privacy Statement

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Colorado State University

Applicant withdraws themselves through their CSU Jobs account

COLORADO STATE UNIVERSITY

Jobs @ Colorado State University

Your Applications (58)

Applications to Complete (0)

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

- 🏠 Home
- 🔍 Search Jobs
- New Job Alerts
- 🔖 Your Bookmarked Postings
- 📄 Your Applications
- 📂 Your Documents
- ⚙ Account Settings
- Demographic Info
- ⏻ Logout Neville
- ? Help

Job Number

Application Materials

You do not ~~have~~

> 1. After selecting 'Yes, withdraw my Application' they will be taken back to the 'Your Applications' page where their status will update to 'Withdrawn'

Completed Applications (58)

	Confirmation Number	Posting Number	Status	Application Date	Application Materials
Academic Success Coordinator	CN000383804	201900213AP	Withdrawn	March 14, 2019	Application Reference Requests Resume
Archive					Cover Letter

Show your hidden/archived applications

Human Resources

Search CSU | Contact CSU | Disclaimer | Equal

Colorado State University

Applicant withdraws themselves through their CSU Jobs account

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

For additional help, contact
the Office of Equal Opportunity at:
(970) 491-5836
or
email OEO at oeo@colostate.edu

Colorado State University