



Colorado State University

CSU Talent Management System User Guide

How to Reactivate an Application

Reactivating an Application in TMS


At times, an applicant may reach out to a search committee asking if they can edit or update their application. This is only allowed if it is **before** the 'Full Consideration Date'. The reason being, when an applicant 're-certifies and submits' their application after completing their edit, the date stamp on the time of their application will auto update to the new submission date. If an applicant had applied before the full consideration date, and are now wanting to update their applicant after the full consideration date has passed, they would then shown up in the applicant list as a late applicant. For this reason, please send any reactivation requests to OEO at oeo@colostate.edu if the committee receives them after the full consideration date.

The following guide demonstrates the process of reactivating an application as the Applicant Manager. Reactivation will open up all three application sections for the applicant: Uploaded Documents, References, and Supplemental Questions.



Reactivating an Application in TMS

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

 User Group: Applicant Manager

Home **Postings** Shortcuts

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

1. Navigate to the posting containing the application that needs to be reactivated.

Note: Make sure you are logged in under the Applicant Manager user group.

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

[f](#) [t](#) [in](#)

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

Current Status: Posted

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

Department: College of Training (0000)

2. Click on Applicants tab.

Summary **Applicants** History Reports Associated Position Description

Please review the details of the posting carefully before continuing.

Reactivating an Application in TMS

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

Current Status: Posted

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" 20 Selected records 0 × Clear selection?

Actions ▼

1. Locate the correct applicant and click on their first name.

	First Name	Last Name	Posting Number	Workflow State (Internal)	Application Date	(Actions)
<input type="checkbox"/>	Pansy	Parkinson	201900228AP	Under Review by Dept/Committee	March 14, 2019 at 02:56 PM	Actions ▼
<input type="checkbox"/>	Vincent	Crabbe	201900228AP	Under Review by Dept/Committee	March 14, 2019 at 03:00 PM	Actions ▼
<input type="checkbox"/>	Gregory	Goyle	201900228AP	Under Review by Dept/Committee	March 14, 2019 at 03:02 PM	Actions ▼
<input type="checkbox"/>	Hannah	Abbott	201900228AP	Under Review by Dept/Committee	March 14, 2019 at 03:08 PM	Actions ▼
<input type="checkbox"/>	Colin	Creevey	201900228AP	Under Review by Dept/Committee	March 14, 2019 at 03:11 PM	Actions ▼

Reactivating an Application in TMS



Job application: Vincent Crabbe

Current Status: Under Review by Dept/Committee
Application form: Administrative Professional - Standard

Full name: Vincent Crabbe
Address:
123 Main St.
London, NA 00000
United Kingdom (Great Britain)
Username: vcrabbe
Email: vcrabbe@gmail.com
Phone (Primary): (012) 345-6789
Phone (Secondary):
Position Type: Admin Professional/ Research Professional
Department: College of TMS Training (0000)

Created by: Vincent Crabbe
Owner: Applicant Manager

1. From the orange, Take Action on Job Application drop-down menu, select the workflow state 'Send to Application Reactivated (move to Application Reactivated (MUST be prior to full consideration date))'.

Take Action [Close]

Send to Application Reactivated (move to Application Reactivated (MUST be prior to full consideration date))

Submit Cancel

2. In the Take Action pop-up window, click 'Submit'.

Take Action On Job Application ▾

- Keep working on this Job application
- WORKFLOW ACTIONS
- Application Reviewed, Hold (move to Application Reviewed, Hold)
- Check References (move to Check References)
- Application Reviewed, Not Selected (move to Application Reviewed, Not Selected)
- Late Applicant - Currently Not Under Review (move to Late Applicant - Currently Not Under Review)
- Determined Did Not Meet Min Quals (move to Determined Did Not Meet Min Quals)
- Incomplete (move to Incomplete)
- Withdrawn at Applicant's Request (move to Withdrawn at Applicant's Request)
- Hired for Pool Position (move to Hired for Pool Position)
- Send to Application Reactivated (move to Application Reactivated (MUST be prior to full consideration date))

Reactivating an Application in TMS

Application was successfully transitioned

Hire

Welcome, Test User My Profile Help logout



User Group:
Applicant Manager

Shortcuts

Note: A banner across the top will let you know that the workflow state transition was successful. At this point, the applicant will receive an email from the system letting them know that their application has been reactivated. Notice how the applicants current status now reads 'Application Reactivated'.

Application Reactivated (MUST be prior to full consideration date)

Search Results: Previous | Next

Take Action On Job Application

- ★ View Posting Applied To
- ★ Preview Application

Job application: Vincent Crabbe (Admin Professional/ Research Professional)

Current Status: Application Reactivated (MUST be prior to full consideration date)

Application Form: Administrative Professional - Standard Application Materials

Full name: Vincent Crabbe
Address:
123 Main St.
London, NA 00000
United Kingdom (Great Britain)
Username: vcrabbe
Email: vcrabbe@gmail.com
Phone (Primary): (012) 345-6789
Phone (Secondary):

Created by: Vincent Crabbe
Owner: Applicant Manager

Reactivating an Application in TMS



Colorado State University

Dear Vincent,

Your application has been reactivated for a position at Colorado State University.

- Please log in at <https://jobs.colostate.edu> and click on 'Your Applications' in the left-hand menu.
- Under 'Completed Applications' you will see 'Update' under the position for which you requested reactivation.
- Click on 'Update'
- Select 'Yes, update this application' on the top of the next screen

You may now access (go into) your application and edit any information entered or change out any documents. If you need to update reference contact information, **ensure you delete the incorrect entry first before making any edits**. When you are finished, you must certify and submit your application again. Please ensure these changes/updates are completed by the full consideration date (04/08/2019).

For further help, please see our step-by-step guide located here:

<https://oeo.colostate.edu/media/sites/144/2017/05/Applicants-How-to-Update-Application-Materials-After-its-Been-Reactivated.pdf>

Thank you,

Office of Equal Opportunity

oeo@colostate.edu

970-491-5836

Note: The applicant will receive a system email as soon as they are moved into the 'Application Reactivated' workflow state.

Note: When an applicant has finished editing their application and has submitted their changes, their workflow state in TMS will update to 'Under Review by Dept/Committee'.



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 at oeo@colostate.edu

