



Colorado State University

CSU Talent Management System

User Guide – Search Committee Member

How to Log In and View Applications

my HR
Working together.

Search Committee Member E-mail Notification

1. Once you have been added as a Search Committee Member to a search, you will receive this e-mail notification from the Talent Management System (TMS).

You have been assigned as a Search Committee Member for the Assistant / Associate Professor - Defense Against the Dark Arts position.

Once the posting has been approved, you may log in to review applicants at your convenience at <https://jobs.colostate.edu/hr>. Once logged in, use this direct link to be taken directly to the job posting <http://colostate-sb.peopleadmin.com/hr/postings/57158>.

****Please note, you must be logged in under the Search Committee Member user group for the direct link to work****

Note: Once you have logged into the system and selected the 'Search Committee Member' user group, use the direct link found in the system email to be taken directly to the posting. If you choose to use this direct link, skip to page 6 of this guide. (Please note, guest committee members will not have a direct link).

Note: If you are a guest search committee member (not a current CSU employee), you will receive a system email with your username and a link to set your password once your guest account has been approved.

If you need assistance, please see our training website at <http://oeo.colostate.edu/media/sites/144/2017/05/How-to-Log-In-to-the-CSU-Talent-Management-System.pdf>. For help on how to use the Talent Management System, please see the 'Search Committee Member Navigation' guide located here: <https://oeo.colostate.edu/media/sites/144/2017/05/CSU-Search-Committee-Member-Navigation.pdf>. Should you have any questions, please contact the Office of Equal Opportunity Resources Office for assistance with State Classified searches and contact the Office of Education and Career Development for assistance with your account. Thank you and good luck with the search.

Thank you,
Office of Equal Opportunity
oeo@colostate.edu
970-491-5836

If you need further assistance or have questions, please see our training website at <http://oeo.colostate.edu/talent-management-system-tms> or email OEO at oeo@colostate.edu.

Search Committee Member Login

Talent Management System

Colorado State University



[A World Class Research University. Committed to Excellence](#)

Inspired by its land-grant heritage, Colorado State University is committed to excellence, 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.

1. If you are a current CSU employee, use the left side CSU User Login to access the Talent Management System. Once you have clicked the CSU User Login button, you will be taken to CSU's Authentication Required verification page where you will be asked to enter your CSU credentials (i.e. ename and CSU password).

CSU EMPLOYEE USERS

CSU User Login

*CSU eID and password required

GUEST USERS

Username:

Password:

Login



[Forgot your username or password?](#)

Note: To access this login page, please visit: <https://jobs.colostate.edu/hr/login>

TMS Training

[Submit Help Request](#)

[Search CSU](#) | [Contact CSU](#) | [Disclaimer](#) | [Equal Opportunity](#) | [Privacy Statement](#)

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Human Resources
(970) 491-6947
Office of Equal Opportunity
(970) 491-5836

2. For Search Committee Members who are **NOT** employed with CSU, you will need to log in as a guest user. Once your account has been approved, you will receive a system email with the subject line 'TMS Guest User Account Approved - Password Selection'. This email will contain instructions for setting your system password as well as your username.



Locating the Search – Search Committee Member Navigation



Note: Once logged in, you will be taken to the home page of the Talent Management System.

User Group:
Employee
Employee
Search Committee Member

Home

Welcome to your Online Recruitment System

Inbox

SEARCH

Filters

There are no results to be displayed.

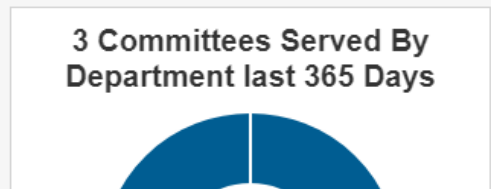
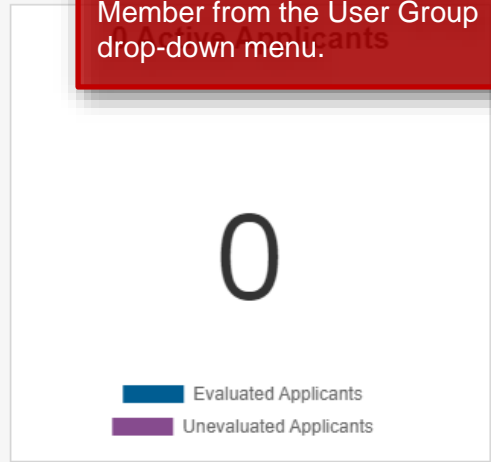
Watch List

SEARCH

Unwatch Postings

there are no results to be displayed.

1. Select Search Committee Member from the User Group drop-down menu.



Locating the Search – Search Committee Member Navigation

Applicant Tracking System

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

Colorado State University

User Group: Search Committee Member

Home Postings Shortcuts

Welcome to

Inbox

SEARCH

There are no results to be displayed.

Postings

Admin Professional/ Research Professional
Faculty

2. Click on Postings in the main menu and select either Admin Professional/Research Professional or Faculty from the drop-down menu. If you are unsure of which to select, please reach out to your search chair.

Filters

0 Active Applicants

0

Evaluated Applicants
Unevaluated Applicants

Watch List

SEARCH


there are no results to be displayed.

Unwatch Postings

3 Committees Served By Department last 365 Days

Locating the Search – Search Committee Member Navigation

Applicant Tracking System Welcome, Test User [My Profile](#) [Help](#) [Logout](#)

 User Group: Search Committee Member

Home **Postings** Shortcuts

Postings / Faculty

Faculty Postings

Saved Searches Search [More Search Options](#)

Faculty Postings

"Faculty Postings" 1 Selected records 0 Clear selection? Actions (Actions)

	Working Title	Posting Number	Position Number	Department	Active Applications	Workflow State	Last Status Update	Actions
<input type="checkbox"/>	Assistant / Associate Professor	201800129F	010003.0001	College of TMS Training (0000)	19	Closed	September 11, 2018 at 12:01 AM	Actions GENERAL View Posting View Applicants TRACKING Watch

Note: 19 applicants have applied to this posting.

Note: To access the applicants directly, hover over the Actions drop-down menu and select View Applicants.

1. To view the search (posting) and the current applicant pool, click on the working title.

Viewing Applicants



User Group:

Shortcuts ▾

Note: If you selected the working title on the previous page, it will take you to the Summary tab of the posting. The Summary tab provides general information about the posting.

Posting: Assistant / Associate Professor (Faculty)

Current Status: Closed

Position Type: Faculty

Created by: Wendy Stevenson

Department: College of Training (0000)

1. To view the applicants, click on the Applicants tab.

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

Summary

History

Applicants

Reports

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.

To edit the posting, click on the **Edit** link next to the **Section Tab** in the **Summary Section**. This will take you directly to the **Posting Page to Edit**. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

For additional help filling out an **AP** posting, please see the [AP Posting training guide](#) located here
For additional help filling out a **Faculty** posting, please see the [Faculty Posting training guide](#) located here

✔ Posting Details



Viewing Applicants

Hire

Welcome, Test User [My Profile](#) [Help](#) [Logout](#)



User Group:

Home Postings ▾

Shortcuts ▾

Postings / Faculty / Assistant / Associate Professor (Closed) / Applicant Review

Posting: Assistant / Associate Professor (Faculty)

Current Status: Closed

Position Type: Faculty
Department: College of TMS
Training (0000)

Created by: Wendy Stevenson
Owner: OEO

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

Summary | History | **Applicants** | Reports

Saved Searches ▾

Search

🔍 More Search Options ▾

Active Applicants ×

"Active Applicants" 19 Selected records 0 × Clear selection?

Actions ▾

(Actions)

<input type="checkbox"/>	First Name	Last Name	Posting Number	Workflow State (Internal)	Application Date	(Actions)
<input type="checkbox"/>	Vincent				July 25, 2018 at 03:37 PM	Actions ▾
<input type="checkbox"/>	Gregory	Goyle	201800129F	Under Review by Dept/Committee	July 25, 2018 at 03:38 PM	Actions ▾

1. To view a single applicant, click on the applicant's first name.



Job Application

Hire

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



User Group:
Search Committee Member

Home Postings

Shortcuts

Postings / ... / Assistant / Associate Professor (Closed) / Applicant Review / Vincent Crabbe Under Review by Dept/Committee Search Results: Next



Note: To navigate back to the Applicants tab within the posting, select Applicant Review from the top.

Application form: Faculty Application

Full name: Vincent Crabbe
Address:
123 Main St.
London, NA 80525
United Kingdom (Great Britain)

Created by: Vincent Crabbe
Owner: Applicant Manager

Note: The Summary tab on an applicant's Job Application page provides personal information, certification, and any documents such as a resume or cover letter supplied by the applicant.

Training (0000)

Summary Documents Recommendations (1 of 3) History Reports

Personal Information

- ★ View Posting Applied To
- ★ Preview Application

1. Click on Preview Application to view Personal Information, Professional References, Applicant Documents, answers to Supplemental Questions, and Certification information combined into a single document.



Previewing a Single Application

Faculty Application for Assistant / Associate Professor

Posting number: 201800129F

Submitted July 25, 2018 at 03:37 PM (confirmation number: CN000309376)

Personal Information

Applicant Information

First Name	Vincent
Middle Name	
Last Name	Crabbe
Address1	123 Main St.
Address2	
City	London
State	NA
Zip Code	80525
International Postal Code	80525
Country	United Kingdom (Great Britain)
Primary Phone	
Secondary Phone	
Email	vcrabbe@gmail.com
Select the one (1) answer that best describes how you learned about this job opening	Colorado State University Website

Note: Selecting Preview Application will show: Personal Information, Professional References, Applicant Documents, Supplemental Questions, and Certification information contained in a single document. This document may be printed, sent electronically through a password protected e-mail or downloaded to a secure department shared drive.

Job Application

Home

Postings ▾

Shortcuts ▾



Job application: Vincent Crabbe (Faculty)

Current Status: Under Review by Dept/Committee

Application form: Faculty Application

★ View Posting Applied To

★ Preview Application

Full name: Vincent Crabbe

Address:

123 Main St.

London, NA 80525

United Kingdom (Great Britain)

Username: vcrabbe

Email: vcrabbe@gmail.com

Phone (Primary):

Phone (Secondary):

Position Type: Faculty

Department: College of TMS
Training (0000)

Created by: Vincent Crabbe

Owner: Applicant Manager

Summary

Documents

Recommendations (1 of 3)

History

Reports

> Cover Letter

> Curriculum Vitae

> Statement of Teaching Philosophy

> Statement of Research Philosophy

1. You can also click on the Documents tab across the top of the job application to quickly view any submitted applicant documents without needing to download them first. Click on the title of each document to see a quick preview.



Downloading and Viewing Multiple Applications

Posting: Assistant / Associate Professor (Faculty)

Note: To download and view multiple applications at the same time, navigate back to the Applicants tab within the posting.

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

Summary | History | Applicants | Reports

Saved Searches

Search

More Search Options

1. If you would like to view multiple applications simultaneously, check the boxes next to each application you wish to view.

2. Hover over the Actions button and select Download Applications as PDF under the Bulk heading.

"Active Applicants" 19 Selected records 19 Clear selection?

Note: You can select all applicants by checking the top checkbox.

<input type="checkbox"/>	First Name	Last Name	Posting Number	Work/Work State (Internal)	Application Date
<input checked="" type="checkbox"/>	Vincent	Crabbe	201800129F	Under Review by Dept/Committee	July 25, 2018 at 03:37 P
<input checked="" type="checkbox"/>	Gregory	Goyle	201800129F	Under Review by Dept/Committee	July 25, 2018 at 03:38 P
<input checked="" type="checkbox"/>	Hannah	Abbott	201800129F	Under Review by Dept/Committee	July 25, 2018 at 03:39 P
<input checked="" type="checkbox"/>	Colin	Creevey	201800129F	Under Review by Dept/Committee	July 25, 2018 at 03:40 P
<input checked="" type="checkbox"/>	George	Weasley	201800129F	Under Review by Dept/Committee	July 25, 2018 at 03:41 P
<input checked="" type="checkbox"/>	Viktor	Krum	201800129F	Under Review by Dept/Committee	July 25, 2018 at 03:41 P

Actions

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

Downloading and Viewing Multiple Applications

Select the document type(s) to use

Application and All Documents

Only These Document Types

- Application Data
- Resume
- Curriculum Vitae
- Cover Letter
- List of Professional References
- Unofficial Transcripts
- Official Transcripts
- Veteran DD214 Form (Member-4) (For State Classified searches ONLY)
- Special Required Documentation
- Class or Student Evaluations
- Course Materials
- Writing Samples
- Sample Syllabus or syllabi
- Publication 1
- Publication 2
- Publication 3
- Statement of Teaching Philosophy
- Statement of Research Philosophy
- Research/Creative Work/Artist Statement
- Grant Proposals
- Portfolio
- License/Certification
- State Classified Application
- Other
- Media
- Resume or CV
- Reference Letter

Submit

Cancel

Note: If you only want to download certain applicant documents, select the specific type from the list shown. Please note that the pop-up box displays **all** document options, even if they don't apply to this specific search. Please check with the search chair if you have any questions regarding which documents applicants uploaded when applying.

1. In the pop-up window, ensure that the top radio button is selected then click Submit. This will instruct the system to download all applications, including submitted materials (Cover Letter, Resume etc.), for all applicants. Once clicked, the system will take a few minutes to compile all documents into a single file.



Viewing and Downloading Multiple Applications

Assistant / Associate Professor

1 / 184



Page 1 of 184 | Created 09-13-2018 12:36:29 | Assistant / Associate Professor

Application: Vincent Crabbe

Posting number: 201800129F
Posting: Assistant / Associate Professor
Form: Faculty Application
Submitted: July 25, 2018 at 03:37 PM (confirmation number: CN000309376)

Note: To download the combined files as a single PDF document, select the download symbol.

Note: To print the entire document, select the print symbol.

Personal Information

Note: Once the system has compiled all materials into a single file, you will be able to see the Personal Information, Professional References, Applicant Documents, answers to Supplemental Questions, and Certification information for each applicant you selected. This combined document may be printed, sent electronically through a password protected e-mail or downloaded to a secure department shared drive.

First Name	Vincent
Last Name	Crabbe
Address1	123 Main St.
Address2	
City	London
State	NA
Zip Code	80525
International Postal Code	80525
Country	United Kingdom (Great Britain)
Primary Phone	
Secondary Phone	
Email	vcrabbe@gmail.com



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

oeo@colostate.edu

