



Colorado State University

CSU Talent Management System User Guide

How to Log in to the TMS

Logging in to the TMS

Every CSU employee is automatically granted access to the CSU Talent Management System with two default user groups; Employee and Search Committee Member. If you need additional user groups assigned to your TMS profile, please fill out a [Talent Management System Access Request Form \(PDF\)](#) and email it to oeo@colostate.edu. To gain a better understanding of the user groups, please see the [definitions of the roles guide](#). Both of these resources are available on the [OEO website](#).

If you are a guest user (not a CSU employee) please follow along with the guest login instructions.

The steps in the following slides explain how to log in to the system.



How to Log in: CSU Employee vs Guest User

The screenshot shows the Talent Management System login page for Colorado State University. The browser address bar displays <https://jobs.colostate.edu/hr/login>. A red box highlights this URL with the instruction: "1. To log in, go to: <https://jobs.colostate.edu/hr>".

The page header includes "Talent Management System" and "Colorado State University" with the university logo. Below the header is a banner with the text: "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."

The main content area is divided into two sections: "CSU EMPLOYEE USERS" and "GUEST USERS".

CSU EMPLOYEE USERS: A red box highlights the "CSU User Login" button. A callout box on the left explains: "1. If you are a current CSU employee, use the left side 'CSU Employee Users' to access the Talent Management System. Once you click 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)."

GUEST USERS: A red box highlights the "GUEST USERS" login form, which includes fields for "Username:" and "Password:", and a "Login" button. A callout box on the right explains: "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."

At the bottom of the page, there are links for "TMS Training Site", "Submit Help Request", "Jobs @ CSU", and "Human Resources (970) 491-6947". The footer contains copyright information: "Copyright © 2014 by Office of Equal Opportunity Colorado State University - All Rights Reserved".



Log in with CSU credentials (for CSU Employees)

Authentication Required



eID Login

Log in to PeopleAdmin 7 Colorado State

eName:
Password:

1. Enter your CSU credentials to gain access to the system (i.e. eName and CSU password)

Disable Single Sign-On for this session

Login

Important!

Bookmarks

- Never bookmark this page.
- This is the CSU federated authentication service. Future attempts to access PeopleAdmin 7 Colorado State with a bookmark to this login page will fail.



TMS Homepage

The screenshot shows the TMS homepage interface. At the top, there is a dark blue navigation bar with the text "Applicant Tracking System" on the left and "Welcome, Test User | My Profile | Help | Logout | Walkthrough" on the right. Below this is a white header area containing the Colorado State University logo and a "User Group:" dropdown menu currently set to "Employee". A blue navigation bar below the header contains "Home" and "Shortcuts". The main content area has a "Welcome to your Online Recruitment System" heading. A large blue callout box on the left contains a note and a link to a TMS Access Request form. A red callout box on the right explains how to use the User Group dropdown menu and provides a link to a guide. The background shows a "Postings" section with a "Filters" button and a legend for "Evaluated Applicants" (blue) and "Unevaluated Applicants" (purple). A donut chart at the bottom right shows "3 Committees Served By Department last 365 Days".

1. To select a TMS module, click on the three dots in the top left corner.

2. To select your desired user group, use the User Group drop-down menu. Please see our User Group Definitions guide for additional information regarding each role in the system.

<https://oee.colostate.edu/media/sites/144/2017/05/User-Role-Definitions-Scope-and-Permissions-New.pdf>

Note: When you first log in to the Talent Management System, you will be taken to the homepage. The blue color across the top indicates that you are in the Applicant Tracking module. This module is used to create Postings and complete Hiring Proposals. The Position Management module (orange side) is used to create or modify Position Descriptions. If you wish to access the Position Management module, click on the three dots in the upper left corner and select Position Management.

The CSU Talent Management System is a roles-based program. Your role/group in the system determines what level of access you have to the system as well as what action can be performed. If you have not customized your [login preferences](#), you will automatically be logged in under the 'Employee' user group and will have limited access to many parts of the system. If you need additional user groups assigned to your profile, please fill out a TMS Access Request Form with the appropriate signatures and send it to OEO .


TMS Access Request form:
<https://oee.colostate.edu/media/sites/144/2017/05/TMSAccessRequestForm.pdf>

3 Committees Served By Department last 365 Days



Navigation in the TMS: Module Explanation

... **Applicant Tracking System** Welcome, Test User My Profile Help logout Walkthrough

Colorado State University  User Group: Employee


Home Shortcuts

Welcome to your Online Recruitment System

Inbox SEARCH Filters Active Applicants

While in the Applicant Tracking module, you will be able to create Posting Announcements, review and move applicants into different 'workflow states' as well as create Hiring Proposals to complete the hiring process. This module is managed by the Office of Equal Opportunity. If you have any questions while in the blue, Hire module, please contact OEO at (970) 491-5836 or oeo@colostate.edu.

... **Position Management** Welcome, Test User My Profile Help logout Walkthrough

Colorado State University  User Group: Employee

Home Position Descriptions Classifications Shortcuts

Welcome to your Online Recruitment System

Inbox SEARCH Filters Active Applicants

In the Position Management module, you will be able to create and modify Position Descriptions. This module is managed by Human Resources. If you have any questions while in the orange, Position Management module, please contact HR at (970) 491-6947 or myhr@colostate.edu.

Navigating the Homepage

Applicant Tracking System

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

Colorado State University

Main Menu

Home

Welcome to your Online Recruitment System

User Group:
Employee
Employee
Search Committee Member

User Group Selection Drop-Down Menu

Inbox

Postings Onboarding Tasks

SEARCH [Filters](#)

The TMS homepage is broken out into a different sections. What you see on this page is dependent on your current User Group. Definitions of each section can be found on the following page.

Watch List

Postings

SEARCH [Unwatch Postings](#)

there are no results to be displayed.

0 Active Applicants

Widgets

0

Evaluated Applicants
Unevaluated Applicants

3 Committees Served By Department last 365 Days

Main Page Sections

Main Menu - Located across the top of the screen, you can select any option from the Main Menu to access your permitted areas of the system. For example, you will find Postings and Hiring Proposals within the Hire module Main Menu and Position Descriptions in the Main Menu of the Positions module. What you see here will be dependent on your selected User Group.

Inbox – This area displays items that require your immediate attention. For example, if a posting request was awaiting your approval for one of your assigned user groups, the item would then appear in your Inbox. Inbox items will disappear from view (from the list) when there are no more actions to complete.

Watch List - Located below the Inbox, this area displays items for which you have marked as “Add to Watch List”. This allows you to track requests in the system, even after they have been moved out of your approval queue.

Widgets - Located on the right side of the screen, widgets provide ‘at-a-glance’ data about certain aspects of the system. Widgets are user group dependent and will update based on your current permissions in the system.

User Group Selection Drop-Down Menu – Located in the top-right corner of the screen, this area lists all user groups currently assigned to your TMS profile. Each group has a specific function in the TMS. Please see our User Role Definitions Guide located here: <https://oeo.colostate.edu/media/sites/144/2017/05/User-Role-Definitions-Scope-and-Permissions-New.pdf>



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

