Colorado State University

CSU Talent Management System
User Guide – EO Coordinator

How to view aggregate voluntary demographics for applicant pool

my HR
Working together.

Log into the system

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

2. Select EO Coordinator from the User Group drop-down menu.

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Locate the posting

Applicant Tracking System

Welcome, Test User   My Profile   Help   logout

User Group:
EO Coordinator

Home   Postings ▾   Shortcuts ▾

Admin Professional/ Research Professional
Faculty

Welcome to

Inbox   Postings   Hiring Proposals   Position Requests   Onboarding Tasks   Special Handling Lists

1. Click on Postings in the menu across the top of the page then select either Admin Professional/Research Professional or Faculty from the drop-down menu.

SEARCH   Filters

There are no results to be displayed.

0 Active Applicants

0

Evaluated Applicants
Unevaluated Applicants

Watch List   Postings   Hiring Proposals   Position Requests

SEARCH

Unwatch Postings

there are no results to be displayed.

14 Committees Served By Department last 365 Days

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Locate the posting

Generate the aggregate demographics report

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User Group:
EO Coordinator

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

★ 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)**

Owner: OEO

1. Select Reports.

| 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

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Generate the aggregate demographics report

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User Group: EO Coordinator

Home | Postings ▾ | Shortcuts ▾

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

★ 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
Owner: OEO

1. Select Departmental EEO Report.

Summary | History | Applicants | Reports | Associated Position Description

📄 Applicant List Report
📄 Applicants In Process Report
📄 Departmental EEO Report

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Generate the aggregate demographics report

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User Group:
EO Coordinator

Home   **Postings ▾**   **Shortcuts ▾**

Home / Messages ☆

Messages

Note: The 'Status' of the report will say 'Queued' while the data compiles. It will change to 'Completed' when it is ready to view.

You have 2 messages. Messages automatically expire after 1 day.

Title	Status	Message	(Actions)
Departmental EEO Report for Academic Success Coordinator	Completed	Completed at 10/31/2019 03:16 PM	Actions

View Report

Download to Excel

1. To view the report, hover over Actions and select View Report.

Note: If you want to download the report to as an Excel Spreadsheet, select Download to Excel from the drop-down menu.

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Aggregate Applicant Demographics Report

Report Generated:	Thursday October 31, 2019 02:16:36 PM
Job Title	Academic Success Coordinator
Posting Number	201900228AP

You now are viewing the aggregate applicant demographics for the search. If you wish to compare these to the University's Affirmative Action Utilization and Placement Goals, please click here.

Note: If you would like to print a hardcopy select 'Ctrl' + 'P' to print.

Under Review by Dept/Committee Applicants

Gender	Hispanic / Latino	American Indian Or Alaska Native	Asian	Black Or African American	Native Hawaiian Or Other Pacific Islander	White	Two Or More Races	Not Disclosed	Total
Female	0	0	4	0	0	5	0	0	9
Male	0	0	0	1	0	10	0	0	11
No Answer	0	0	0	0	0	0	0	0	0
Total	0	0	4	1	0	15	0	0	20

Disabled Status	Hispanic / Latino	American Indian Or Alaska Native	Asian	Black Or African American	Native Hawaiian Or Other Pacific Islander	White	Two Or More Races	Not Disclosed	Total
Yes, I Have A Disability (Or Previously Had A Disability)	0	0	0	0	0	1	0	0	1
No, I Do Not Have A Disability	0	0	4	1	0	14	0	0	19
I Do Not Wish To Answer	0	0	0	0	0	0	0	0	0
No Answer	0	0	0	0	0	0	0	0	0
Total	0	0	4	1	0	15	0	0	20

Veteran Status	Hispanic / Latino	American Indian Or Alaska Native	Asian	Black Or African American	Native Hawaiian Or Other Pacific Islander	White	Two Or More Races	Not Disclosed	Total
I Am Not A Protected Veteran	0	0	4	1	0	15	0	0	20
I Am A Protected Veteran	0	0	0	0	0	0	0	0	0
No Answer	0	0	0	0	0	0	0	0	0
Total	0	0	4	1	0	15	0	0	20

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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

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