

Talent Management System Access Request

Office of Equal Opportunity  
 101 Student Services Building  
 Campus Delivery 0160  
[oeo@colostate.edu](mailto:oeo@colostate.edu)

1. User Information

|                   |  |
|-------------------|--|
| Access Start Date |  |
| eName             |  |

|      |  |
|------|--|
| Name |  |
|------|--|

2. Specify Departments

Include department number and name

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3. Request Access to the Talent Management System

For any employee involved in position description development, searches or hiring of Faculty, Administrative Professional, State Classified and Postdoctoral Fellow employees.

See the [TMS User Role Definitions, Scope and Permissions document](#) for access role descriptions.

|                      |  |                      |  |                  |  |                   |  |
|----------------------|--|----------------------|--|------------------|--|-------------------|--|
| College/Division HR* |  | Signature Authority* |  | Hiring Authority |  | Applicant Manager |  |
| Initiator            |  |                      |  |                  |  |                   |  |

\* Only College/Division HR and Signature Authority requires a Dean or Vice President signature below

4. Justification for Access

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User Agreement

I understand that the data contained in the PeopleAdmin Talent Management System is confidential. I also understand that the access I am requesting is for my use in performing my job duties and responsibilities. Therefore, I agree that my user ID and password will not be shared with other persons, and that I am responsible for any accesses logged against my user ID. I understand that failure to keep my ID and password private and/or secure may result in the termination of my ability to access the online Talent Management System and the data contained therein.

\_\_\_\_\_  
 Employee Signature Date

\_\_\_\_\_  
 Department Authorizing Signature Date

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Dean/Vice President Authorizing Signature Date

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 OEO Authorizing Signature Date