Creating an Applicant Spreadsheet

1. Log into TMS at https://jobs.colostate.edu/hr

2. Select ‘Applicant Tracking’ module and ‘Applicant Manager,’ ‘Search Committee Member’ or ‘EO Coordinator’ User Group.
1. Hover over ‘Postings’ and either select ‘Admin Professional/Research Professional’ or ‘Faculty’
Creating an Applicant Spreadsheet

1. Click on the title of the posting you wish to create the spreadsheet for, or search for it using the search bar.

Admin Professional/Research Professional Postings

- MIP - Research Associates I, II, or III - Open Post
  - Posting Number: 201400140P
  - Department: Microbiology, Immunology and Pathology (1662)
  - Active Applications: 124
  - Workflow State: Closed
  - Last Updated: September 01, 2015 at 12:01 AM
1. Once you’re in the correct posting, select the ‘Applicants’ tab
1. Once on the Applicants page you'll notice all the current active applicants for the search listed below. Above each column, you will notice different titles (First Name, Last Name, Posting Numbers etc.). To add more columns with further information you will need to select the 'More search options' button.
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1. Once the search options have expanded, select the ‘Add Column’ drop down box and scroll all the way to the bottom to include the ‘Workflow State Entrance Reason’ as a column.

Note: This column will include the rational for why an applicant did or did not progress in the search process. Including any other columns is up to your preference.
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1. Once the ‘Workflow State Entrance Reason’ column has been added be sure to select both ‘Active’ AND ‘Inactive’ under the ‘Active/Inactive drop down box to show both the applicants moving forward and those who have not.

   To do this, select ‘Active’ and then while holding down the Shift button, select ‘Inactive’.

2. Then click the ‘Search’ button.
1. Once both ‘Inactive’ and ‘Active’ have been selected, rational as to why a candidate did or did not move forward should start to populate the applicant list (as long as it was provided).

2. To save this specific search that includes the column ‘Workflow State Entrance Reason’ and both ‘Inactive’ and ‘Active’ for future use, select ‘Save this search’.
Creating an Applicant Spreadsheet – Saving a Search

1. Label the search ‘Applicant Spreadsheet’.

2. You can check the box next to ‘Make it the default search’ if you wish to make it your default search for the future. This is optional.

3. Select ‘Save this Search.

Note: This search will now be saved and can be used for all of the postings you are associated with.
Creating an Applicant Spreadsheet – Saving a Search

1. Your Applicant Spreadsheet search is now saved and can be opened by hovering your mouse over 'Open Saved Search' and selecting 'Applicant Spreadsheet'.

2. It will then appear as a tab above your list of applicants.
1. To export your Applicant Spreadsheet to Excel, hover over the ‘Actions’ button then select ‘Export results’ from the drop down menu.

You have now created and downloaded an Applicant Spreadsheet for your search.

Note: The Excel spreadsheet will mirror the exact columns and rows that are on your TMS screen.
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
Fill out a TMS Help Form