CSU Talent Management
User Guide
How to Reactivate an Application

Last Updated: 3/30/2016
Sometimes applicants will need or want to update their submitted application. This is only allowed if it is still **before** the ‘Full Consideration Date’. Otherwise the request will need to be emailed from the Applicant Manager to OEO at oeo@colostate.edu.

The following guide will show the Applicant Manager how to reactivate an application in the Talent Management System. Reactivation will open up all three application sections for the applicant: Uploaded Documents, References, and Supplemental Questions.
Reactivating an Application in TMS

1. Navigate to the posting that the Applicant applied to.

2. Click on ‘Applicants’

Note: Make sure you are logged in under the ‘Applicant Manager’ user group.
Reactivating an Application in TMS

1. Click on the Applicant’s first name.
1. Select 'Application Reactivated' from the drop down menu.

2. Click on ‘Submit’ in the pop-up box.
The applicant may now log-in to their online application and edit/update the material. Note: It may take the system a few minutes to update.

1. The applicant may now log-in to their online application and edit/update the material.

2. When the system is updated, the applicant will be in ‘Application Reactivated’ Workflow State.
Dear John Doe,

Your application has been reactivated for a position at Colorado State University.

- Please log in at https://jobs.colostate.edu and click on ‘Your Applications’ in the left hand menu.
- Under ‘Completed Applications’ you will see ‘Update’ under the position for which you requested reactivation.
- Click on ‘Update’
- Select ‘Yes, update this application’ on the top of the next screen.

You may now access (go into) your application and edit any information entered or change out any documents. When you are finished, you must certify and submit your application again. For further help please see our step-by-step guide found here:

Thank you.

Office of Equal Opportunity
oee@colostate.edu
970-491-5636
1. The Applicant can now log-in to their online account on the jobs website and click on ‘Your Applications’.
1. The applicant will select ‘Update’
1. The Applicant will select ‘Yes, update this application’.
Reactivating an Application in TMS – Applicant View

1. The Applicant can now edit any information in their application and change any uploaded documents by clicking the ‘Next’ button to navigate to the desired page.

Required fields are indicated with an asterisk (*) in the form.

For international applicants, please choose ‘NA’ from the dropdown menu.

For international applicants please enter five zeroes for the zip code. "00000"
1. Once the applicant has completed their updates, they will click 'Certify and Submit'.
Reactivating an Application in TMS

Note: The applicant **MUST** certify and submit their application for the changes to update in the TMS.

Note: The applicant will receive another email from TMS thanking them for applying.
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