



Colorado State University

# CSU Talent Management

## User Guide – Search Committee Member

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How to Log In and View Applications

my HR  
Working together.

# Search Committee Member E-mail Notification



Colorado State University

1. The Search Committee Member will receive an e-mail notification.

You have been assigned as a Search Committee Member for the {{posting\_\_job\_detail\_\_job\_title}} position. Once the posting has been approved you may log in to review candidates at your convenience at <https://jobs.colostate.edu/hr>.

If you need assistance logging in, Please review our How to Log In guide located here: <https://oeo.colostate.edu/media/sites/144/2017/05/How-to-Log-In-to-the-CSU-Talent-Management-System-New.pdf>

For help on how to view applicants, please review the Search Committee Member guide on how to view applicants in the system located here: <https://oeo.colostate.edu/media/sites/144/2017/05/CSU-Search-Committee-Member-Navigation.pdf>

Should you have any questions about your access to the system, please feel free to contact the Office of Equal Opportunity for assistance with Faculty and Administrative Professional positions. Thank you and good luck with the search.

Thank you,

Office of Equal Opportunity  
[oeo@colostate.edu](mailto:oeo@colostate.edu)  
970-491-5836

If you need further assistance or have questions, please see our training website at <http://oeo.colostate.edu/talent-management-system-log-in-mail>  
OEO at [oeo@colostate.edu](mailto:oeo@colostate.edu).

Note: If you are a guest user search committee member (not a current CSU employee), please obtain your guest username from the search chair or search support staff. Please check your email for your guest user password. This email is sent out once the your guest user account is created.



# Search Committee Member Login

## Talent Management System



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 the CSU 'Authentication Required' verification page where you will enter in your CSU credentials (i.e. ename and CSU password).

2. For Search Committee Members who are **NOT** employed with CSU, you will need to log in as a guest user. You will need to request your username from the search chair and your password will be GoCSURams!

Note: To access this login page, please visit:  
<https://jobs.colostate.edu/hr/login>

**CSU EMPLOYEE USERS**

**CSU User Login**

\*CSU eID and password required

**GUEST USERS**

Username:

Password:

**Login**

[Forgot your username or password?](#)

TMS Training Site

Submit Help Request

Jobs @ CSU

Search CSU | Contact CSU | Disclaimer | Equal Opportunity | Privacy Statement

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Human Resources  
(970) 491-6947  
Office of Equal Opportunity  
(970) 491-5836



# Posting – Search Committee Member Navigation



1. Make sure you are in the 'Applicant Tracking' module and that 'Search Committee Member' is selected from the user group drop down menu.

PeopleAdmin  
APPLICANT TRACKING ▾

Note: Once you log in, you will be taken to the home page of the Talent Management System.

Home **Postings** | My Profile Help

State Classified  
Admin Professional/ Research Professional  
Faculty

you have 0 messages. Search Committee Member ▾ logout

## Welcome to your Online Recruitment System

2. Hover over the 'Postings' tab and select either 'Admin Professional/Research Professional' or 'Faculty'.

### Inbox 0

Displaying items for group "Search Committee Member".

Postings (0)

Job Title	Type	Current State	Owner
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### Watch List 0

Postings (0)

Job Title	Type	Current State	State Owner
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### My Links

- Links
- CSU Talent Management Training Website
- TMS Training Guides
- TMS Listserv Sign Up Form
- TMS Problem or Issue? Submit Here
- Your Applicant Portal
- (How Applicants access your PeopleAdmin)

# Posting – Search Committee Member Navigation

Postings / Admin Professional/ Research Professional

## Admin Professional/ Research Professional Postings

Ad hoc Search Admin Professional/Research... ✕

1. To view the posting and the current applicant pool, select the working title.

Note: 12 applicants have applied to this posting.

<input type="checkbox"/>	Working Title	Posting Number	Position Number	Department	Active Applications	Workflow State	Last Status Update	<input type="button" value="Actions ▼"/>
<input type="checkbox"/>	Pharmacy Manager	201700167AP	023416.0001	Veterinary Teaching Hospital (1620)	12	Closed	May 09, 2017 at 12:01 AM	<input type="button" value="Actions ▼"/>

Note: To access the applicant pool directly, hover over the 'Actions' drop down menu and select 'View Applicants'.

- GENERAL
- 
- 
- TRACKING
-

# Posting – Viewing Applicants



Note: If you selected the working title on the previous page, it will take you to the 'Summary' tab. The 'Summary' tab provides information about the posting.

- ★ See how Posting looks to Applicant
- 🖨 Print Preview (Applicant View)
- 🖨 Print Preview

## Posting: Pharmacy Manager (Admin Professional/ Research Professional)

Current Status: Closed  
Position Type: Admin Professional/  
Research Professional  
Department: Veterinary Teaching  
Hospital (1620)

Created by: Sara Gaminada  
Owner: OEG

1. To view the applicants, click on the 'Applicants' tab.

- Summary**
- History
- Applicants**
- Reports

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate Workflow Action 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 box.

To edit the posting, click on the Edit link next to the Section Name in the Summary Section. This will take you directly to the Posting Page to Edit. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

✔ Posting Details

# Posting – Viewing Applicants

Position Type: Admin Professional/  
Research Professional  
Department: Veterinary Teaching  
Hospital (1620)

Created by: Sara Caminada  
Owner: OEO

Summary | History | **Applicants** | Reports

Saved Searches ▾  Search [More Search Options ▾](#)

Active Applicants ×

"Active Applicants" 12

Actions ▾

<input type="checkbox"/>	First Name	Last Name	Posting Number	Workflow State (Internal)	Application Date	
<input type="checkbox"/>	<b>Lesia</b>			Under Review by Dept/Committee	March 13, 2017 at 12:11 PM	Actions ▾
<input type="checkbox"/>	Cherri		201700167AP	Under Review by Dept/Committee	March 13, 2017 at 01:32 PM	Actions ▾
<input type="checkbox"/>	David		201700167AP	Under Review by Dept/Committee	March 15, 2017 at 12:46 PM	Actions ▾
<input type="checkbox"/>	Lori		201700167AP	Under Review by Dept/Committee	March 15, 2017 at 06:41 PM	Actions ▾
<input type="checkbox"/>	John		201700167AP	Under Review by Dept/Committee	March 15, 2017 at 08:51 PM	Actions ▾
<input type="checkbox"/>	Vincent		201700167AP	Under Review by Dept/Committee	March 15, 2017 at 09:09 PM	Actions ▾

1. To view a single applicant, click on the applicant's first name.



# Posting – Job Application



Note: To navigate back to the 'Applicants' tab within the posting, select 'Applicant Review' from the top.

★ View Posting Applied To  
★ **Preview Application**

## Job application: Lesa [redacted] (Admin Professional/ Research Professional)

Current Status: Under Review by Dept/Committee  
Application form: Administrative Professional - Standard Application Materials

Full name: Lesa [redacted] Created by: Lesa [redacted]  
Address: Owner: Applicant Manager

1. Click on 'Preview Application' to view Personal Information, Professional References, Applicant Documents, Supplemental Questions, and Certification information combined into a single document.

Username:  
Note: The 'Summary' tab on an applicant's Job Application page provides personal information, certification, and any documents such as a resume or cover letter supplied by the applicant.

**Summary** | Recommendations (0 of 4) | History | Reports



# Posting – Preview Application (single)

## Administrative Professional - Standard Application Materials for Pharmacy Manager

Posting number: 201700167AP

Submitted March 13, 2017 at 12:11 PM (confirmation number: CN000177477)

### Personal Information

#### Applicant Information

First Name	Lesla
Middle Name	
Last Name	
Address1	
Address2	
City	
State	
Zip Code	
International Postal Code	
Country	
Primary Phone	
Secondary Phone	
Email	emailaddress@zed.zed
Select the one (1) answer that best describes how you learned about this job opening	Indeed.com
Please further specify the exact source where you learned about this position	

Note: Selecting 'Preview Application' will show: Personal Information, Professional References, Applicant Documents, Supplemental Questions, and Certification information contained in a single document. This document may be printed, sent electronically through e-mail or downloaded to a secure department shared drive.



# Posting – Downloading and viewing multiple applications

## Posting: Pharmacy Manager (Admin Professional/ Research Professional)

Current Status: Closed  
Position Type: Admin Professional  
Department: Veterinary Teaching  
Hospital (1620)

Note: To download and view multiple applications at the same time, navigate back to the 'Applicants' tab within the posting.

Summary | History | **Applicants** | Reports

Saved Searches  Search

1. If you would like to view multiple applications simultaneously, check the boxes next to each application you want to download and view.

2. Hover over the 'Actions' button and select 'Download Applications as PDF' under the 'Bulk' heading.

Note: You can select all applicants by checking the top checkbox.

3. Select 'Application and All Documents' from the pop up window then click 'Submit'.

<input checked="" type="checkbox"/>	First Name	Last Name	Posting Number	Workflow State (Internal)	Application Date	Actions
<input checked="" type="checkbox"/>	Lesa				March 13, 2017 at 12:00	<b>Actions</b>
<input checked="" type="checkbox"/>	John				March 13, 2017 at 01:00	
<input checked="" type="checkbox"/>	Vincent				March 15, 2017 at 12:00	
<input checked="" type="checkbox"/>	Jodi				March 15, 2017 at 06:00	
<input checked="" type="checkbox"/>					March 15, 2017 at 08:00	
<input checked="" type="checkbox"/>					March 15, 2017 at 09:00	
<input checked="" type="checkbox"/>					March 19, 2017 at 08:08 PM	<b>Actions</b>

Select the document type(s) to use.

Application and All Documents

Only These Document Types

- Application Data
- Resume
- Curriculum Vitae
- Cover Letter
- List of Professional References
- Unofficial Transcripts
- Official Transcripts
- Veteran DD214 Form (Member-4) (For State Classified searches ONLY)

**Actions**

GENERAL

- Review Screening Question Answers
- Download Screening Question Answers
- Export results

BULK

- Download Applications as PDF**
- Create Document PDF per Applicant

# Posting – Viewing Multiple Applications

Page 1 of 34 | Created 06-12-2017 17:41:26 | Pharmacy Manager

Note: You will see the Personal Information, Professional References, Applicant Documents, Supplemental Questions, and Certification Information for each applicant you selected combined into a single document. This document may be printed, sent electronically through e-mail or downloaded to a secure department shared drive.

Note: To download the file as a single PDF document, select the download symbol.

Note: To print the entire document, select the print symbol.

First Name	Lesa
Middle Name	
Last Name	
Address1	
Address2	
City	
State	
Zip Code	
International Postal Code	
Country	United States of America
Primary Phone	
Secondary Phone	
Email	emailaddress@zed.zed

# 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](http://www.oeo.colostate.edu/talent-management-system-tms)

For additional help, contact the Office of Equal Opportunity at:

(970) 491-5836

or

[oeo@colostate.edu](mailto:oeo@colostate.edu)

