CSU Talent Management System
User Guide – Search Committee Member
How to Log In and View Applications
1. Once you have been added as a Search Committee Member to a search, you will receive this e-mail notification from the Talent Management System (TMS).

Note: If you are a guest search committee member (not a current CSU employee), please obtain your guest username from the search chair or search support staff.

For help on how to view applicants and download application materials, please review the 'Search Committee Member Navigation' guide 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 Human Resources Office for assistance with State Classified searches and 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
970-491-5836

If you need further assistance or have questions, please see our training website at http://oeo.colostate.edu/talent-management-system-tms or email OEO at oeo@colostate.edu.
1. If you are a current CSU employee, use the left side CSU User Login to access the Talent Management System. Once you have clicked the CSU User Login button, you will be taken to CSU's Authentication Required verification page where you will be asked to enter your CSU credentials (i.e. ename and CSU password).

2. For Search Committee Members who are NOT employed at 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
1. Select Search Committee Member from the User Group drop-down menu.

Note: Once logged in, you will be taken to the home page of the Talent Management System.
2. Click on Postings in the main menu and select either Admin Professional/Research Professional or Faculty. If you are unsure of what to select, please reach out to your search chair.
1. To view the search (posting) and the current applicant pool, click on the working title.

Note: 19 applicants have applied to this posting.

Note: To access the applicants directly, hover over the Actions drop-down menu and select View Applicants.
Note: If you selected the working title on the previous page, it will take you to the Summary tab of the posting. The Summary tab provides general information about the posting.

1. To view the applicants, click on the Applicants tab.
1. To view a single applicant, click on the applicant’s first name.
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.

1. Click on Preview Application to view Personal Information, Professional References, Applicant Documents, answers to Supplemental Questions, and Certification information combined into a single document.
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 a password protected e-mail or downloaded to a secure department shared drive.
1. You can also click on the Documents tab across the top of the job application to quickly view any submitted applicant documents without needing to download them first. Click on the title of each document to see a quick preview.
1. If you would like to view multiple applications simultaneously, check the boxes next to each application you wish to view.

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

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

Note: To download and view multiple applications at the same time, navigate back to the Applicants tab within the posting.
1. In the pop-up window, ensure that the top radio button is selected then click Submit. This will instruct the system to download all applications, including submitted materials (Cover Letter, Resume etc.), for all applicants. Once clicked, the system will take a few minutes to compile all documents into a single file.

Note: If you only want to download certain applicant documents, select the specific type from the list shown. Please note that the pop-up box displays all document options, even if they don’t apply to this specific search. Please check with the search chair if you have any questions regarding which documents applicants uploaded when applying.
Note: Once the system has compiled all materials into a single file, you will be able to see the Personal Information, Professional References, Applicant Documents, answers to Supplemental Questions, and Certification information for each applicant you selected. This combined document may be printed, sent electronically through a password protected e-mail or downloaded to a secure department shared drive.

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

Note: To print the entire document, select the print symbol.
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
oeo@colostate.edu