CSU Talent Management
User Guide – Search Committee Member
How to Log In and View Applications

Last Updated: 8/30/2017
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
970-491-5836

If you need further assistance or have questions, please see our training website at http://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.
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
1. Make sure you are in the ‘Applicant Tracking’ module and that ‘Search Committee Member’ is selected from the user group drop down menu.

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

Note: Once you log in, you will be taken to the home page of the Talent Management System.
1. To view the posting and the current applicant pool, select the working title.

<table>
<thead>
<tr>
<th>Working Title</th>
<th>Posting Number</th>
<th>Position Number</th>
<th>Department</th>
<th>Active Applications</th>
<th>Workflow State</th>
<th>Last Status Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pharmacy Manager</td>
<td>201700167AP</td>
<td>023416.0001</td>
<td>Veterinary Teaching Hospital (1620)</td>
<td>12</td>
<td>Closed</td>
<td>May 09, 2017 at 12:01 AM</td>
</tr>
</tbody>
</table>

**Note:** 12 applicants have applied to this posting.

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

1. To view the applicants, click on the ‘Applicants’ tab.

Posting: Pharmacy Manager (Admin Professional/ Research Professional)

Current Status: Closed

Position Type: Admin Professional/ Research Professional

Department: Veterinary Teaching Hospital (1620)

Created By: Sara Sand pared

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
1. To view a single applicant, click on the applicant’s first name.
Posting – Job Application

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, Supplemental Questions, and Certification information combined into a single document.

Note: To navigate back to the ‘Applicants’ tab within the posting, select ‘Applicant Review’ from the top.
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.
1. If you would like to view multiple applications simultaneously, check the boxes next to each application you want to download and 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.

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

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td>First Name</td>
<td>Lessa</td>
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<tr>
<td>Middle Name</td>
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<tr>
<td>Last Name</td>
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<tr>
<td>Email</td>
<td><a href="mailto:emailaddress@zed.zed">emailaddress@zed.zed</a></td>
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</tbody>
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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