



Colorado State University

# CSU Talent Management System User Guide

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How to Log in to the TMS

# Logging in to the TMS

Every CSU employee is automatically granted access to the CSU Talent Management System with two default user groups; Employee and Search Committee Member. If you need additional user groups assigned to your TMS profile, please fill out a [Talent Management System Access Request Form \(PDF\)](#) and email it to [oeo@colostate.edu](mailto:oeo@colostate.edu). To gain a better understanding of the user groups, please see the [definitions of the roles guide](#). Both of these resources are available on the [OEO website](#).

The steps in the following slides explain how to log in to the system.



# How to Log in: CSU Employee vs Guest User

← → ↻ Secure <https://jobs.colostate.edu/hr/login> 1. To log in, go to: <https://jobs.colostate.edu/hr> 🔍 ☆ 📄 📱 🆕 🌐 🏠

## Talent Management System

Colorado State University



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Inspired by its land-grant heritage, Colorado State University is committed to excellence, setting the standard for public research universities in teaching, research, service and extension for the benefit of the citizens of Colorado, the United States, and the world.

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 CSU's 'Authentication Required' verification page where you will be asked to enter your CSU credentials (i.e. eName and CSU password).

### CSU EMPLOYEE USERS

[CSU User Login](#)

\*CSU eID and password required

[TMS Training Site](#)

[Submit Help Request](#)

### GUEST USERS

Username:

Password:

[Login](#)

[Forgot your username or password?](#)

[Jobs @ CSU](#)

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!.

[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



# Log in with CSU credentials (for CSU Employees)

## Authentication Required



### eID Login

Log in to PeopleAdmin 7 Colorado State

eName:   
Password:

1. Enter your CSU credentials to gain access to the system (i.e. eName and CSU password)

Disable Single Sign-On for this session

Login

### Important!

#### Bookmarks

- Never bookmark this page.
- This is the CSU federated authentication service. Future attempts to access PeopleAdmin 7 Colorado State with a bookmark to this login page will fail.



# TMS Homepage

The screenshot shows the TMS homepage interface. At the top, there is a dark blue navigation bar with the text "Welcome, Test User" and links for "My Profile", "Help", "logout", and "Walkthrough". On the left, there is a "Hire" button and the Colorado State University logo. A red callout box points to three dots in the top left corner, with the text: "1. To select a TMS module, click on the three dots in the top left corner." To the right, a "User Group:" dropdown menu is highlighted with a red box, showing "Employee" selected. Below the navigation bar, there is a blue header with "Home" and "Shortcuts" (with a dropdown arrow). The main content area has a blue box with the text: "Welcome to your Online Recruitment System". Below this, a large blue callout box contains a note: "Note: When you first log in to the Talent Management System, you will be taken to the homepage. The blue color across the top indicates that you are in the Hire module. This module is used to create Postings and complete Hiring Proposals. The Positions module (orange side) is used to create or modify Position Descriptions. If you wish to access the Positions module, click on the three dots in the upper left corner and select Positions." Below the note, another blue callout box contains the text: "The CSU Talent Management System is a roles-based program. Your role/group in the system determines what level of access you have to the system as well as what action can be performed. If you have not customized your [login preferences](#), you will automatically be logged in under the 'Employee' user group and will have limited access to many parts of the system. If you need additional user groups assigned to your profile, please fill out a TMS Access Request Form with the appropriate signatures and send it to OEO . TMS Access Request form: <https://oeco.colostate.edu/media/sites/144/2017/05/TMSAccessRequestForm.pdf>". To the right of the blue callout, a red callout box contains the text: "2. To select your desired user group, use the User Group drop-down menu. Please see our User Group Definitions guide for additional information regarding each role in the system." Below this, a red circle highlights a link: "<https://oeco.colostate.edu/media/sites/144/2017/05/User-Role-Definitions-Scope-and-Permissions-New.pdf>". The background of the screenshot shows a search bar with "SEARCH" text, a "Filters" button, a "Postings" section with "Unwatch Postings" button, and a chart titled "3 Committees Served By Department last 365 Days" with a legend for "Evaluated Applicants" (blue) and "Unevaluated Applicants" (purple).



# Navigation in the TMS: Module Explanation

... Hire

Welcome, Test User My Profile Help logout Walkthrough

Colorado State University

User Group: Employee

Home Shortcuts

Welcome to your Online Recruitment System

0 Active Applicants

Inbox SEARCH Filters

While in the Hire module, you will be able to create Posting Announcements, review and move applicants into different 'workflow states' as well as create Hiring Proposals to complete the hiring process. This module is managed by the Office of Equal Opportunity. If you have any questions while in the blue, Hire module, please contact OEO at (970) 491-5836 or [oeo@colostate.edu](mailto:oeo@colostate.edu).

... Positions

Welcome, Test User My Profile Help logout Walkthrough

Colorado State University

User Group: Employee

Home Position Descriptions Classifications Shortcuts

Welcome to your Online Recruitment System

0 Active Applicants

Inbox SEARCH Filters

In the Positions module, you will be able to create and modify Position Descriptions. This module is managed by Human Resources. If you have any questions while in the orange, Positions module, please contact HR at (970) 491-6947 or [myhr@colostate.edu](mailto:myhr@colostate.edu).

# Navigating the Homepage



## Main Menu

Home

User Group:  
Employee  
Employee  
Search Committee Member

**User Group Selection Drop-Down Menu**

Welcome to your Online Recruitment System

### Inbox

SEARCH

Filters

Postings Onboarding Tasks

The TMS homepage is broken out into a different sections. What you see on this page is dependent on your current User Group. Definitions of each section can be found on the following page.

### Watch List

SEARCH

Unwatch Postings

Postings

there are no results to be displayed.

### 0 Active Applicants

## Widgets

# 0

Evaluated Applicants  
Unevaluated Applicants

### 3 Committees Served By Department last 365 Days

# Main Page Sections

**Main Menu** - Located across the top of the screen, you can select any option from the Main Menu to access your permitted areas of the system. For example, you will find Postings and Hiring Proposals within the Hire module Main Menu and Position Descriptions in the Main Menu of the Positions module. What you see here will be dependent on your selected User Group.

**Inbox** – This area displays items that require your immediate attention. For example, if a posting request was awaiting your approval for one of your assigned user groups, the item would then appear in your Inbox. Inbox items will disappear from view (from the list) when there are no more actions to complete.

**Watch List** - Located below the Inbox, this area displays items for which you have marked as “Add to Watch List”. This allows you to track requests in the system, even after they have been moved out of your approval queue.

**Widgets** - Located on the right side of the screen, widgets provide ‘at-a-glance’ data about certain aspects of the system. Widgets are user group dependent and will update based on your current permissions in the system.

**User Group Selection Drop-Down Menu** – Located in the top-right corner of the screen, this area lists all user groups currently assigned to your TMS profile. Each group has a specific function in the TMS. Please see our User Role Definitions Guide located here: <https://oeo.colostate.edu/media/sites/144/2017/05/User-Role-Definitions-Scope-and-Permissions-New.pdf>





# 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

Email OEO at [oeo@colostate.edu](mailto:oeo@colostate.edu)

