Talent Management System Access Request

Office of Equal Opportunity
101 Student Services Building
Campus Delivery 0160
oeo@colostate.edu

1. User Information

Name		eName	
		Access Start Date	

2. Specify Departments

Include department number and name

3. Request Access to the Talent Management System

For any employee involved in position description development, searches or hiring of Faculty, Administrative Professional, State Classified and Postdoctoral Fellow employees.

See the TMS User Role Definitions, Scope and Permissions document for access role descriptions.

Department HR Liaison* ☐	Signature Authority* ☐	Hiring Authority ☐	Applicant Manager ☐

Initiator ☐

*** Only Department HR Liaison and Signature Authority user roles requires a Dean or Vice President signature below**

4. Justification for Access

User Agreement

I understand that the data contained in the PeopleAdmin Talent Management System is confidential. I also understand that the access I am requesting is for my use in performing my job duties and responsibilities. Therefore, I agree that my user ID and password will not be shared with other persons, and that I am responsible for any accesses logged against my user ID. I understand that failure to keep my ID and password private and/or secure may result in the termination of my ability to access the online Talent Management System and the data contained therein.

Employee Signature _____ Date _____

Department Authorizing Signature _____ Date _____ Printed Name _____

Dean/Vice President Authorizing Signature _____ Date _____ Printed Name _____