How to view aggregate voluntary demographics for applicant pool
1. Log into the TMS and navigate to the 'blue' 'Applicant Tracking' module.

2. Hover your cursor over the 'Postings' tab then select either AP or Faculty depending on the posting type.

Note: Make sure you are using the EO Coordinator User Group.
Looking up Demographics for Postings

Admin Professional - Research Professional Postings

1. Select the posting from the list below or search for it using the Posting Number. Click on the working title.

Coordinator for Student Engagement and Leadership

Posting Number  Position Number  Department  Active Applications  Workflow State  Last Status Update
201600245AP  015423.0002  Residence Life (8032)  27  Closed  May 09, 2016 at 12:01 AM
Looking up Demographics for Postings

1. Select 'Reports'
Looking up Demographics for Postings

1. Select ‘Departmental EEO Report’
Looking up Demographics for Postings

1. Hover over ‘Actions’ and select ‘View Report’

Note: ‘Status’ will say ‘Queued’ while the data compiles. It will change to ‘Completed’ when it is ready to view.

Note: If you want to download the report to as an Excel Spreadsheet, select ‘Download to Excel’ from the drop down ‘Actions’ menu.
## Looking up Demographics for Postings

**Report Generated:** Thursday May 12, 2016 09:45:12 AM  
**Job Title:** Coordinator for Student Engagement and Leadership  
**Posting Number:** 201600245AP

<table>
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<th>Gender</th>
<th>Hispanic / Latino</th>
<th>American Indian Or Alaska Native</th>
<th>Asian</th>
<th>Black Or African American</th>
<th>Native Hawaiian Or Other Pacific Islander</th>
<th>White</th>
<th>Two Or More Races</th>
<th>Not Disclosed</th>
<th>Total</th>
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<td>23</td>
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You now are viewing the search’s ‘Departmental EEO Report’  
Note: If you would like to print a hardcopy select ‘Ctrl’ + ‘P’ to print.
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

Email at oeo@colostate.edu