



Colorado State University

CSU Talent Management System

User Guide – EO Coordinator

How to view aggregate voluntary demographics for applicant pool

Looking up Demographics for Postings

The screenshot shows the Colorado State University TMS system interface. At the top left is the Colorado State University logo. The top navigation bar includes 'Home', 'Postings', 'My Profile', and 'Help'. A dropdown menu for 'Postings' is open, showing 'Admin Professional - Research Professional' and 'Faculty'. The 'APPLICANT TRACKING' dropdown is also visible. A red box highlights the 'Postings' tab and the dropdown options. A blue box highlights the 'EO Coordinator' dropdown menu. A red box highlights the 'Alerts' section, which contains a message about clearing the browser cache. A blue box highlights the 'My Links' section, which includes links to the Applicant Portal, TMS Training Guides, and Contact Information.

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.

Alerts (1 alert from the administrator)

Type Message

Attention If your 'Take Action on Posting' drop down menu is disappearing before it allows you to select a workflow state, please clear your internet browser's cache. To do so, please click on these links depending on your internet browser: Chrome, Internet Explorer, and Firefox.

Inbox 149

Displaying items for group "EO Coordinator".

Postings (10+) Position Requests (10+) Special Handling Lists (0)

Job Title	Type	Current State	Owner
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See more...

My Links

Links

Your Applicant Portal
(How Applicants access your PeopleAdmin system)

CSU Talent Management Training Website

Visit TMS Training Guides

Contact Information

Human Resources - (970) 491-6947
Office of Equal Opportunity - (970) 491-5836



Looking up Demographics for Postings



Admin Professional - Research Professional Postings

Saved Searches ▾ | 201600245AP | Search | More Search Options ▾

Ad hoc Search [X] Admin Professional/Research...

Ad hoc Search 1 Save this search?

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

<input type="checkbox"/>	Working Title	Posting Number	Position Number	Department	Active Applications	Workflow State	Last Status Update	Actions ▾
<input type="checkbox"/>	Coordinator for Student Engagement and Leadership	201600245AP	015423.0002	Residence Life (8032)	27	Closed	May 09, 2016 at 12:01 AM	Actions ▾

Looking up Demographics for Postings



- ★ See how Posting looks to Applicant
- 🖨️ Print Preview (Applicant View)
- 🖨️ Print Preview

Posting: Coordinator for Student Engagement and Leadership (Admin Professional - Research Professional)

Current Status: Closed

Position Type: Admin Professional - Research Professional
Department: Residence Life (8032)

Created by: Nancy Herr
Owner: OEO

1. Select 'Reports'

- Summary
- History
- Applicants
- Reports**
- Associated Position Description

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.

Looking up Demographics for Postings



Inbox

PeopleAdmin

Watch List

APPLICANT TRACKING ▾

Home

Postings

| My Profile

Help

Emily Rogers, you have 0 messages. Current Group: EO Coordinator ▾ logout

Postings / Admin Professional - Research Professional / Coordinator for Student Engagement and Leadership (Closed) / Reports



- ★ See how Posting looks to Applicant
- 🖨️ Print Preview (Applicant View)
- 🖨️ Print Preview

Posting: Coordinator for Student Engagement and Leadership (Admin Professional - Research Professional)

Current Status: Closed

Position Type: Admin Professional
- Research Professional
Department: Residence Life (8032)

Created by: Nancy Kerr
Owner: OEO

1. Select 'Departmental EEO Report'

Summary | History | Applicants | Reports | Associated Position Description

- 📁 Applicant List Report
- 📁 Applicants In Process Report
- 📁 Departmental EEO Report



Looking up Demographics for Postings



Home / Messages

Messages

You have 1 message. Messages automatically expire after 1 day.

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

Title	Status	Message	(Actions)
Departmental EEO Report for Coordinator for Student Engagement and Leadership	Completed	Completed at 05/12/2016 10:42 AM	Actions

1. Hover over 'Actions' and select 'View Report'

View Report
Download to Excel

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

Under Review by Dept/Committee Applicants

Gender	Hispanic / Latino	American Indian Or Alaska Native	Asian	Black Or African American	Native Hawaiian Or Other Pacific Islander	White	Two Or More Races	Not Disclosed	Total
Female	4	0	1	4	0	23	0	0	32
Male	1	0	1	5	0	31	0	1	39
No Answer	0	0	0	0	0	0	0	3	3
Total	5	0	2	9	0	54	0	4	74

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

