

## Talent Management System Access Request

Office of Equal Opportunity  
 101 Student Services Building  
 Campus Delivery 0160  
[oeo@colostate.edu](mailto:oeo@colostate.edu)

<b>1. User Information</b>		Access Start Date	
Name		eName	

**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 user role descriptions. [For additional Talent Management System resources, please see the TMS webpage.](#)

Department HR Liaison*		Signature Authority*		Hiring Authority		Applicant Manager	
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Initiator	
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\* 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
Dean/Vice President Authorizing Signature	Date

Printed Name	
Printed Name	