



Colorado State University

# CSU Talent Management System

## User Guide – EO Coordinator

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How to view aggregate voluntary demographics for applicant pool

# Log into the system

The screenshot shows the Applicant Tracking System interface. The top navigation bar includes 'Welcome, Test User', 'My Profile', 'Help', and 'logout'. The left sidebar contains 'Applicant Tracking System' (highlighted with a red box and three dots), 'Position Management', and 'OTHER TOOLS' with 'Colorado State University Employee Portal'. The main content area is titled 'Online Recruitment System' and features tabs for 'Hiring Proposals', 'Position Requests', 'Onboarding Tasks', and 'Special Handling Lists'. A search bar and a 'Filters' button are visible. Below this, there are sections for 'Postings', 'Hiring Proposals', and 'Position Requests', each with a search bar and an 'Unwatch Postings' button. On the right, a 'Shortcuts' dropdown menu is open, showing a 'User Group' dropdown menu with 'EO Coordinator' selected. Below this, a card displays '0 Active Applicants' with a large '0' and a legend for 'Evaluated Applicants' (blue) and 'Unevaluated Applicants' (purple). At the bottom right, a card shows '14 Committees Served By Department last 365 Days' with a donut chart.

1. Select the Applicant Tracking module by clicking the three dots in the top-left corner of the screen.

2. Select EO Coordinator from the User Group drop-down menu.



# Locate the posting



User Group:  
EO Coordinator

Home

Postings

Shortcuts

Welcome to

Admin Professional/ Research Professional  
Faculty

Inbox

1. Click on Postings in the menu across the top of the page then select either Admin Professional/Research Professional or Faculty from the drop-down menu.

SEARCH

Filters

There are no results to be displayed.

Watch List

Postings

Hiring Proposals

Position Requests

SEARCH

Unwatch Postings

there are no results to be displayed.

0 Active Applicants

0

Evaluated Applicants  
Unevaluated Applicants

14 Committees Served By  
Department last 365 Days



# Locate the posting



User Group:  
EO Coordinator

## Admin Professional/ Research Professional Postings

Saved Searches  Search [More Search Options](#)

Admin Professional/Research... ×

1. Find the posting in the list below or search for it using the Posting Number. Once you have located the correct posting, lick on the working title.

	Working Title	Posting Number	Position Number	Department	Active Applications	Workflow State	Last Status Update	Actions
<input type="checkbox"/>	Academic Success Coordinator	201900228AP	012379.0001	College of TMS Training (0000)	20	Closed	July 18, 2019 at 10:00 AM	Actions

# Generate the aggregate demographics report



User Group:  
EO Coordinator



- ★ See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview
- Add to Watch List

## Posting: Academic Success Coordinator (Admin Professional/ Research Professional)

Current Status: Closed

Position Type: Admin Professional/ Research Professional

Department: College of TMS Training (0000)

1. Select Reports.

Summary

History

Applicants

Reports

Associated Position Description

Please review the details of the posting carefully before continuing.

To take move the posting, select the appropriate **Workflow** 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



# Generate the aggregate demographics report

Applicant Tracking System

Welcome, Test User [My Profile](#) [Help](#) [logout](#)

Colorado State University

User Group: EO Coordinator

Home Postings Shortcuts

Postings / Admin Professional/ Research Professional / Academic Success Coordinator (Closed) / Reports

★ See how Posting looks to Applicant  
Print Preview (Applicant View)  
Print Preview  
Add to Watch List

## Posting: Academic Success Coordinator (Admin Professional/ Research Professional)

Current Status: Closed

Position Type: Admin Professional/ Research Professional  
Created by: Test User  
Owner: OEO

1. Select Departmental EEO Report.

Summary History Applicants Reports Associated Position Description

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

# Generate the aggregate demographics report

Applicant Tracking System

Welcome, Test User [My Profile](#) [Help](#) [logout](#)

Colorado State University

User Group: EO Coordinator

Home Postings Shortcuts

Home / Messages ☆

**Messages**

You have 2 messages. Messages automatically expire after 1 day.

Title	Status	Message	(Actions)
Departmental EEO Report for Academic Success Coordinator	Completed	Completed at 10/31/2019 03:16 PM	Actions

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

1. To view the report, hover over Actions and select View Report.

Note: If you want to download the report to as an Excel Spreadsheet, select Download to Excel from the drop-down menu.

View Report

Download to Excel



# Aggregate Applicant Demographics Report

<b>Report Generated:</b>	Thursday October 31, 2019 02:16:36 PM
<b>Job Title</b>	Academic Success Coordinator
<b>Posting Number</b>	201900228AP

You now are viewing the aggregate applicant demographics for the search. If you wish to compare these to the University's Affirmative Action Utilization and Placement Goals, please click [here](#).

## Under Review by Dept/Committee Applicants

Note: If you would like to print a hardcopy select 'Ctrl' + 'P' to print.

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	0	0	4	0	0	5	0	0	9
Male	0	0	0	1	0	10	0	0	11
No Answer	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>20</b>
Disabled Status	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
Yes, I Have A Disability (Or Previously Had A Disability)	0	0	0	0	0	1	0	0	1
No, I Do Not Have A Disability	0	0	4	1	0	14	0	0	19
I Do Not Wish To Answer	0	0	0	0	0	0	0	0	0
No Answer	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>20</b>
Veteran Status	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
I Am Not A Protected Veteran	0	0	4	1	0	15	0	0	20
I Am A Protected Veteran	0	0	0	0	0	0	0	0	0
No Answer	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>20</b>



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

