

TALENT MANAGEMENT SYSTEM



COLORADO STATE UNIVERSITY

Utilizing the History Tab

The History tab in TMS appears throughout the system, across both modules for multiple action items. The History tab is a one-stop shop which allows users to quickly view all previous actions taken on the item you are working on, be it a position description, posting request or hiring proposal. The History tab also appears on individual job applications where a user will be able to see all previous applicant workflow transitions and rationales.

Position Description History Tab

Below is an example of the History tab when creating or modifying a position description. The most recent transition in workflow will always appear at the top of the page. Workflow transitions, previous user notes, emails the system sent and to who, as well as date and time stamps associated with each workflow transition, will all appear on this tab.

The screenshot displays the TMS interface for creating a new faculty position. The page title is "Create New Faculty Position: Assistant / Associate Professor (Faculty)". The current status is "Position Approved/Initiate Posting". The position type is "Faculty", the department is "College of TMS Training (0000)", and it was created by "Emily Rogers" with the "Hiring Authority" as the owner. The "History" tab is selected and circled in red. The history log shows the following actions:

Action	User	Date and Time
Email Sent "SB env; not sent: Position Description Approved " sent to 1 user		July 09, 2018 at 12:04 PM
Performed "Approve" Position Request status changed to "Position Approved/Initiate Posting". It has been in this state for 53 full days.	Emily Rogers (Human Resources)	July 09, 2018 at 12:04 PM
Email Sent "SB env; not sent: An Action Requires Your Review/Approval " sent to 1 user		July 09, 2018 at 12:02 PM
Performed "Approve tenure track position" Position Request status changed to "HR Position Assignment". It was in this state for 0 hours.	Emily Rogers (Provost)	July 09, 2018 at 12:02 PM
Emails Sent "SB env; not sent: An Action Requires Your Review/Approval " sent to 2 users		July 09, 2018 at 12:02 PM
Emails Sent "SB env; not sent: An Action Requires Your Review/Approval " sent to 3 users		July 09, 2018 at 12:02 PM

Posting History Tab

Below is an example of the History tab within a posting request. Similar to the History tab on a position description, the most recent transition in workflow will always appear at the top of the page. Workflow transitions, previous user notes, emails the system sent and to who, as well as date and time stamps associated with each workflow transition, will all appear on this tab.

Colorado State University

Welcome, Emily Rogers My Profile Help Logout

User Group: Initiator

Home Postings Shortcuts

Postings / Admin Professional/ Research Professional / Academic Success Coordinator (Posted) / History

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

Current Status: Posted

Position Type: Admin Professional/ Research Professional
Department: College of TMS Training (0000)

Created by: Test User
Owner: OEO

Summary **History** Reports Associated Position Description

Workflow Notes Emails

- Email Sent** August 24, 2018 at 02:16 PM
"SB env; not sent: Your posting has been approved " sent to 1 user
- Email Sent** August 24, 2018 at 02:16 PM
"SB env; not sent: Posting Status has been Updated " sent to 1 user
- Performed "Posted "** Test User (OEO) August 24, 2018 at 02:16 PM
Posting status changed to "Posted". It has been in this state for 14 full days.
- Email Sent** August 24, 2018 at 02:13 PM
"SB env; not sent: Posting Status has been Updated " sent to 1 user
- Performed "Previewed"** Test User (OEO) August 24, 2018 at 02:13 PM
Posting status changed to "OEO Review and Approval - In Progress". It was in this state for 0 hours.
- Performed "Approved"** Test User (Hiring Authority) August 24, 2018 at 02:10 PM
Posting status changed to "OEO Review and Approval". It was in this state for 0 hours.

After each workflow transition, the system will send out an email alert to the next approver. Click on the blue linked text under 'Email Sent' to view the email.

Along the right side of the history tab, each approval point will be stamped with the name of the user, their user role as well as the date and time of the approval.

- Performed "Approved"** Test User (Hiring Authority) August 24, 2018 at 02:10 PM
Posting status changed to "OEO Review and Approval". It was in this state for 0 hours.
- Email Sent** August 24, 2018 at 02:07 PM
"SB env; not sent: Posting Status has been Updated " sent to 1 user
- Performed "Standard Search Process"** Test User (EO Coordinator) August 24, 2018 at 02:07 PM
Posting status changed to "Hiring Authority Review and Approval". It was in this state for 0 hours.

The system will track every workflow approval point, indicating the specific workflow state each user selected in the approval process as well as how long each action sat in the next workflow state.

Application History Tab

Below is an example of the History tab within an applicant's job application. Similar to the History tab within a position description or posting, the most recent transition in applicant workflow state will always appear at the top of the page. Applicant workflow transitions, previous user notes, emails the system sent and to who, submitted applicant rationale, as well as date and time stamps associated with each applicant workflow transition, will all appear on this tab.

The screenshot shows the 'Application History' tab for a job application titled 'Job application: Ron Weasley (Faculty)'. The current status is 'Finalist Interviewed, Not Selected'. The applicant's details include: Full name: Ron Weasley, Address: 123 Main St, London, NA 80525, United Kingdom (Great Britain), Username: rweasley, Email: rweasley@gmail.com, Phone (Primary):, Phone (Secondary):, Position Type: Faculty, Department: College of TMS Training (0000). The history tab is highlighted with a red box. Below the tabs, there are three buttons: 'Workflow', 'Notes', and 'Emails'. The main content area shows a workflow transition: 'Performed "Finalist Interviewed, Not Selected"' by 'Test User (Applicant Manager)' on 'August 06, 2018 at 04:13 PM'. The description states: 'Application status changed to "Finalist Interviewed, Not Selected". It has been in this state for 32 full days.' A yellow note icon indicates an 'Other' note: 'Other: Though Ron's background is relevant to this position, he failed to prepare for his on-site interview which caused him to fall short compared to the other finalists. His use of humor, while welcome, seemed to irritate attendees at the open forum where some stated that they didn't feel like Ron would be able to be professional if tasked with a serious situation i.e. students with family/mental health/general health concerns. Ron also fell short when it came to academic publications compared to the other candidates. Because of these things, the committee does not feel that Ron would succeed in this position.'

This image shows a detailed view of the application history list. The entries are as follows:

- Performed "Approved for Faculty Review"** by Test User (OEO) on August 06, 2018 at 02:13 PM. Application status changed to "Approved for Faculty Review". It was in this state for 0 hours.
- Performed "Request Faculty Review"** by Test User (EO Coordinator) on August 06, 2018 at 02:10 PM. Application status changed to "Request Faculty Review - OEO". It was in this state for 0 hours.
- Email Sent** on August 06, 2018 at 02:09 PM. "SB env; not sent: Request Faculty Review - EOC update - EO Coordinator"" sent to 1 user.
- Email Sent** on August 06, 2018 at 02:09 PM. "Request Faculty Review - EOC update - EO Coordinator"" sent to 1 user.
- Performed "Request Faculty Review - EOC"** by Test User (Applicant Manager) on August 06, 2018 at 02:09 PM. Application status changed to "Request Faculty Review - EOC". It was in this state for 0 hours. A yellow note icon indicates an 'Other' note: 'Other: This applicant was a top scoring applicant based on the rating sheet. They received an unanimous 'Yes' from the committee. Request to move forward to faculty for review.'

Similar to the other History tabs, the application history will track emails, workflow transitions, name, date and time stamps as well as each submitted applicant rationale for the specific applicant workflow state transition.

Hiring Proposal History Tab

Below is an example of the History tab on a hiring proposal. Similar to the History tab within a position description, posting or job application, the most recent transition in workflow will always appear at the top of the page. Workflow transitions, previous user notes, emails the system sent and to who, as well as date and time stamps associated with each workflow transition, will all appear on this tab.

The screenshot shows the 'History' tab for a hiring proposal titled 'Faculty Hiring Proposal: Harry Potter (Faculty)'. The current status is 'Hired'. The page displays a list of workflow transitions, including three 'Email Sent' events and one 'Performed "Hired"' event, all dated August 09, 2018 at 03:24 PM. The 'History' tab is highlighted with a red box.

Faculty Hiring Proposal: Harry Potter (Faculty)
Current Status: Hired
Position Type: Faculty
Department: College of TMS Training (0000)
Applicant: Harry Potter
Posting: Assistant / Associate Professor - Defense Against the Dark Arts
Created by: Test User
Owner: Human Resources

Summary **History**

Workflow **Notes** **Emails**

- Email Sent** - "SB env, not sent: Applicant has been hired " sent to 1 user - August 09, 2018 at 03:24 PM
- Email Sent** - "Applicant has been hired " sent to 1 user - August 09, 2018 at 03:24 PM
- Email Sent** - "Hiring Proposal Status Update " sent to 1 user - August 09, 2018 at 03:24 PM
- Performed "Hired"** - Position Request status changed to "Hired". It has been in this state for 29 full days. - Test User (OEO) - August 09, 2018 at 03:24 PM