

# The Starter Packet

## for the Talent Management System



**COLORADO STATE  
UNIVERSITY**

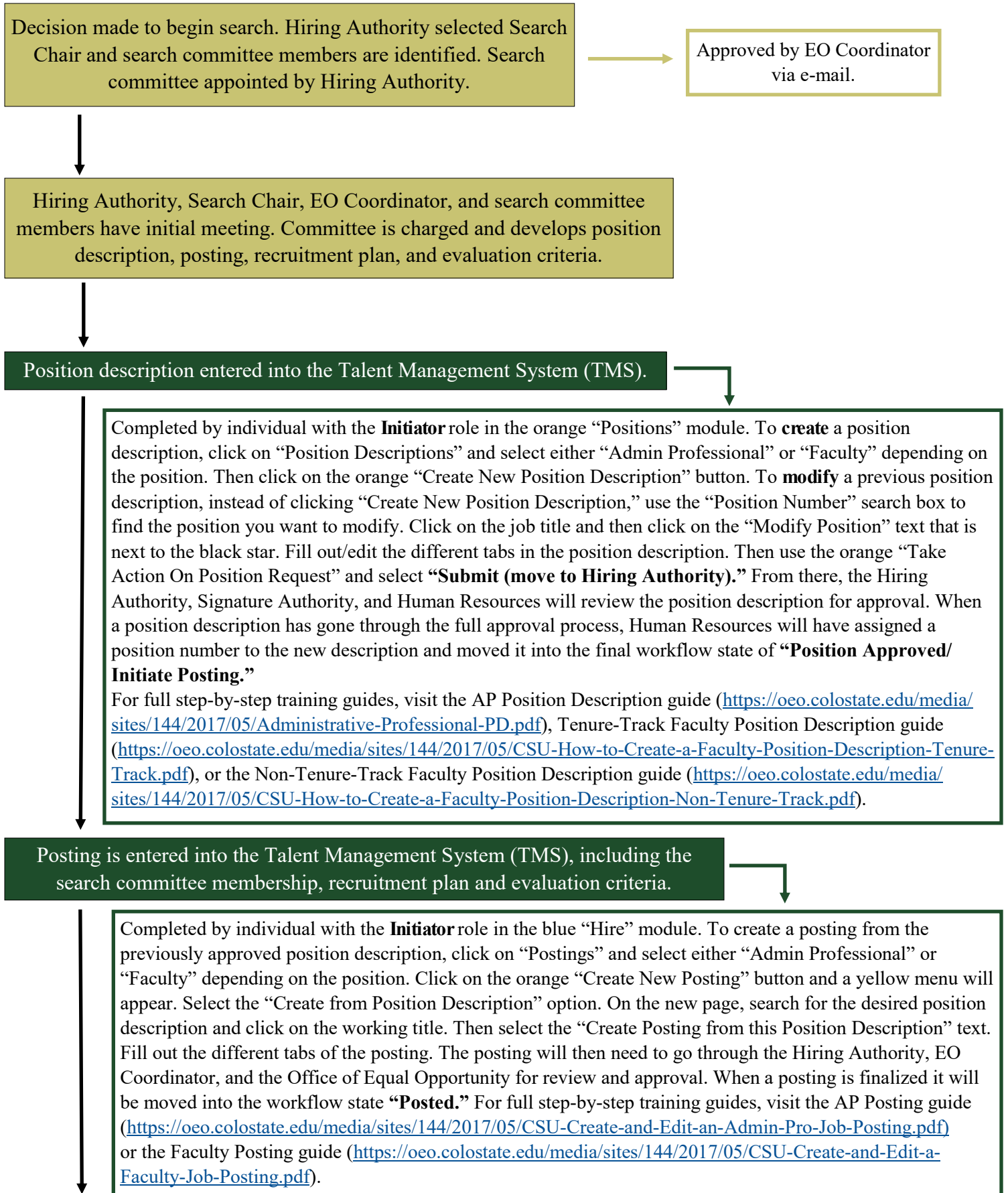
**Office of Equal Opportunity**  
Last Updated: (12/10/18)



# Overview of a Search

Gold: Action takes place *outside* the Talent Management System

Green: Action takes place *inside* the Talent Management System



## Recruitment occurs

### Standard Search

At least 3 weekends (4 for Faculty searches) of advertising in relevant national publications, websites, etc.

### Limited Recruitment

At least 3 weekends of advertising in relevant regional publications, websites, etc.

### Accelerated or Internal Search

At least 2 weekends of advertising that reaches all potentially qualified employees.

Applicants submit applications to the Talent Management System (TMS) via the CSU Jobs website.

Composition of applicant pool assessed by Search Chair and EO Coordinator.

Approved by EO Coordinator via e-mail.

Search Chair and one other committee member assess for minimum qualifications. Those who meet the minimum qualifications are assessed by full committee and are rated or ranked based on the evaluation criteria. Rationale of these assessments are then used to seek approval of semi-finalist candidates for telephone/video/conference interviews.

Rationale will be entered into the TMS by the individual with the **Applicant Manager** user role in the blue "Hire" module. To find the applicants, hover over "Postings" and select either "Admin Professional" or "Faculty" depending on the position. You will be taken to a list of postings for which you are the Applicant Manager. Click on the title of the desired posting and you will be taken to the "Summary" tab of the posting. Click on the "Applicants" tab and you will be taken to a page that shows all active applicants. On this page, you can use the checkboxes to the left of an applicant's name and the orange "Actions" button on the right side of the page to move applicants in bulk. To move an individual applicant, click on their name and then hover over the orange "Take Action On Job Application" button. A dropdown menu will appear with different workflow state options. For a full step-by-step guide, visit the How to Move Applicants training guide (<https://oeo.colostate.edu/media/sites/144/2017/05/CSU-How-to-Manage-Applicants.pdf>). For AP searches, semifinalist interview requests will be reviewed by the EO Coordinator. If approved, the EO Coordinator will move the candidates into "**EOC Approved for Semifinalist Interview.**" For Faculty searches, semifinalist interview requests are reviewed by both the EO Coordinator and OEO. Candidates will be moved into "**Approved for Semifinalist Interview**" if approval is given to interview.

Techniques developed for further screening and evaluation, including semifinalist interview and reference check questions.

Techniques approved by EO Coordinator via e-mail, but EO Coordinator will be present for all interviews.

Candidates are selected for campus interviews.

Rationale regarding semifinalist interviews will be entered into the TMS by the individual with the **Applicant Manager** user role in the blue “Hire” module. To find the applicants, hover over “Postings” and select either “Admin Professional” or “Faculty” depending on the position. You will be taken to a list of postings for which you are the Applicant Manager. Click on the title of the desired posting and you will be taken to the “Summary” tab of the posting. Click on the “Applicants” tab and you will be taken to a page that shows all active applicants. On this page, you can use the checkboxes to the left of an applicants name and the orange “Actions” button on the right side of the page to move applicants in bulk. To move an individual applicant, click on their name and then hover over the orange “Take Action On Job Application” button. A dropdown menu will appear with different workflow state options. For a full step-by-step guide, visit the How to Move Applicants training guide (<https://oeo.colostate.edu/media/sites/144/2017/05/CSU-How-to-Manage-Applicants.pdf>).

Finalist interview requests will be reviewed by both the EO Coordinator and OEO. Final approval will be given when candidates are moved into “**Approved for Finalist Interview.**”

Schedules for interviews established with Hiring Authority.

Schedule approved by EO Coordinator via e-mail, but EO Coordinator will be present for all interviews.

Campus/on-site interviews are conducted.

Search committee formulates recommendation to Hiring Authority. The Hiring Authority reviews the recommendation and makes a decision.

Approved by EO Coordinator via e-mail, but EO Coordinator will be present for all committee meetings that discuss applicant progression.

Request to offer submitted for approval via the Talent Management System (TMS) before offer is made to candidate.

Rationale regarding finalist interviews will be entered into the TMS by the individual with the **Applicant Manager** user role in the blue “Hire” module. To find the applicants, hover over “Postings” and select either “Admin Professional” or “Faculty” depending on the position. You will be taken to a list of postings for which you are the Applicant Manager. Click on the title of the desired posting and you will be taken to the “Summary” tab of the posting. Click on the “Applicants” tab and you will be taken to a page that shows all active applicants. On this page, you can use the checkboxes to the left of an applicants name and the orange “Actions” button on the right side of the page to move applicants in bulk. To move an individual applicant, click on their name and then hover over the orange “Take Action On Job Application” button. A dropdown menu will appear with different workflow state options. For a full step-by-step guide, visit the How to Move Applicants training guide (<https://oeo.colostate.edu/media/sites/144/2017/05/CSU-How-to-Manage-Applicants.pdf>).

Hire requests will go through both the EO Coordinator and OEO. Final approval will be given when candidates are moved into “**Approved Recommend for Hire.**”

Once candidate is in “Approved Recommend for Hire,” a verbal offer can be made to the candidate pending the background check.

Hiring proposal is created and sent to HR Background Check in the Talent Management System (TMS).

Hiring proposal will be created by the individual who is listed as the **Hiring Authority** on both the position description and posting. To create a hiring proposal go into the blue “Hire” module, find the desired posting, and go to the “Applicants” tab. Find the applicant that is in the “Approved Recommend for Hire” workflow state and click on their name. Then click on the “Start Hiring Proposal” text on the upper right side of the screen. Fill in the required fields. Once all information is entered, hover over the orange “Take Action On Hiring Proposal” button.

Select “**Submit to Background Check.**”

For a full step-by-step guide, visit the AP Hiring Proposal guide (<https://oeo.colostate.edu/media/sites/144/2017/05/CSU-How-to-Initiate-and-Complete-the-AP-Hiring-Proposal.pdf>) or the Faculty Hiring Proposal guide (<https://oeo.colostate.edu/media/sites/144/2017/05/CSU-How-to-Initiate-and-Complete-the-Faculty-Hiring-Proposal.pdf>).

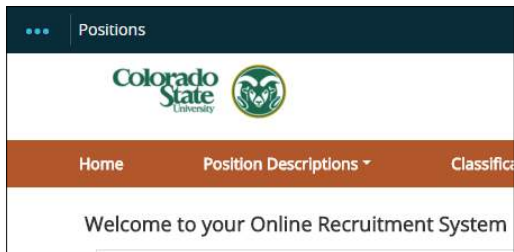
Background check was successfully conducted. Negotiations with candidate are determined. Offer letter can now be sent, signed, and submitted via the hiring proposal in the Talent Management System (TMS).

After the offer letter has been signed, the **Hiring Authority** will go into the blue “Hire” module to attach the offer letter to the hiring proposal. To find the hiring proposal, hover your cursor over “Hiring Proposals” and select either “Admin Professional” or “Faculty” depending on the search. You will be taken to a page listing hiring proposals for which you are the Hiring Authority. Click on the first name of the candidate to access their hiring proposal. This will take you to the “Summary” tab. Click one of the “edit” buttons to edit the hiring proposal. Enter the negotiated starting salary and actual start date in their respective fields. Navigate to the “Hiring Proposal Documents” section and upload the signed offer letter. Then use the orange “Take Action On Hiring Proposal” button to select “**Move to OEO Final Approval.**” OEO will review the hiring proposal and, if approved, will move the hiring proposal to “**Hired.**”

For a full step-by-step guide, visit the AP Hiring Proposal guide (<https://oeo.colostate.edu/media/sites/144/2017/05/CSU-How-to-Initiate-and-Complete-the-AP-Hiring-Proposal.pdf>) or the Faculty Hiring Proposal guide (<https://oeo.colostate.edu/media/sites/144/2017/05/CSU-How-to-Initiate-and-Complete-the-Faculty-Hiring-Proposal.pdf>).

Once candidate is in the “Hired” workflow state, notifications should be sent out to applicants and candidates notifying them that the position has been filled.

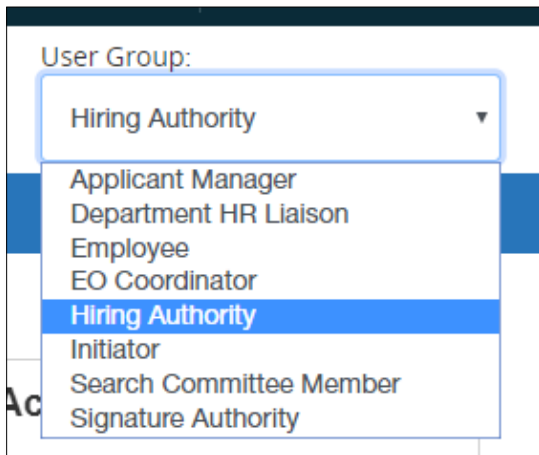
# Navigating the TMS Cheat Sheet



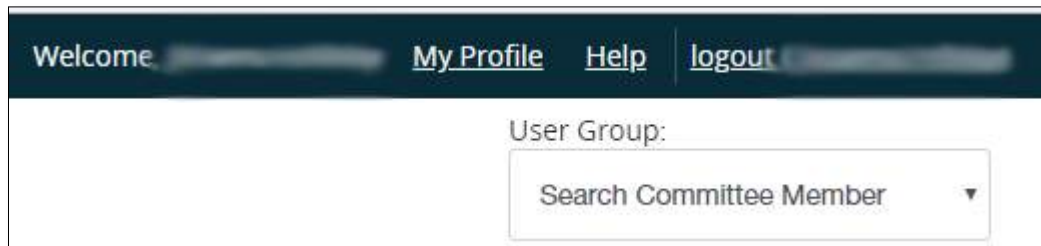
The orange “Positions” module houses position descriptions and classifications.



The blue “Hire” module houses postings, applicants, and hiring proposals.



The “User Role” drop down menu is where you will find the different “hats” you can wear in the TMS. Know that you will only have roles for departments for which you have been granted access. If you do not see a user role that you need, please fill out a TMS Access Request form (<https://oeo.colostate.edu/media/sites/144/2017/05/TMSAccessRequestForm.pdf>) and e-mail it to OEO at [oeo@colostate.edu](mailto:oeo@colostate.edu).

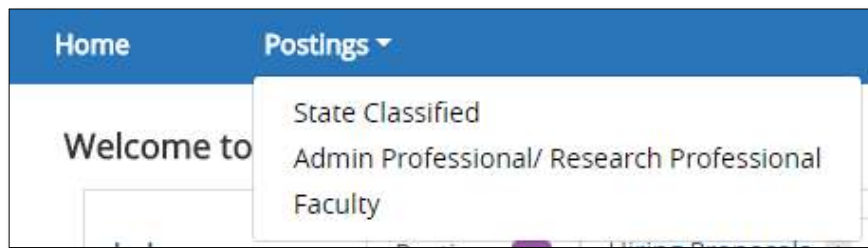


The “My Profile” option is where you can go to edit your profile or manage what automated e-mails you receive from the TMS.

The “Help” option will take you to PeopleAdmin’s index and guide to the system. For OEO training guides and materials, visit: <https://oeo.colostate.edu/training-guides-for-the-tms/>

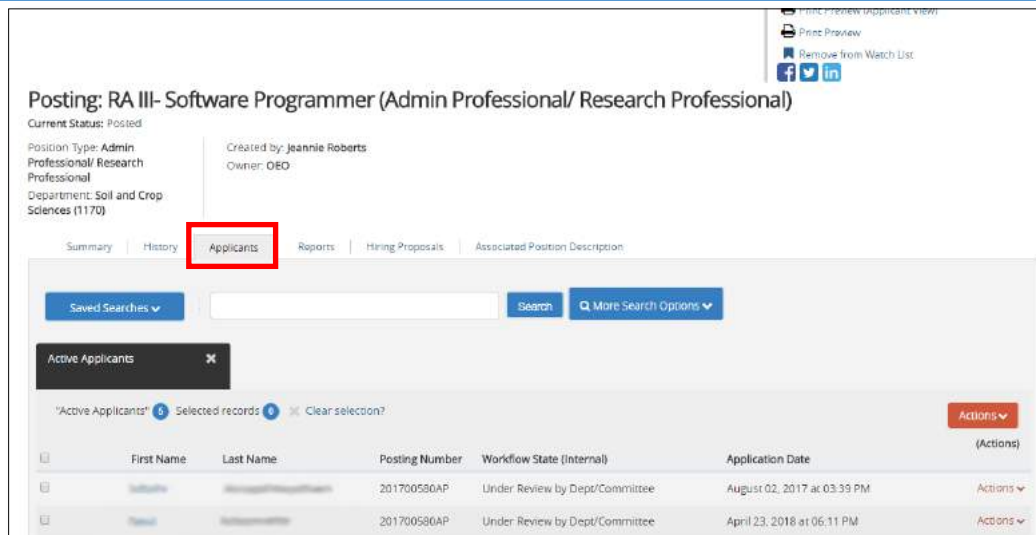


To **create or modify** a position description, hover over the “Position Descriptions” dropdown menu on the top middle of the page and select a non-request option. To find a position description that is **currently in** the modification process, select a **Request** option from the “Position Descriptions” dropdown menu.



To **find** a posting, navigate to the “Hire” module. Then hover your cursor over the “Postings” drop down menu. Select either “State Classified,” “Admin Professional,” or “Faculty” depending on the type of position this is regarding. You will be taken to a list of postings you are a part of for that type of search. You can also use the search box to locate a specific posting.


To **create** a posting, hover your cursor over the “Postings” dropdown menu on the top middle of the page. Select either “State Classified,” “Admin Professional,” or “Faculty” depending on the type of position this is regarding. Then click the orange “Create New Posting” button.



To find applications, first hover your cursor over the “Postings” dropdown menu and select “State Classified,” “Admin Professional,” or “Faculty.” You will be taken to a page that lists the searches you are a part of for that type of search. Click on the title of the search. This will take you to the “Summary” tab of the posting. Select the tab labeled “Applicants.”



To find a hiring proposal that is **currently in progress**, hover your cursor over the “Hiring Proposals” drop down menu at the top of the page and select the option that applies to the position. Know that hiring proposals can only be seen by Hiring Authorities, HR Background Check, and OEO.

If you need to **create** a hiring proposal, change your user role to “Hiring Authority.” Then, navigate to the “Applicants” tab in the posting. Find the applicant who is in the workflow state “Approved Recommend for Hire” and click their first name. You will then see  and the text “Start Hiring Proposal.” Click the text.

**For step-by-step training guides and other TMS training materials, please visit:**

**<https://oeo.colostate.edu/training-guides-for-the-tms/>**



## **Talent Management System (TMS) User Role Definitions, Scope, and Permissions**

**Human Resources** – CSU scope. This role is for use by Human Resources employment, job evaluation/classification, records, and background check staff who require high-level, regular access. Human Resources can manage (create, edit, and view) users, classifications, positions, position.version numbers, postings, applicants, and hiring proposals. The Human Resources role owns the majority of the steps in the position description workflow process. Human Resources initiates, approves, posts, and manages all State Classified (SC) postings. This role also manages movement of SC applicants through the workflow. This role performs background checks for all hiring proposals. For SC hiring proposals, the Human Resources role is notified when the signed offer letter is attached. For creating and modifying Administrative Professional (AP) and Faculty positions, Human Resources performs classification and compensation analysis and assigns a position.version number.

**Office of Equal Opportunity (OEO)** – CSU scope. This role is for use by OEO employees who require high-level, regular access. OEO can manage (create, view, and edit) users, classifications, positions, postings, applicants, and hiring proposals. OEO approves and manages the postings for AP and Faculty searches. For AP searches, this role approves finalist interviews and recommendations for hire. For Faculty searches, this role approves semifinalist interviews, faculty reviews, finalist interviews, and recommendations for hire. OEO is the final approver for AP and Faculty hiring proposals.

**Human Resources View Only** – CSU scope. This role is intended for use by HR customer service, to provide information and aid to applicants and CSU users. This role can manage users but only has viewing capabilities for all classifications, positions, postings, applicants, and hiring proposals. This role is not included in any workflows.

**Department HR Liaison** – Department scope. This role is for employees with a significant HR role overseeing departments in their college or division. They can view classifications and the full library of positions in the college or division. They can view postings and hiring proposals for positions in their college or division. They are not included in any workflows.

**Signature Authority** – Department scope. Signature authorities are employees designated with the power to approve hires for their college or division (or for specific departments within it). This role is only assigned to Deans and Vice Presidents or their delegates. The signature authority approves creation and modification of all SC, AP, and Faculty positions. This role also review and approves alternative appointment requests, Faculty postings, and hiring proposals. They can view classifications, positions, and applicants and can view and edit postings and hiring proposals for departments assigned to them.

**Hiring Authority** – Personal scope. In the case of academic departments, the Hiring Authority is the department chair or head. The Hiring Authority reviews, edits and approves the position description creation or modification requests. For SC searches, this role receives the eligible list, interviews candidates, and selects who is recommended for hire and who is no longer under consideration. For AP and Faculty searches, this role can be assigned to either the actual hiring authority who selects the successful candidate, or to their delegate for that role in the TMS. Hiring Authorities can edit and view postings and hiring proposals and view classifications, positions, and applicants for their department(s). For AP and Faculty searches, the hiring authority initiates the hiring proposal and, following the background check, composes and uploads the signed offer letter.



**Initiator** – Department scope. The Initiator role is intended for use by employees who create and modify position descriptions for one or more departments. They can view classifications and positions as well as create, view and edit postings in departments assigned to them. This role can initiate the creation or modification of any type of position or posting.

**Applicant Manager** – Personal scope. This role is assigned when the posting is created. The Applicant Manager has the ability to move applicants to different stages of an AP or Faculty search, such as Semifinalist Interview; Check References; or Application Review, Not Selected, to name a few. This role is assigned either to the search chair and/or to a person to whom the search chair delegates this responsibility, such as the support staff for a search. An Applicant Manager can view positions, postings, and applicants for their department(s).

**EO Coordinator** – Personal scope. The EO Coordinator is assigned when the posting is created and is one of the approvers for AP & Faculty alternative appointment requests and postings to which they are assigned. They can also view and edit postings and view hiring proposals, positions, and applicants for these postings.

**Provost** – Division/College scope. The Provost role has viewing access to every colleges' classifications, positions, and applicants, and can view and edit Faculty postings and hiring proposals. The Provost has an approval step in the creation and modification of all Faculty positions and an approval step in the Faculty search waiver process.

**VP Research** – Division/College scope. The VP for Research reviews and approves the creation and modification of Tenure-Track Faculty positions. This role can view classifications, positions, postings, hiring proposals and applicants and can view and edit positions for all the colleges.

**Search Committee Member** – Personal scope. Search Committee Members can view the postings and applicants for the searches they are assigned. They are not specifically included in any workflows, and as such it is the responsibility of the search chair to ask the committee members to evaluate applicants in TMS.

**Employee** – Personal scope. All employees at CSU have the employee role within TMS, which allows them to view their own classification, position, and posting (if applicable). This role will be more active when the Performance Management module is implemented. They are not included in any workflows.

## Administrative Professional Applicant Workflow State Definitions

APPLICANT WORKFLOW STATE	WORKFLOW STATE DEFINITION
Under Review By Dept/Committee	All applicants are automatically placed in this state when they submit their application.
Application Reactivated (MUST Be Prior To Full Consideration Date)	Placing an applicant in this state by the Applicant Manager will allow an applicant to update their application. This may only be done if it is still prior to the full consideration date.
Application Review, Hold	The application has been reviewed and the applicant is not progressing to the next phase of the search nor are they being eliminated.
Application Review, Not Selected	The applicant's application materials have been reviewed and the applicant is not being selected to move forward in the search process. Selecting this workflow state releases the candidate from the pool in the TMS.
Request Semifinalist Interview - EOC	The candidate has been selected for a semifinalist interview. Must be reviewed and approved by the EO Coordinator.
Approved for Semifinalist Interview	The EO Coordinator has approved the semifinalist request. The search committee may now begin contacting candidates to set up a phone/skype/conference interview.
Semifinalist Interviewed, Not Selected	The candidate participated in a semifinalist interview but is not being selected to progress to the next phase of the search. Selecting this workflow state releases the candidate from the pool in the TMS.
Semifinalist Interviewed, Hold	The candidate participated in a semifinalist interview, is being placed on hold but is not initially being selected to progress to the next phase of the search.
Request Finalist Interview - EOC	The candidate has been selected for a finalist (on campus) interview. Must be reviewed and approved by the EO Coordinator.
Request Finalist Interview - OEO	The EO Coordinator has reviewed and approved the applicant and has moved them forward for final review and approval from OEO.
Approved For Finalist Interview	Once OEO has reviewed the candidates and rationale they will approve requested candidates for finalist interviews. The search committee may now begin contacting candidates to set up on campus interviews.
Finalist Interviewed, Not Selected	The candidate participated in a finalist interview, but is not being selected to progress to the next phase of the search. Selecting this workflow state releases the candidate from the pool in the TMS.
Finalist Interviewed, Hold	The candidate participated in a finalist interview, is being placed on hold but is not being recommended for hire at the moment.
Recommend for Hire Alternate - EOC	The candidate is being recommended for hire as an alternate should the top candidate decline. Must be reviewed and approved by the EO Coordinator.
Recommend for Hire Alternate – OEO	The EO Coordinator has reviewed and approved the applicant and has moved them forward for final review and approval from OEO.
Approved Recommend For Hire Alternate	Once OEO has reviewed the candidate and rationale they will approve the requested candidate as an alternate for hire.
Recommend for Hire - EOC	The candidate is being recommended for hire. Must be reviewed and approved by the EO Coordinator.
Recommend for Hire – OEO	The EO Coordinator has reviewed and approved the applicant and has now moved them to OEO for final review and approval.
Approved Recommend for Hire	OEO reviews the candidate and rationale and will place approved hires into this state.

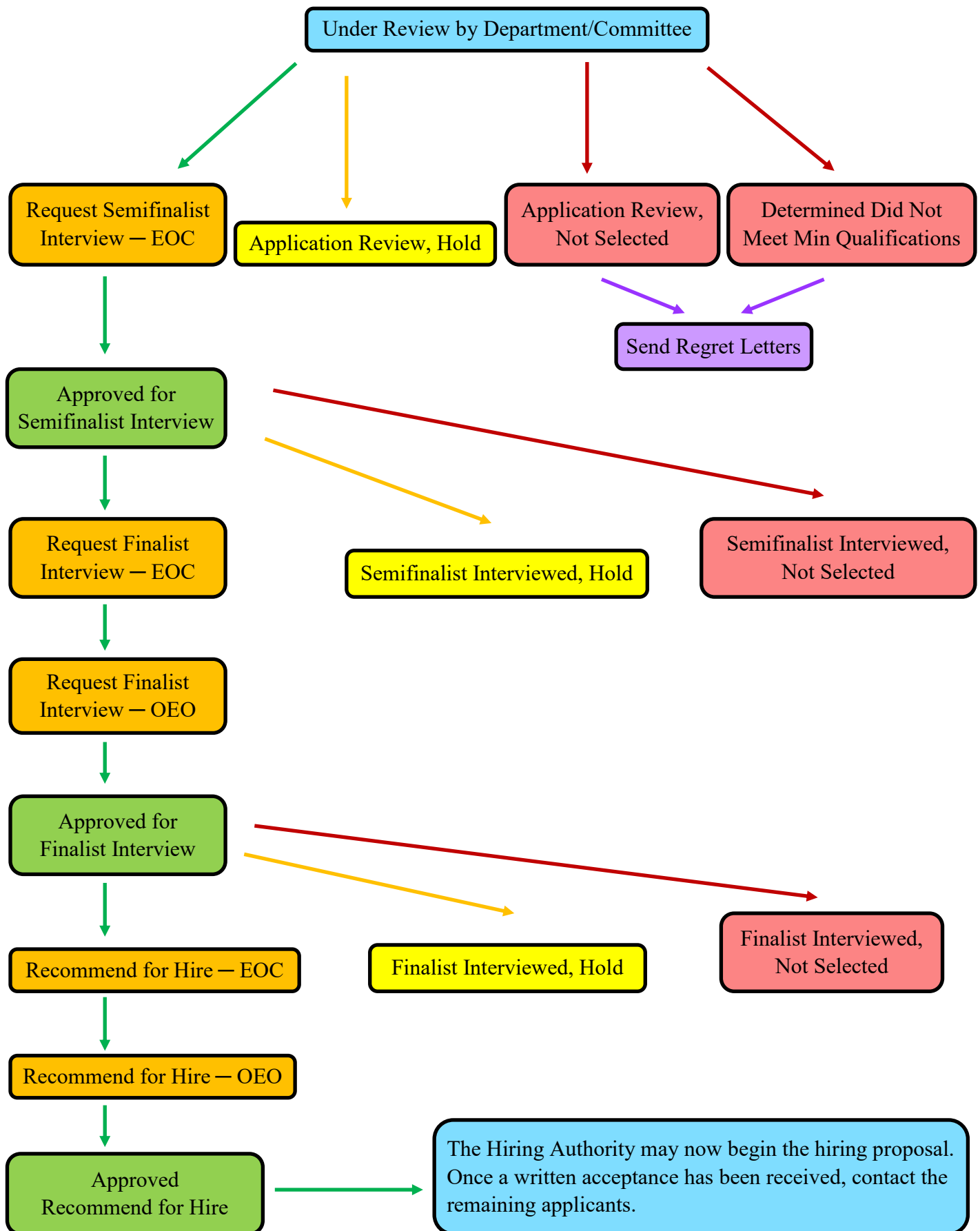
Hired for Pool Position	This state is for candidates who were hired for an open pool. (Only used on the original open pool to identify pool hires that may not be available for that term, but may be available for a subsequent term).
Offered, Declined	The candidate has declined the offer.
OEO Returned to Applicant Manager	OEO needs additional information and is returning the applicant or candidate to the Applicant Manager.
Hired	The candidate has gone through the search process and a Hiring Proposal has been completed and approved.
Late Applicant-Currently Not Under Review	The applicant submitted their application materials after the full consideration deadline.
System Determined Did Not Meet Min Quals	The applicant did not pass the minimum qualifications screen when the applicant answered the supplemental questions on the application.
Determined Did Not Meet Min Quals	The committee determined the applicant did not meet minimum qualifications.
Incomplete	The application materials are incomplete.
Unable to Contact for Interview	The search chair or support staff member could not contact the applicant for an interview.
Declined Interview	The applicant/candidate declined the interview.
Withdrawn	The applicant withdrew their application.
All Reference Letters Submitted	This state can be used for those searches that are collecting reference letters. The initiator can set up the search to request reference letters for applicants and when all letters are complete the system will move the applicant into this workflow state. Thus, letting the applicant manager know all of the reference letters have been submitted.
Check References	Reference checks can occur when the search committee deems necessary during the search process.
Check References, Hold	Reference checks for this candidate have occurred and the candidate is not progressing to the next phase of the search nor are they being eliminated.
Withdrawn at Applicant's Request	The applicant contacted the Applicant Manager via phone or email and withdrew their application.

**\*Search chair will need to communicate with applicants that are placed in a Not Selected states at a determined time in the search process to let the applicant know they are no longer being considered for the position.**

Last Updated: 9/25/2017



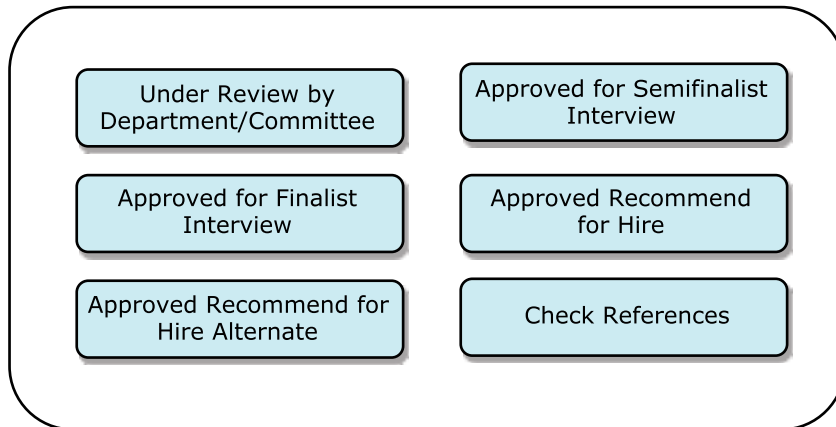
# Applicant Workflow State Progression



# ADMINISTRATIVE PROFESSIONAL APPLICANT STATES

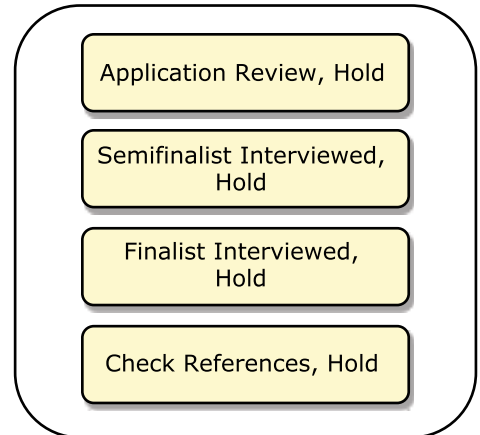
## Applicants Under Evaluation

(Active)



## Applicants Held for Possible Further Review

(Active)

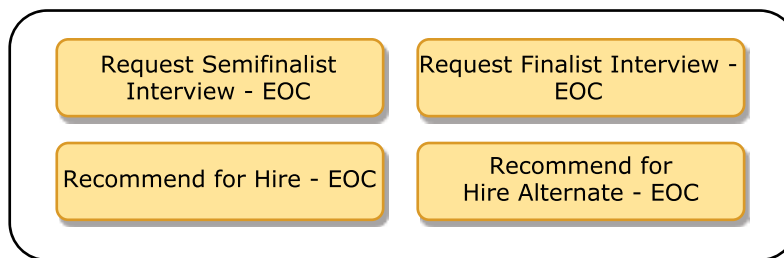


All workflow states above this line are owned by the Applicant Manager.

All workflow states below this line require EOC review and approval.

## Requests Made to the EOC for Semifinalist, Final Interview or Offer

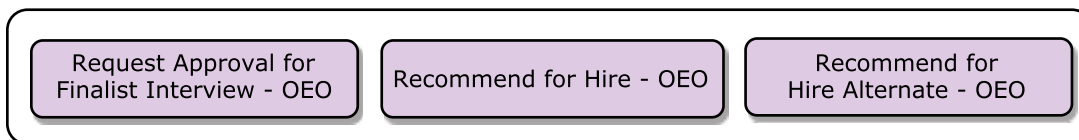
(Active)



All workflow states below this line require OEO review and approval.

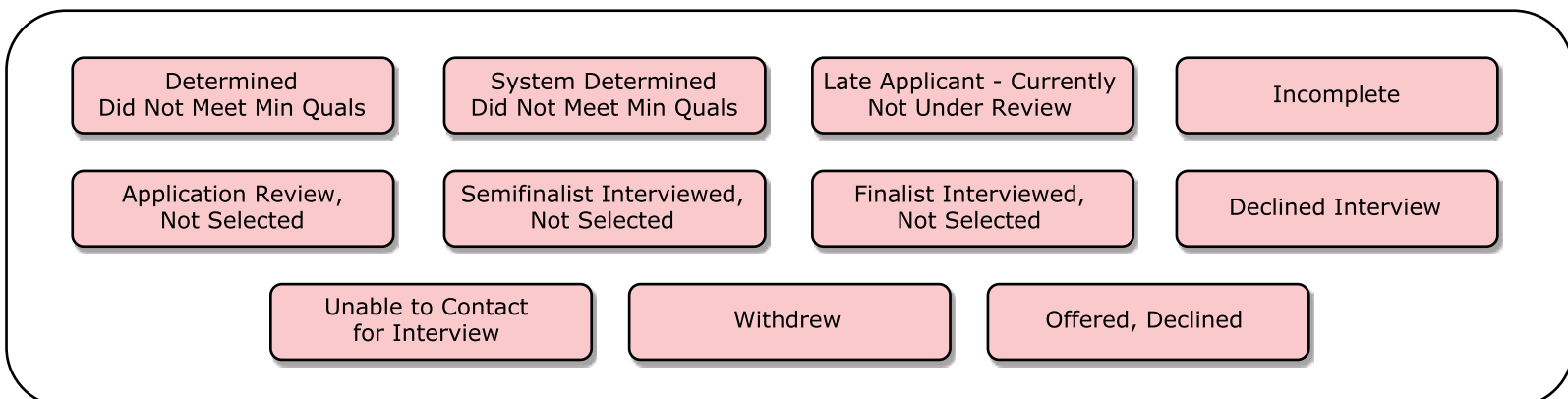
## Requests Made to OEO for Final Interview or Offer

(Active)



## Applicants Removed from Consideration

(Inactive)



## Faculty Applicant Workflow State Definitions

APPLICANT WORKFLOW STATE	WORKFLOW STATE DEFINITION
Under Review By Dept/Committee	All applicants are automatically placed in this state when they submit their application.
Application Reactivated (MUST Be Prior To Full Consideration Date)	Placing an applicant in this state by the Applicant Manager will allow an applicant to update their application. This may only be done if it is still prior to the full consideration date.
Application Review, Hold	The application has been reviewed and the applicant is not progressing to the next phase of the search nor are they being eliminated.
Application Review, Not Selected	The applicant's application materials have been reviewed and the applicant is not being selected to move forward in the search process. Selecting this workflow state releases the candidate from the pool in the TMS.
Request Faculty Review – EOC	The search committee wishes to conduct a faculty review on the candidate. Must be reviewed and approved by the EO Coordinator.
Request Faculty Review – OEO	The EO Coordinator has reviewed and approved the request and has moved it forward for final review and approval from OEO.
Request Semifinalist Interview - EOC	The candidate has been selected for a semifinalist interview. Must be reviewed and approved by the EO Coordinator.
Request Semifinalist Interview – OEO	The EO Coordinator has reviewed and approved the applicant and has moved them forward for final review and approval from OEO.
Approved for Semifinalist Interview	OEO has reviewed and approved rationale for the semifinalist request. The search committee may now begin contacting candidates to set up a phone/skype/conference interview.
Semifinalist Interviewed, Not Selected	The candidate participated in a semifinalist interview but is not being selected to progress to the next phase of the search. Selecting this workflow state releases the candidate from the pool in the TMS.
Semifinalist Interviewed, Hold	The candidate participated in a semifinalist interview, is being placed on hold but is not initially being selected to progress to the next phase of the search.
Request Finalist Interview - EOC	The candidate has been selected for a finalist (on campus) interview. Must be reviewed and approved by the EO Coordinator.
Request Finalist Interview - OEO	The EO Coordinator has reviewed and approved the applicant and has moved them forward for final review and approval from OEO.
Approved For Finalist Interview	Once OEO has reviewed the candidates and rationale they will approve requested candidates for finalist interviews. The search committee may now begin contacting candidates to set up on campus interviews.
Finalist Interviewed, Not Selected	The candidate participated in a finalist interview, but is not being selected to progress to the next phase of the search. Selecting this workflow state releases the candidate from the pool in the TMS.
Finalist Interviewed, Hold	The candidate participated in a finalist interview, is being placed on hold but is not being recommended for hire at the moment.
Recommend for Hire Alternate - EOC	The candidate is being recommended for hire as an alternate should the top candidate decline. Must be reviewed and approved by the EO Coordinator.
Recommend for Hire Alternate – OEO	The EO Coordinator has reviewed and approved the applicant and has moved them forward for final review and approval from OEO.

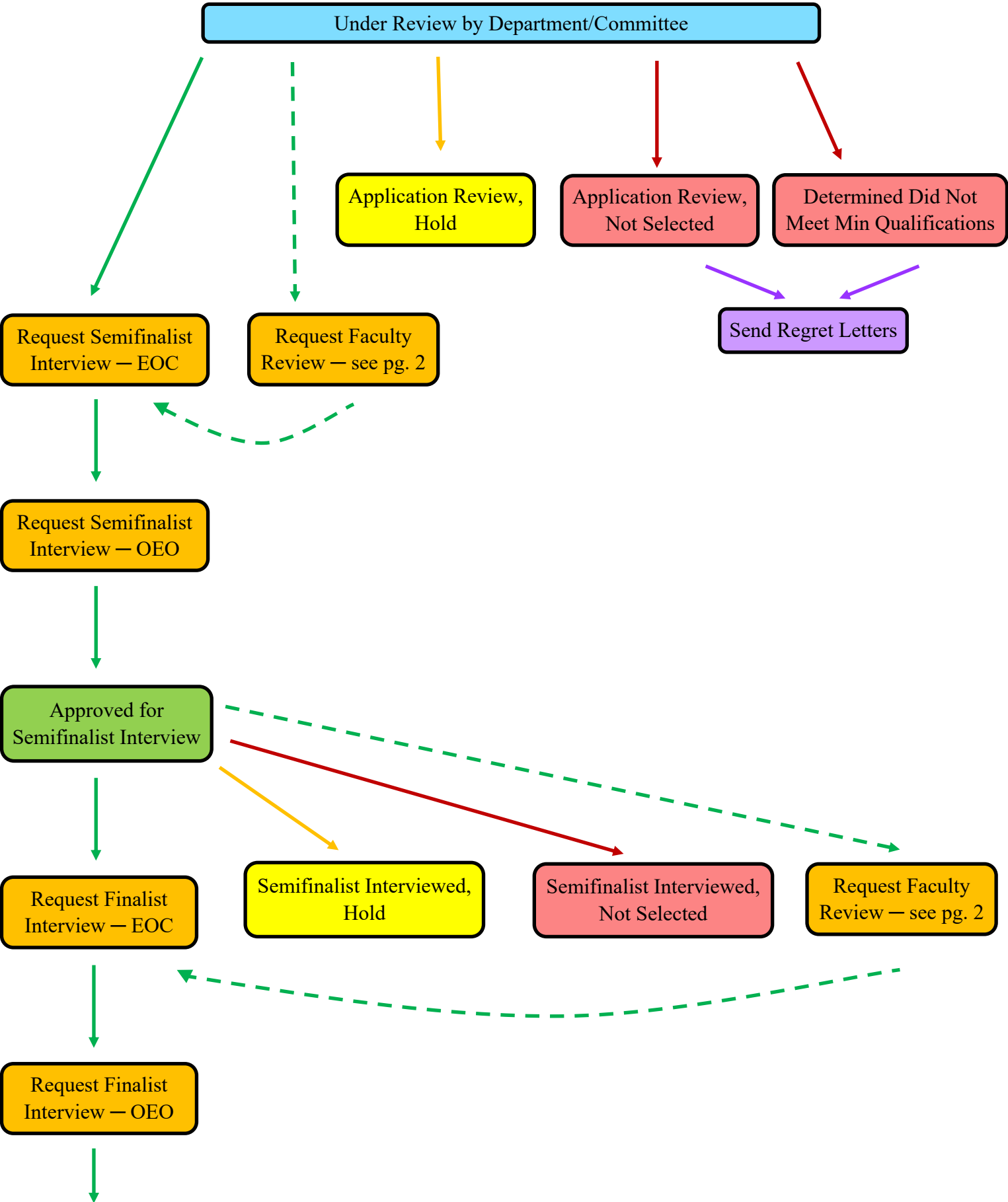


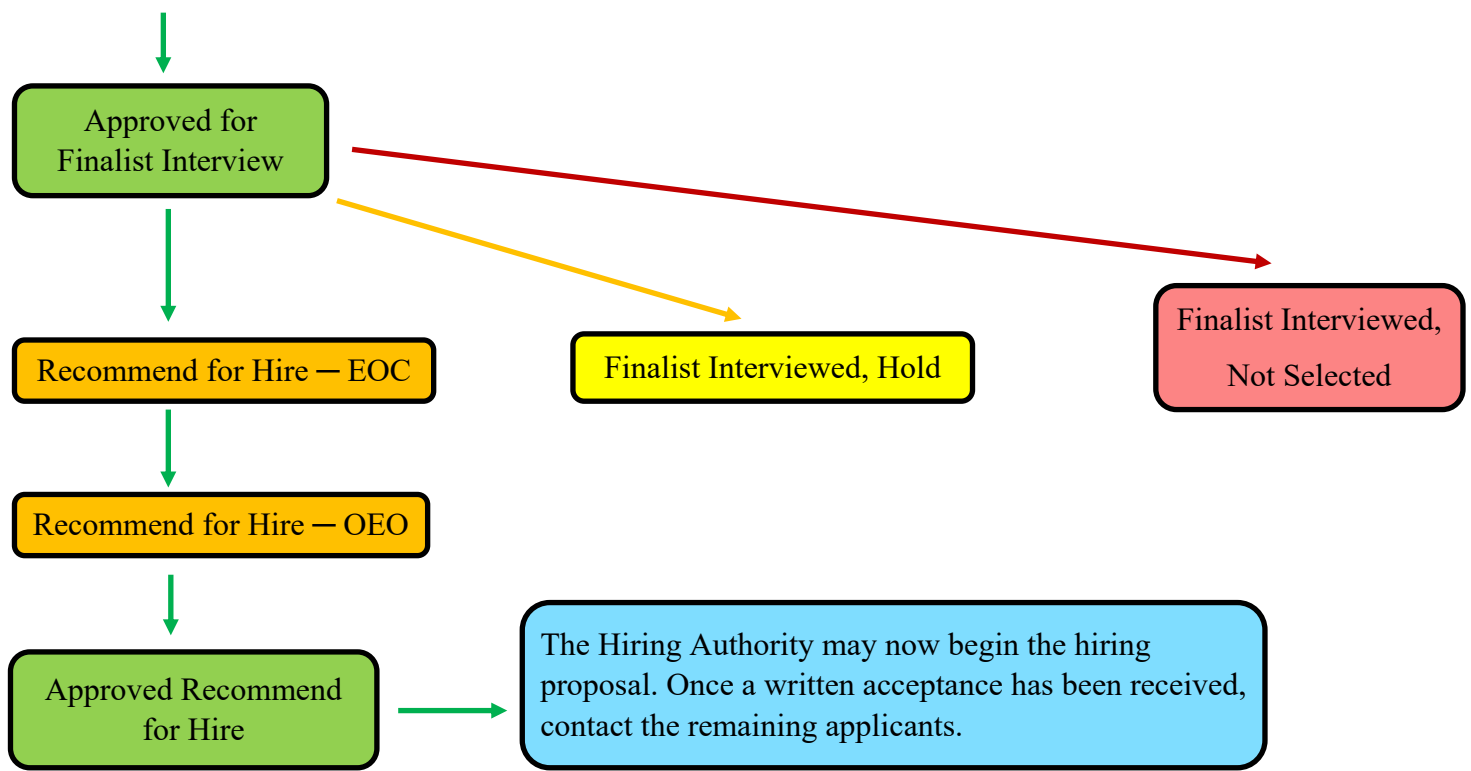
Approved Recommend For Hire Alternate	Once OEO has reviewed the candidate and rationale they will approve the requested candidate as an alternate for hire.
Recommend for Hire - EOC	The candidate is being recommended for hire. Must be reviewed and approved by the EO Coordinator.
Recommend for Hire – OEO	The EO Coordinator has reviewed and approved the applicant and has now moved them to OEO for final review and approval.
Approved Recommend for Hire	OEO reviews the candidate and rationale and will place approved hires into this state.
Hired for Pool Position	This state is for candidates who were hired for an open pool. (Only used on the original open pool to identify pool hires that may not be available for that term, but may be available for a subsequent term).
Offered, Declined	The candidate has declined the offer.
OEO Returned to Applicant Manager	OEO needs additional information and is returning the applicant or candidate to the Applicant Manager.
Hired	The candidate has gone through the search process and a Hiring Proposal has been completed and approved.
Late Applicant-Currently Not Under Review	The applicant submitted their application materials after the full consideration deadline.
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Determined Did Not Meet Min Quals	The committee determined the applicant did not meet minimum qualifications.
Incomplete	The application materials are incomplete.
Unable to Contact for Interview	The search chair or support staff member could not contact the applicant for an interview.
Declined Interview	The applicant/candidate declined the interview.
Withdrawn	The applicant withdrew their application.
Withdrawn at Applicant's Request	The applicant contacted the Applicant Manager via phone or email and withdrew their application.
Check References	Reference checks can occur when the search committee deems necessary during the search process.
Check References, Hold	Reference checks for this candidate have occurred and the candidate is not progressing to the next phase of the search nor are they being eliminated.
All Reference Letters Submitted	This state can be used for those searches that are collecting reference letters. The initiator can set up the search to request reference letters for applicants and when all letters are complete the system will move the applicant into this workflow state. Thus, letting the applicant manager know all of the reference letters have been submitted.

**\*Search chair will need to communicate with applicants that are placed in a Not Selected states at a determined time in the search process to let the applicant know they are no longer being considered for the position.**

Last Updated: 9/25/2017

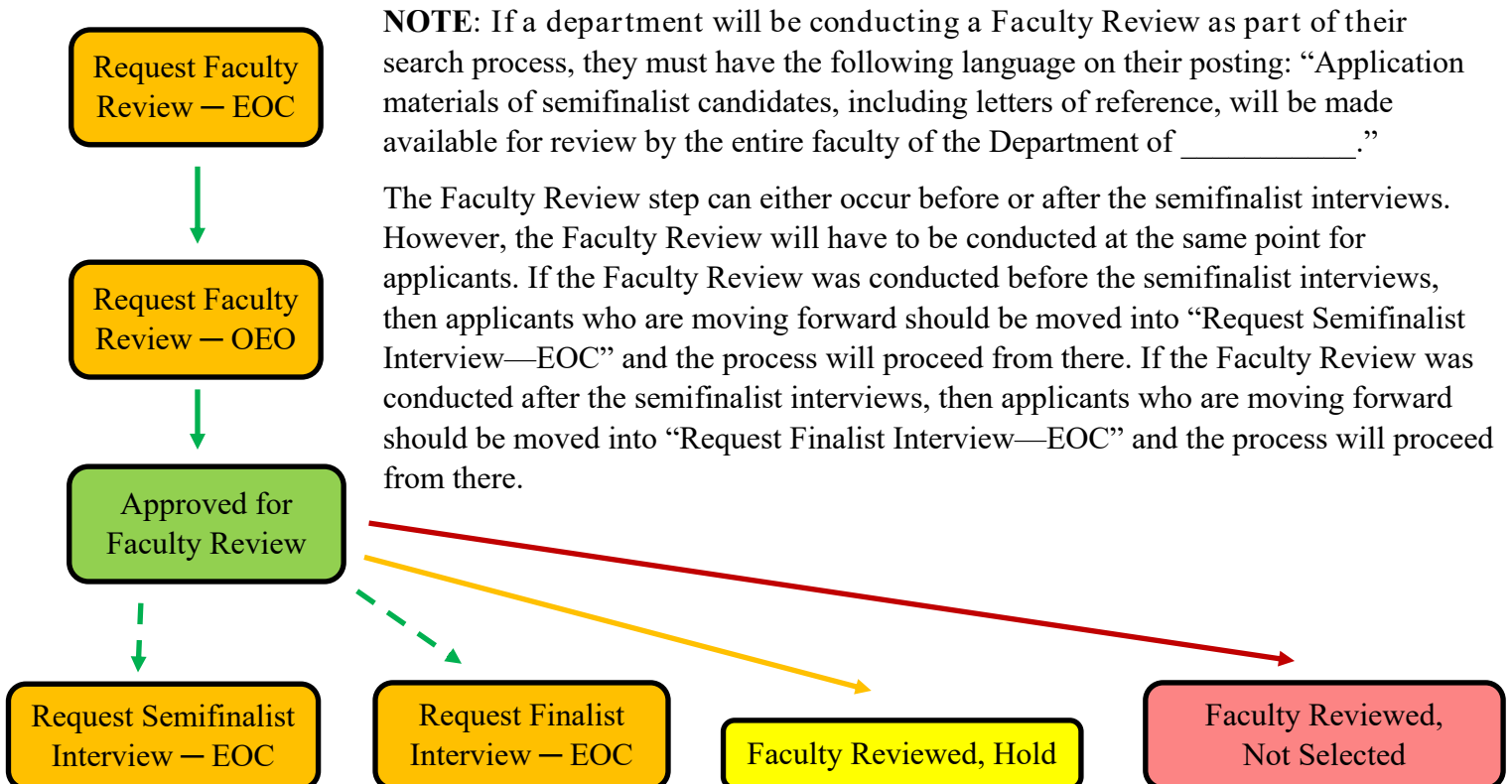
# Faculty Applicant Workflow State Progression





## About Faculty Reviews

Part of the Faculty hiring process can include what is called a “Faculty Review” stage, which includes the following workflow states:



**NOTE:** If a department will be conducting a Faculty Review as part of their search process, they must have the following language on their posting: “Application materials of semifinalist candidates, including letters of reference, will be made available for review by the entire faculty of the Department of \_\_\_\_\_.”

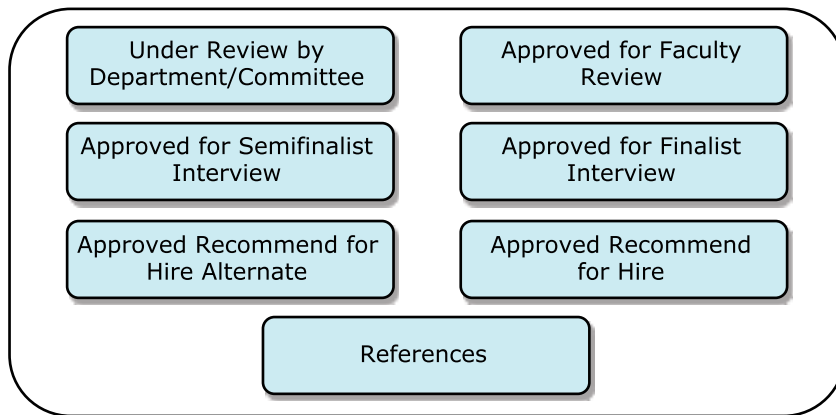
The Faculty Review step can either occur before or after the semifinalist interviews. However, the Faculty Review will have to be conducted at the same point for applicants. If the Faculty Review was conducted before the semifinalist interviews, then applicants who are moving forward should be moved into “Request Semifinalist Interview—EOC” and the process will proceed from there. If the Faculty Review was conducted after the semifinalist interviews, then applicants who are moving forward should be moved into “Request Finalist Interview—EOC” and the process will proceed from there.



# FACULTY APPLICANT STATES

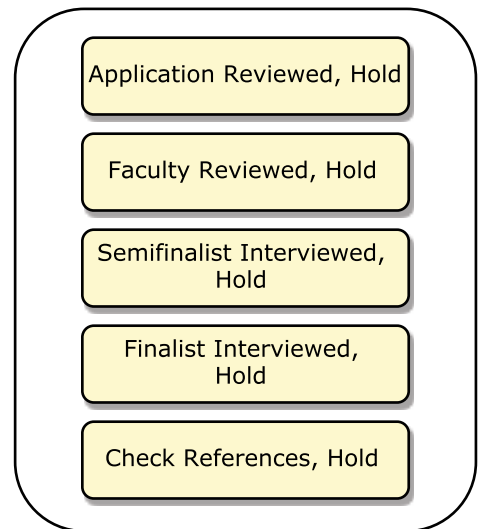
## Applicants Under Evaluation

(Active)



## Applicants Held for Possible Further Review

(Active)

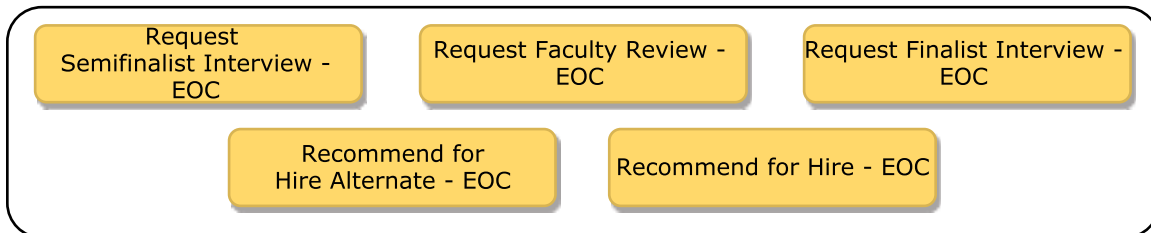


All workflow states above this line are owned by the Applicant Manager.

All workflow states below this line require EOC review and approval.

## Requests Made to the EOC for Semifinalist, Final Interview or Offer

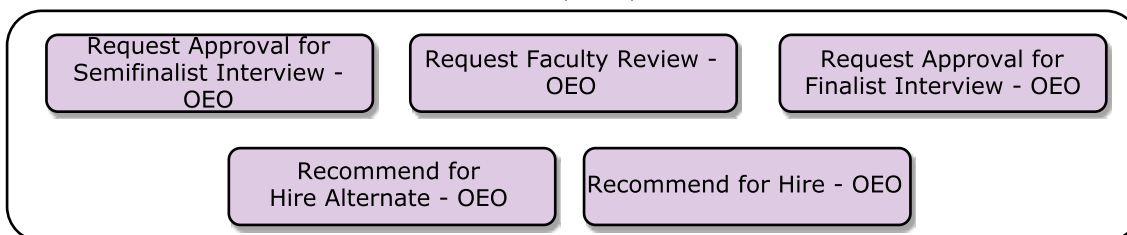
(Active)



All workflow states below this line require OEO review and approval.

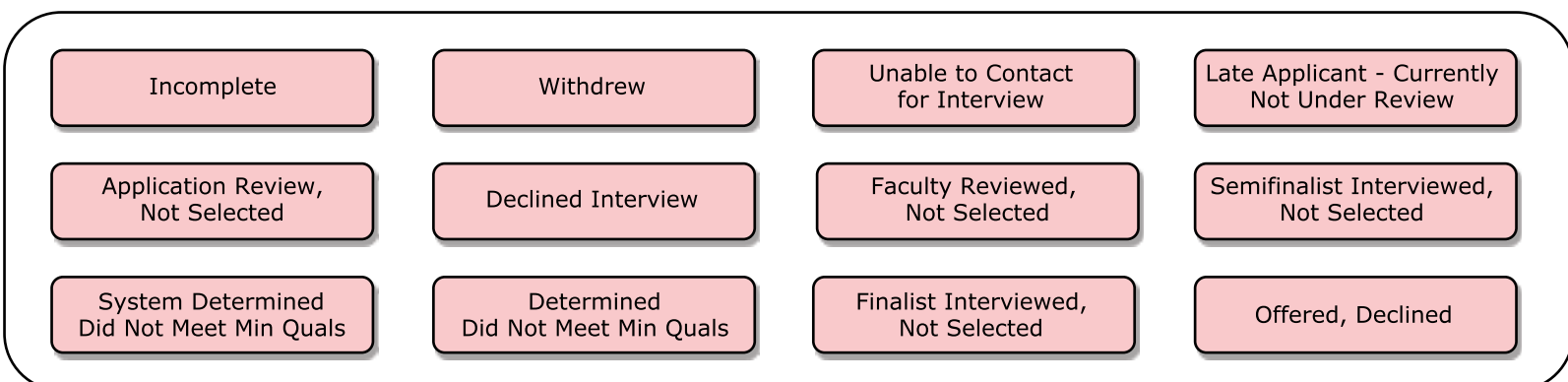
## Requests Made to OEO for Semifinalist, Final Interview or Offer

(Active)



## Applicants Removed from Consideration

(Inactive)



# Who should you contact for TMS questions?

