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HR Talent Management System (HR-TMS) FAQs
Questions? Send an email to ERPHR@bsu.edu

General

What is HR-TMS and do I need to use it?
If you have ever been involved in changing a position description, completing an employee requisition/request to fill or any part of the hiring process, you will most likely use HR-TMS!

HR-TMS, HR Talent Management System, is an online system hosted by PeopleAdmin Inc. HR-TMS enhances the applicant experience by giving those interested in employment opportunities at Ball State University the ability to apply for positions anytime, anywhere, through an online applicant portal. HR-TMS will also allow hiring managers the ability to create and maintain job descriptions for their areas, create job postings, view a candidate’s applications materials, and hire employees.

Will HR-TMS be used for all employee types?
Yes, HR-TMS will launch in phases. Applicant Tracking as well as Position Management launched for staff positions on 9/17/15, along with Position Management for professional positions. Other employee groups (service and faculty) along with Applicant Tracking for professional positions will launch in 2016 and early 2017.

How do I access HR-TMS?
The live website address: https://bsu.peopleadmin.com/hr You can log in by clicking on the yellow “Click Here to Log in with your Network ID” link or you can click on the white “SSO Authentication link.” NOTE: You will never log in using the “Username/Password” section.

I have been assigned multiple user roles. How do I change my default user role to something other than “Employee”?
To change your default user role, click on the “My Profile” tab at the top of the page, and then click on “Edit”. This will allow you to select your preferred user group on log in, as well as your preferred default module. NOTE: If you edit any other fields you will negatively impact your access to this system. Contact University Human Resource Services with questions about your account settings.
How can I receive training on HR-TMS?
To learn more about future training opportunities, please contact University Human Resource Services at ERPHR@bsu.edu.

Describe the security measures of this new online system.
Security and availability are top priorities at PeopleAdmin, our HR-TMS vendor. For example, PeopleAdmin:

✓ Leverages a redundant firewall layer to restrict access to only servers and ports needed for Ball State University access.
✓ Uses the latest in 128-bit Secure Socket Layer (“SSL”) to encrypt data and create a secure channel for information being transferred over the web between Ball State University and PeopleAdmin servers.
✓ Provides three layers of virus protection.
✓ Constantly monitors web site and data base activity for any sign of harmful activity.

Position Management, Postings, and Hiring Proposals

Will current job descriptions be uploaded or will we have to enter our department’s job descriptions into TMS?
Current staff and professional position descriptions have been uploaded into HR-TMS. You will use the Position Management module to modify an existing position or create new positions.

How do I update a position?
You will have access to all your department’s positions at any time. You will chose “Modify Position” and then move it through the workflow where it will be approved and eventually reach HR. If you are making a simple change to a position description, for example, a spelling or grammatical correction or adding a duty, you may immediately move it to HR. TIP: to retain a detailed history of your changes to the position description including date and time stamp, print a copy of the position description request before taking action to move to HR.

Can supervisors see position descriptions from any area at the university?
User (excluding the Applicant Reviewer user role) will see position information for their department/area only.

Do we still need to fill out an Employee Requisition form?
For staff you will instead do this online by creating a posting in TMS, and it will obtain approvals as it moves through the workflow. You will continue to use the Employee Requisition for Service and the Request to Fill for Professional and Faculty vacancies until those employee groups are rolled out in TMS. Please contact HR at ERPHR@bsu.edu regarding filling temporary vacancies (TB E-class).
I need to set up a search committee in TMS comprised of current employees. How do I do that?
In the posting there is a section to build a search committee. To add a search committee member who is a current employee, you may search for that person in the “Search” section. Do not complete the section labeled, “New Search Committee Member” for a current employee, or you will create a duplicate user account for that employee. If this occurs, contact HR for assistance.

How do I know which person in HR to choose when forwarding my position or posting request?
Please choose the appropriate name from the drop-down box that appears when you select an action from the “Take Action” orange button. Names are listed in alpha order by first name. If you do not select a name it will go to the first person on that list by default.

I need to be a proxy for my supervisor in order to move a position description, posting or hiring proposal through the workflow. How do I do that?
HR-TMS, unlike EPAFs, does not contain functionality for proxies. Instead, you would be assigned the user permission role for that person who would normally take action on an item and move it through the workflow in HR-TMS. Please contact HR at ERPHR@bsu.edu to request specific user permission.

Will HR still review staff applications?
Yes. After reviewing the applications to determine those applicants that meet the minimum qualifications for the position, the HR Rep will move them into the appropriate categories (for example, “Under Review by Department” or “HR Determined Does Not Meet Min Quals”).

Do we still need to complete the New Person Identity Form for Staff?
No. You will include that information in the Hiring Proposal in HR-TMS.

Will the fact that the system creates the EPAF for the new hire eliminate the need for the approval process?
No, but you will have already moved through the approval process before the EPAF is created by moving the selected candidate into “Recommend for Hire” status in the workflow.

How does HR-TMS affect staff performance evaluation and staff position audits?
We won’t be using the Performance Management module at this time, but staff positions will be updated through TMS and the audit will be initiated using our current audit procedure.

Can more than one person participate in reviewing applicants for a search?
Yes, some departments may have more than one person with a user status of applicant reviewer. Also, TMS has a search committee option which allows other users to be selected as members of the search committee or the chair of that committee. In some areas the applicant reviewer and hiring manager may be the same user.
Describe the types of supplemental questions?
Supplemental questions help to assess whether or not an applicant meets the minimum qualifications of a position. Answers can be in the form of a text box (free form), drop down, or Yes/No. Examples include “Do you have a Bachelor’s degree”? and “How many years of customer service experience do you have?” There are some standard supplemental questions available and you can add others when you create a posting.

Will HR-TMS collect affirmative action data?
Affirmative action data will be collected at each stage of the process as the applicants are moved through the workflow. Applicants are also asked to complete a voluntary demographic profile as part of the applicant process.

Applicants

Where can applicants find staff job postings for Ball State?
The applicant portal for staff positions can be accessed via https://bsu.peopleadmin.com/

Do applicants have to enter their Social Security numbers?
Applicants are not asked to provide their Social Security numbers.

We prescreen potential applicants at conferences and they give us their resume. How can we get them into the system?
They will need to create an account on the applicant portal and apply for the position in which they are interested.

If an applicant wants to pause while completing an application and come back later is that possible?
Yes, applicants can save and return to an application but it still must be submitted before the deadline if there is one for that position.

After the first application, do applicants have to apply again for future positions?
Yes, but it will be easier since they have already created a profile in which much of that information will populate into each future application, and they have previously uploaded their documents. Applicants can add or delete documents as well.

How will applicants be notified?
Applicants will receive a confirmation email after they have applied for a position and another email when that position is filled.

Can an applicant reapply to the same job once he/she withdraws from it?
Yes, as long as the position is open.
What if an applicant wants to add a document to his/her application at a later date? The applicant reviewer/hiring manager should contact HR for assistance.

Does TMS have a reporting feature? Yes. For example, as a hiring manager you will be able to create and view/print a report of an applicant list, applicants in process, and a departmental EEO report.

Questions? Ask us about TMS! Send an email to ERPHR@bsu.edu