Purpose of this guide

This guide is intended to provide a quick reference for the commonly performed actions when using Ball State University’s online HR Talent Management System.

For more comprehensive information, please review the PeopleAdmin Help link:

https://bsu.peopleadmin.com/hr/shibboleth

Printing a Tri-Fold Brochure

Want a copy for your desk?
Print out a tri-fold by printing with the following options when using Adobe Reader or Word 2010/2013

Print on Both Sides
Flip Pages on Short Edge

Questions?
Answers to many common questions can be found in the FAQ’s at

www.bsu.edu/tms

Please direct any questions to
University Human Resource Services

Email : ERPHR@bsu.edu
Accessing HR-TMS

HR-TMS can be accessed at https://my.bsu.edu under Additional Tools or by entering the following URL into any Internet browser.

https://bsu.peopleadmin.com/hr/shibboleth

Navigating HR-TMS

Navigating HR-TMS requires the user to be familiar with both Roles and Modules. After successfully logging into the system, by default the user is accessing the Applicant Tracking Module as the Employee Role.

Depending on the action the user is logging in to HR-TMS to perform, this may require selecting a different role and/or module. Users may have more than one role assigned to them.

If you have more than one role, to select a new role, simply select the desired role using the Role Selector dropdown and click the Refresh Role button. [See the back of this guide for a visual reference]

To select a new module, simply select the desired module using the Module Selector dropdown. The module will refresh automatically.

The Inbox and Watchlist are quick navigation features located on your Home page.

Inbox (0 items need your attention)
Watch List (0 items)

The Inbox contains all items in HR-TMS that require action. This includes ALL user roles.

The Watchlist contains items in HR-TMS that the user has elected to “watch.” This provides quick access to items the user has placed a priority on.

Creating a New Posting

1. Verify you are logged into the Applicant Tracking module as the Hiring Manager role
2. Hover over Postings and select the appropriate employee type
3. Click Create New Posting
4. Click Create from Position Description
5. Search for the appropriate Position Description and select it by clicking the Position Title
6. Click Create Posting from this Position Description
7. Provide appropriate values for Division and Department
8. Click Create New Posting
9. Provide appropriate Posting Details values for the required fields indicated in red
10. Click Next

Optional Steps

- Provide values for the following sections:
  - Applicant Documents
  - Posting Documents
  - Search Committee
  - Evaluative Criteria
  - Guest User

- Click Next after each section to continue

11. Verify the Posting was successfully updated; message is displayed [green notification bar]
12. Hover over Take Action On Posting
13. Select Submit (move to Chair/Director) from the list of workflow actions

Streamlining HR-TMS

This provides quick access to items the user has placed a priority on.

Changing an Applicant Status

1. Verify you are logged into the Applicant Tracking module as the Applicant Reviewer role
2. Hover over Postings and select the appropriate employee type
3. Search for the appropriate posting and select it by clicking the Position Title
4. Click the Applicants tab
5. Click on the Applicant Name for whom a status change is desired
6. Click on Take Action on Job Application button
7. Select appropriate Workflow Action
8. Select a Reason from drop down menu
9. Click Submit

Approving a Hiring Proposal

1. Verify you are located on the Home tab in the Applicant Tracking module as the Hiring Manager role
2. Click the Hiring Proposals link located in the Inbox section
3. Search for the appropriate position and select it by clicking the Job Title
4. Click the Applicants tab
5. Click on the appropriate Applicant Name
6. Hover over Take Action On Hiring Proposal
7. Select Recommend for Hire from the list
8. Populate any comments and add to your Watch List as desired
9. Click Submit

Reviewing Applicant Information

1. Verify you are logged into the Applicant Tracking module as the appropriate role
2. Hover over Postings and select the appropriate employee type
3. Search for the appropriate posting and select it by clicking the Position Title
4. Click the Applicants tab
5. Click on the appropriate Applicant Name
6. Review information provided on the Summary and Recommendations tabs