How do I begin with HR-TMS??

1. Know what type of position you need to access (staff, professional, service, faculty) and the action you want to perform i.e. create or modify a position description, post a position, review or move applicants.

2. The orange module in HR-TMS is position management (where positions are created or modified) and the blue module is applicant tracking (where postings are initiated, approved and applicants are reviewed).

3. Be sure you are in the correct role for the action you want to take. In the employee role you can only view your own position description. See chart below for actions that can be taken in other roles.

<table>
<thead>
<tr>
<th>User Role</th>
<th>View Position Descriptions</th>
<th>Modify/Create Position Descriptions</th>
<th>Create Posting</th>
<th>View Posting</th>
<th>Review Applications</th>
<th>Move Applications to Workflow States such as Interview</th>
<th>Create Hiring Proposal</th>
<th>View Hiring Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Reviewer</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Hiring Manager</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Chair/Director</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>AVP/Dean</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

4. Review the workflow for your action and type of position so you will know to whom in the workflow you will be moving the position request or posting once you have finished with it.

5. Utilize the training resources located on the Home page in HR-TMS and at the following location on the website: [http://cms.bsu.edu/about/administrativeoffices/humanresources/hr-tms](http://cms.bsu.edu/about/administrativeoffices/humanresources/hr-tms)
Welcome to Ball State University. We are pleased that you are interested in learning more about the exciting, diverse career opportunities for faculty, professional, staff, and service employees. We encourage you to explore the job openings and find your place in the BSU family.

Talent Management System Guides

The links below provide information regarding Human Resource’s Talent Management System (HR-TMS), including specific instructions regarding both the Position Management and Applicant Tracking modules. If you have any questions about these documents, please send an e-mail to ERP@bsu.edu

- Frequently Asked Questions
- Training Guide – Staff
- Training Guide – Service
- Staff Workflows
- Training Guide – Professional
- Professional Workflow Decision Trees
- Service Workflow Decision Trees
- Search Committee Member – Reviewing Applicants
- User Roles
- Log In & TMS User Information
- Quick Reference Guide Brochure
- Using WorkFront to Request User Permissions
- Applicant Tracking Module