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.

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.

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**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
- 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

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**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 the **Take Action on Job Application** button
7. Select appropriate **Workflow Action**
8. Select a **Reason** from drop down menu
9. Click **Submit**

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**Approving a Hiring Proposal**

1. Verify you are logged into 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**

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**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