Login Information:

1.   Website address: https://bsu.peopleadmin.com/hr/shibboleth or you can find the HR-TMS link on https://my.bsu.edu/default.aspx under Additional Tools.

2.   You can log in by clicking on the white "Click Here to log in with your BSU Computer User Name and Password" link.

Please note: the username and password fields will only be used if you, as an employee, have applied to an open position through the Applicant Portal and set up an account username and password.

Ball State University

Click here to log in with your BSU Computer User Name and Password

Password

Log In

Authenticate with single sign-on?SSO Authentication

6/24/19

Viewing Applicants as a Search Committee Member:

Note: Be sure your committee has met with Melissa Rubrecht for search committee training before you begin reviewing applicants in HR-TMS. Once that training is complete, the instructions for navigating in the system are shown below.
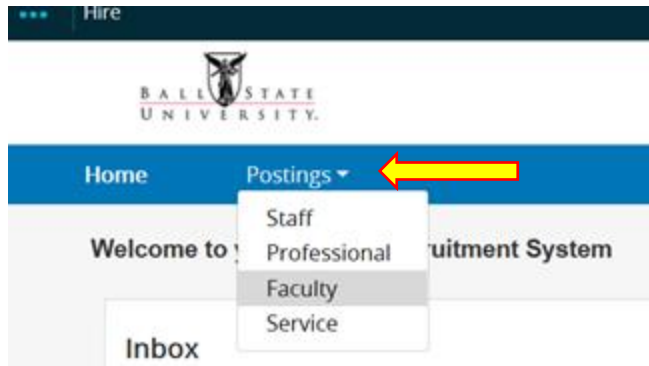
1. To select the Hire module, click on the three dots located in the top left corner of the home page and select **"Hire"** (blue background in header).
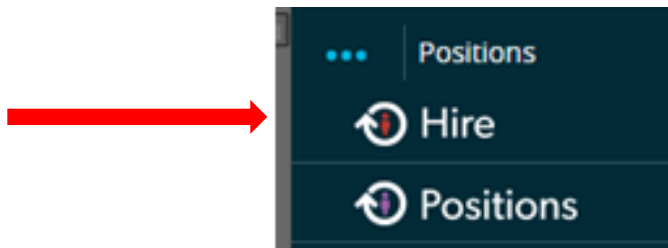
2. Make sure you are logged in as the correct user group. If not, use the drop-down menu to select Search Committee Member.
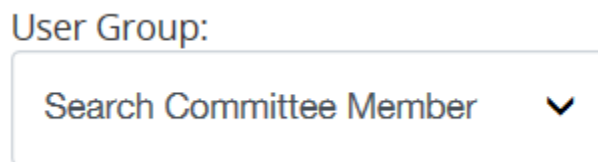
3. Hover over the Postings tab and select the appropriate employee group. Click on the Actions menu and choose View Applicants **OR** click on the posting title and then choose the Applicants tab.

BALL STATE
UNIVERSITY.

Home	Postings ▾

Staff
Professional
Faculty
Service

Welcome to ... ruitment System

Inbox

Faculty Postings

+ Create New Posting

Saved Searches ✔ | [search box] | Search | Q More Search Options ✔

Main Search ✕

"Main Search" **504** ✕ Delete this search? Selected records **0** ✕ Clear selection?

← Previous **1** 2 3 4 5 6 7 8 9 ... 16 17 Next →

(Actions)

☐	Position Title	Posting Number	Active Applications	Department	Workflow State	Last Status Update	
☐	Instructor of Physics	201500378F	1	Indiana Academy:800140	Filled	June 25, 2019 at 11:33 AM	Actions ✔
☐	Assistant Teaching Professor of Physics and Astronomy	201900410F	1	Physics & Astronomy:700200	Closed - Waiting for Post Cert	June 25, 2019 at 11:23 AM	GENERAL View Posting
☐	Instructors - Honors College	201900428F	10	Honors College:170030	Closed/Removed from Web	June 25, 2019 at 09:27 AM	View Applicants
☐	Assistant Teaching Professor of						

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OR

Posting: Instructors - Honors College (Faculty)   Edit

Current Status: Closed/Removed from Web

Position Type: Faculty

Department: Honors College:170030

Created by: Susan Schlensker

Owner: Human Resources

Summary	History	Settings	Applicants	Reports	Hiring Proposals

4. Either click on the applicant's last name **OR** click the 'Actions' menu for each application and select View Application.

5. If you would like to view the applicant's application or a combined document, which includes required documents, in a PDF, scroll to the bottom of the application. Click on either View if you want to view the application or click on Generate if you would like to generate a PDF containing both the application and the required documents (cover letter, resume, etc.).

6. If you would like to view ALL applicants and their required documents in one PDF, after you have clicked on View Applicants (see step 5), click on the checkbox by Applicant Last Name to select ALL applicants. Then click on the Actions button and select Download Applications as PDF.

7. You may choose which application materials you would like the PDF to include. Then click on submit. This will generate a PDF.

8. Follow the instructions provided by your Search Committee Chair regarding next steps.

Note: Applications should not be printed. In the event applications are printed, they are considered part of the official search file and must be submitted to the Applicant Reviewer at the completion of the search.

6/24/19