

## ***Search Committee Member***

### **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

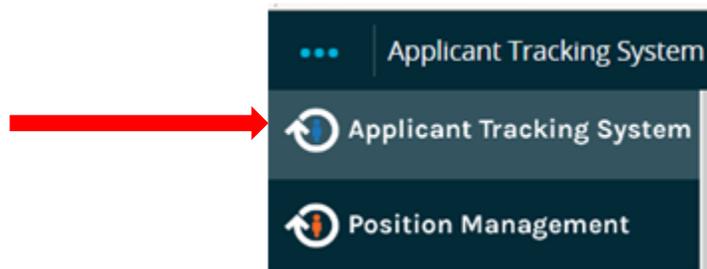
Log In

*Authenticate with single sign-on? [SSO Authentication](#)*

**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 Applicant Tracking System module, click on the three dots located in the top left corner of the home page and select **“Applicant Tracking System”** (blue background in header).

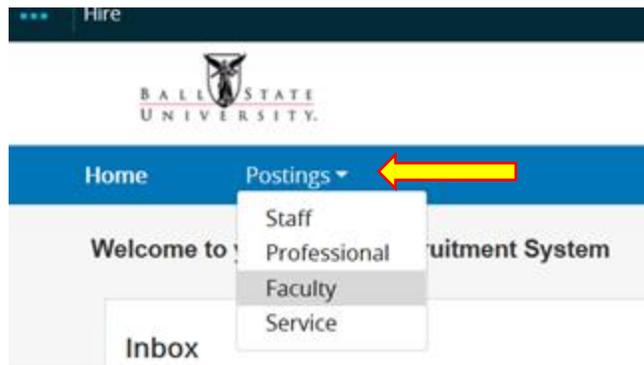


2. Make sure you are logged in as the correct user group. If not, use the drop-down menu to select Search Committee Member.

User Group:

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.



## Faculty Postings

[+ Create New Posting](#)

Saved Searches  Search [More Search Options](#)

Main Search ×

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

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

<input type="checkbox"/>	Position Title	Posting Number	Active Applications	Department	Workflow State	Last Status Update	(Actions)
<input type="checkbox"/>	Instructor of Physics	201500378F	1	Indiana Academy:800140	Filled	June 25, 2019 at 11:33 AM	<span>Actions</span>
<input type="checkbox"/>	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 <a href="#">View Posting</a> <a href="#">View Applicants</a>
<input type="checkbox"/>	Instructors - Honors College	201900428F	10	Honors College:170030	Closed/Removed from Web	June 25, 2019 at 09:27 AM	
<input type="checkbox"/>	Assistant Teaching Professor of						

OR

### Posting: Instructors - Honors College (Faculty) [Edit](#)

**Current Status:** Closed/Removed from Web

Position Type: **Faculty** | Created by: **Susan Schlensker**  
Department: **Honors** | Owner: **Human Resources**  
College: **170030**

[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.

Summary | History | Settings | **Applicants** | Reports | Hiring Proposals

Open Saved Search ▾ Search:  Search More search options

Active Applications ×

Saved Search: "Active Applications" (1 Item Found) Actions

<input type="checkbox"/>	Applicant Last Name	Applicant First Name	Requisition Number	Workflow State (Internal)	Last Updated	(Actions)
<input type="checkbox"/>	Pryor	Teresa	201500001P	Under Review by Department	January 07, 2016 at 03:50 PM	<span>Actions ▾</span> GENERAL 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.).

PDF Documents	
Document Type	Actions
Application	<a href="#">View</a>
Combined Document	<a href="#">Generate</a>

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.

Postings / Professional / Glass Facilities Manager (Reposted) / Applicant Review

**Posting: Glass Facilities Manager (Professional)**  
 Current Status: Reposted  
 Position Type: Professional      Created by: Stacey Shears  
 Department: School of Art:600020      Owner: Human Resources : Teresa Pryor

Take Action On Posting ▾  
 ★ See how Posting looks to Applicant  
 Print Preview (Applicant View)  
 Print Preview

Summary | History | Settings | **Applicants** | Reports

Open Saved Search ▾      Search:       Search      More search options

Active Applications

Saved Search: "Active Applications" (2 Items Found)      Actions

Applicant Last Name	Applicant First Name	Posting Number	Workflow State (Internal)	Last Updated
<input checked="" type="checkbox"/> Leach	Marie	201500079P	Under Review by Department	April 01, 2016 at 04:49
<input checked="" type="checkbox"/> Pryor	Teresa	201500079P	Under Review by Department	April 01, 2016 at 12:49

GENERAL  
 Review Screening Question Answers  
 Download Screening Question Answers  
 Export results  
 BULK  
 Download Applications as PDF  
 Create Document PDF per Applicant

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

Select the document type(s) to use.

Application and All Documents

Only These Document Types

- Application Data
- Resume
- Cover Letter
- Undergraduate Transcripts
- Portfolio
- EPA Certification
- High School Diploma or GED

Submit      Cancel

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.**