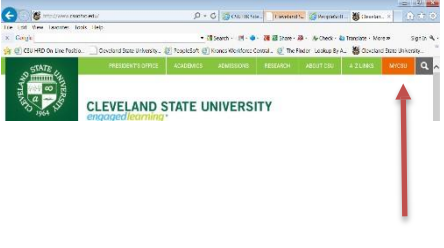

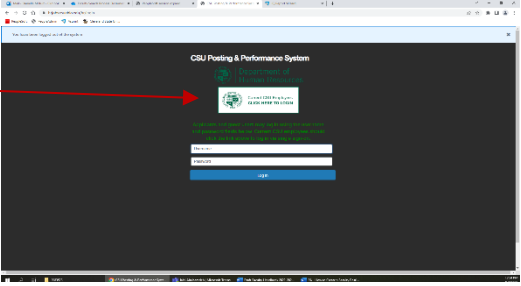


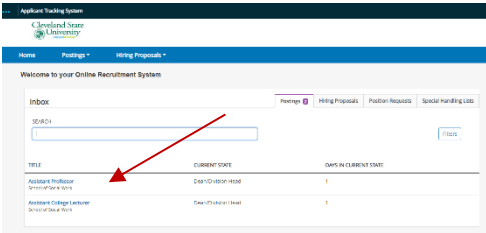
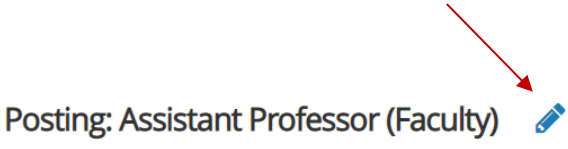


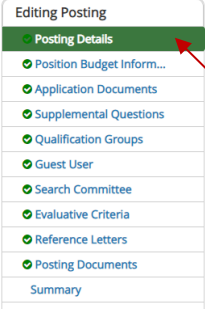



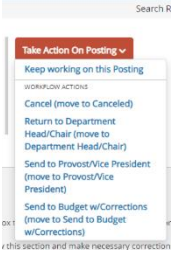
Reviewing and Approving a Posting as Chair/Dean – 9/29/2022

1	<p>Login to the PeopleAdmin system. To locate the system, go to the CSU Home Page (www.csuohio.edu) and</p> <p>Click on MYCSU</p>	
2	<p>Under Administrative Systems, Click on Human Resources Position Description, Performance Evaluation and Vacancy Management System</p>	
3	<p>Click on Current CSU Employees Click Here to Login</p>	
4	<p>Login using your single sign-on access – Your CSU ID number and your CampusNet password</p>	

Reviewing and Approving a Posting as Chair/Dean – 9/29/2022

<p>5</p>	<p>Change your User Group</p> <p>Click the drop down box</p> <p>Select “Dept Head or Dean/Division Head”</p> <p>It will refresh within a few seconds</p>										
<p>6</p>	<p>Click on the 3 dots in the top left corner</p> <p>Change the module to “Applicant Tracking System”</p>										
<p>7</p>	<p>On the Home Page of the Applicant Tracking module, it will show you the positions that are in your queue to review and approve.</p>	 <table border="1"> <thead> <tr> <th>TITLE</th> <th>CURRENT DATE</th> <th>DAYS IN CURRENT STATE</th> </tr> </thead> <tbody> <tr> <td>Assistant Professor Division of Science</td> <td>2022-09-29 10:58 AM</td> <td>1</td> </tr> <tr> <td>Assistant College Lecturer Division of Science</td> <td>2022-09-29 10:58 AM</td> <td>1</td> </tr> </tbody> </table>	TITLE	CURRENT DATE	DAYS IN CURRENT STATE	Assistant Professor Division of Science	2022-09-29 10:58 AM	1	Assistant College Lecturer Division of Science	2022-09-29 10:58 AM	1
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Assistant Professor Division of Science	2022-09-29 10:58 AM	1									
Assistant College Lecturer Division of Science	2022-09-29 10:58 AM	1									
<p>8</p>	<p>Click on the title of the posting you would like to update</p>										
<p>9</p>	<p>Review the posting in its entirety</p>										
<p>10</p>	<p>Click the edit button (next to the title at the top of the posting), if you’d like to make changes to the posting</p>										

Reviewing and Approving a Posting as Chair/Dean – 9/29/2022

11	<p>To change any of the Posting Details,</p> <p>Click “Posting Details” and make changes in appropriate fields as needed</p>	
12	<p>Click “Save & Continue”</p>	
	<p>Continue to review and approve the remaining tabs in the posting by</p> <p>Clicking “Save and Continue”</p>	
13	<p>Once the posting is ready to be approved,</p> <p>Click on “Take Action on Job Application”</p>	
14	<p>Click on the appropriate Workflow Action, which is either the next level up or back to the step you’d like to move it back to</p>	

Search Chair	Starts
Dept Head	Review/Approve

Reviewing and Approving a Posting as Chair/Dean – 9/29/2022

Dean	Review/Approve
Provost/VP	Review/Approve
Budget	Review/Approve
OIE	Post

