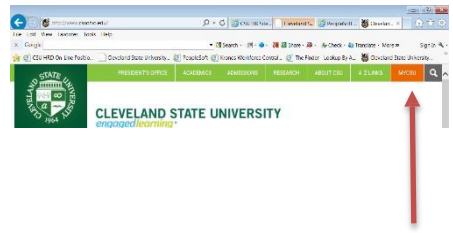

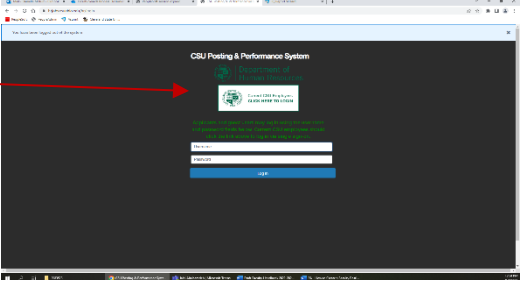
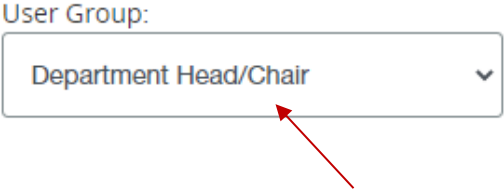


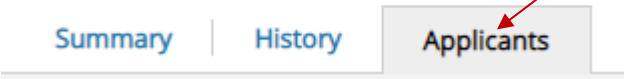
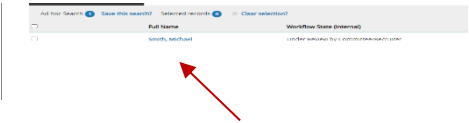


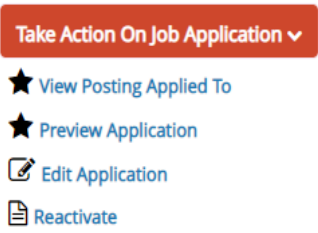
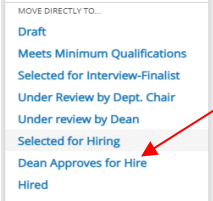
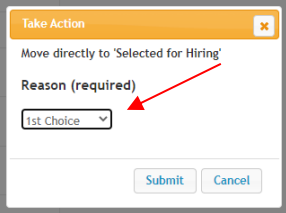

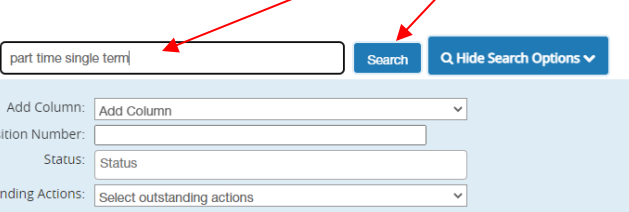
Creating a Hiring Proposal – 3/1/2023

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



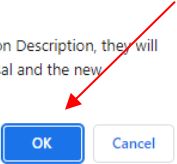
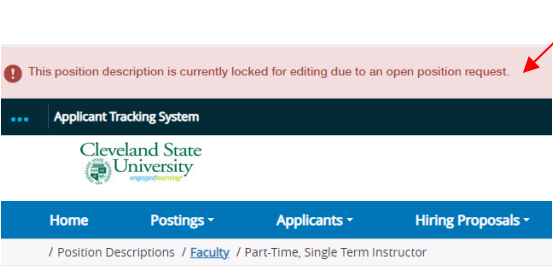
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<p>5</p>	<p>Change your User Group in the top right corner</p> <p>Click the drop down box</p> <p>Select “Department Head/Chair”</p> <p>It will refresh within a few seconds</p>	
<p>6</p>	<p>Click on the 3 dots in the top left corner</p> <p>Change the module to “Applicant Tracking System”</p>	
<p>7</p>	<p>Click on the “Postings” tab on the blue bar at the top of the screen</p> <p>Select “Faculty”</p>	
<p>8</p>	<p>Scroll down to see postings and</p> <p>Click on the title of the posting you would like to update</p>	
<p>9</p>	<p>Click on the “Applicants” tab to view the applicants</p>	
<p>10</p>	<p>Click on the candidate’s name that you’d like to hire</p> <p>(they will be in order by date they applied)</p>	



Creating a Hiring Proposal – 3/1/2023

<p>11</p>	<p>Hover over “Take Action on Job Application” at the top right of the screen</p>	
<p>12</p>	<p>Scroll down</p> <p>Click on “Selected for Hiring”</p>	
<p>13</p>	<p>Click the dropdown</p> <p>Select “First Choice”</p> <p>Click “Submit”</p>	
<p>14</p>	<p>Click on “Start Faculty Hiring Proposal”</p> <p>Note – Never choose the “Start Waiver Hiring Proposal” option</p>	
<p>15</p>	<p>Type “Part Time Single Term” in the search box, in order to find a job description to hire the candidate into</p> <p>Click “Search”</p>	

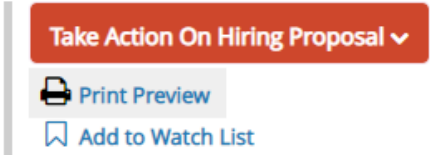
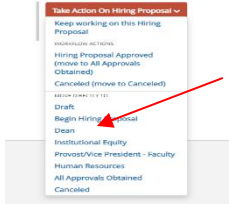
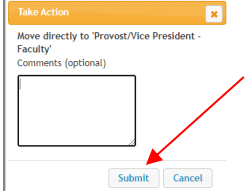
Creating a Hiring Proposal – 3/1/2023

<p>16</p>	<p>Click the radial button next to the job description you'd like to select</p> <p>Note – You can either select a job description that doesn't have a current employee listed or you can select a job description that lists an employee who is no longer active</p>	
<p>17</p>	<p>Scroll to the bottom of the page</p> <p>Click "Select Position Description"</p>	
<p>18</p>	<p>You will get the following message:</p> <p>Click "OK"</p> <p>Note – If you selected a job description with a current incumbent, be sure they are not active (they will be vacated from that job description)</p>	<p>hrjobs.csuohio.edu says</p> <p>If an employee is currently seated in this Position Description, they will be vacated upon approval of this Hiring Proposal and the new employee will be seated.</p> 
<p>19</p>	<p>Note – If you receive the following message, it means that a hiring proposal has already been created for a candidate.</p> <p>Click the back button to select a different position description</p>	
<p>20</p>	<p>Scroll past "Applicant Information", "Position Information" and "Budget Summary"</p>	

Creating a Hiring Proposal – 3/1/2023


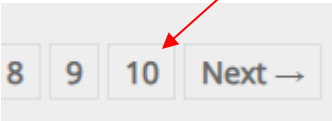
21	<p>Insert a short rationale for the reason for selection and include the classes the candidate will be teaching under “Reason for Selection of Candidate”</p> <p>Note – If Graduate Faculty Status has been approved, include this information in this section for the Associate Dean to review</p> <p>Also note if the candidate doesn’t have a Master’s degree, reference the Department policy that allows to hire based on professional experience in lieu of a Master’s degree</p>	<p>* Reason For Selection of Candidate</p> <input data-bbox="1183 226 1398 354" type="text"/>
22	<p>Insert the “Actual Start Date”</p>	<p>Actual Start Date</p> <input data-bbox="1135 915 1365 978" type="text"/> 
23	<p>Insert the “Actual Starting Pay Rate”, which is the total amount to be paid for the semester</p>	<p>Actual Starting Pay Rate</p> <input data-bbox="1183 1157 1398 1199" type="text"/>
24	<p>Insert the “Current Date”</p>	<p>Current Date</p> <input data-bbox="1135 1388 1365 1451" type="text"/> 
25	<p>Scroll down</p> <p>Click “Save and Continue”</p>	<p>Save & Continue</p>

Creating a Hiring Proposal – 3/1/2023

26	<p>Hover over “Take Action On Hiring Proposal”</p>	
27	<p>Click on “Move directly to Dean” to send the Hiring Proposal to the Associate Dean for review and approval</p>	
28	<p>Click “Submit”</p>	

The Associate Dean will be notified that a Hiring Proposal has been created and will review and approve the Hiring Proposal.

To View the Status of a Hiring Proposal:

29	<p>Click on the “Hiring Proposals” tab on the blue bar at the top of the screen</p> <p>Select “Faculty”</p>	
30	<p>Click on the last page listed because they are listed in order from first to last</p>	
31	<p>Scroll down to find the Hiring Proposal and its status</p>	

Creating a Hiring Proposal – 3/1/2023

Hiring Proposal Status Key:

Begin Hiring Proposal – The Associate Dean has sent the Hiring Proposal back to the Chair for further review or comments before proceeding with hire. The Chair will receive email notification if the Hiring Proposal has been moved to this status.

Dean – Hiring Proposal is currently in the Associate Dean’s queue awaiting review and approval.

Provost/Vice President – Faculty – Hiring Proposal is currently in the Provost’s queue awaiting completion of background check.

All Approvals Obtained – The background check has been completed and the Hiring Proposal has been approved. This also means that the department (Admin or Budget Manager) has been notified to begin preparing the contract and the candidate has been sent the link to complete onboarding documents.

Canceled – Hiring Proposal has been canceled and not approved by the Associate Dean. The Chair will receive email notification if the Hiring Proposal has been moved to this status.