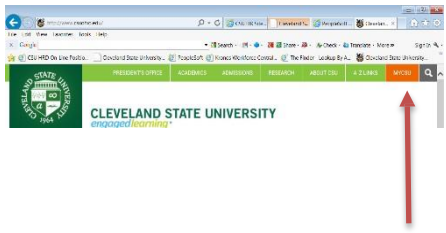

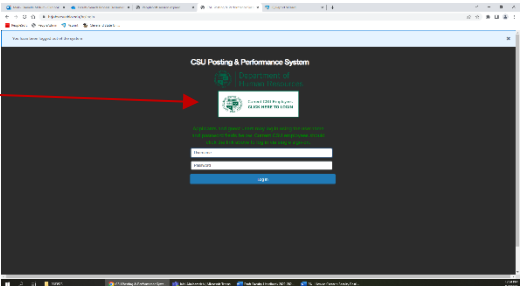


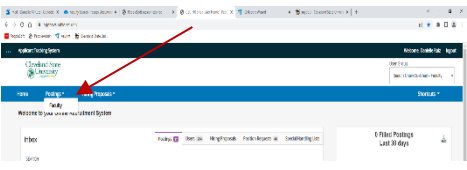

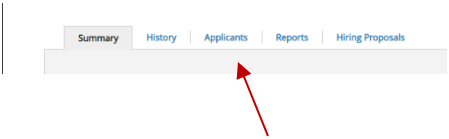
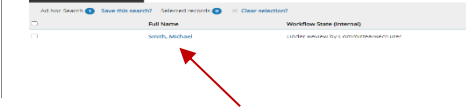


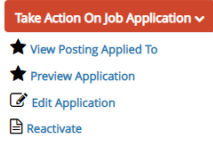
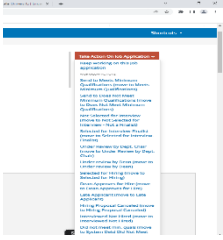

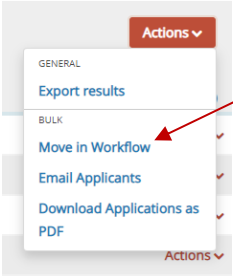
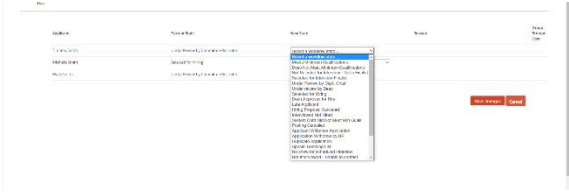
# Dispositioning Candidates Through the Workflow – 9/1/2022

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

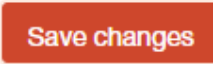
## Dispositioning Candidates Through the Workflow – 9/1/2022

<p>5</p>	<p><b>Change your User Group</b></p> <p><b>Click</b> the drop down box</p> <p><b>Select</b> “Search Chair/Co-Chair - Faculty”</p> <p>It will refresh within a few seconds</p>	
<p>6</p>	<p><b>Click</b> on the 3 dots in the top left corner</p> <p><b>Change</b> the module to “Applicant Tracking System”</p>	
<p>7</p>	<p><b>Click</b> on the “Postings” tab on the top</p> <p><b>Select</b> “Faculty”</p>	
<p>8</p>	<p><b>Click</b> on the title of the posting you would like to update</p>	
<p>9</p>	<p><b>Click</b> on the “Applicants” tab</p>	
<p>10</p>	<p>To Disposition a single candidate, <b>Click</b> on their name</p>	

## Dispositioning Candidates Through the Workflow – 9/1/2022

11	<p><b>Click</b> on “Take Action on Job Application”</p>	
12	<p><b>Click</b> on the appropriate Workflow Action, i.e. Meets Minimum Qualifications, Does Not Meet Minimum Qualifications, etc.</p>	
13	<p>To Disposition multiple candidates at the same time, <b>Click</b> on the arrows to the left of their names</p>	
14	<p><b>Hover</b> over the “Actions” button and <b>Select</b> “Move in Workflow”</p>	
15	<p><b>Click</b> the drop-down menu and <b>Select</b> the appropriate Workflow State for each candidate</p>	

**Dispositioning Candidates Through the Workflow – 9/1/2022**

16	<b>Click</b> “Save Changes”	
17	<b>Repeat</b> each time candidates need to be dispositioned through the workflow	