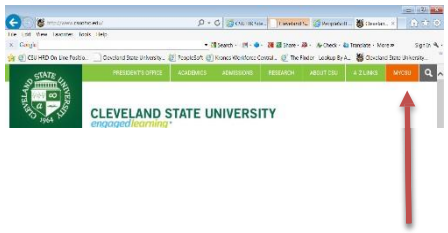

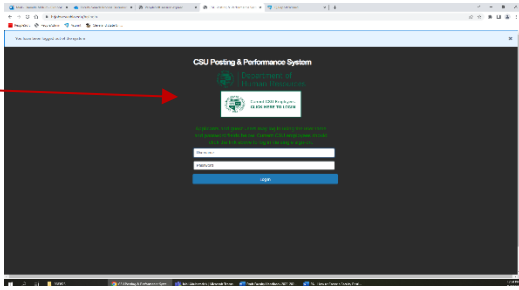
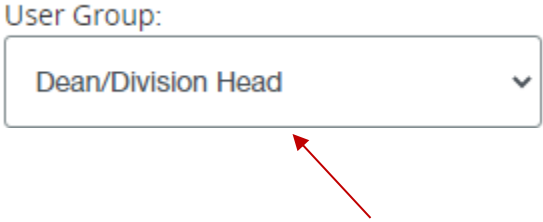


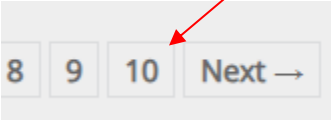
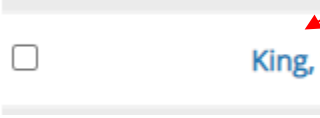


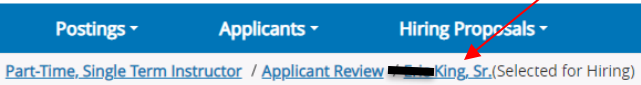
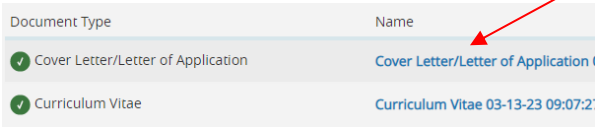
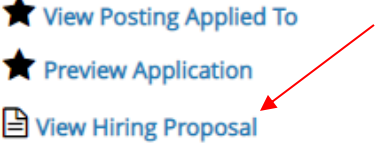
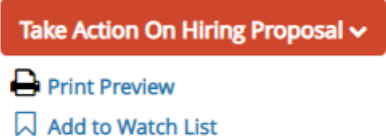
Reviewing & Approving a Hiring Proposal – 3/1/2023

<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>	

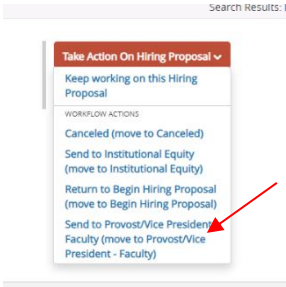
Reviewing & Approving a Hiring Proposal – 3/1/2023

5	<p>Change your User Group in the top right corner</p> <p>Click the drop down box</p> <p>Select “Dean/Division Head”</p> <p>It will refresh within a few seconds</p>	 <p>User Group: Dean/Division Head ▾</p>
6	<p>Click on the 3 dots in the top left corner</p> <p>Change the module to “Applicant Tracking System”</p>	 <p>Applicant Tracking System Cleveland State University engaged learning Home Postings ▾</p>
7	<p>Click on the “Hiring Proposals” tab on the top</p> <p>Select “Faculty”</p>	 <p>Home Postings ▾ Hiring Proposals ▾</p>
8	<p>Click on the last page listed because they are listed in order from first to last</p>	 <p>8 9 10 Next →</p>
9	<p>Scroll down to find the Hiring Proposal that needs to be reviewed</p>	
10	<p>Click on the candidate’s name that you’d like to review</p>	 <p><input type="checkbox"/> King,</p>

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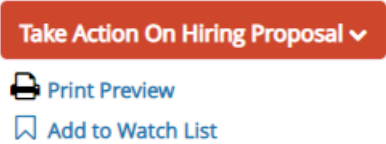
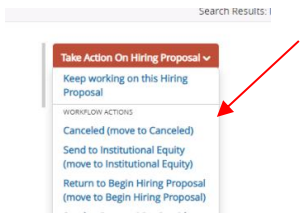
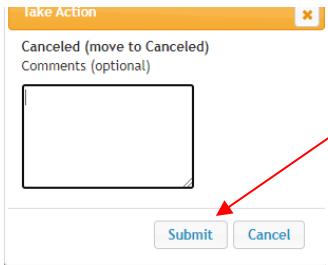
<p>11</p>	<p>Scroll down to review the Hiring Proposal</p> <p>Note – You are specifically approving the start date and salary and classes taught based on qualifications</p>							
<p>12</p>	<p>Click on the candidate’s name at the top to review their application materials, i.e. CV, Cover Letter and Reference Letters</p>							
<p>13</p>	<p>Scroll down to review the application materials</p>							
<p>14</p>	<p>Click on their CV and Cover Letter to review them</p>	 <table border="1"> <thead> <tr> <th>Document Type</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>✓ Cover Letter/Letter of Application</td> <td>Cover Letter/Letter of Application t</td> </tr> <tr> <td>✓ Curriculum Vitae</td> <td>Curriculum Vitae 03-13-23 09:07:2</td> </tr> </tbody> </table>	Document Type	Name	✓ Cover Letter/Letter of Application	Cover Letter/Letter of Application t	✓ Curriculum Vitae	Curriculum Vitae 03-13-23 09:07:2
Document Type	Name							
✓ Cover Letter/Letter of Application	Cover Letter/Letter of Application t							
✓ Curriculum Vitae	Curriculum Vitae 03-13-23 09:07:2							
<p>16</p>	<p>Click “View Hiring Proposal” in the top right corner to go back to the Hiring Proposal</p>	 <ul style="list-style-type: none"> ★ View Posting Applied To ★ Preview Application 📄 View Hiring Proposal 						
<p>17</p>	<p>Hover over “Take Action on Hiring Proposal” in the top right corner</p>	 <p>Take Action On Hiring Proposal ▾</p> <ul style="list-style-type: none"> 🖨️ Print Preview 🔖 Add to Watch List 						

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<p>18</p>	<p>Click on “Send to Provost/Vice President – Faculty” to approve the Hiring Proposal and move it to the Provost’s Office for a background check</p> <p>Click “Submit”</p>	 <p>A screenshot of a web interface showing a dropdown menu titled "Take Action On Hiring Proposal". The menu options include "Keep working on this Hiring Proposal", "Canceled (move to Canceled)", "Send to Institutional Equity (move to Institutional Equity)", "Return to Begin Hiring Proposal (move to Begin Hiring Proposal)", and "Send to Provost/Vice President Faculty (move to Provost/Vice President - Faculty)". A red arrow points to the "Send to Provost/Vice President Faculty" option.</p>
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Once the Hiring Proposal is sent to the Provost’s Office, they will be notified that a Hiring Proposal has been approved and will complete a background check on the candidate.

If the Hiring Proposal is not approved:

	<p>Scroll to the bottom of the Hiring Proposal</p> <p>Insert a comment into the “Comment” box as to why the Hiring Proposal isn’t approved</p>	<p>Comments</p>  <p>A screenshot of a web interface showing a text input box labeled "Comments".</p>
<p>19</p>	<p>Hover over “Take Action on Hiring Proposal” in the top right corner</p>	 <p>A screenshot of a web interface showing a red button labeled "Take Action On Hiring Proposal" with a dropdown arrow. Below the button are two links: "Print Preview" with a printer icon and "Add to Watch List" with a bookmark icon.</p>
<p>20</p>	<p>Click on either “Canceled” to cancel the Hiring Proposal and not hire the candidate or “Begin Hiring Proposal” to send it back to the Chair to revise</p>	 <p>A screenshot of a web interface showing a dropdown menu titled "Take Action On Hiring Proposal". The menu options include "Keep working on this Hiring Proposal", "Canceled (move to Canceled)", "Send to Institutional Equity (move to Institutional Equity)", and "Return to Begin Hiring Proposal (move to Begin Hiring Proposal)". Two red arrows point to the "Canceled" and "Return to Begin Hiring Proposal" options.</p>
<p>21</p>	<p>Click “Submit”</p>	 <p>A screenshot of a web interface showing a dialog box titled "Take Action". The dialog box contains a text input field labeled "Comments (optional)" and two buttons: "Submit" and "Cancel". A red arrow points to the "Submit" button.</p>