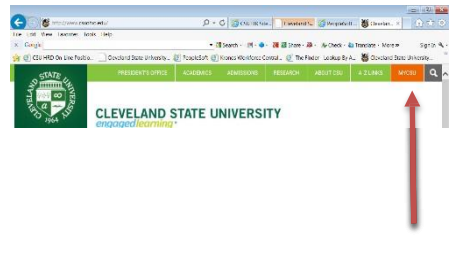

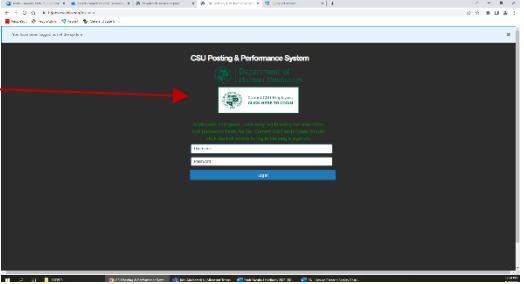

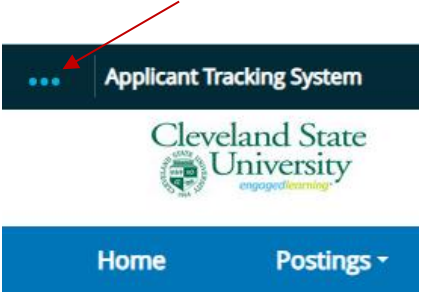

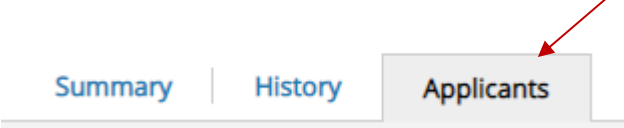
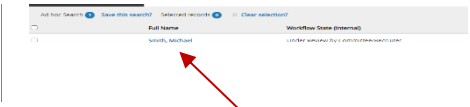


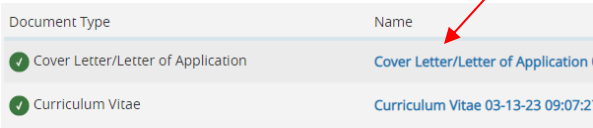
Reviewing Candidates' Application Documents – 3/1/2023

<p>1</p>	<p>Login to the PeopleAdmin system. To locate the system, go to the CSU Home Page (www.csuohio.edu) and 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 Candidates' Application Documents – 3/1/2023

<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 top</p> <p>Select “Faculty”</p>	
<p>8</p>	<p>Click on the title of the posting you would like to update</p>	
<p>9</p>	<p>Click on the “Applicants” tab</p>	
<p>10</p>	<p>Click on the candidate’s name</p> <p>They will be in order by date they applied</p>	

Reviewing Candidates' Application Documents – 3/1/2023

11	<p>Scroll down to review the candidate's application and application materials</p> <p>The candidate's documents, i.e, Cover Letter and CV, can be found at the bottom of the application, including Letters of Recommendations</p> <p>Click on each document to view it</p>	 <table border="1"><thead><tr><th data-bbox="824 338 1182 363">Document Type</th><th data-bbox="1182 338 1404 363">Name</th></tr></thead><tbody><tr><td data-bbox="824 373 1182 399">✓ Cover Letter/Letter of Application</td><td data-bbox="1182 373 1404 399">Cover Letter/Letter of Application</td></tr><tr><td data-bbox="824 409 1182 434">✓ Curriculum Vitae</td><td data-bbox="1182 409 1404 434">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	✓ Curriculum Vitae	Curriculum Vitae 03-13-23 09:07:2
Document Type	Name							
✓ Cover Letter/Letter of Application	Cover Letter/Letter of Application							
✓ Curriculum Vitae	Curriculum Vitae 03-13-23 09:07:2							

Once you have selected a candidate for hire, move to the next step – Creating a Hiring Proposal