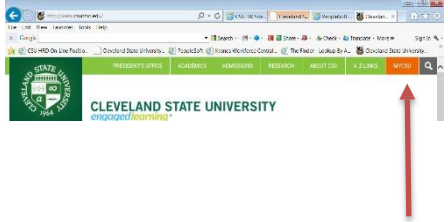

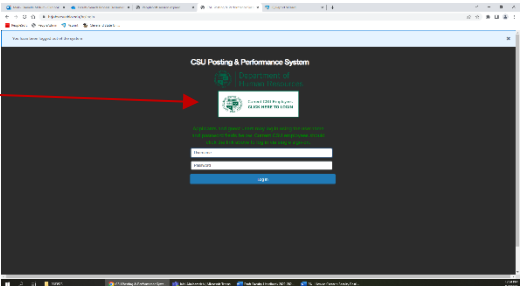


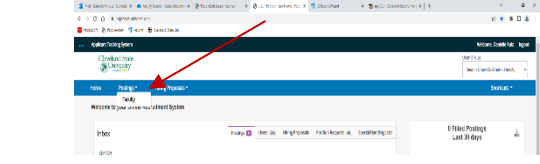

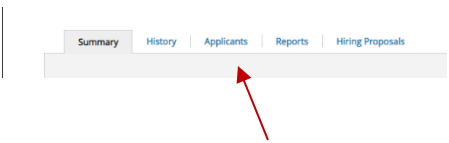
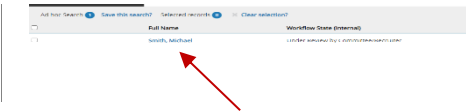



Reviewing Candidates' Application Documents – 9/1/2022

<p>1</p>	<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>	
<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>Login 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</p> <p>Click the drop down box</p> <p>Select “Search Chair/Co-Chair - Faculty” Or “Search Committee Member”</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 (they will be in order by date they applied)</p>	

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11	<p>Scroll to review the candidate's application and list of professional references</p> <p>The candidate's documents, i.e, Cover Letter, CV, etc. can be found at the bottom of the application, including Letters of Recommendations</p>	 <p>The screenshot shows a table of documents under the heading 'Required Documents'. The table has three columns: 'Document Type', 'Name', and 'Document Status'. There are five rows of documents listed. Below this table, there is a section for 'Optional Documents' which is currently empty.</p> <table border="1"><thead><tr><th>Document Type</th><th>Name</th><th>Document Status</th></tr></thead><tbody><tr><td>Cover Letter</td><td>Cover Letter of Applicant</td><td>in progress</td></tr><tr><td>Education</td><td>Candidate Work 12-28-21 04:05:07 (01) 74-17</td><td>in progress</td></tr><tr><td>Research Plan</td><td>Research Plan 12-28-21 04:15:07 (02) 74-17</td><td>PDF complete</td></tr><tr><td>Writing Samples</td><td>Writing Samples 12-28-21 04:15:07 (03) 74-17</td><td>PDF complete</td></tr><tr><td>Letters of Recommendation</td><td>Letters of Recommendation 12-28-21 04:15:07 (04) 74-17</td><td>PDF complete</td></tr></tbody></table> <p>Optional Documents No optional documents listed.</p>	Document Type	Name	Document Status	Cover Letter	Cover Letter of Applicant	in progress	Education	Candidate Work 12-28-21 04:05:07 (01) 74-17	in progress	Research Plan	Research Plan 12-28-21 04:15:07 (02) 74-17	PDF complete	Writing Samples	Writing Samples 12-28-21 04:15:07 (03) 74-17	PDF complete	Letters of Recommendation	Letters of Recommendation 12-28-21 04:15:07 (04) 74-17	PDF complete
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12	<p>Click on each document to view it</p>																			

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