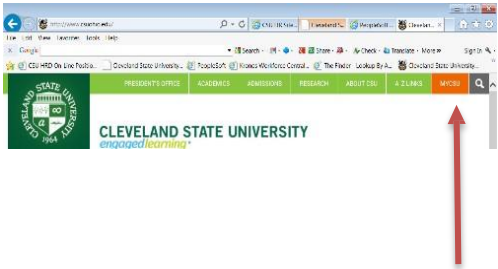

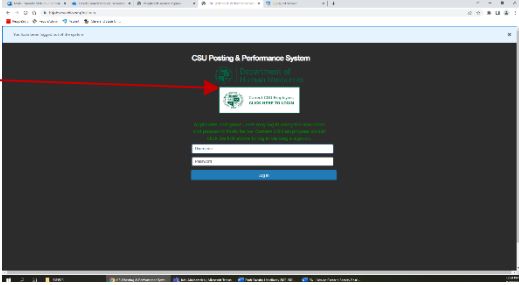




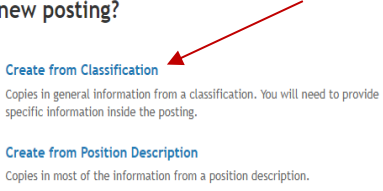



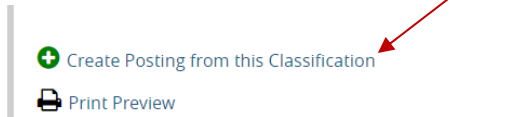


Creating a Faculty Posting – 7/1/2025

1	<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>	
2	<p>Under Administrative Systems, Click on Human Resources Position Description, Performance Evaluation and Vacancy Management System</p>	
3	<p>Click on Current CSU Employees</p> <p>Click Here to Login</p>	
4	<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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5	<p>Change your User Group in the top right corner</p> <p>Click the drop down box</p> <p>Select “Search Chair/Co-Chair - Faculty”</p> <p>It will refresh within a few seconds</p>	<p>User Group:</p> 
6	<p>Click on the 3 dots in the top left corner</p> <p>Change the module to “Applicant Tracking System”</p>	
7	<p>Click on the “Postings” tab on the blue bar at the top of the screen</p> <p>Select “Faculty”</p>	
8	<p>Click on the “Create New Posting” button</p>	
9	<p>Click on the link to “Create from Classification”</p>	<p>What would you like to use to create this new posting?</p> <p>Create from Classification</p> <p><small>Copies in general information from a classification. You will need to provide specific information inside the posting.</small></p> <p>Create from Position Description</p> <p><small>Copies in most of the information from a position description.</small></p> 


Creating a Faculty Posting – 7/1/2025

10	<p>Type the Classification/Job Title or Job Code into the search box and Click “Search”</p> <p>(The title you are approved to hire is listed on the New Hire Approval Memo provided by the Provost’s Office)</p>	
11	<p>The search will return a list of faculty classifications</p> <p>Click on the appropriate Classification Job Title</p>	
12	<p>Click on the “Create Posting from this Classification” link</p>	
13	<p>Enter the Business Title – this is the official title of the position</p> <p>* Required Field</p>	
14	<p>Enter required fields</p> <p>VP / Provost Level (Click Academic Affairs)</p> <p>College / Division Department</p> <p>Department</p>	

Creating a Faculty Posting – 7/1/2025

15	<p>Skip Applicant Workflow - it will default to “Under Review by Committee/Recruiter”</p>	
16	<p>Click Interest Card Categories “Faculty” and “Full time” or “Part time”, as appropriate.</p>	<p>Interest Card</p> <p>Interest Card Categories</p> <p><input type="checkbox"/> Faculty</p> <p><input type="checkbox"/> Full time</p> <p><input type="checkbox"/> Part time</p> <p><input type="checkbox"/> Staff</p>
17	<p>References: The system will send an email to listed references if the Search Chair updates the applicant’s status to trigger the email.</p> <p>Select the Reference Notification state of “Selected for Virtual Interview” so each candidate’s reference will receive a request to submit a Reference Letter when they have been moved to this workflow state</p>	<p>Selected for Virtual Interview ▼</p> <p>Request References to submit Recommendations</p>
18	<p>Skip Recommendation Workflow it will remain blank</p> <p>Select Recommendation Document Type “Reference Letter”, if a letter is being requested. Otherwise, references will be able to type into a text box, regarding the applicant.</p>	<p>▼</p> <p>When all Recommendations have been provided</p> <p>Reference Letter ▼</p> <p>Allow a document upload when a reference provides a letter</p>
19	<p>Skip Accept online applications - it will default with a check</p>	<p><input checked="" type="checkbox"/> Accept online applications?</p>

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20	Skip Special offline applicants instructions (CSU only accepts online applications)	Special offline application instructions <input type="text"/>
21	Select the Accepted Application Form “Short Application”	<input checked="" type="checkbox"/> Short Application
22	Click the box to “Create New Posting”	<input type="button" value="Create New Posting"/>
23	Review/Update the Business Title	Business Title <input type="text"/>
24	Skip Internal Job Category - it will default	Internal Job Category
25	Select Faculty for the Posting Category from the drop down	<div> Please select Administrative Support/Clerical Administrative and Professional Athletics Executive IT/Technology Faculty Maintenance/Trades/Service Public Safety Research </div> 
26	Skip: Salary Plan, and Position Number – Salary Plan will default and the PN is updated by Budget	
27	Add Department Chair/Immediate Supervisor Title	Department Chair/Immediate Supervisor Title <input type="text" value="Department Chair"/>
28	Skip Supervisor’s Position #	Supervisors Position # <input type="text"/>

Creating a Faculty Posting – 7/1/2025

29	Add Department Chair/Immediate Supervisor Name	Department Chair/Immediate Supervisor Name <input type="text"/>
30	Select FLSA Status “Exempt-Professional”	FLSA <input type="text" value="Exempt"/>
31	Insert the Job Summary, Minimum, and Preferred qualifications.	<div> <div>Job Summary</div> <div>Minimum Qualifications</div> <div>Preferred Qualifications</div> </div>
32	Select New or Replacement position	Is this a new position or replacement position? <input type="text" value="New"/>
33	If you selected <u>Replacement</u> Position Add the name of the person being replaced (This information is available in the New Hire Approval Memo from the Provost’s Office)	Replacement for <input type="text"/>
34	Skip Requisition Number - it will default	<input type="text" value="Requisition Number"/>

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35	<p>Select Funding: Regular, Temporary or Funds Available</p> <p>(This information can be obtained by the Budget Manager assigned to your college)</p>	<p>Position Funding <input type="text" value="Regular"/></p>
36	<p>Add date expires if you selected anything other than Regular for position type</p> <p>Note: Date must correspond to date indicated on the employment contract or waiver if applicable.</p>	<p>Date grant, position, or appointment expires (For Funds Available, Temporary, and Waiver of Posting) <input type="text"/></p>
37	<p>Skip Special Notes to applicants</p>	<p>Special Notes to Applicant <input type="text"/></p>
38	<p>Update any Applicant Instructions</p> <p>Note: Template Applicant Instructions have already been added to the posting – modify as needed.</p>	<p>Applicant Instructions <input type="text"/></p>
39	<p>Add Background Check Account number to charge fees for background check</p> <p>(This information can be obtained by the Budget Manager assigned to your college)</p>	<p>Background Check Account <input type="text"/></p>

Creating a Faculty Posting – 7/1/2025

40	Add Hiring Range/Pay Rate (You may add “Competitive Salary” or “Will commensurate with experience”)	Hiring Range /Pay Rate <input type="text"/>
41	List the contact person for the posting	Contact Name for this position <input type="text"/>
42	Add Date to be Posted (Date posting placed on CSU’s website)	Date to be Posted <input type="text"/>
43	Skip Close Date/Application Deadline (Postings will be set up as “Open Until Filled”)	Close Date <input type="text"/>
44	Select Yes for Open Until Filled	Open Until Filled <input type="button" value="Yes"/>
45	Add Review Begin date (The date applications will begin to be reviewed – this should be one day after the “apply by” date and at least 30 days after the posting date)	Review Begins <input type="text"/>
46	Add the Start date (The start date for AY26 is 8/17/26)	Start Date <input type="text"/>

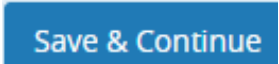
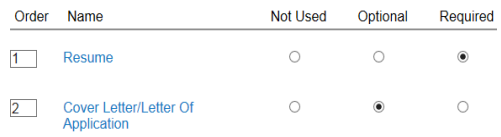
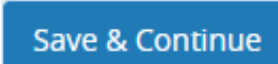
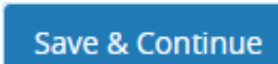
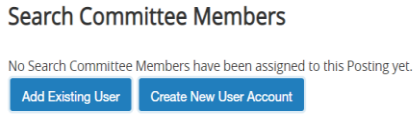

Creating a Faculty Posting – 7/1/2025

47	Skip Affirmative Action Goal	<p>If you have an Affirmative Action Goal, please detail what outreach you will do to meet that goal</p> <div></div>
48	Indicate any advertising sources (these should match your Recruitment Plan)	<div> <input checked="" type="checkbox"/> The Chronicle of Higher Education (publication) <input type="checkbox"/> The Chronicle of Higher Education (online 60 days) <input type="checkbox"/> Cleveland.com (online 30 days) <input type="checkbox"/> Plain Dealer (Sunday print) deadline Wednesdays </div>
49	Add additional advertising resources by checking the box and listing the venue.	<div> <input checked="" type="checkbox"/> Other 1 <input type="text" value="Psychology Today"/> <input type="checkbox"/> Other 2 <input type="text"/> <input type="checkbox"/> Other 3 <input type="text"/> </div>
50	Add Advertising Copy Note: The details of the Ad Copy should be copied and pasted from the job summary, minimum and preferred qualifications, along with application instructions – per Appendix 2 of the Faculty Search Handbook.	<p>Advertising Copy <input type="text"/></p>
51	Select the Type of Requisition	<p>Type of Requisition <input type="text" value="Full Search Committee"/></p>
52	Add or Skip the Justification (Only required for any requisition other than a full search committee, i.e. a Waiver of Posting))	<p>Justification <input type="text"/></p>
53	Skip the Internal Quick Link (It will default, and can be used in the Ad Copy as a direct link to the posting)	<p>Quick Link for Internal Postings http://hrjobs.csuohio.edu/postings/11836</p>

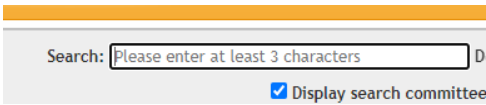

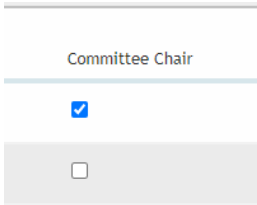
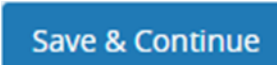
Creating a Faculty Posting – 7/1/2025

54	<p>Review the “Pass” and “Fail” messages for automated review of applications. If a candidate is missing criteria that are required, applicant automatically receives the Fail message.</p>	<p>Pass Message</p> <p>Fail Message</p>
55	<p>Skip the Human Resources Staff member who will be helping with the Posting</p>	<p>HR Staff <input type="text"/></p>
56	<p>Add the Search Chair from the dropdown list.</p> <p>Skip Evaluative Criteria</p>	<p>Search Chair <input type="text" value="Select Some Options"/></p>
57	<p>Click “Save and Continue”</p>	<p>Save & Continue</p>
58	<p>Budget Information:</p> <p>Click the “Add Budget Summary Entry” button</p>	<p>Add Budget Summary Entry</p>
59	<p>Add the Combination Code (Four (4) digit department code & four (4) digit account code)</p> <p>Add the percentage funded (Total of all codes must equal 100%)</p> <p>(This information can be obtained from the Budget Manager assigned to your college)</p>	<p>Combination Code to be Charged <input type="text"/></p> <p>Percentage Funded <input type="text"/></p>

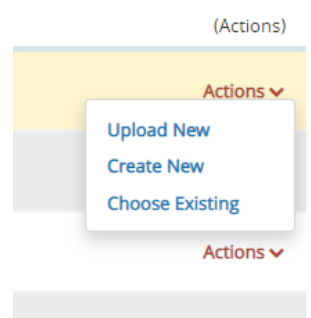
Creating a Faculty Posting – 7/1/2025

60	<p>Click “Save and Continue” button to proceed with posting</p>	
61	<p>Review the “Application Documents”</p> <p>Select “Optional” or “Required” based on the need for the posting</p> <p>(If the “Not Used” default is selected, the applicant will not be able to upload that specific document type)</p>	
62	<p>Click “Save and Continue” button to proceed with posting</p>	
63	<p>Skip the Guest User section, by clicking the “Save and Continue” button unless search members are not CSU employees</p>	
64	<p>Add Search Committee Members and the Search Committee Chair</p>	
65	<p>Click “Add Existing User” for CSU employees</p>	



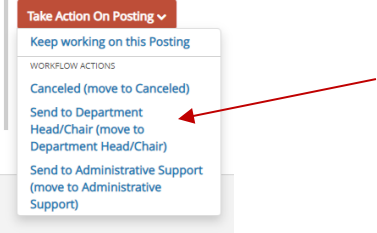
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66	<p>Enter employee's name in the search bar</p>	
67	<p>Select the correct member Click on "Add Member" button</p> <p>(Repeat for as many members as needed)</p>	
68	<p>Select Chair</p> <p>(Marking the box will make the Committee Member the Chair)</p>	
69	<p>Click "Save and Continue" button to proceed with posting</p>	
70	<p>Select to Yes to Accept references</p> <p>(This will require the applicant to provide names, numbers and email address)</p>	<p>Accept References <input checked="" type="checkbox"/> Yes</p>

Creating a Faculty Posting – 7/1/2025

71	<p>Add the number of references that should be required</p> <p>(The minimum number of references required is 3)</p>	<p>Minimum Requests <input type="text"/></p>
72	<p>Skip the last day a reference can be submitted</p>	<p>Last Day a Reference Provider Can Submit Reference <input type="text"/></p>
73	<p>Click “Save and Continue” button to proceed with posting</p>	<p>Save & Continue</p>
74	<p>Upload the Rating Tool and Recruitment Plan to Posting Documents:</p> <p>Hover over the actions button of the document you want to upload and, Select “Upload New”</p>	 <p>(Actions)</p> <p>Actions ▾</p> <p>Upload New</p> <p>Create New</p> <p>Choose Existing</p> <p>Actions ▾</p>
75	<p>Browse, Select file, Click Submit</p>	<p>Name <input type="text" value="Waiver Extension Justific"/></p> <p>Description <input type="text"/></p> <p>File to upload <input type="text"/> <input type="button" value="Browse..."/></p> <p><input type="button" value="Submit"/></p>
76	<p>Click “Save and Continue” button to proceed with posting</p>	<p>Save & Continue</p>

Creating a Faculty Posting – 7/1/2025

77	Review the Posting To make any edits prior to submitting, Click the Edit link to update	
78	Click the “Take Action On Posting” button	
79	Select “Send to Department Head/Chair”	

Once you submit your request, it will be forwarded to the offices of the Dept Head/Chair, Dean, Provost, Budget, and OIE for review and approval. Emails will be generated to the approval offices to let them know there is an action in the system awaiting their review and approval. If the request is sent back to you for modification, you will receive an email alert instructing you to log into the system to review your request.

Search Chair	Starts
Dept Head	Review/Approve
Dean	Review/Approve
Provost/VP	Review/Approve
Budget	Review/Approve
OIE	Post