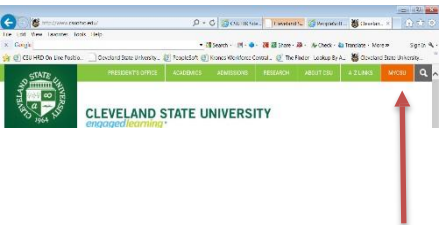
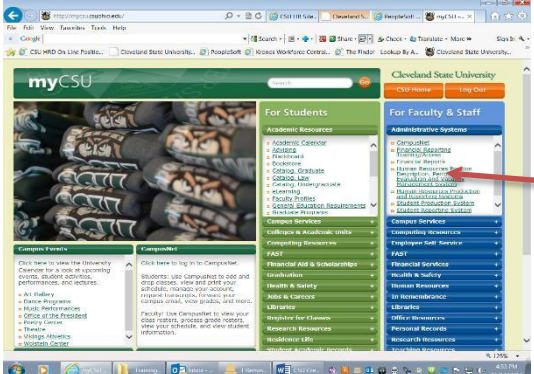
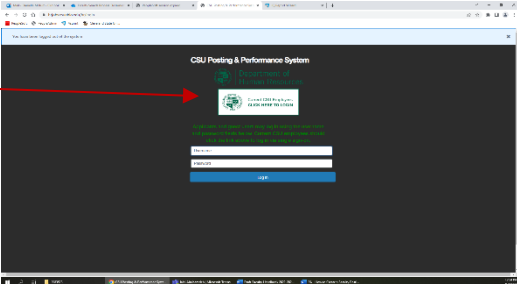





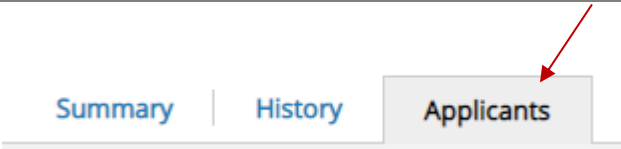
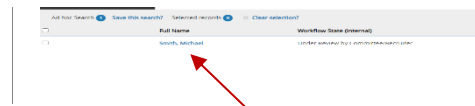

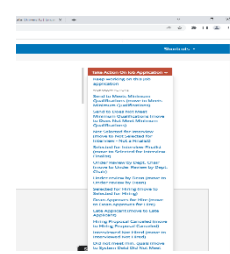

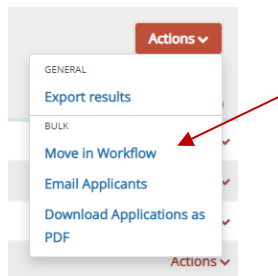
## Dispositioning Candidates Through the Workflow – 7/1/2025

1	<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>	
2	<p>Under Administrative Systems, <b>Click</b> on Human Resources Position Description, Performance Evaluation and Vacancy Management System</p>	
3	<p><b>Click</b> on <b>Current CSU Employees</b></p> <p><b>Click Here to Login</b></p>	
4	<p>You will automatically be logged in using your single sign-on access – Your CSU ID number and your CampusNet password</p>	

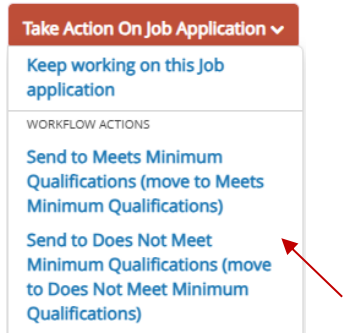
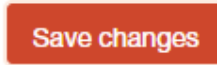

## Dispositioning Candidates Through the Workflow – 7/1/2025

	<p><b>Step 1 :</b></p> <p><b>Dispositioning Candidates to either “Meets Minimum Qualifications” or “Does Not Meet Minimum Qualifications”</b></p>	
5	<p><b>Change</b> your User Group in the top right corner</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>User Group:</p> 
6	<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>	
7	<p><b>Click</b> on the “Postings” tab on the top</p> <p><b>Select</b> “Faculty”</p>	
8	<p><b>Click</b> on the title of the posting you would like to update</p>	

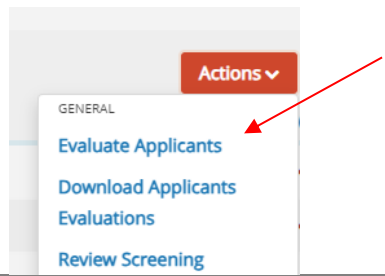
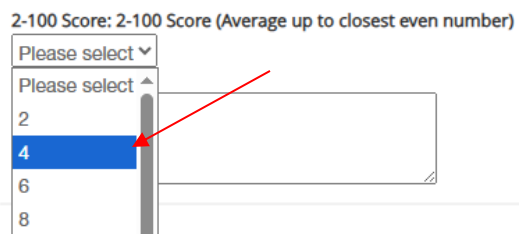
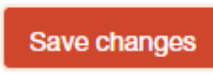

## Dispositioning Candidates Through the Workflow – 7/1/2025

9	Click on the “Applicants” tab	
10	To Disposition a single candidate, Click on their name	
11	Click on “Take Action on Job Application”	
12	Click on the appropriate Workflow Action, i.e. “Meets Minimum Qualifications” or “Does Not Meet Minimum Qualifications”	
13	To Disposition multiple candidates at the same time, Click on the arrows to the left of their names	
14	Hover over the “Actions” button and Select “Move in Workflow”	

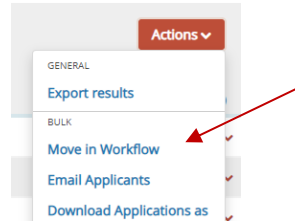
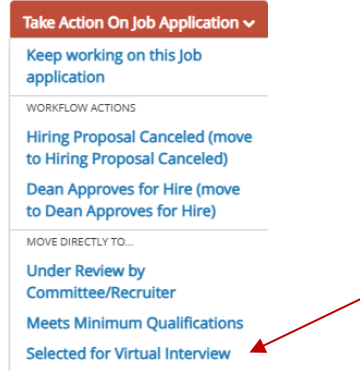
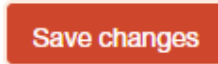
## Dispositioning Candidates Through the Workflow – 7/1/2025

15	<p><b>Click</b> the drop-down menu and</p> <p><b>Select</b> the appropriate Workflow State for each candidate – either “Meets Minimum Qualifications” or “Does Not Meet Minimum Qualifications”</p>	
16	<p><b>Click</b> “Save Changes”</p>	
	<p><b>Step 2:</b></p> <p><b>Entering the preferred qualification scores for those who “Meet Minimum Qualifications”</b></p> <p><b>Note:</b> Candidates must be in the workflow state of “Meets Minimums” in order to enter scores</p>	
	<p><b>Follow</b> Steps 5-9 to get to the applicants within the posting</p>	
17	<p>To add scores to multiple candidates at the same time,</p> <p><b>Click</b> on the arrows to the left of their names</p>	

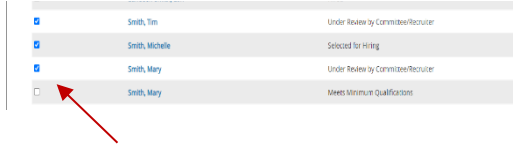
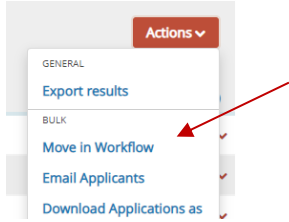
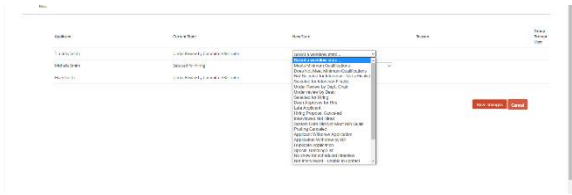
## Dispositioning Candidates Through the Workflow – 7/1/2025

18	<p><b>Hover</b> over the “Actions” button and</p> <p><b>Select</b> “Evaluate Applicants”</p>	
19	<p><b>Enter</b> the appropriate scores for each candidate</p> <p><b>Note:</b> Scores must be entered as an even number either rounding up or down on all of them in order to be consistent</p>	
20	<p><b>Click</b> “Save Changes”</p>	
	<p><b>Step 3:</b></p> <p><b>Dispositioning Candidates who are selected for a Virtual Interview to “Selected for Virtual Interview”</b></p>	
	<p><b>Follow</b> Steps 5-9 to get to the applicants within the posting</p>	
21	<p>To Disposition multiple candidates at the same time,</p> <p><b>Click</b> on the arrows to the left of their names</p>	

## Dispositioning Candidates Through the Workflow – 7/1/2025

22	<p><b>Hover</b> over the “Actions” button and</p> <p><b>Select</b> “Move in Workflow”</p>	
23	<p><b>Click</b> the drop-down menu and</p> <p><b>Select</b> the Workflow State of “Selected for Virtual Interview”</p> <p>(Those with the highest scores should be selected for a Virtual Interview)</p>	
24	<p><b>Click</b> “Save Changes”</p>	
	<p><b>Step 4:</b></p> <p><b>Dispositioning Candidates to either “Selected for Interview – Finalist” or “Not Selected for Interview – Not a Finalist”</b></p>	
	<p><b>Follow</b> Steps 5-9 to get to the applicants within the posting</p>	

## Dispositioning Candidates Through the Workflow – 7/1/2025

25	<p>To Disposition multiple candidates at the same time,</p> <p><b>Click</b> on the arrows to the left of their names</p>	 <table border="1"> <tr> <td><input checked="" type="checkbox"/></td> <td>Smith, Tim</td> <td>Under Review by Committee/Recruiter</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Smith, Michelle</td> <td>Selected for Hiring</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Smith, Mary</td> <td>Under Review by Committee/Recruiter</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Smith, Mary</td> <td>Meets Minimum Qualifications</td> </tr> </table>	<input checked="" type="checkbox"/>	Smith, Tim	Under Review by Committee/Recruiter	<input checked="" type="checkbox"/>	Smith, Michelle	Selected for Hiring	<input checked="" type="checkbox"/>	Smith, Mary	Under Review by Committee/Recruiter	<input type="checkbox"/>	Smith, Mary	Meets Minimum Qualifications
<input checked="" type="checkbox"/>	Smith, Tim	Under Review by Committee/Recruiter												
<input checked="" type="checkbox"/>	Smith, Michelle	Selected for Hiring												
<input checked="" type="checkbox"/>	Smith, Mary	Under Review by Committee/Recruiter												
<input type="checkbox"/>	Smith, Mary	Meets Minimum Qualifications												
26	<p><b>Hover</b> over the “Actions” button and</p> <p><b>Select</b> “Move in Workflow”</p>	 <div> <b>Actions</b> ▾         <div>           GENERAL           <a href="#">Export results</a> </div> <div>           BULK           <a href="#">Move in Workflow</a> </div> <div> <a href="#">Email Applicants</a> </div> <div> <a href="#">Download Applications as</a> </div> </div>												
27	<p><b>Click</b> the drop-down menu and</p> <p><b>Select</b> the appropriate Workflow State for each candidate – either “Selected for Interview - Finalist” or “Not Selected for Interview – Not a Finalist”</p>													
28	<p><b>Click</b> “Save Changes”</p>	