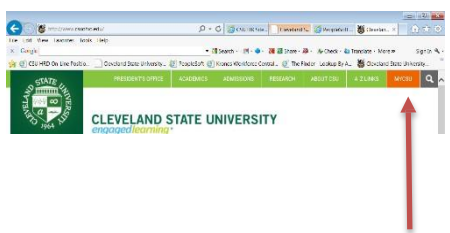
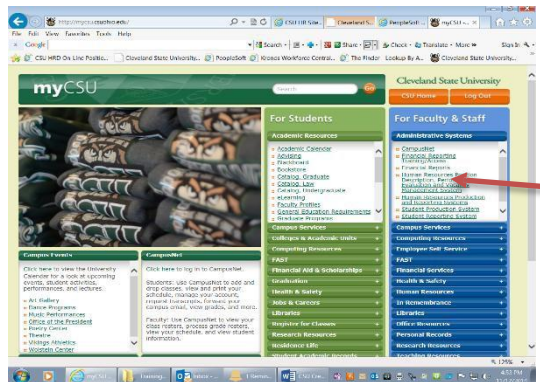
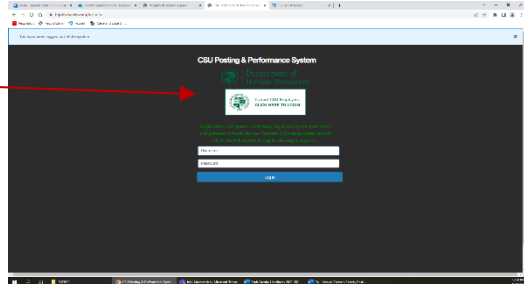
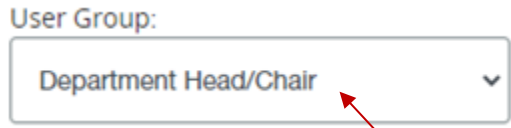

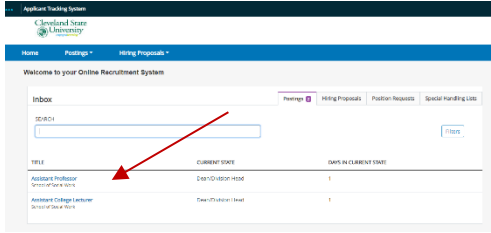
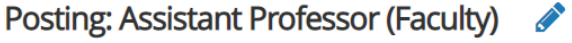


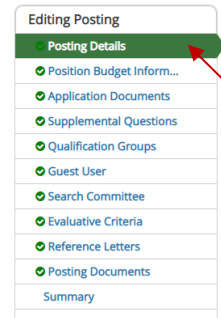


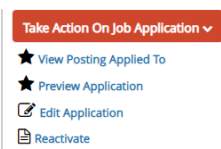
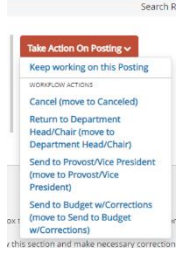
Reviewing and Approving a Posting as Chair/Dean – 7/1/2025

1	<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>	
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>	

Reviewing and Approving a Posting as Chair/Dean – 7/1/2025

5	<p>Change your User Group</p> <p>Click the drop down box</p> <p>Select “Dept Head or Dean/Division Head”</p> <p>It will refresh within a few seconds</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>On the Home Page of the Applicant Tracking module, it will show you the positions that are in your queue to review and approve.</p>	
8	<p>Click on the title of the posting you would like to update</p>	
9	<p>Review the posting in its entirety</p>	
10	<p>Click the edit button (next to the title at the top of the posting), if you’d like to make changes to the posting</p>	

Reviewing and Approving a Posting as Chair/Dean – 7/1/2025

11	<p>To change any of the Posting Details,</p> <p>Click “Posting Details” and make changes in appropriate fields as needed</p>	
12	<p>Click “Save & Continue”</p>	
	<p>Continue to review and approve the remaining tabs in the posting by</p> <p>Clicking “Save and Continue”</p>	
13	<p>Once the posting is ready to be approved,</p> <p>Click on “Take Action on Job Application”</p>	
14	<p>Click on the appropriate Workflow Action, which is either the next level up or back to the step you’d like to move it back to</p>	

Reviewing and Approving a Posting as Chair/Dean – 7/1/2025

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

