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

1	**Login** to the PeopleAdmin system. To locate the system, go to the CSU Home Page (www.csuohio.edu) and **Click** on MYCSU	
2	Under Administrative Systems, **Click** on Human Resources Position Description, Performance Evaluation and Vacancy Management System	
3	**Click on** Current CSU Employees Click Here to Login	
4	You will automatically be logged in using your single sign-on access – Your CSU ID number and your CampusNet password	

5	**Change** your User Group **Click** the drop down box **Select** "Dept Head or Dean/Division Head" It will refresh within a few seconds	User Group: Department Head/Chair
6	**Click** on the 3 dots in the top left corner **Change** the module to "Applicant Tracking System"	••• Applicant Tracking System Cleveland State University *engaged learning* Home Postings ▾
7	On the Home Page of the Applicant Tracking module, it will show you the positions that are in your queue to review and approve.	
8	**Click** on the title of the posting you would like to update	
9	**Review** the posting in its entirety	
10	**Click** the edit button (next to the title at the top of the posting), if you'd like to make changes to the posting	Posting: Assistant Professor (Faculty) ✏

11	To change any of the Posting Details, **Click** "Posting Details" and make changes in appropriate fields as needed	
12	**Click** "Save & Continue"	
	Continue to review and approve the remaining tabs in the posting by **Clicking** "Save and Continue"	
13	Once the posting is ready to be approved, **Click** on "Take Action on Job Application"	
14	**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	

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