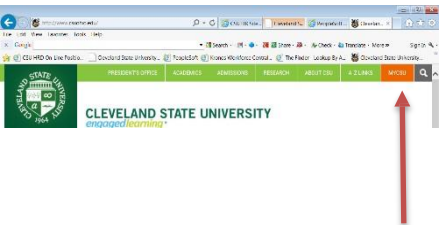
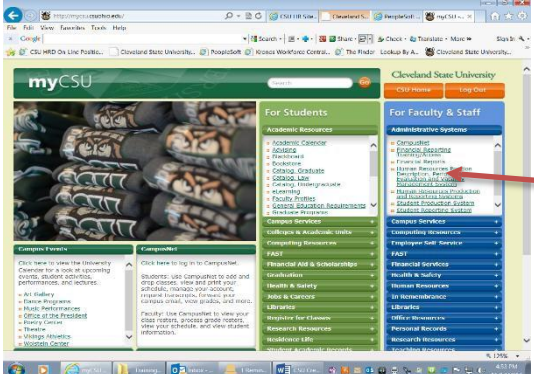
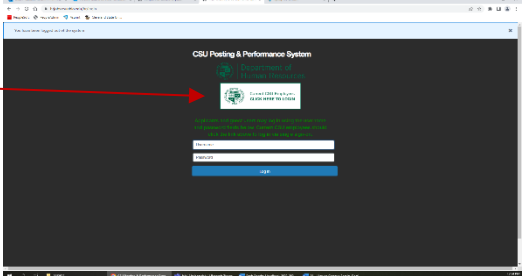



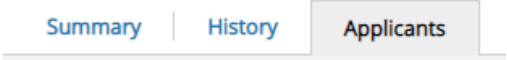
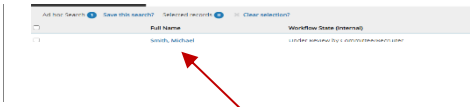



Reviewing Candidates' Application Documents – 7/1/2025

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>	

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5	<p>Change your User Group</p> <p>Click the drop down box Select “Search Chair/Co-Chair - Faculty” “Search Committee Member” or “Department Head/Chair”</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 top</p> <p>Select “Faculty”</p>	
8	<p>Click on the title of the posting you would like to update</p>	
9	<p>Click on the “Applicants” tab</p>	
10	<p>Click on the candidate’s name (they will be in order by date they applied)</p>	

Reviewing Candidates' Application Documents – 7/1/2025

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>	
12	<p>Click on each document to view it</p>	