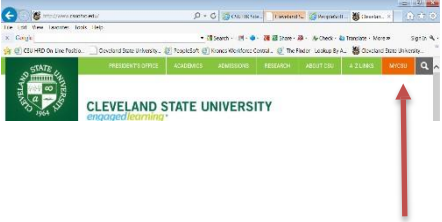

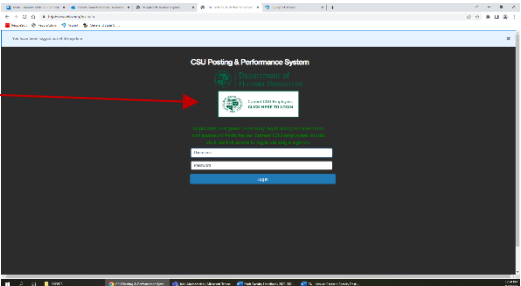


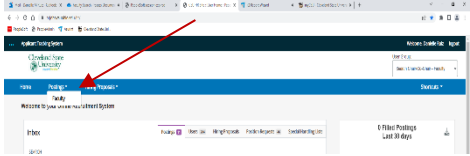

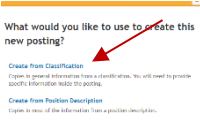



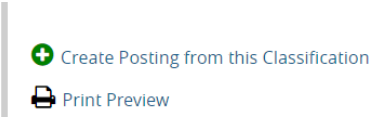

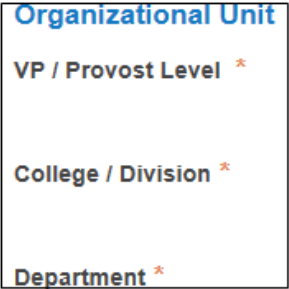
Creating a Faculty Posting in PeopleAdmin – 9/1/2022

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 Click Here to Login</p>	
4	<p>Login using your single sign-on access – Your CSU ID number and your CampusNet password</p>	

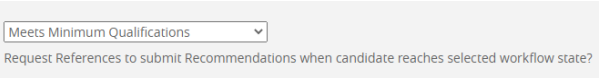
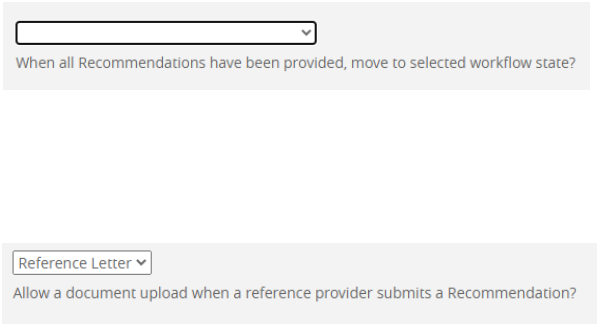
Creating a Faculty Posting in PeopleAdmin – 9/1/2022

<p>5</p>	<p>Change your User Group</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>6</p>	<p>Click on the 3 dots in the top left corner</p> <p>Change the module to “Applicant Tracking System”</p>	
<p>7</p>	<p>Click on the “Postings” tab on the top</p> <p>Select “Faculty”</p>	
<p>8</p>	<p>Click on the “Create New Posting” button</p>	
<p>9</p>	<p>Click on the link to “Create from Classification”</p>	

Creating a Faculty Posting in PeopleAdmin – 9/1/2022

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</p> <p>* Required Field</p>	
14	<p>Enter required fields</p> <p>VP / Provost Level (Click Academic Programs)</p> <p>College / Division Department</p> <p>Department</p>	

Creating a Faculty Posting in PeopleAdmin – 9/1/2022

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 Interest Card Categories</p> <ul style="list-style-type: none"> <input type="checkbox"/> Faculty <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Staff
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>You should have a conversation with your committee to discuss if/when you want reference letters received.</p> <p>Select the Reference Notification state of “Meets Minimum Qualifications” 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>Meets Minimum Qualifications</p> <p>Request References to submit Recommendations when candidate reaches selected workflow state?</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>When all Recommendations have been provided, move to selected workflow state?</p> <p>Reference Letter</p> <p>Allow a document upload when a reference provider submits a Recommendation?</p>

Creating a Faculty Posting in PeopleAdmin – 9/1/2022

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

Creating a Faculty Posting in PeopleAdmin – 9/1/2022

27	<p>Add Department Chair/Immediate Supervisor Title</p>	<p>Department Chair/Immediate Supervisor Title <input style="width: 150px; height: 15px;" type="text"/></p>
28	<p>Skip Supervisor’s Position #</p>	<p>Supervisors Position # <input style="width: 150px; height: 15px;" type="text"/></p>
29	<p>Add Department Chair/Immediate Supervisor Name</p>	<p>Department Chair/Immediate Supervisor Name <input style="width: 150px; height: 15px;" type="text"/></p>
30	<p>Select FLSA Status</p> <p>“Exempt-Professional”</p>	<p>FLSA <input style="width: 100px; height: 20px;" type="text" value="Exempt"/> ▼</p>
31	<p>Insert the Job Summary, Minimum, and Preferred qualifications.</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p style="font-size: small; margin: 0;">Job Summary</p> <p style="font-size: small; margin: 0;">Minimum Qualifications</p> <p style="font-size: small; margin: 0;">Preferred Qualifications</p> </div>
32	<p>Select New or Replacement position</p>	<p>Is this a new position or replacement position? <input style="width: 80px; height: 15px;" type="text" value="New"/> ▼</p>
33	<p>If you selected <u>Replacement</u> Position</p> <p>Add the name of the person being replaced</p> <p>(This information is available in the New Hire Approval Memo from the Provost’s Office)</p>	<p>Replacement for <input style="width: 150px; height: 15px;" type="text"/></p>

Creating a Faculty Posting in PeopleAdmin – 9/1/2022

34	<p>Skip Requisition Number - it will default</p>	<p style="text-align: center;"><input type="text" value="Requisition Number"/></p>
35	<p>Select Funding: Regular, Temporary or Funds Available</p> <p>(This information can be obtained by the College Budget Manager)</p>	<p style="text-align: center;">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 style="text-align: center;">Date grant, position, or appointment expires (For Funds Available, Temporary, and Waiver of Posting)</p> <div style="border: 1px solid black; width: 100px; height: 50px; margin-left: auto; margin-right: auto;"></div>
37	<p>Add any Special Notes to applicants</p> <p>Note: ‘Special Notes to Applicants’ field is viewable by applicants interested in the position. (Example: if you would like applicants to mail reference letters under separate cover, or if you would like to have applicants bring a portfolio to the interview).</p>	<p style="text-align: center;">Special Notes to Applicant</p> <div style="border: 1px solid black; width: 150px; height: 30px; margin-left: auto; margin-right: auto;"></div>
38	<p>Add/Update any Applicant Instructions</p>	<p style="text-align: center;">Applicant Instructions</p> <div style="border: 1px solid black; width: 120px; height: 25px; margin-left: auto; margin-right: auto;"></div>

Creating a Faculty Posting in PeopleAdmin – 9/1/2022

39	<p>Add Background Check Account number to charge fees for background check</p> <p>(This information can be obtained by College Budget Manager)</p>	<p>Background Check Account <input type="text"/></p>
40	<p>Add Hiring Range/Pay Rate</p> <p>(You may add “Competitive Salary” or “Will commensurate with experience”)</p>	<p>Hiring Range /Pay Rate <input type="text"/></p>
41	<p>List the contact person for the posting</p>	<p>Contact Name for this position <input type="text"/></p>
42	<p>Add Date to be Posted (Date posting placed on CSU’s website)</p>	<p>Date to be Posted <input type="text"/></p>
43	<p>Add Close Date/Application Deadline (Date posting removed from Web)</p>	<p>Close Date <input type="text"/></p>
44	<p>Select Yes or No for Open Until Filled</p> <p>(Selecting Yes will leave on web until manually removed – leave Close Date blank if you choose this option)</p>	<p>Open Until Filled <input type="button" value="Yes"/></p>
45	<p>Add Review Begin date</p> <p>(The date applications will begin to be reviewed)</p>	<p>Review Begins <input type="text"/></p>

Creating a Faculty Posting in PeopleAdmin – 9/1/2022

46	<p>Add the Tentative Start date</p> <p>(The date that the position will be filled – example 8/22/23)</p>	<p>Start Date <input type="text"/></p>
47	<p>Add Affirmative Action Goal if your department has a goal, as discussed with OIE</p>	<p>If you have an Affirmative Action Goal, please detail what outreach you will do to meet that goal</p> <div style="border: 1px solid black; width: 100px; height: 50px; margin-left: 100px;"></div>
48	<p>Indicate any advertising sources</p>	<p><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</p>
49	<p>Add other resources by checking the box and listing the venue.</p>	<p><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"/></p>
50	<p>Add Advertising Copy</p> <p>The details of the position should be verbatim from the job summary, minimum and preferred qualifications, along with application instructions, deadlines, etc.</p>	<p>Advertising Copy <input type="text"/></p>
51	<p>Select the Type of Requisition</p>	<p>Type of Requisition <input type="text" value="Full Search Committee"/></p>
52	<p>Add or Skip the Justification</p> <p>(Required for any requisition other than a full search committee, i.e. a Waiver of Posting))</p>	<p>Justification <input type="text"/></p>
53	<p>Skip the Internal Quick Link</p> <p>(It will default, and can be used in the Ad Copy as a direct link to the posting)</p>	<p>Quick Link for Internal Postings http://hrjobs.csuohio.edu/postings/11836</p>


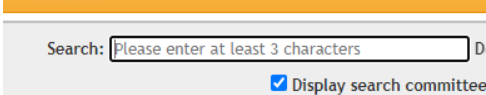

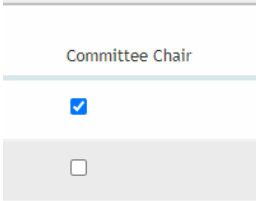

Creating a Faculty Posting in PeopleAdmin – 9/1/2022

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 style="text-align: center;">Pass Message</p> <p style="text-align: center;">Fail Message</p>
55	<p>Skip the Human Resources Staff member who will be helping with the Posting</p>	<p style="text-align: center;">HR Staff <input style="width: 100px;" type="text"/></p>
56	<p>Add the Search Chair from the dropdown list.</p> <p>Skip Evaluative Criteria</p>	<p>Search Chair <input style="width: 150px;" type="text" value="Select Some Options"/></p>
57	<p>Click “Save and Continue”</p>	<p style="text-align: center;">Save & Continue</p>
58	<p>Budget Information:</p> <p>Click the “Add Budget Summary Entry” button</p>	<p style="text-align: center;">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 College Budget Manager)</p>	<p style="text-align: center;">Combination Code to be Charged <input style="width: 80px;" type="text"/></p> <p style="text-align: center;">Percentage Funded <input style="width: 80px;" type="text"/></p>

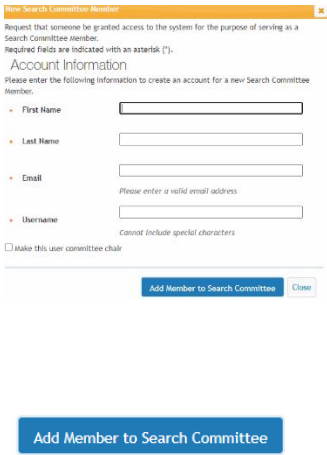
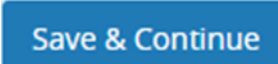
Creating a Faculty Posting in PeopleAdmin – 9/1/2022

60	<p>Add grade/step or salary rage</p>	<p>What is the grade/step and salary range of this position? <input type="text"/></p>															
61	<p>Click the “Add Budget Summary Entry” button to add additional Combination Codes</p> <p>Or</p> <p>Click “Save and Continue” button to proceed with posting</p>	<p>Add Budget Summary Entry</p> <p>Save & Continue</p>															
62	<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>	<table border="1"> <thead> <tr> <th>Order</th> <th>Name</th> <th>Not Used</th> <th>Optional</th> <th>Required</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 1</td> <td>Resume</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> <tr> <td><input type="checkbox"/> 2</td> <td>Cover Letter/Letter Of Application</td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> </tr> </tbody> </table>	Order	Name	Not Used	Optional	Required	<input type="checkbox"/> 1	Resume	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/> 2	Cover Letter/Letter Of Application	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
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<input type="checkbox"/> 2	Cover Letter/Letter Of Application	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>													
63	<p>Click “Save and Continue” button to proceed with posting</p>	<p>Save & Continue</p>															
64	<p>Skip the Guest User section, by clicking the “Save and Continue” button</p>	<p>Save & Continue</p>															
65	<p>Add Search Committee Members</p> <p>(Skip if committee has not been selected)</p>	<p>Search Committee Members</p> <p>No Search Committee Members have been assigned to this Posting yet.</p> <p>Add Existing User Create New User Account</p>															

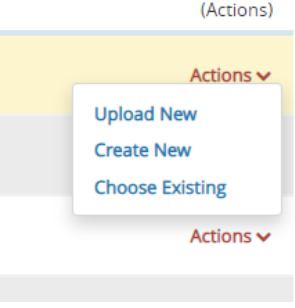
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66	<p>Click “Add Existing User” for CSU employees</p>	
67	<p>Enter employee’s name in the search bar</p>	
68	<p>Select the correct member</p> <p>Click on “Add Member” button</p> <p>(Repeat for as many members as needed)</p>	
69	<p>Select Chair</p> <p>(Skip if Chair has not been selected)</p> <p>(Marking the box will make the Committee Member the Chair)</p>	
70	<p>Click “Add New User Account” to add search committee members who are not current CSU employees</p>	



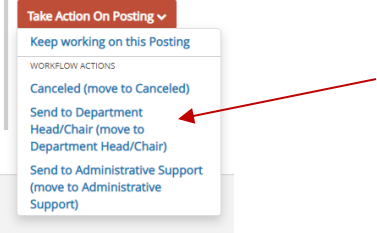
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71	<p>Add Search Chair Members who are not CSU employees</p> <p>(Skip if no members are external to CSU)</p> <p>Complete: First, Last, Email, and User name</p> <p>Click “Add Member to Search Committee”</p>	
72	<p>(The request will be sent to Human Resources for review and approval) The added member will be notified via an email if selected for the Search Committee.</p>	
73	<p>Click “Save and Continue” button to proceed with posting</p>	
74	<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 Yes ▼</p>
75	<p>Add the number of references that should be required</p> <p>(It is common to add three (3))</p>	<p>Minimum Requests <input type="text"/></p>

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76	<p>Add the number of maximum references that an applicant can add</p> <p>(It is common to limit to three (3))</p>	<p>Maximum Requests <input type="text"/></p>
77	<p>Skip the last day a reference can be submitted</p>	<p>Last Day a Reference Provider Can Submit Reference <input type="text"/></p>
78	<p>Click “Save and Continue” button to proceed with posting</p>	<p>Save & Continue</p>
79	<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>	
80	<p>Provide description</p> <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>
81	<p>Click “Save and Continue” button to proceed with posting</p>	<p>Save & Continue</p>

Creating a Faculty Posting in PeopleAdmin – 9/1/2022

82	<p>Review the Posting</p> <p>To make any edits prior to submitting, Click the Edit link to update</p>	
83	<p>Click the “Take Action On Posting” button</p>	
84	<p>Select “Send to Department Head/Chair”</p>	

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

