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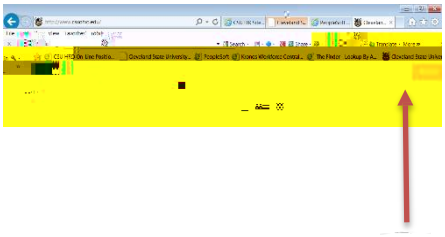
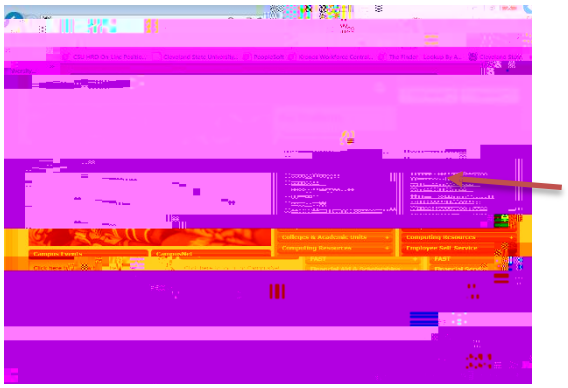
|---|---|
| 1 | to the PeopleAdmin system.<br>To locate the system, go to the CSU Home Page (www.csuohio.edu) and<br><br>on MYCSU<br><br>  |
| 2 | Under Administrative Systems, on Human Resources Position Description, Performance Evaluation and Vacancy Management System<br><br>  |

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| 5 | your User Group<br><br>the drop down box<br>ct “Search Chair/Co-Chair - Faculty”<br>It will refresh within a few seconds | |
| 6 | on the 3 dots in the top left corner<br><br>the module to ”Applicant Tracking System” | |

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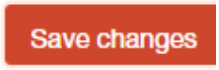
| 16 | “Save Changes” |  |
| 17 | each time candidates need to be dispositioned through the workflow | |