HOW TO REVIEW / APPROVE POSITION DESCRIPTIONS

You will receive a system-generated e-mail alerting you that there is a position description awaiting your approval. Please see instructions below.

Senior Level Hiring Manager

Please log in at www.fairmonstatejobs.com/hr with the Senior Level Hiring Manager user type so that you can complete the online approval process:

1. Under Position Descriptions, click “pending requests.”
2. Click “view” under position title. Scroll down to view position details. (see optional step below if you would like to modify the PD)
3. Choose the appropriate next-level approver radio button.
4. Click “continue” then “confirm.”

Optional: If you want to modify the position description, click the blue “edit” link located above the action status bar. Make modifications as needed, clicking “continue to next page” until you reach the next-level approver radio buttons.

Cabinet/Provost Instructions

Please log in at www.fairmonstatejobs.com/hr with the Cabinet/Provost user type so that you can complete the online approval process:

1. Under Position Descriptions, click “pending requests.”
2. Click “view” under position title. Scroll down to view position details. (see optional step below if you would like to modify the PD)
3. Choose the appropriate next-level approver radio button.
4. Click “continue” then “confirm.”

Optional: If you want to modify the position description, click the blue “edit” link located above the action status bar. Make modifications as needed, clicking “continue to next page” until you reach the next-level radio buttons.