



How to Create and Request to Fill a NEW Faculty/FEAP/Staff Position

1. **Login Instructions:**

Go to www.fairmontstate.edu, under Quick Links, select myFairmontState>Click on LOGIN button>Enter your UCA and password>click on HR PeopleAdmin icon.

2. Once logged in, be sure the **Supervisor/HM** user type is active.

How to change your user type:

- a. In the left-hand navigational area under ADMIN, click on “Change User Type”
- b. On the Change user type page, select “Supervisor/Hiring Manager”
- c. Click on Change Group

3. Under the Position Description header, click on the **Begin New Request** link.

4. Under the New Faculty/FEAP/Staff Position Description action, click on the blue **Start Action** link.

5. Click on the dropdown menu beside the Classification Title field.

6. Select the appropriate title and then click Search.

- For a Faculty PD, select: Faculty
- For a FEAP PD, select: FEAP
- For a Chair PD, select: Chair
- For a Dean PD, select: Dean
- For a Non-Classified PD, select: Non-Classified

7. Click on the blue “**Select Title and Continue**” link.

8. The first tab is called “Proposed Classification” and it shows the information all employees with this title share. This is a “view only” tab, so no information needs to be entered here.

9. Click on “**Continue to Next Page**” to navigate through the tabs.

10. The next tab is called “Position Details.” Please enter information in all of the required fields, which are notated with a red, “*“. The system will not allow you to advance to the next tab if there are any required fields that are left blank.

11. Navigate through each tab by clicking on the “Continue to Next Page” button, entering the information into each field as required.

12. On the “Qualifications” tab, you’ll be able to enter the minimum education and necessary work experience as well as list any required licenses/certifications.



13. When you get to the view summary screen, submit the PD to the appropriate next level approver. (For more information, see IMPORTANT note below).
14. When the PD has been reviewed and approved by all required users, you will receive an email and HR will initiate the requisition process and post the position at the appropriate time.

IMPORTANT - Choosing appropriate next level approver:

If you report **DIRECTLY** to a Cabinet Administrator or Provost, submit position request to **Cabinet/Provost**. If you report **DIRECTLY** to the President, submit position request to the **President**.

If you don't report directly to a Cabinet Administrator, Provost, or the President, this means that you report to a "Senior Level Hiring Manager." **Please** make sure that the Senior Level Hiring Manager is assigned on the position description **before** you submit the position request to the next level approver. If the Supervisor/HM or Senior Level Supervisor of the position needs to be changed, you may make the change by selecting the correct supervisor or senior level supervisor. **Please do not assign yourself as the Supervisor/HM AND the Senior Level HM.**

****NOTE: If at any time you need to stop, be sure to complete all required fields and click on the "Save and Stay on This Page" button at the bottom of the screen before you log out.**