



Search Committee: How to review applicants online

You may log in directly at www.fairmontstatejobs.com/hr then click on the “Guest User Login” link as seen below.

FAIRMONT STATE UNIVERSITY™

Office of Human Resources
Hiring Manager's Site
1201 Locust Avenue | Fairmont, West Virginia | 26554

USERS
CREATE USER ACCOUNT

• STUDENT EMPLOYMENT

• CONDUCTING SEARCH AND COMPLETING HIRING PROCESS

• STAFF INTERVIEW EVALUATION FORM

• PRE-EMPLOYMENT INQUIRY GUIDE

• FACULTY AND STAFF WORKFLOW

• HIRING PROPOSAL QUICK GUIDE

User Login

Note: You are about to login to a secure system. When you are finished, please logout and close your web browser to ensure others cannot access the information in the system.

Attention Guest Users: If you are serving on a search committee and have been provided a guest user account and password by the chair of a hiring committee, please click on the "Guest User Login" link. This will take you directly to the guest user login area so that you may log into PeopleAdmin. You may also scroll down to the guest user login area located at the bottom of this page.

[Login with your Fairmont State UCA](#)

[Guest User Login.](#)

Alternatively, you can reach the Guest User Login page by logging in via myFairmontState with your UCA and password. Once logged into myFairmontState, click on the **Human Resources (Guest Login)** link located under the Employee Quicklinks. *This will bring you to the Guest User Login link above.*

myFairmontState

Welcome Campus Resources

Webmail FELIX Library Emergency Notification Banner Argos Banner PeopleAdmin

Employee Quicklinks Options

- WV Auditor (Pay Information)
- Human Resources (Guest Login)**
- Verify Personal Information
- Update E-mail Address(es)
- Update Emergency Contacts
- Emergency Text Messaging
- Reservation System
- Change UCA Password
- Campus Directories


Announcements

Blackboard down for maintenance
WVNET will be performing weekly maintenance for Blackboard every Sur unavailable during this time. Click for more information.

Announcements Admin

Topics	Active, Scheduled, Pending	Subscr
Faculty		Pushed
Employee		Pushed

After clicking the **Guest User Login**, the following screen will appear. **Enter the User name and password given to you by the search committee chair.** It is recommended that you **do not use your browser's "Back", "Forward", or "Refresh" buttons** to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

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EVALUATION FORM
PRE-EMPLOYMENT INQUIRY
GUIDE
FACULTY AND STAFF
WORKFLOW
HIRING PROPOSAL QUICK
GUIDE

Guest User Login

User Name:


Password:

LOGIN

You are about to log in to a secure system. When you are finished, please click **Logout** to ensure that others with access to your computer cannot view the information in the system.

Login information provided by
the search committee chair

After logging in to the system, you will see a screen that looks similar to the following:

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JOB POSTINGS
VIEW ACTIVE
VIEW PENDING
ADMIN
HOME
LOGOUT

• STUDENT EMPLOYMENT

• CONDUCTING SEARCH AND COMPLETING HIRING PROCESS
• CLASSIFIED / NON-CLASSIFIED INTERVIEW EVALUATION FORMS
• PRE-EMPLOYMENT INQUIRY GUIDE

• FACULTY AND STAFF WORKFLOW

• HIRING PROPOSAL QUICK GUIDE

• Welcome **Guest User**. You are logged in. Tuesday, July 2, 2019

Hiring Manager Site

Hiring Manager's Guide
[View / Download](#)

To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

Hiring Managers: Please [click here](#) for instructions about sending requisition to next level approver.


Active								
▼ Position Title	▼ Working Title	▼ Type of Position	▲ Requisition Number	▲ Apps In Process	▼ Job Open Date	▲ Job Close Date	▼ Department	▼ Posting Status
1 Record								
Non-Classified View	PCard Coordinator	Staff	20190051	2	05-15-2019	07-15-2019	006: Business Office - Procurement	Approved by AA/Search Committee Review (closed)

To view the details of a specific posting, including the description and the applicants to that posting, click on the word **“View”** below the relevant title (see screen shot above). This will bring you to a screen similar to the following:

You will notice the posting data is divided into tabs, listed across the top, starting with “Applicants”. This first tab lists the Applicants who have applied to this Posting. Additional information is also provided on this screen, including date applied, status, etc. You may click “continue to next page” to view the second tab called “Posting Details.”

From the screen shown below you may perform a number of tasks, including:

- Sort and view applicants by different criteria
- Print applications and documents
- View an applicant's history relating to applying to this position



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• Welcome **Guest User**. You are logged in. Tuesday, July 2, 2019

View Posting - Non-Classified

Reports
[Position Announcement](#)

Applicants | Posting Details | Notes / History

Active Applicants

1 Record

Name	Documents	Score	Link To	Date Applied	Status	Actions	All / None
Sample, Applicant #1 View Application		0	History/Notes	07-02-2019	Under Review by Dept		<input type="checkbox"/>

Refresh

Minimum Score:
Include: ☒ Active Applicants
☐ Inactive Applicants

REFRESH

View Multiple

VIEW MULTIPLE APPLICATIONS
VIEW MULTIPLE DOCUMENTS

Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.
Documents may take several minutes to load.

CONTINUE TO NEXT PAGE >>


RETURN TO SEARCH RESULTS

VIEW POSTING SUMMARY >>

Sorting & Filtering Applicants by Different Criteria

To sort applicants by Name, Date Applied, etc., click the **arrow** at the top of the data column you wish to sort. The order in which applicants are displayed will change accordingly.

You may also choose to show Active Applicants, Inactive Applicants, or both. This is performed by checking the boxes next to “Active Applicants” (active Applicants are those still under review) and “Inactive Applicants” (inactive Applicants are no longer under review). Click the **Refresh** button to refresh the screen.

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• WELCOME **Guest User**. You are logged in. Tuesday, July 2, 2019

View Posting - Non-Classified

Reports
[Position Announcement](#)

Applicants | [Posting Details](#) | [Notes / History](#)

Active Applicants
1 Record

▲ Name	Documents	▲ Score	Link To	▲ Date Applied	▼ Status	Actions	All / None
Sample, Applicant #1 View Application		0	History/Notes	07-02-2019	Under Review by Dept		<input type="checkbox"/>

Refresh
Minimum Score:
Include: ☒ Active Applicants ☐ Inactive Applicants
REFRESH

View Multiple
VIEW MULTIPLE APPLICATIONS
VIEW MULTIPLE DOCUMENTS
Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.
Documents may take several minutes to load.
CONTINUE TO NEXT PAGE >>

RETURN TO SEARCH RESULTS | **VIEW POSTING SUMMARY >>**

Viewing and Printing Applications


To view and print a single application, click the link "**View Application**" under the applicant's name on the "Active Applicants" screen. After clicking on this link, the application will appear in a new browser window. It may take a few moments for the information to load into the new window.

Select File>Print from your browser's menu to print the applications.

To close the window, click the "Close Window" link, or click the X in the upper right-hand corner of the window (this will NOT log you out of the system – it will simply return you to the list of Applicants on the "View Applicants" screen).

To view and print multiple applications at the same time, perform the following steps:

1. Check the boxes next to the corresponding Applicants whose applications you wish to print (or click the "All/None" link). These boxes are located on the right side of the page. (See top of next page.)
2. Click the **View Multiple Applications** button.
3. A new window will appear (it may take several moments to load). This window contains all the applications you selected to print. 4. Select File > Print from your browser's menu to print the application(s).

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Welcome **Guest User**. You are logged in. Tuesday, July 2, 2019

View Posting - Non-Classified

Reports
[Position Announcement](#)

Applicants | Posting Details | Notes / History

Active Applicants
1 Record

Name	Documents	Score	Link To	Date Applied	Status	Action	All / None
Sample, Applicant #1 View Application		0	History/Notes	07-02-2019	Under Review by Dept		<input type="checkbox"/>

Refresh

Minimum Score:
Include: ☒ Active Applicants ☐ Inactive Applicants
REFRESH

VIEW MULTIPLE APPLICATIONS
VIEW MULTIPLE DOCUMENTS
Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.
Documents may take several minutes to load.
CONTINUE TO NEXT PAGE >>

[RETURN TO SEARCH RESULTS](#) | [VIEW POSTING SUMMARY >>](#)

Viewing and Printing Documents

This process is very similar to printing applications, except the documents appear in the Adobe Acrobat Reader software. This is done to preserve the integrity of the documents' formatting, and to assist in preventing viruses from entering the system via documents attached by Applicants.

To view and print a single document (such as a resume or cover letter) that the applicant attached when applying for the Posting, click the link of the document under the column labeled "Documents" from the "Active Applicants" screen.

Documents	▲ Score	Link To	▲ Date Applied
Transcript #1 Cvr Ltr Res	0	History/Notes	07-05-2018

After clicking the link, a new window will appear (it may take several moments to load) in Adobe Acrobat Reader. This window contains the document for the applicants you selected to print. Select File>Print from the Adobe Acrobat Reader menu to print the document. To close the window, click on the "X" in the upper right corner of the window (this will NOT log you out of the system – it will simply return you to the list of applicants on the "View Posting" screen).

To view and print multiple documents at the same time, perform the following steps:

1. Check the boxes next to the corresponding applicants you wish to print (or click the "All/None" link). These boxes are located on the right side of the page.
2. Click the **View Multiple Documents** button.
3. Select File>Print from the Adobe Acrobat menu.

Viewing an Applicant's History

While in the Active Applicants screen, you may view an applicant's history. Every time an applicant changes status (i.e. submits their application, withdraws their application, is no longer under consideration, etc.), a record is made automatically in the Notes/History section, which is viewable on this screen.

Applicant History

Name: **Sample, Applicant #1**

History	Modified By
07-02-2019 9:42 AM	Applicant
<i>Incomplete - Attached Application</i>	
07-02-2019 9:44 AM	Applicant
<i>Incomplete - Attached Application</i>	
07-02-2019 9:45 AM	Applicant
<i>Incomplete - Attached Documents</i>	
07-02-2019 9:45 AM	Applicant
<i>Completed Application Process</i>	
07-02-2019 9:45 AM	Applicant
<i>Under Review by HR</i>	
07-02-2019 9:51 AM	Maria Marshall
<i>Under Review by Dept</i>	

RETURN

Common History entries you may see for each applicant include:

Incomplete – Attached Application (indicating the applicant clicked the “Apply to this Position” button)

Incomplete – Attached Questions (indicating the applicant clicked the “Submit Questions” button)

Incomplete – Attached Documents (indicating the applicant clicked the “Finished Attaching Documents” button)

Completed Application Process (indicating that the applicant completed all necessary steps in applying for that position)

The **Modified By** column shows you who was responsible for moving the applicant through that step. An action taken by **System Generated** indicates that the system automatically moved the applicant to that step in the process.

Click **Return** to return to the previous screen.

Logging Out

When you are finished with your review, please click “**logout**” on the left navigation bar.