



How to view your employee's approved position description

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 to view positions with the Supervisor/HM user type.

How to change your user type:

- In the left-hand navigational area under ADMIN, click on "Change User Type"
- On the Change user type page, select "Supervisor/Hiring Manager"
- Click on Change Group

3. Under the Position Description header, click on the *Search Positions* link.

4. On the search screen, enter the employee's last name and click on the *Search* button.

5. Click on the "Get Reports List" link.

6. Select the appropriate report based on your employee's classification.

7. Click on the "Generate Report" button.

8. This will open your employee's position description in a new window.