



### **Instructions for Viewing your Position Description**

(Staff and FEAP employees)

#### **Login Instructions:**

Go to [www.fairmontstate.edu](http://www.fairmontstate.edu), under Quick Links, select myFairmontState. Click on icon, HR PeopleAdmin.

#### **Once logged into the hiring manager's site:**

1. On the left hand navigation bar, under Position Descriptions, click **"View My Position."**  
  
Note: If you have more than one user type (Supervisor/HM, Employee, etc), you will need to be logged in with the **employee** user type.
2. This will open the "View My Position" page.
3. Click on the blue **"Get Reports List"** link.
4. Select **"Faculty/FEAP/Non-Classified Staff Position Description"** radio button then click **"Generate Report."**
5. When you are finished reviewing your position description, click the Red X in the corner of the open window. This will close the window.
6. Remember to log out of the system by clicking, "Logout" located under the ADMIN heading.