New Users: Hiring Manager Site

The Hiring Manager site is for authorized employee use only! Applicants, please visit our online employment system, www.fairmontstatejobs.com to review and apply to job postings.

If you are a **Staff/FEAP** employee or a **Faculty/Staff Hiring Manager** and do not already have a user account, you may log into the hiring manager's site and **request a user account** by completing the following steps:

ARE YOU A MEMBER OF A SEARCH COMMITTEE? If so, please do not create a request for a user account. The supervisor/hiring manager for the search can provide you with a "guest user account" and "password" so that you may log in and complete your review.

Once you have the guest user account and password, login by clicking on the **Human Resources (Guest Login)** link located under the Employee Menu section. Once you're on the Hiring Manager's site, click on "**Guest User Login**"

1. Go to www.fairmontstatejobs.com/hr
2. Click on "Create User Account," an option located under USERS in the left-hand navigational bar.

3. Once you are on the Create User page, please complete the information to create your account and submit for approval. You will be notified once your account has been approved. If you have any questions about receiving authorization to use the Hiring Manager site, please contact the Human Resources Office at hr@fairmontstate.edu.