



## 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](http://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:

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

**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**"

FAIRMONT STATE UNIVERSITY™

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

**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.**

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](mailto:hr@fairmontstate.edu).