# Online Application Process

Welcome and thank you for your interest in Career Opportunities at Fairmont State University and/or Pierpont Community and Technical College.  The desire and goal of the Human Resource Office is to attract, hire, develop, and retain great people who can contribute to the excellence of our institutions.

Fairmont State University and Pierpont Community Technical College are Equal Opportunity-Affirmative Action institutions. Fairmont State University and Pierpont Community and Technical College are subject to Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990, as amended; the Age Discrimination in Employment Act; the Equal Pay Act; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Federal Executive Order 11246; and the Genetic Information Nondiscrimination Act of 2008 (GINA), all as amended, and any other applicable laws and regulations. Our institutions provide equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, gender, sex, sexual orientation, gender identity, gender expression/association, national origin, age, height, weight, religion, creed, genetic information, disability or veteran's status, as identified and defined by law in employment, admissions, and educational programs and activities.  Fairmont State University and Pierpont Community and Technical College will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant.

The following provides information on the application process for faculty, staff, and student positions.

## Applications:
All positions require completion of an electronic application through our online employment system at www.fairmont.pierpontjobs.com.  Please provide **COMPLETE** and **ACCURATE** contact information and educational and work history in the appropriate spaces.  Incomplete applications may not receive full consideration.   You must click 'Certify changes and save application' on the final page of the application to save the information you have entered.  Your application is not complete until you receive a confirmation number.  If you either close your browser or lose Internet connection prior to completing your application, log in again and select "Edit application."  Pages that have been saved prior to closing your browser or losing internet connection will be in the online system and you will be able to continue entering information. Your application will remain on file in the online system indefinitely and can be updated at any time. If you wish to apply for vacancies, simply log into the employment system, update your application information if necessary, and apply to postings.

**Attaching Additional Documents:**

Not all postings will allow an applicant to attach additional documents such as a resume and cover letter.  At all times, ensure your application provides complete and accurate information. If the posting requires the attachment of additional documents, please note that your application will be considered 'incomplete' and will not be eligible for review by hiring departments until the documents have been attached.

**Student Employment:**

In order to be considered for student employment, you must be currently enrolled or accepted at Fairmont State University or Pierpont Community & Technical College and meet the Satisfactory Academic Progress Guidelines established for federal financial aid (summer student employees must be enrolled in summer classes or in the upcoming fall semester).

For further information relating to Student Employment, please contact the Student Employment Office at studentjobs@fairmontstate.edu or studentjobs@pierpont.edu.

**Username/Password:**

Please safeguard your username and password used to set up your application, but maintain easy access as this information is required each time you log into the online system.   If you have forgotten your password:

1.  Log into the system and click the "I forgot my password" link.

2.  Enter your User Name.  If you have forgotten your user name, please contact Human Resources at (304) 367-4111.  **Do not create a new user name.**

3.  Click on 'Retrieve Secret Question'. The question you selected the first time you completed an application will be asked.

4.  Type the answer you provided on your application into the box provided. Remember that your answer is case-sensitive (i.e., "Answer" and "answer" are not the same).

5.  Click 'Submit'.

If you are still not able to log in, please contact the Human Resources Office at HR@fairmontstate.edu or HR@pierpont.edu or call (304) 367-4111.

## Interview Process:

The hiring department determines the most qualified applicants and will select interviewees.  If you are selected for an interview, you will be contacted directly by the department to schedule an interview.  The Human Resources Office does not require a set timetable for the completion of the interview/selection process and is not able to provide timeframes to applicants for moving through the process.   Applicants are able to **check the status** of their application through the online system which will either indicate "In Progress," or "Position Filled."

## System Information/Requirements:

The Employment Application System is designed to run in a web browser over the Internet. **The site is best viewed with Mozilla Firefox or Google Chrome.**

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.

## Security of Applicant Data:

The security of applicant data is a top priority for FSU and Pierpont C&TC.  We employ several measures to ensure the integrity and security of our applicant information, including:

- The system automatically logs users out after 60 minutes if it detects no activity. Any time you leave your computer, you are strongly recommended to save any work in progress and logout of the system by clicking on the logout link located on the bottom left side of your screen.

- The site is protected with a Secure Socket layer, which offers 128-bit encryption of all data.

- Applicant passwords are never displayed to FSU & Pierpont C&TC employees.

- Certain applicant information is not available to hiring departments and will only be visible to Affirmative Action and Human Resources, such as gender, ethnicity, disability, and veteran status information.

- Data is stored at a restricted-access facility.