Supervisor/Hiring Manager: How to Create a Guest User Account

If the search involves committee review, a special account will be used by members of the search committee to log in to the PeopleAdmin system and view applicants to the specific requisition (posting). Members of the search committee will only be able to view the applicants to the posting(s) to which they are assigned. They will not be permitted to take action on any of the applicant statuses. When the requisition is filled, the guest user name and password are automatically deactivated.

Once the posting status changes to “Approved by AA/Search Committee Review – closed,” the supervisor/hiring manager will have access to create a guest user account.

Creating the Guest User (GU) Account:

- PeopleAdmin login instructions: Under quick links, log into myFairmontState (or the Pierpont portal) with your current UCA and password
- Click on the icon, “HR PeopleAdmin”
- Once logged into PeopleAdmin with the “Supervisor/Hiring Manager” user type, click on “view” under the position title. This will bring you into the “applicants” tab.
- Scroll down and click “Continue to Next Page” until you reach the Guest User tab.
- Click the blue link called “Activate Guest User.” The system automatically assigns a user name for the requisition which will be GU#####. You will need to enter a password, which must be between 6 and 20 characters.
- When you have completed this tab, click Continue to Next Page until you reach the view posting summary page. Select save and click continue and then confirm.

Please record and share this user name and password with the members of your search committee. Search committee members will log in to www.fairmont.pierpontjobs.com/hr by clicking on “Guest User Login.” to review applicants with this GU name and password.