

## How to view your employee's approved position description

1. **Login Instructions:**

For Fairmont State employees, go to [www.fairmontstate.edu](http://www.fairmontstate.edu), under Quick Links, select myFairmontState>Click on LOGIN button>Enter your UCA and password>click on HR PeopleAdmin icon.

For Pierpont employees, go to [www.pierpont.edu](http://www.pierpont.edu), click on Faculty & Staff>click on Pierpont Portal>Click on HR PeopleAdmin icon>Click "Login with your Fairmont State or Pierpont UCA">Enter your UCA and password.

2. Once logged in, be sure to view positions with the Supervisor/HM user type.

*How to change your user type:*

- In the left-hand navigational area under ADMIN, click on "Change User Type"
- On the Change user type page, select "Supervisor/Hiring Manager"
- Click on Change Group

3. Under the Position Description header, click on the *Search Positions* link.

4. On the search screen, enter the employee's last name and click on the *Search* button.

5. Click on the "Get Reports List" link.

6. Select the appropriate form based on your employee's classification (i.e. Classified Staff, Non-Classified Staff, etc.)

7. Click on the "Generate Report" button.

8. This will open your employee's position description in a new window.