

Instructions for Viewing your Position Description

(Classified, Non-Classified, FEAP employees)

Login:

For Fairmont State employees, go to www.fairmontstate.edu, under Quick Links, select myFairmontState. Click on icon, HR PeopleAdmin.

For Pierpont employees, go to www.pierpont.edu, click on Faculty & Staff, click on Pierpont Portal. Click on icon, HR PeopleAdmin.

Once logged into the hiring manager's site:

1. On the left hand navigation bar, under Position Descriptions, click **“View My Position.”**

Note: If you have more than one user type (Supervisor/HM, Employee, etc), you will need to be logged in with the **employee** user type.

2. This will open the “View My Position” page.
3. Click on the blue **“Get Reports List”** link.
4. If you are a classified staff employee, select “Classified Staff Position Description” and click **“Generate Report.”** If you are a Non-Classified or FEAP employee, select “Faculty/FEAP/Non-Classified Position Description” and click **“Generate Report.”**
5. When you are finished reviewing your position description, click the Red X in the corner of the open window. This will close the window.
6. Remember to log out of the system by clicking, “Logout” located under the ADMIN heading.