



“Accessing Applicants as a Search Committee Member”

PeopleAdmin

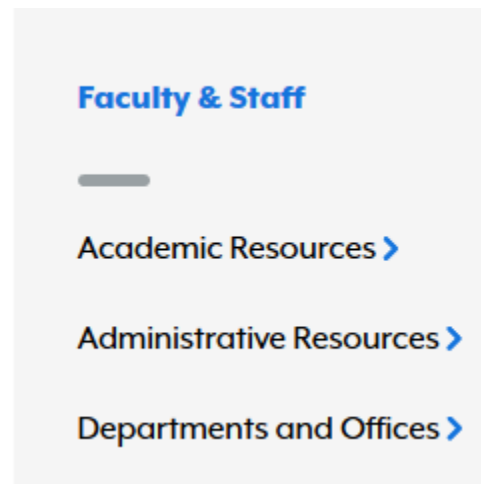
FSU Online Employment Management System

<https://jobs.unccfsu.edu/hr/login>

1. Visit www.uncfsu.edu
2. Click on “Faculty and Staff” in the top tabs

[Current Students](#) | [Faculty & Staff](#) | [Community](#) | [Alumni](#) | [Athletics](#) | [Give to FSU](#)

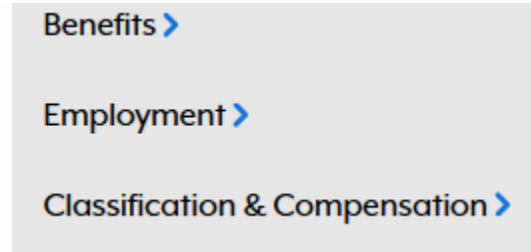
3. Click on “Administrative Resources”



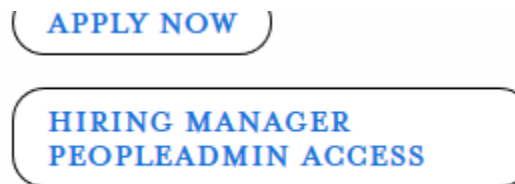
4. Click on “Human Resources”

- [Banner Login](#)
- [Bronco Alerts](#)
- [Bronco Card Office](#)
- [Campus Directory](#)
- [Emergency Response Plan](#)
- [Employment](#)
- [FSU Organizational Chart](#)
- [Human Resources](#)

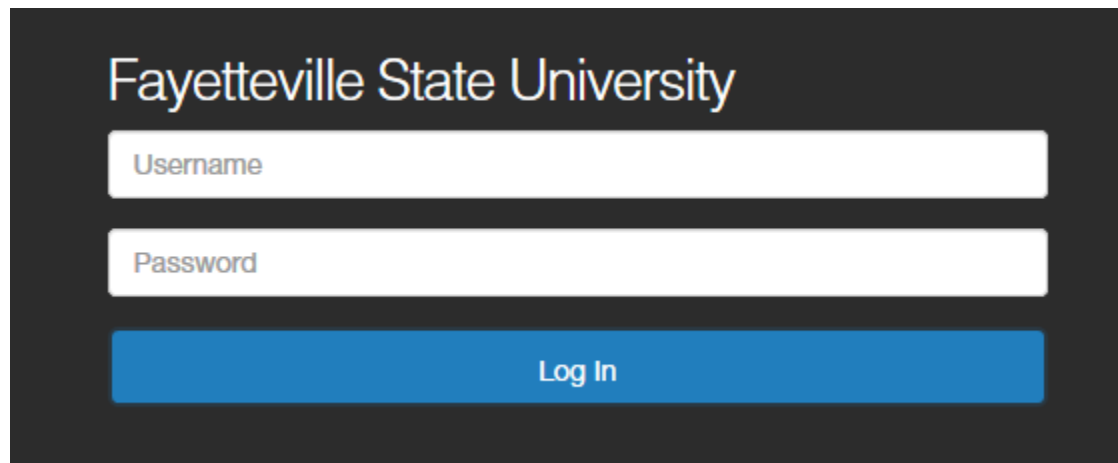
5. Click on “Employment”



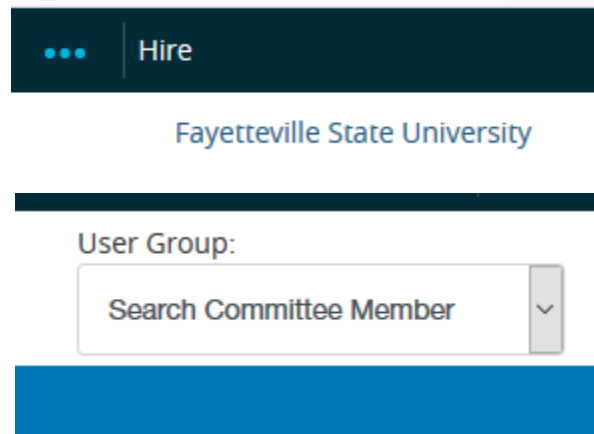
6. Click on “Hiring Manager PeopleAdmin Access”



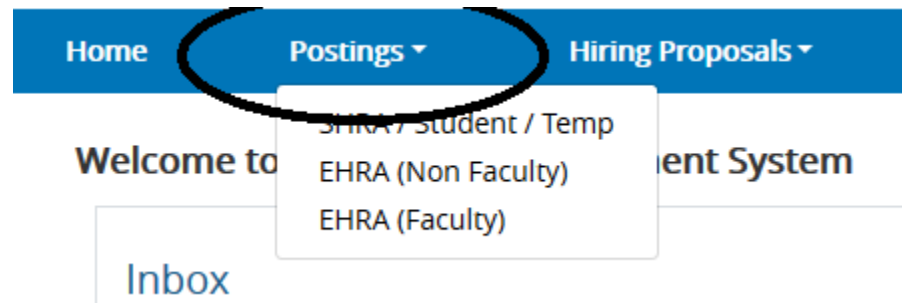
7. Login to the PeopleAdmin system using your Fayetteville State University authentication ID and password.



8. Make sure you are logged into the “Hired” portal and you are logged in as a “Search Committee Member”



9. Hover over “Postings” and select the type of position you are reviewing.

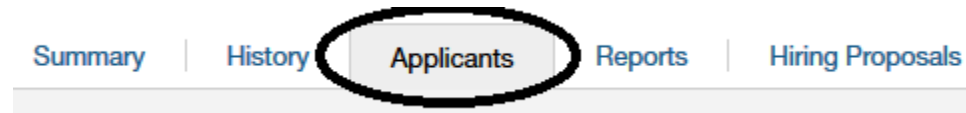


10. You should now be able to view the postings that you are a search committee member on. Click the “Posting Number” hyperlink to access the posting and applicants.

<input type="checkbox"/>	Posting Number	Position Title:
<input type="checkbox"/>	0401164	Virtual Teaching Assistant



11. Click on the “Applicants” tab



12. You will now be able to see all the applications for this position. Click on the candidate name and it will pull up the application and the documents that the candidate uploaded with their application.

Questions? Contact the Office of Human Resources:

- Human Resources Consultant – Employment: (910) – 672 – 1822
- Human Resources Specialist – Student and Temporary Employment: (910) – 672 – 1826
- Human Resources Specialist – EHRA Contracts Employment: (910) – 672 – 1835