



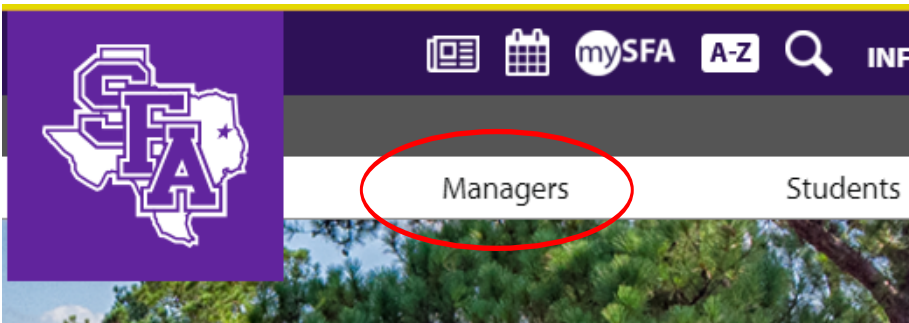
Quick Guide: Logging In and Viewing a Posting

Step 1: Go to the Human Resources Site:



WELCOME TO THE DEPARTMENT
OF HUMAN RESOURCES

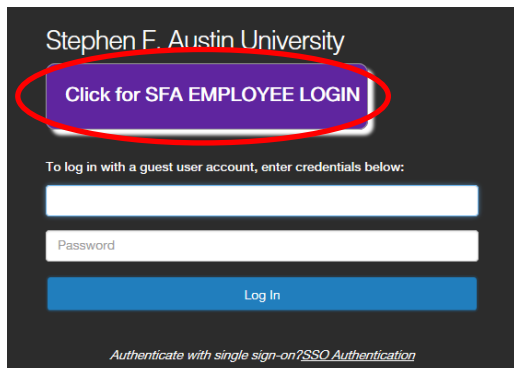
Step 2: Hover over 'Managers', and a drop down menu will appear, click on 'Advertising & Filling Vacant Positions':



Step 3: Beneath the top left menu, click on the link to 'Careers at SFA':

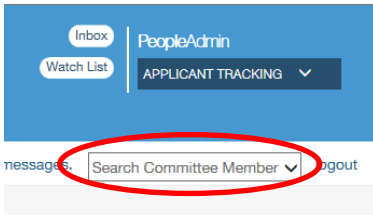


Step 4: Select the purple link to 'Click for SFA Employee Login':

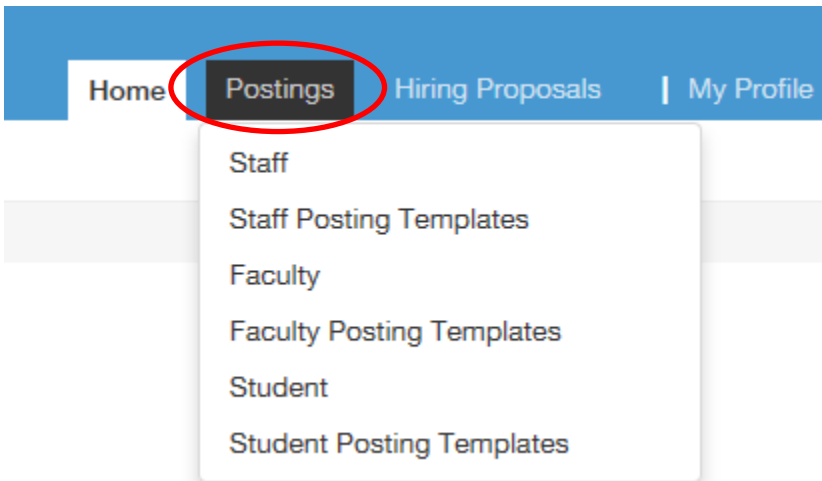


Step 5: Use your mySFA credentials to log in.

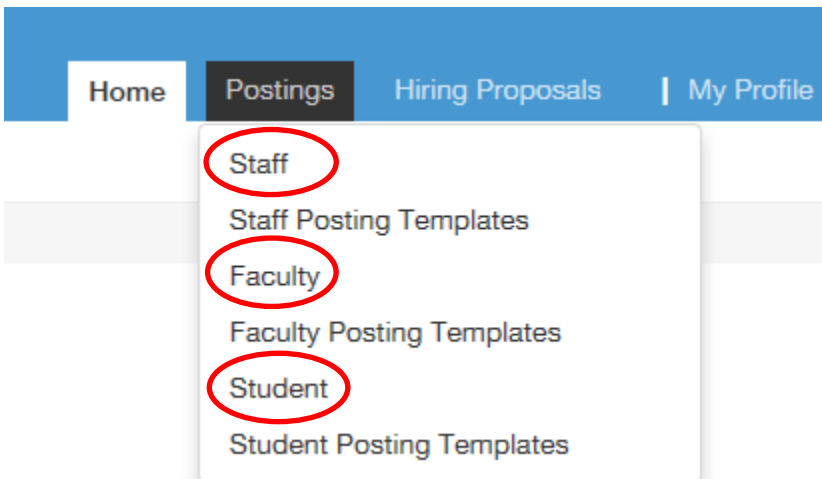
Step 6: Ensure that your user type at the top right of the screen is set to 'Search Committee Member':



Step 7: Hover your mouse over "Postings" on the navigation bar.




Step 8: Click on the posting type you wish to view (faculty, staff, or student).







Step 8: Select the correct posting, or use the search bar at the top. You can search for a posting by the title or posting number.

Faculty Postings

To add a new column to the search results, select the column from the drop down list.

Saved Searches  Search  More Search Options 

Faculty Postings 			
"Faculty Postings"  Selected records   Clear selection?			
<input type="checkbox"/>	Position Title	Posting Number	Department
<input type="checkbox"/>	ADJUNCT FACULTY		School of Accountancy
<input type="checkbox"/>	ADJUNCT FACULTY		School of Accountancy
<input type="checkbox"/>	ADJUNCT FACULTY		Human Resources
<input type="checkbox"/>	CHAIR - HISTORY	F2018-003	History