Quick Guide: Logging In and Viewing a Posting

Step 1: Go to the Human Resources Site:

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.