



# Welcome to the UNMJobs New Applicant Online Tutorial

*The University of New Mexico's  
online application system.*

This online tutorial will take you approximately 20 minutes to complete.

To navigate through this tutorial click on the   arrow buttons at the bottom of the screen OR to view this tutorial in slideshow format click on  Slide Show

## Tutorial Objectives

After viewing this tutorial you will be able to:

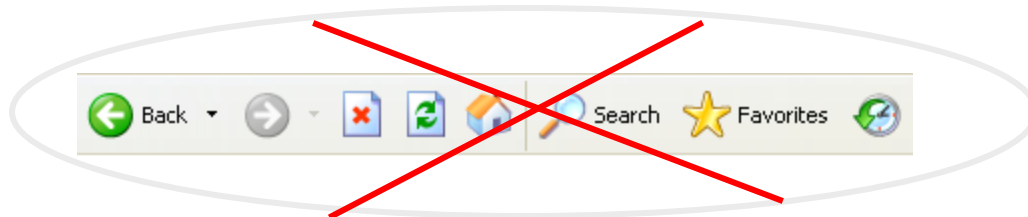
- **Search Postings**
- **Create a login account**
- **Create an application**
- **View/withdraw your application status**
- **Manage your applications**



## Getting Started on UNMJobs

### *Helpful Tips **before** you create your User Account*

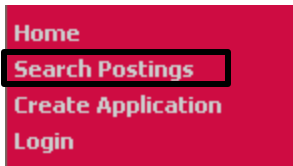
- Update your resume including education, employment, and professional references. (For resources on Resume/Cover Letter/Interview, refer to [Career Services](#))
- Locate any necessary electronic documents you may be asked to include with your application such as writing sample, licensures, certificates, etc.
- Avoid using your browser toolbars when you are logged into UNMJobs. It's best to navigate from within the UNMJobs site.



## Search Postings

There are two ways to **Search Postings**:

Click on **Search Postings** from the **Menu bar**



1

**OR Search by Positions: Faculty, Staff, or Student**



FACULTY  
POSITIONS




STAFF  
POSITIONS



STUDENT  
POSITIONS

2

## Search #1 Postings from the Menu

The first Search can be accessed by clicking on **Search Postings** from the **Menu** bar. This type of search is useful if you want to look up a specific position title, department, or work location. This example shows a Search by Position Title for Admin Assistant 3. Shortcut: Narrow your search by clicking on the dropdown icon  and typing the first letter of the position title, department, or work location for which you are searching. Click on **SEARCH** to proceed to next page.



- Home
- Search Postings**
- Create Application
- Login


### Search Postings

To view open postings, please enter your search criteria below. You may view all open postings by not specifying any search criteria and clicking on the **Search** button.

Search Postings			
Position Class Code	<input type="text"/>	Posting Number	<input type="text"/>
Position Title	Any <input type="text"/>	Working Title:	Any <input type="text"/>
Department	Any <input type="text"/>	Appointment Type:	Any <input type="text"/>
Position Type	Any <input type="text"/>	Work Location:	Any <input type="text"/>

**SEARCH** **CLEAR RESULTS**

## Search #1 Results










You can sort various columns by clicking on the  dropdown icon. Once you have narrowed your search for the position you are interested in click on the [View](#) link to read more about the position and/or **Apply for the Posting**.

### Search Results

To view the position details and/or apply to a position, click on the **View** link below the Position Title. To sort, click on the arrow next to the column title.

**RETURNING USERS:** Please **STOP** and read this important message!

If you need to **edit your application information** before applying for a position, please login and click on the 'Manage Applications' link on the navigation bar to the left. **You will not be allowed to change your application information after you have applied for a position.**

Search Results								
1 Record								
 Position Title	 Working Title	 Location	 Department	 Posting Date	 Best Consideration Date	 Closing Date	 Grade	 Salary
<b>Admin Assistant 3</b> <a href="#">View</a>	Admin Assistant 3	UNM Health Sciences Center (Abq)	Family Community Medicine FCM	12-16-2011	01-03-2012	Open Until Filled	08	\$11.59 min to \$15.92 midpoint (HRLY)



## Search #2 Postings by Positions

The second **Search** can be accessed by clicking on any of the Positions Available icons: **Faculty, Staff, or Student**. This type of search is useful when you want to view all available positions by classification.



Careers at the University of New Mexico

Click on the box below to learn more about the positions available.



### Search Results

To view the position details and/or apply to a position, click on the **View** link below the Position Title. To sort, click on the arrow next to the column title.

**RETURNING USERS:** Please **STOP** and read this important message! If you need to **edit your application information** before applying for a position, please login and click on the 'Manage Applications' link on the navigation bar to the left. **You will not be allowed to change your application information after you have applied for a position.**

Search Results							
50 Records							
<input type="checkbox"/> Position Title	<input type="checkbox"/> Location	<input type="checkbox"/> Department	<input checked="" type="checkbox"/> Posting Date	<input checked="" type="checkbox"/> Best Consideration Date	<input type="checkbox"/> Closing Date	<input type="checkbox"/> Grade	<input checked="" type="checkbox"/> Salary
<b>Admin Assistant 3</b> <a href="#">View</a>	UNM Health Sciences Center (Abq)	Assoc VP for Finance Admn Office	11-13-2008	11-21-2008	Open Until Filled	08	\$24,107.20 to \$32,156.80

Use the dropdown icons found under each column to sort your list. Click on the [View](#) link to read more about the position and/or to **Apply for the Posting**.

## Search Job Details

After performing either type of Search and clicking on the [View](#) link, you will be able to review the **Job Details** screen. This screen includes: Posting Number, Position Title, Appointment Type, Department, Salary Grade and Salary, Work Location, Position Summary, plus more specific information pertaining to that position.

### Job Details

[Return to Search Results](#)

 [Printer-Friendly Version](#)

When you are ready to apply for this position click on

**APPLY FOR THIS POSTING**

If you need to **edit your application information** before applying for a position, please login and click on the 'Manage Applications' link on the navigation bar to the left. **You will not be allowed to change your application information after you have applied for a position.**

**APPLY FOR THIS POSTING**

Posting Details	
Posting Number:	0813790
Position Title:	Admin Assistant 3
Appointment Type:	Staff - Term: Full Time
<a href="#">Definitions</a>	
Working Title (if applicable):	Admin Assistant 3
Department	Family Community Medicine FCM
Salary Grade	08
Salary:	\$11.59 min to \$15.92 midpoint(HRLY)
Work Location:	UNM Health Sciences Center (Abq)
Position Summary:	Funding available through 6/30/2012 continuance beyond that date is subject to the Department's operational needs as outlined in UBPPM #3200, Employee Classifications.



## Fill Out a New Application: **Logging In**

**Login to Continue**

[Return to Posting](#)

**New Applicant:**

[Fill out a new Application](#) if you have not yet completed an application using this system.

At this point you will begin to fill out the application.

**New Applicants:**

Click on the

[Fill out a new Application](#)

Link (shown above)



## Create a User Name and Password



### Select User Name and Password:

Select User Name:

**For Username, you must use between 6 and 17 letters or numbers**

1

Create a User Name

Password:

**For Password, you must use between 6 and 17 letters or numbers**

2

Create a Password

Re-enter Password:

3

Re-enter Password

CONTINUE TO PAGE 1 OF STAFF/UNM TEMPS EMPLOYMENT APPLICATION >>

CANCEL



4

Click on Continue to Page 1 to proceed to next page

# Creating an Employment Application

## Create Staff/UNM Temps Employment Application

**SPECIAL NOTES:**

- When completing an application, you will be asked to provide information about your education and experience, as well as contact information regarding your employment history and references. Please gather this information before beginning the application process.
- You will have the opportunity to attach or upload documents, such as a Resume or CV, *after you apply to a position.*

### What if I forget my password?

You will need your user name and password to check the status of your application or apply for other positions the next time you visit the site.

Before beginning your application, please enter a question and answer that only you know. If you forget your password when returning to the site, the system will reset it once you answer this question correctly.

This question and answer will not be part of your employment application.

The question and answer are case-sensitive.

*\*Required information is denoted with an asterisk.*

**Your Question and Answer**

\* Please enter a question (e.g. What is my mother's maiden name?):

\* Please enter the answer to your question:

*\*Required information is denoted with an asterisk.*

**SAVE AND CONTINUE TO NEXT >>**

**SAVE AND STAY ON THIS PAGE**

**EXIT**

Type in your Security Question and Answer then, click on

**SAVE AND CONTINUE TO NEXT >>**



## Filling out the Application: **Personal Information** Page 1 of 7

### Create Staff/UNM Temps Employment Application

Personal Information: Page 1 of 7

For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. Please click either the **Continue** button or the **Return** button at the bottom of the screen every 60 minutes in order to avoid losing your data.

\*Required information is denoted with an asterisk.

#### Personal Information

* Legal First Name:	<input type="text" value="Louie"/>
Legal Middle Name:	<input type="text"/>
* Legal Last Name:	<input type="text" value="Lobo"/>
Legal Suffix (ex: Jr, Sr, III, etc)	<input type="text"/>
Professional Suffix (ex: MD, PhD, RN, etc)	<input type="text"/>
* Mailing Address Line 1:	<input type="text" value="1 Univesity Way"/>
Mailing Address Line 2:	<input type="text"/>
* City:	<input type="text" value="Albuquerque"/>
State:	<input type="text" value="NM - New Mexico"/>
Zip Code:	<input type="text" value="87106"/>
* Country:	<input type="text" value="US - UNITED STATES OF AMERICA"/>
Home Phone: <i>(format: xxx-xxx-xxxx)</i>	<input type="text" value="505-277-1111"/>
Message Phone: <i>(format: xxx-xxx-xxxx)</i>	<input type="text"/>
International Phone:	<input type="text"/>
Email Address: In order to receive email notifications regarding your applicant status, you must have an email address.	<input type="text" value="lobolouie@unm.edu"/>

On the **Personal Information** page:  
You will provide Personal Information such as First and Last Name, Address, City, Zip, Home Phone, Email, Education Level, and other application style questions on this page.  
*Note:* Make sure to fill out all of the required fields.  
**\*Required information is denoted with an asterisk.**



## Filling out the Application: **Personal Information** Page 1 of 7 continued

### IPRA Opt-Out of Disclosure of Home Information

Records kept by UNM are subject to the New Mexico Inspection of Public Records Act (IPRA). Per UNM Business Policy and Procedures Manual Policy 2300 and IPRA, your employment application and associated documents (e.g. resume) must be released by UNM's Custodian of Public Records if a request for that information is made under IPRA.

[Click Here](#) for additional IPRA information related to employees.

\* Do you want your home address(es), home phone number(s), and home email address(es) to be excluded from release to the public by UNM?

Yes  No  No Response



To complete the **Personal Information** page:

**IPRA Opt-Out of Disclosure of Home Information**  
Choose Yes or No

When all fields are filled in, click on:

**SAVE AND CONTINUE TO NEXT >>**

The system will warn you if you have not filled out all the required fields necessary to continue with the following error message:

**⚠ This page has errors that must be corrected before you may continue. Please correct these errors before proceeding.**



## Filling out the Application: **Voluntary Affirmative Action Survey Page 2 of 7**

**View/Edit Staff/UNM Temps Employment Application**

Voluntary Affirmative Action Survey: Page 2 of 7

<< **SAVE AND RETURN TO PREVIOUS**

**SAVE AND CONTINUE TO NEXT** >>

Thank you for considering the University of New Mexico for possible employment. We encourage you to fill out the voluntary information survey below. This information will be used for statistical purposes.

\*Required information is denoted with an asterisk.

### Voluntary Demographic Data

Gender:	<input type="radio"/> Female <input type="radio"/> Male <input checked="" type="radio"/> No Response
Are you Hispanic or Latino? <a href="#">Click for Category Definitions.</a>	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Response
Optional Race Category: If you have identified yourself as Hispanic or Latino, you are not required to select an additional category. <a href="#">Click for Category Definitions.</a>	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White

\*Required information is denoted with an asterisk.

<< **SAVE AND RETURN TO PREVIOUS**

**SAVE AND CONTINUE TO NEXT** >>

**SAVE AND STAY ON THIS PAGE**

**EXIT**

On the **Voluntary Affirmative Action Survey** page:  
We encourage you to fill out the voluntary information survey, but it is an optional form.

To proceed, click on

**SAVE AND CONTINUE TO NEXT >>**



## Filling out the Application: Educational History

### Page 3 of 7

#### View/Edit Staff/UNM Temps Employment Application

Educational Institutions: Page 3 of 7

**Educational History:** Please enter your education history, starting with the most recent. If selected for hire you will need to submit a copy of a High School diploma or an official or copy of a college transcript prior to start of employment, whichever is applicable.

#### Existing Entries

No Records Found

**ADD NEW ENTRY**

<< **SAVE AND RETURN TO PREVIOUS**

**SAVE AND CONTINUE TO NEXT >>**

**EXIT**

#### Add New Entry

To add a new entry, complete the following fields and then click the **Add Entry** button. If you do not wish to add a new entry at this time, click the **Cancel** button.

\* Required information is denoted with an asterisk.

* Institution Name:	<input type="text"/>
* Institution Location (City, ST):	<input type="text"/>
Degree / Type of Education: ( Ex: Bachelor of Arts in Psychology, Certificate in Data Processing)	<input type="text"/>
From (MM/YYYY):	<input type="text"/>
Through (MM/YYYY):	<input type="text"/>
Additional Information about this Education:	<input type="text"/>

**ADD ENTRY**

On the **Educational History** page:

To add your educational history click on **Add New Entry.**

On this page you will include information such as Institution name (high school, college, etc.), Institution Location, Degree/Type of Education, Dates of Attendance and any Additional Information. When you have entered all of the information click on **Add Entry.**

\*Required information is denoted with an asterisk.

To proceed, click on

**SAVE AND CONTINUE TO NEXT >>**

## Filling out the Application: **Employment History** Page 4 of 7



Employment History: Page 4 of 7

**Employment History:** If you have been employed for at least 10 years, include a minimum of all 10 years of employment history including all University of New Mexico positions. You may elect to add other experience prior to the 10 years if you feel it is directly related to the position for which you are applying.

To begin entering information, click the **Add New Entry** button. Enter your oldest job first. When finished entering each job, click the **Add Entry** button. Continue adding your job history by clicking the **Add New Entry** button. When finished, click on the **Save and Continue to Next Page** button.

**Existing Entries**

No Records Found

**ADD NEW ENTRY**

**Add New Entry**

To add a new entry, complete the following fields and then click the **Add Entry** button. If you do not wish to add a new entry at this time, click the **Cancel** button.

*\* Required information is denoted with an asterisk.*

- \* Job Title:
- \* Average Hours Worked Per Week:
- \* Start: (MM/YYYY)  /  (YYYY)
- End: (MM/YYYY) If currently on this job, leave end date blank.  /  (YYYY)
- \* Employer/Organization:
- \* Location: (City, ST)
- Employer's Phone:
- \* Supervisor's Name:
- \* Supervisor's Phone:
- If current employer, may we contact?  Yes  No  No Response
- Payrate/Salary:
- Pay Period:
- \* Reason for Leaving:
- If Other: Please Explain
- \* Duties and Responsibilities:

**ADD ENTRY**

On the **Employment History** page:

To add your employment history click on **Add New Entry.**

On this page you will include information such as Job Title, Average Hours Worked, Start and End dates, Employer, Location, Employer's Name, Supervisor information, Reason for leaving, and Duties and Responsibilities. When you have entered all of the information click on **Add Entry.**

*\*Required information is denoted with an asterisk.*

To proceed, click on

**SAVE AND CONTINUE TO NEXT >>**

## Filling out the Application: Licenses, Skills, Certificates, and Additional Information Page 5 of 7

### Create Staff/UNM Temps Employment Application

Licenses, Skills, Certificates, and Additional Information: Page 5 of 7

**Licenses, Skills, Certificates, and Additional Information:** please add as many items as you feel are pertinent to your selection for this position.

#### Existing Entries

No Records Found

**ADD NEW ENTRY**

<< **SAVE AND RETURN TO PREVIOUS**

**SAVE AND CONTINUE TO NEXT** >>

#### Add New Entry

To add a new entry, complete the following fields and then click the **Add Entry** button. If you do not wish to add a new entry at this time, click the **Cancel** button.

\* Required information is denoted with an asterisk.

Please select one item:

No Response

Please provide details on the item selected above:

**ADD ENTRY**

On the **Licenses, Skills, Certificates, and Additional Information** page:

To add this information click on **Add New Entry.**

When you have entered all of the information click on **Add Entry.**

To proceed, click on

**SAVE AND CONTINUE TO NEXT >>**

## Filling out the Application: **References** Page 6 of 7

### Create Staff/UNM Temps Employment Application

References: Page 6 of 7

**References:** Please include at least 3 professional references. When finished, click the **Save and Continue to Next Page** button at the bottom of the screen.

#### Existing Entries

No Records Found

**ADD NEW ENTRY**

<< **SAVE AND RETURN TO PREVIOUS**

**SAVE AND CONTINUE TO NEXT** >>

#### Add New Entry

To add a new entry, complete the following fields and then click the **Add Entry** button. If you do not wish to add a new entry at this time, click the **Cancel** button.

\* Required information is denoted with an asterisk.

* Title or Occupation:	<input type="text"/>
* Employer/Organization:	<input type="text"/>
* First Name:	<input type="text"/>
* Last Name:	<input type="text"/>
* Phone:	<input type="text"/>
Email:	<input type="text"/>

**ADD ENTRY**

On the **References** page:

To add this information click on

**Add New Entry.**

On this page you will include information about your references such as **Title or Occupation, Employer, First and Last Name, and Phone.**

**\*Required information is denoted with an asterisk.**

When you have entered all of the information click on **Add Entry.**

To proceed, click on

**SAVE AND CONTINUE TO NEXT >>**



## Filling out the Application: Temporary Pool Work Availability Page 7 of 7

### Create Staff/UNM Temps Employment Application



UNM Temps Work Availability: Page 7 of 7

**UNM Temps Work Availability:** Please note that this page applies to UNM Temps applicants only.

UNM Temps maintains a pool of applicants to meet UNM's need for temporary workers. Qualified applicants who are willing and available to accept temporary employment may be sent on assignments throughout the University.

\*Required information is denoted with an asterisk.

#### UNM Temps Applicants Only

Location:	<input type="checkbox"/> Albuquerque Main <input type="checkbox"/> Albuquerque HSC <input type="checkbox"/> Valencia/Los Lunas <input type="checkbox"/> Taos <input type="checkbox"/> Santa Fe <input type="checkbox"/> Gallup <input type="checkbox"/> Los Alamos
Schedules:	<input type="checkbox"/> Weekdays <input type="checkbox"/> Evenings <input type="checkbox"/> Nights <input type="checkbox"/> Weekends
Hours Available:	<input type="checkbox"/> 30 hours or less <input type="checkbox"/> 40 hours

Content

\*Required information is denoted with an asterisk.

<< SAVE AND RETURN TO PREVIOUS

SAVE AND CONTINUE TO NEXT >>

**On the Temporary Pool Work Availability page:**

Please note that this page applies to UNM Temps applicants only.


If this page does not apply to you please click on

SAVE AND CONTINUE TO NEXT >>

## Filling out the Application: **View Staff/UNM Temps Employment Application Summary**

### View Staff/UNM Temps Employment Application Summary

[Edit My Information](#)

 [View Staff/UNM Temps Employment Application](#)

#### Application Status

I authorize the University of New Mexico to use the information and statements contained in this application to determine my qualifications for employment. I authorize the University of New Mexico to make inquiries of my former employers, except as indicated in this application, regarding my previous duties, responsibilities, performance, compensation, and eligibility for rehire. In addition, I authorize the University of New Mexico to conduct additional, secondary reference checks which may include reference referrals from previous employers.

If I am a current or former UNM employee, I authorize the University to make my personnel file available for review by appropriate University hiring officials.

I understand that a comprehensive background check may be conducted to determine my eligibility for hire, if required in the Conditions of Employment. This may include, but is not limited to, investigations of criminal and/or conviction records, driving records, and/or drug screen test as required by U.S. Department of Transportation regulations or by University policy. I also understand that medical, psychological and/or physical demands examinations may be required for certain positions. Therefore, I understand that offers of employment will be conditional and that my employment will depend on successful completion of any conditions of employment that are contained in the UNM job description or in University Business Policies and Procedures.

I release UNM and other persons or entities from any claims that might be based on the University's decision to conduct a background check.

I certify that all statements made in my application are true and accurate; and that I have not omitted any material information or provided false or misleading information. I understand that any material omission or misrepresentation will result in my disqualification from consideration for employment or, if discovered after I begin employment, will result in my termination.

If hired, I agree to abide by the policies and procedures of the University of New Mexico.

I certify that all information provided is true and complete.

**CANCEL**

**CONTINUE**

On the this page you will be able to view your completed application in a new window by clicking on

 [View Staff/UNM Temps Employment Application](#)

OR you can scroll down the page to view the completed application.

You can also Edit your document to make revisions by clicking on

[Edit My Information](#)

Once you are ready to save the application click on

**CONTINUE**

next to the certification statement.



## Filling out the Application: **Application Status Confirmation**

### Confirm Change Application Status

Confirm edits.

Application Status

I certify that all information provided is true and complete.

GO BACK

CONFIRM

On the **Application Status Confirmation** page you will Confirm your application by clicking on

CONFIRM



## Completing the Application: Supplemental Questions

### Supplemental Questions - Admin Assistant 3

You have not completed applying for this position -- Your application is not eligible for review until you receive a confirmation number.

In order for your application to be reviewed for this position, please answer the following supplemental questions, check the certify statement, then click the **Submit Answers to Supplemental Questions...** button.

You may then be asked to attach any optional or required documents. **If you do not have your documents ready, it is recommended that you do not apply for this position at this time.** If you begin applying, but do not finish attaching all of your documents, the documents that you have attached will be held in the system, but **your answers to the Supplemental Questions will not be saved.** When returning to complete applying for this position, you must answer the Supplemental Questions and check the certify statement on this page again.

If you do not wish to be considered for this specific position, or if you choose not to apply at this time, click the **Cancel Applying to this Posting** button.

It is recommended that you do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

\*Required information is denoted with an asterisk.

#### Supplemental Questions

* Have you graduated from the UNM Management Academy?	<input checked="" type="radio"/> No Response <input type="radio"/> Yes <input type="radio"/> No
* Describe your expertise with Banner Finance.	<input checked="" type="radio"/> No Response <input type="radio"/> Low <input type="radio"/> Medium <input type="radio"/> High
* How many years' experience do you have with Microsoft Office Suite?	<input checked="" type="radio"/> No Response <input type="radio"/> 0-1 years <input type="radio"/> 1-3 years <input type="radio"/> 3-5 years <input type="radio"/> 5 + years

Most UNM positions will ask you a list of supplemental questions. On this page of your application for Administrative Assistant 3, you will be required to answer questions that the hiring department has included on this posting.



## Completing the Application: **Certifying Application**

### Certify Application

I authorize the University of New Mexico to use the information and statements contained in this application to determine my qualifications for employment. I authorize the University of New Mexico to make inquiries of my former employers, except as indicated in this application, regarding my previous duties, responsibilities, performance, compensation, and eligibility for rehire. In addition, I authorize the University of New Mexico to conduct additional, secondary reference checks which may include reference referrals from previous employers.

If I am a current or former UNM employee, I authorize the University to make my personnel file available for review by appropriate University hiring officials.

I understand that a comprehensive background check may be conducted to determine my eligibility for hire, if required in the Conditions of Employment. This may include, but is not limited to, investigations of criminal and/or conviction records, driving records, and/or drug screen test as required by U.S. Department of Transportation regulations or by University policy. I also understand that medical, psychological and/or physical demands examinations may be required for certain positions. Therefore, I understand that offers of employment will be conditional and that my employment will depend on successful completion of any conditions of employment that are contained in the UNM job description or in University Business Policies and Procedures.

I release UNM and other persons or entities from any claims that might be based on the University's decision to conduct a background check.

I certify that all statements made in my application are true and accurate; and that I have not omitted any material information or provided false or misleading information. I understand that any material omission or misrepresentation will result in my disqualification from consideration for employment or, if discovered after I begin employment, will result in my termination.

If hired, I agree to abide by the policies and procedures of the University of New Mexico.

\*  In order for your application to be reviewed for this position, please answer the supplemental questions and check the certify statement above.

**SUBMIT ANSWERS TO SUPPLEMENTAL QUESTIONS WITH MY APPLICATION >>**

Once you have answered the supplemental questions, check the certify statement box and click on the Submit Answers button.



## Completing the Application: **Attach Documents**

You have not completed applying for this position until you receive a confirmation number.

To **attach** a document to your application for this position, click the **Attach** link next to the type of document you wish to upload. It is strongly recommended that you **include your name** on each document that you attach. These documents should be black and white only, should not include pictures, and should not be password-protected. Please limit the size of your document to less than **5 MB**. To **remove** a document from your application for this position, click the **Remove** link next to the document you wish to remove.

If you wish to attach **Required** documents at a later time, click the **Do Not Attach Documents at this Time** button. If you have attached all **Required** documents and do not wish to attach **Optional** documents, or are finished attaching documents, click the **Finished Attaching Documents** button. Once you click the **Finished Attaching Documents** button, you will not be able to attach any further documents to your application for **this** position.

*If you have not completed applying for this position, any documents that you have attached will be held in the system.*

NOTE: Most documents will retain their original formatting when uploaded. If you are uploading a Microsoft Word document, the following are steps you can take to help ensure that it will convert to PDF format properly:

- Please use "standard" fonts, such as Times New Roman, Arial and other common fonts.
- Avoid the use of complex tables and shading.
- Avoid the use of several columns in one document.
- Avoid embedded images, such as pictures or graphics.

Once you have attached your document, please click the **View** link to verify that it uploaded correctly. After clicking the **View** link, your document will appear in a separate pop-up window. Close this pop-up window before clicking another **View** link to prevent viewing difficulties with subsequent documents. If your document appears to have formatting problems, please click the **Remove** link to remove the document and adjust your document as needed by following the tips above and reattaching it.

2 Records

Required	Attach / Remove	Document Type	Attached Document	View Document
*	<a href="#">Attach</a>	Resume		
*	<a href="#">Attach</a>	Cover Letter		

**ATTACH ADDITIONAL DOCUMENTS LATER**

Most positions will require that you attach a Resume and Cover Letter. Some positions will ask that you attach other documents such as writing samples, project plans, proposals, etc.

You can attach documents by clicking on

[Attach](#)

## Completing the Application: **Attach Resume**

If your document is in Microsoft Word or PDF format, please use the **Upload** feature to attach your document. Otherwise, please use the **Paste** feature.

### Upload a new Resume:

To upload a **Microsoft Word** or **PDF** document, click the **Browse** button, then select the file you wish to upload and click on the **Open** button. Your document must be less than 5 MB in size. Click the **Attach** button when you are finished.

Note: If your document is *not* in Microsoft Word or PDF format, please copy and paste the text of your document in the 'Paste a new Resume' section directly below.

File:  Browse...

### Paste a new Resume:

Enter (or copy and paste) the text of the document in the text area below. Click the **Attach** button when you are finished.

Text:

Once you click on the Documents link you

Upload a new resume from your computer.

1. Click on Browse to select your document on your computer.

File: C:\Documents and Settings\

2. Click on

OR

Paste a new Resume from another document.

1. Paste your document into the Text: box.
2. Click on



## Completing the Application: **Confirm Resume**

### Attach Documents - Admin Assistant 3

Confirm

[Return to Previous](#)

You have not completed applying for this position!

Your application is not complete until you receive a confirmation number.

To submit this document to your application for this position, click the **Confirm Attaching Document** button at the bottom of the screen.

To cancel attaching this document, please click the **Return to Previous** link on this screen.

After clicking the **Confirm** button, you will be directed back to the main Documents page, where you will be able to view, remove and reattach documents.

Job Title	Document Type	Date & Time Submitted
Admin Assistant 3	Resume	Resume_11-14-08_16-25-56CT

**CONFIRM ATTACHING DOCUMENT**

To complete the process click on

**CONFIRM ATTACHING DOCUMENT**



## Completing the Application: **Attach Cover Letter**

If your document is in Microsoft Word or PDF format, please use the **Upload** feature to attach your document. Otherwise, please use the **Paste** feature.

### Upload a new Cover Letter:

To upload a **Microsoft Word** or **PDF** document, click the **Browse** button, then select the file you wish to upload and click on the **Open** button. Your document must be less than 5 MB in size. Click the **Attach** button when you are finished.

Note: If your document is *not* in Microsoft Word or PDF format, please copy and paste the text of your document in the 'Paste a new Resume' section directly below.

File:

### Paste a new Cover Letter:

Enter (or copy and paste) the text of the document in the text area below. Click the **Attach** button when you are finished.

Text:

Once you click on the Documents link you c

Upload a new Cover your computer.

1. Click on Browse your document o computer.

File: C:\Documents and Settir

2. Click on

OR

Paste a new Resume document.

1. Paste your docum Text: box.
2. Click on



## Completing the Application: **Confirm Cover Letter**

### Attach Documents - Admin Assistant 3

Confirm

[Return to Previous](#)

You have not completed applying for this position!

Your application is not complete until you receive a confirmation number.

To submit this document to your application for this position, click the **Confirm Attaching Document** button at the bottom of the screen.

To cancel attaching this document, please click the **Return to Previous** link on this screen.

After clicking the **Confirm** button, you will be directed back to the main Documents page, where you will be able to view, remove and reattach documents.

Job Title	Document Type	Date & Time Submitted
Admin Assistant 3	Cover Letter	Cover Letter_11-14-08_16-36-03CT

**CONFIRM ATTACHING DOCUMENT**

To complete the process click on

**CONFIRM ATTACHING DOCUMENT**



## Completing the Application: **Confirm**

### Confirm - Admin Assistant 3

You have not completed applying for this position until you receive a confirmation number.

Once you finish attaching documents, you will not be allowed to attach more documents.

Are you sure you want to finish attaching documents for this Posting?

### Your Application Has Been Submitted Admin Assistant 3

The following is your confirmation number. Please save this number for future reference: 553690

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted. If you are selected as a Finalist, you may be asked to submit additional information.

To finish attaching documents and receive a confirmation number for your application click on

Once you click Yes you will receive a confirmation number. To exit the screen click on



## Application Status

Once you click **OK** from the previous page you will now be able to view your application's status.

On the **Application Status** screen, you can:

- Click **View Staff/UNM Temps Employment Application in the Application column**
- View the Status of your application in the Status column or click on **Withdraw your Application** if Status is In Progress
- View Documents that you have submitted with your application



### Application Status

1 Record

Position Title	Confirmation Number	Posting Number	Application	Application Date	Status	Attached Documents	View Documents
<b>Administrative Assistant 3</b> <a href="#">View</a>	553685	0800022	<a href="#">View Staff/UNM Temps Employment Application</a>	11-13-2008	In Progress <a href="#">Withdraw Application</a>	Resume Cover Letter	<a href="#">Cvr Ltr</a>    <a href="#">Res</a>

## Managing Your Applications

To Manage your Applications click on Manage Applications on side menu.

On the **Choose Application** screen, you can:

- View Existing Application(s) by clicking on View Staff/UNM Temps Employment Application link
- Edit Existing Application(s) by clicking on Edit Staff/UNM Temps Employment Application
- Create New Application by selecting the profile/application of your choice



- Home
- Search Postings
- Application Status
- Manage Applications**
- Change Password
- Logout

### Choose Application

From this screen you may either edit an application that you have already created or you may complete a different application type.

<a href="#">View Existing Application</a>	<a href="#">Edit Existing Application</a>
<a href="#">View Staff/UNM Temps Employment Application</a>	<a href="#">Edit Staff/UNM Temps Employment Application</a>

(\* Indicates an application that must be reviewed and certified before being used to apply to a job.)

Please select the application/profile you wish to complete.

Create New Application

- Faculty Profile
- Faculty Temporary Part-Time Application
- Student Employment Application
- Executive Profile

GO >>

## Change Password

To change your password:

1. Click on Change Password on side menu
2. Type in Current Password, New Password, and Confirm Password
3. Click on Submit Password Change.



- Home
- Search Postings
- Application Status
- Manage Applications
- Change Password**
- Logout

• Welcome **Lobo, Louie**. You are logged in.

Thursday, November 13, 2008

### Change Password

To change your password, please enter your current password followed by a new one.

#### Password Information

Current Password:	<input type="password" value="*****"/>
New Password:	<input type="password" value="*****"/>
Confirm Password:	<input type="password" value="*****"/>

**SUBMIT PASSWORD CHANGE**

**CANCEL**