



UNMJOB 2.0 SUPPORT SESSIONS

To help facilitate a smooth transition to the new UNMJobs system, many Employment Areas are hosting support sessions for UNMJobs users. Please see below for details, and contact your Employment Area with any questions.

STAFF EMPLOYMENT AREA

UNMJobs 2.0 Staff Working Session

The focus of the working session is to assist you with the new UNMJobs system. Bring actual applicant recruitment work, or be ready to navigate the pilot website. Sign up in [Learning Central](#) (search UNMJobs 2.0 Staff Working Session). All sessions will be held at the John & June Perovich Business Center, in EOD 1007.

Please ensure that you have completed the UNMJobs Hiring Coordinator Training and have received your Hiring Coordinator BAR role prior to attending this working session.

Monday, April 3

8:30 – 10:30 am

11:00 – 1:00 pm

3:00 – 5:00 pm

Tuesday, April 4

8:30 – 10:30 am

10:30 – 12:30 pm

2:00 - 4:00 pm

Wednesday, April 5

8:30 – 10:30 am

10:30 – 12:30 pm

2:00 - 4:00 pm

Thursday, April 6

8:00 – 10:00 am

3:00 – 5:00 pm

HSC FACULTY EMPLOYMENT AREA

Simulation and BAR Role Assistance

These are *not* live trainings. These sessions are for taking the



Simulation Training and signing up for your BAR role. Staff from HSC Faculty Contracts will be on hand to answer any questions.

March 30 and 31, HSLIC Room 226

9:00 – 11:00 am

1:00 – 3:00 pm

Walk-in Clinics

April 3 is Go-Live! The Walk-in Clinics are designed for one-on-one assistance with any postings you are creating in the new system. HSC FCO staff will be available to answer your questions and provide guidance.

Please ensure that you have completed the UNMJobs Hiring Coordinator Training and have received your Hiring Coordinator BAR role prior to attending a Walk-in Clinic.

April 3 and 6, HSLIC Room 226

9:00 – 11:00 am

1:00 – 3:00 pm

April 17 and 20, MED2 Computer Classroom

9:00 – 11:00 am

1:00 – 3:00 pm

STUDENT EMPLOYMENT AREA

Open Lab Sessions

If you hire student employees, open lab sessions will be held hourly on Monday, April 3 at the University Advisement and Enrichment Center (UAEC), Room 220, from 9:00 am – 4:00 pm. Departments can bring their laptops for assistance with job postings.

Each session allows for a maximum of 12 participants. To sign up, register in [Learning Central](#) (search SEO 101).

Please ensure that you have completed the UNMJobs Hiring Coordinator Training and have received your Hiring Coordinator BAR role prior to attending an open lab session.