Hello UNMJobs Users,

Training for the new UNMJobs system is now live. Following completion of this training, you may request BAR role access for Role Name: Hiring Coordinator (formerly known as Department Originator role).

This is a simulation-based training that emulates the requisition process for the Hiring Coordinator through each of the five employment areas. Be sure to follow each employment area pathway for the type of employee you hire. When you have completed the training, you must acknowledge you have done so in Learning Central before you can request the Hiring Coordinator BAR role.

TO COMPLETE UNMJOBS 2.0 TRAINING:

- Visit the UNMJobs Training page and complete the training for your employment area
- Once completed, log into Learning Central and search for **UNMJobs 101**
- Acknowledge that you have completed the UNMJobs training
- Log into the BAR system

  - Select **Roles by Function** at the top

    Roles By Function

  - Select **UNMJobs2 Roles** (listing is alphabetical)
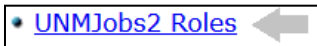
    - UNMJobs2 Roles ⬅

  - Select **Hiring Coordinator** and follow the prompts

UNMJobs2 Roles			
Add	**Training**	**Role Name**	**Role Description**
☑	Training complete	Hiring Coordinator	RESTRICTED:Limited to Hiring Coordinators for the UNMJobs system. Be sure to include your employement area in your business reason (Main Campus Faculty, HSC Faculty, Staff, Student, or UNMTemps)

Note required business reason.

Please Note: If you are a current UNMJobs user and you already have the Securing Private Data role, you do not need to request it again. If you are a new UNMJobs user, you will also need to take training for and request the Securing Private Data role.

Once your training is complete, you will have full access to the new UNMJobs system after Go Live on Monday, April 3, 2017.

INFORMATION SESSIONS

In addition to the required training, a number of information sessions are available.

Demo Sessions – All Employment Areas
As a reminder, demo sessions for the new system are being held on Main and North Campus. These sessions are open to all employment areas. Visit the UNMJobs project page for details (under **Resources for UNMJobs Users**).

Student Employment Area
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).

Thank you.

UNMJobs Project Team