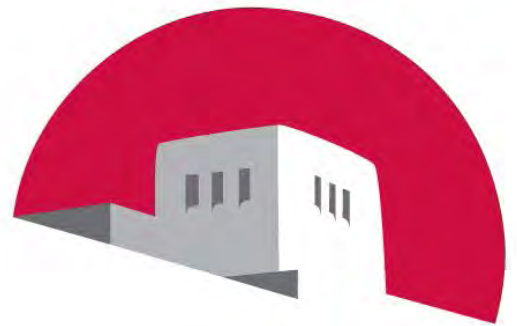




Department Originator User Guide

Faculty, Staff, and Student



UNM **Jobs**

EOD 550F
EOD 550SF
EOD 550ST



Employee and Organizational Development (EOD) *Vision*

Employee and Organizational Development (EOD) is the first choice for UNM and the surrounding communities in providing reliable, innovative organizational solutions that ensure excellence.

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<http://hr.unm.edu/eod>

Revised 2/11



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* New Section added 2/25/11



OVERVIEW

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The University of New Mexico recognizes its responsibility to extend equal employment and educational opportunities to all qualified individuals. This University exists to educate, to conduct research and other creative activities, and to perform other related services on behalf of the community which supports it. The University has a responsibility to its students and to the citizens of the state to actively recruit and hire the best qualified persons we can, and to do so in the context of our commitment to affirmative action principles.

Equal Employment Opportunity means that all individuals must be treated equally in all employment decisions, including hiring. Each applicant must be evaluated on the basis of his or her ability to perform the duties of the position without regard to race, color, religion, national origin, physical or mental disability, age, sex, sexual orientation, gender identity, ancestry, medical condition, veteran status, or spousal affiliation.

Affirmative Action is taking positive actions to hire and promote **qualified** persons in protected groups. The protected groups are federally defined as: women; minorities (African American, Asian, Hispanic, and American Indian); individuals with disabilities; and veterans.

Diversity varies widely, and is often broadly defined. We adopt such a definition, which includes all aspects of human differences, including but not limited to economic status, race ethnicity, nationality, sex/gender, religion, sexual orientation, disability and age.

(Note: Link for Diversity is <http://www.unm.edu/~diverse/>).

INTRODUCTION

.....

Welcome to the University of New Mexico Online Position Management and Applicant Tracking System. The University has implemented this system in order to automate many of the paper-driven aspects of the position management and employment processes.

You will use this system to:

- Create and submit requests for New Positions, or Modifications to Existing Positions, to all employment Areas
- Create and submit requests for Postings to all employment Areas
- View Applicants to your Postings
- Notify HR/Employment Areas of your decisions regarding the status of each applicant
- Complete the Hiring Proposal (Recommendation for Hire) online
- Request Temporary employee through UNM Temps

The system is designed to benefit you by facilitating:

- Faster processing of position and employment information
- Up-to-date access to information regarding all of your Postings
- More detailed screening of Applicants' qualifications – before they reach the interview stage

The University has provided these training materials to assist with your understanding and use of this system.



YOUR WEB BROWSER

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The Employment Application System is designed to run in a web browser over the Internet. The system supports browser versions of Netscape 4.7 and above and Internet Explorer 4.0 and above. However some of the older browser versions are less powerful than newer versions, so the appearance of certain screens and printed documents may be slightly askew. Please notify the system administrator of any significant issues that arise.

The site also requires you to have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com.

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.

The site is best viewed with Mozilla Firefox. This site is also viewable with Internet Explorer 5.5 and above.

To load Mozilla FireFox on your machine, do the following:

1. point your current browser to: <http://www.mozilla.com/en-US/firefox/upgrade.html?from=getfirefox>
2. Select your operating system, and follow the on-screen instructions:

Windows (7.7MB) (<http://download.mozilla.org/?product=firefox-3.5&os=win&lang=en-US>)

Linux (9.4MB) (<http://download.mozilla.org/?product=firefox-3.5&os=linux&lang=en-US>)

Mac OS X (17.6MB) (<http://download.mozilla.org/?product=firefox-3.5&os=osx&lang=en-US>)

If you do not have appropriate user access to install FireFox on your computer, please contact your area's IT consultant to assist you.

Security of Applicant Data

To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link located on the bottom left side of your screen.

UNMJOB'S TERMS

.....

Action

When you begin a new action in the system, you are initiating the creation or modification of a position description. If you intend to fill the position through a competitive or non-competitive search, you select one of the "Begin New" actions. When you save an action for the very first time, the system automatically assigns the action an action number.

Posting

When you submit an action through the system, once the position description is approved by the appropriate area, a "posting" is created from the position description. Even if the posting is non-competitive a posting is created. Once the Employment Area or the Office of Equal Opportunity (OEO)



creates a posting and saves it for the first time, the system automatically assigns the posting a number. Always reference the posting number when discussing fill actions – right up to and including the time we place someone in a position.

Hiring Proposal

When you have an accepted offer, the department will complete a Hiring Proposal and submit for approval. Once all approvals have been obtained, the selected applicant will be “seated” to a position.

UNMJOB USER TYPES

Search Coordinator:	Person who serves as a non-voting member of the search committee for Faculty and Tier II Staff searches. The Search Coordinator provides administrative support to the search committee. He or she does not screen applicants for minimum or preferred qualifications. If the Search Coordinator is to also serve as the Department Originator, the Search Coordinator would need to request the Department Originator role and take the training required for that role.
Department Originator:	Person who initiates faculty, staff, or student hiring actions for a department or departments. Examples of actions: Create New Position, Modify Existing Position, Request to Post Existing Position, Hiring Proposal, Temp Services Request.
Department Approver:	Person who approves faculty, staff, or student hiring actions for their department or departments.
Dean/Director Area:	Person who approves faculty, staff, or student hiring actions for their college, school or branch campus. *Restricted*.
Employment Area:	Faculty: OEO (Office of Equal Opportunity), SOM Faculty Hiring and Contracts Office, Faculty Contracts and Services Office. Staff: Human Resources Student: Student Employment Example: Review, monitor and approve actions submitted through UNMJobs. *Restricted*.
EVP Provost Area Approver:	Person who represents the Provost and who can approve any type of hiring at the university level. *Restricted*.
EVP/HSC Area Approver:	Person who represents the HSC EVP office and who can approve any type of hiring at the university level. *Restricted*.
EVP Administration Area Approver:	Person who represents the EVP and who can approve any type of hiring at the university level. *Restricted*.
Institutional Budget/Position Control (IB/PC):	Person in Institutional Budget who monitors hiring budgets. Example: Create New Position, Modify Existing Position at the university level. *Restricted*.
Contracts and Grants:	Staff in Contracts and Grants. Example: Create New Position, Modify Existing Position at the university level. *Restricted*.
OEO:	Office of Equal Opportunity. Example: review and monitor actions submitted through UNMJobs, approve and post faculty actions through UNMJobs. Example: Create New Position, Modify Existing Position at the university level. *Restricted*.



EXPLANATION OF ACTION TYPES

.....

New Faculty/Staff/Student Position (Request Posting if applicable)

Use this action to request a new faculty/staff/student position, and request posting if applicable. Select "Create New Position" if position currently does not exist within the department – department does not have an established position number and/or budget.

Modify Existing Faculty/Staff/Student Position (Request Posting if applicable)

Use this action to request an update or reclassification of an existing faculty/staff/student position, and request posting if applicable. Select "Modify Existing Position" when filling an existing position (i.e., vacant position with an established position number, incumbent leaving, incumbent staying on to train, completion of career ladder, reclassification, etc.).

To help you identify your departments vacant and established position numbers please utilize ePrint reports: PZROEMA and PZRVACR.

UNM TempsRequest

Use this action for UNM Temps requests. The following link can be used to view a quick reference guide on Requesting a Temporary Employee.

<http://hr.unm.edu/docs/employment/quick-guide-for-requesting-a-temporary-employee.doc>

Extending a UNM Temps Request

For more information on extending a UNM Temps employee in UNMJobs without having to submit a new action, please follow the instructions in the Extending a UNM Temps Request Job Aid.

<http://hr.unm.edu/docs/unmjobs/how-to-extend-unmtemps-assignments.docx>

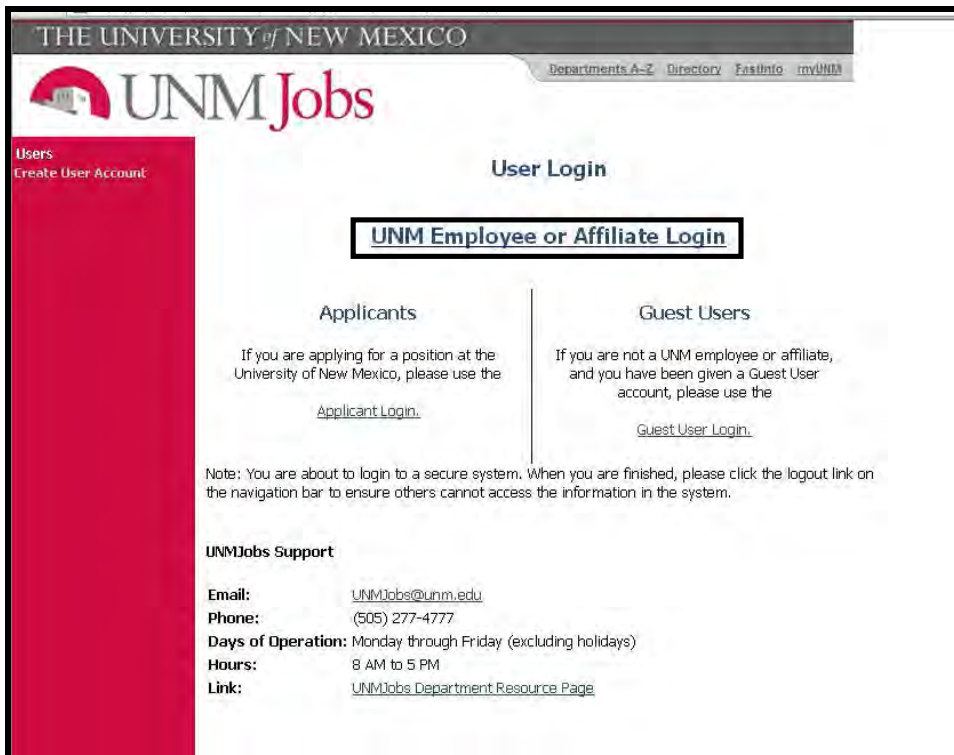


GETTING STARTED

.....

Logging into UNMJobs

1. Enter <https://unmjobs.unm.edu/hr> into the address field of your web browser or access UNMJobs through MY UNM. The link is found on the Employee Life tab and under Banner Applications.
2. Click on **UNM Employee or Affiliate Login**.
3. Enter NetID and Password.



4. Click on the **Login** button

Note: Verify that your Current Group is: **Department Originator**

<p>• Welcome Mickey Mouse . You are logged in with Department View. Your Current Group Department Originator.</p>	<p>Tuesday, October 28, 2008</p>
--	----------------------------------



EXPLANATION OF MENU

Job Postings

- Active Postings – this is the default screen that appears when a user logs-in as a Department Originator and will show all of the postings for the org codes the user has permission to view.
- Pending Postings – this will show all postings the user has sent for approval and will indicate where it resides in the process
- Historical Postings – this will show all of postings that were cancelled or filled.
- Search Hiring Proposals – this will show the user the status of hiring proposal requests.

Position Descriptions

- Begin New Action – this will bring up the screen where the user can select create new or modify a faculty, staff, or student position
- Search Actions – this will allow the user to search actions using a variety of search tools and action status
- Pending Actions- this will show the user actions that were saved and not submitted
- Search Positions- this will show the user all positions that are in UNMJobs for the orgs the user has permission to view

Admin

- Home – takes the user back to active postings
- Change Default View – in order for the user to see all of their information make sure “Department” view is selected
- Change Password – allows the user to change password
- Change User Type – if assigned multiple user types clicking here will allow you to change your user type
- Logout – clicking here will end your UNMJobs session

POSITION DESCRIPTION REQUESTS & POSTING

Action	Description
New Staff/Student Position (Request Posting if applicable) Start Action	Use this action to request a new staff/student position, and request posting if applicable.
Modify Existing Staff/Student Position (Request Posting if applicable) Start Action	Use this action to request an update or reclassification of an existing staff/student position, and request posting if applicable.
UNM Temps Request Start Action	Use this action for UNM Temps requests.
New Faculty Position (Request Posting if applicable) Start Action	Use this action to request a new faculty position, and request posting if applicable.
Modify Existing Faculty Position (Request Posting if applicable) Start Action	Use this action to request an update or reclassification of an existing faculty position, and request posting if applicable.

Position & Posting options are broken down into different Requests in the online system. Typical Request options are:

- New Position (Establish a new position)
- Modify Existing Position (Reclassify/update position)

inProcess™ Quick Reference Sheet 3.0

To view UNM-related process maps, point your web browser to: <http://inprocess.unm.edu>

Log in with Name: UNM

Password (*case sensitive*): GoLobos1



Did you know:

You can view inProcess maps as **step-by-step text** by clicking the **View Process Document** button, found in the upper right hand corner of the inProcess Browser.

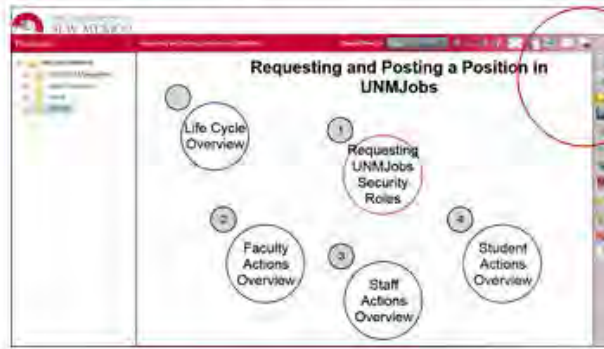


If you experience pop-up blocking within Internet Explorer, please do the following:

1. Click "Tools"
2. Click "Internet Options"
3. Click the "Security" tab
4. Choose "Trusted Sites"
5. Click "Sites"
6. Uncheck the box that says "Require server verification"
7. Add <http://inprocess.unm.edu> to the zone
8. Click "OK"

You may then expand the folder list on the left hand side of the screen to explore the UNMJobs folder.

With the inProcess Viewer open, you can click the buttons along the side to navigate



A few important controls

- Zoom In and Out of the map.
- Fit to Screen set map size to the original view.
- View Process Document converts the map to document form.
- Print converts the process to .pdf format.
- Contact Process Owner sends an email to the process owner.

Click a Task or Decision shape to view a description of the activity.

Click a Boundary or Connector shape to link to related procedures.

Click Document or Multi-Documents shapes to view attachments related to particular activities, then select the link from the pop-up list.

Use the Scroll bars to view portions of the map outside the browser window



Request a New Position/Posting or Modify Existing Position/Posting

To begin a **New** position/posting request:

1. Click the **Begin New Action** link in the Job Description section of the navigation bar.
2. Your request choices will then display.

Welcome **Lisa Gamboa**. You are logged in with Department View. Monday, October 27, 2008
Your Current Group: Department Originator.

Begin New Action

Begin New Action

5 Records

Action	Description
New Staff/Student Position (Request Posting if applicable) Start Action	Use this action to request a new staff/student position, and request posting if applicable.
Modify Existing Staff/Student Position (Request Posting if applicable) Start Action	Use this action to request an update or reclassification of an existing staff/student position, and request posting if applicable.
UNM Temps Request Start Action	Use this action for UNM Temps requests.
New Faculty Position (Request Posting if applicable) Start Action	Use this action to request a new faculty position, and request posting if applicable.
Modify Existing Faculty Position (Request Posting if applicable) Start Action	Use this action to request an update or reclassification of an existing faculty position, and request posting if applicable.

3. Click on the **Start Action** link for the position/posting requested.
4. Select a **Position Class Title** from the drop down list in the Position Class Title field.

Student: Please skip to pg.13

New Staff/Student Position (Request Posting if applicable)

Classification	Copy Position	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments
----------------	---------------	------------------	---------	--------------	----------------------------	------------------------	-----------	----------

On this tab, please select the position class title to associate with your new position. **IMPORTANT:** if you do not know which classification to select, please contact your HR Consultant or Student Employment for assistance.

Search Classifications

Position Type	Any <input type="button" value="v"/>	Position Class Title	Any <input type="button" value="v"/>
Salary Grade	Any <input type="button" value="v"/>	Temporary Services Eligible:	Any <input type="button" value="v"/>



New Staff/Student Position (Request Posting if applicable)

Classification	Copy Position	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments
----------------	---------------	------------------	---------	--------------	----------------------------	------------------------	-----------	----------

On this tab, please select the position class title to associate with your new position. IMPORTANT: if you do not know which classification to select, please contact your HR Consultant or Student Employment for assistance.

Search Classifications

Position Type	Any	Position Class Title	Accountant 2
Salary Grade	Any	Temporary Services Eligible:	Any

SEARCH **CLEAR RESULTS**

The 'Choose Classification to Assign' screen will display.

New Staff/Student Position (Request Posting if applicable)

Classification	Copy Position	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments
----------------	---------------	------------------	---------	--------------	----------------------------	------------------------	-----------	----------

On this tab, please select the position class title to associate with your new position. IMPORTANT: if you do not know which classification to select, please contact your HR Consultant or Student Employment for assistance.

Choose Classification to Assign

You may associate this Position Description with one of the Classification Titles below by choosing the **Select and Continue** link directly below the Classification Title you choose.

1 Record

<input type="checkbox"/> Position Class Title	<input checked="" type="checkbox"/> Position Class Code	<input checked="" type="checkbox"/> Position Type	<input checked="" type="checkbox"/> Salary Grade
Accountant 2 Select and Continue View Summary	B2001	Staff	11

Search Classifications

Position Type	Any	Position Class Title	Accountant 2
Salary Grade	Any	Temporary Services Eligible:	Any

SEARCH **CLEAR RESULTS**



Student: Search by **Position Type** only. Select Student. Do not select any other search criteria

New Staff/Student Position (Request Posting if applicable)

Classification	Copy Position	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments
----------------	---------------	------------------	---------	--------------	----------------------------	------------------------	-----------	----------

On this tab, please select the position class title to associate with your new position. IMPORTANT: if you do not know which classification to select, please contact your HR Consultant or Student Employment for assistance.

Search Classifications

Position Type: Position Class Title:

Salary Grade: UNM Temps Eligible:

Student: Select appropriate position class title from the following:

- Student Advanced Level
- Student Entry Level
- Student Intermediate Level
- Student Monthly
- Student Publications Intern
- Student Technical Specialist

know which classification to select, please contact your HR Consultant or Student Employment for assistance.

Choose Classification to Assign

You may associate this Position Description with one of the Classification Titles below by choosing the **Select and Continue** link directly below the Classification Title you choose.

6 Records

Position Class Title	Position Class Code	Position Type	Salary Grade
Student Advanced Level Select and Continue View Summary	0043	Student	03
Student Entry Level Select and Continue View Summary	0041	Student	01
Student Intermediate Level Select and Continue View Summary	0042	Student	02
Student Monthly Select and Continue View Summary	0004	Student	MMTH
Student Publications Intern Select and Continue View Summary	0046	Student	SP
Student Technical Specialist Select and Continue View Summary	0044	Student	04

5. Click on the **Select and Continue** button.

This will associate this specific title with the proposed Position and Posting. This will also copy the pertinent information into the proposed Position Details tab.

For a New Faculty/Staff/Student Position select the position class title to associate with your new position. IMPORTANT: If you do not know which classification to select, please contact the appropriate employment area for assistance.

To Modify an Existing Faculty/Staff/Student Position search for the position you wish to modify using the position number.



Classification

Classification	Copy Position	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments
----------------	---------------	------------------	---------	--------------	----------------------------	------------------------	-----------	----------

On this tab, please select the position class title to associate with your new position. IMPORTANT: If you do not know which classification to select, please contact OEO for faculty, your HR Consultant for staff, or Student Employment for assistance.

Field Name	New Faculty/Staff/Student Position	Modify Existing Faculty/Staff/Student Position
Search	Select the position class title to associate with your new position	Search for the position you wish to modify.
Modification Purpose	Not available in the new position action	Select the modification purpose
Classification		



Copy Position

Classification	Copy Position	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments
Search Positions to Copy								
Position Class Title	<input type="text" value="Any"/>		Organization	<input type="text" value="Any"/>				
Position Title	<input type="text" value="Any"/>		Position Number	<input type="text"/>				
UNM ID	<input type="text"/>		Employee First Name	<input type="text"/>				

Field Name	New Faculty/Staff/Student Position	Modify Existing Faculty/Staff/Student Position
Search	Select the position class title to associate with your new position	Not available in modify existing position action.
	<p><u>Information about the Copy Position Screen</u></p> <p>The Department Originator has the ability to copy an existing position description in order to avoid having to create a new position that is very similar to another one in their department.</p> <p>Example: Recently posted and hired an Accountant I and now you need to post for another Accountant I (new position).</p> <p>After you select a Proposed Position Title and continue to the next page of your action, you will come to the "Copy Position" page.</p> <ol style="list-style-type: none"> 1. You can then search for the position you want to copy in order to create a new similar position. Once you find your position, you simply select it and follow the prompts on the screen. The Position Details will appear on the screen, populated with the data from the position you copy. <p>The Position Details page may not be identical to the one you copy, so you'll need to edit it <u>carefully</u> to define the attributes of the new position. TAKE YOUR TIME – EDIT THIS PAGE CAREFULLY!</p> <p>Note: Student Multiple Hires and Staff Pooled Positions: You will use this function to "seat" more employees than you have vacant spots within the same Position Classification Title. For example, you posted for three peer advisors, but only have one vacant spot. You will need to utilize the copy position function in order to create two new positions.</p>	



Creating Multiple Positions and Hiring for Multiple Positions from a Posting

Posting

- Department will submit an action to either create a new position or modify an existing position and request to post.
 - This will be the posting all applicants would submit their faculty profile or staff/student applications to.
- Attach EVP approval to posting.
- Department will determine number of applicants to hire and if the appropriate number of positions exist.

Creating Multiple Positions

- Go to “Begin New Action.”
- Click on “Start Action” for either “New Faculty or New Staff/ Student Position.”
- Under “Search Classifications” select the appropriate Position Class Title.
 - For Student positions search by “Position Type.”
- Under “Choose Classification to Assign” select the appropriate classification and click on “Select and Continue.”
- Click the “Copy Position” tab.
- Enter Position Class Title or Position Number (position number is preferred) to be copied (for student enter Position Title), then click “Search.” All approved positions will be listed when you search on the position number however, each position has a different **Position Sequence Number**.
- Click “Select and Continue.”
- Select the Position Detail tab and enter the Org Code and Department Name. Please note, if the org code is not entered the action will not be viewable . Make sure to use the proper org code suffix, |Fac|, |Sta|, or |Stu|.
- In the Position Detail tab select “NO” for “Are you posting this position?”
 - Enter “This is a multiple hire” in the comment section.
- Action will follow established approval process.

Hiring

- Change status of applicant to “Recommend for Hire”
- Select begin Hiring Proposal
- There are two options to choose from
 - Hiring proposal for position description listed below – use this option for the first or last applicant being hired from the applicant pool.
 - Hiring proposal for different position description– select this for hiring any additional applicants from the applicant pool.
 - When this option is selected you will be taken to another screen to conduct a search for the position you want to fill.
 - Use the position number or position sequence number from the above process to find the appropriate position you want to fill (for student, search by Position Title). Please ensure you are hiring each applicant into a different position sequence number.
 - Continue this process to fill all of the position you have available.



Position Details

Classification	Copy Position	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments
----------------	---------------	-------------------------	---------	--------------	----------------------------	------------------------	-----------	----------

Once the title is selected, you will be looking at the Position Details screen for the Position/Posting process. Keep in mind that the information on the Position Details tab will be the core information used by OEO or the Employment Area in creating your Job Posting.

Field Name	New Position	Modify Existing Position
Are you requesting a posting for this position?	Select Yes or No Student: If you are copying for a multiple hire, then select no.	This field is not visible in the Modify Existing Position action.
Legal First Name	This field is not visible in Create New Position	Not editable
Legal Last Name	This field is not visible in Create New Position	Not editable
UNM ID	This field is not visible in Create New Position	Not editable
Position Type	Not editable	
Position Class Title	Not editable	
Position Class Code	Not editable	
Position Title	Not editable	Ensure correct position title showing in field
Working Title	Faculty & Staff: Working title may differ from position title. If working title is different from position title, the working title cannot be a current established UNM position title. If the position title and the working title are the same, please ensure you populate the working title by copying and pasting the position class title in the working title field. The working title field should not be blank. Student: Enter working title	
Position Number	Faculty, Staff & Student: Leave blank; position number will be assigned during hiring proposal.	Not editable
Position Sequence Number	This number is generated by UNMJobs and is a unique identifier. Departments will use this number to identify positions utilizing the same position number, i.e. pooled positions.	
Copied From Position Number	This is the position number if copying from an existing position	This field is not visible in the Modify Existing Position action.
Work Location	Department selects appropriate location from drop down menu.	
Organization	Faculty: Department selects the appropriate hiring FAC org. Staff: Department selects the appropriate hiring STA org. Student: Department selects the appropriate hiring STU org. NOTE: When creating a new position, copying a position, or changing classification make sure the org number is assigned prior to saving and exiting UNMJobs. If org not assigned UNMJobs will display an action not found message when searching for the action.	
Department (applicant view)	Enter appropriate hiring department name	
Salary Grade	Not editable	



Exempt/Non-Exempt	Not editable
Employee Class	Select the appropriate eClass from the drop down menu. Staff: An exempt employee earning less than \$455 per week and union positions with an appointment percentage less than 50% will be a SN class.
Position Summary	<p>This summary will help you describe the position accurately so well qualified candidates are encouraged to apply. The Job Summary portion of the posting is a perfect opportunity to 'market' your current vacancy, your department and the University as a whole. We highly encourage you to be creative in developing a Job Summary that accurately reflects the details of the job. It will also allow you to specify precise screening criteria so that only qualified candidates are referred to your department. A formal recruitment plan is required for contract positions.</p> <p>Faculty: UNM's confidentiality policy ("Disclosure of Information about Candidates for Employment," UNM Board of Regents' Policy Manual 6.7), which includes information about public disclosure of documents submitted by applicants, is located at http://www.unm.edu/~brpm/r67.htm</p> <p>The University of New Mexico is an equal opportunity/affirmative action employer and educator.</p> <p>Faculty and Staff: The department originator will need to add the following at the end of the position summary:</p> <ul style="list-style-type: none"> • If benefits eligible: The University of New Mexico (UNM) provides a diversified package of benefits including medical, dental, vision, and life insurance. In addition, UNM offers educational benefits through the tuition remission and dependant education programs. For a more complete explanation of the benefits, http://hr.unm.edu/prospectemp.php "TARGET="_blank">click here. • If not benefits eligible: This position is not benefits eligible. <p>Staff:</p> <ul style="list-style-type: none"> • If Career Advancement Opportunity: All applicants are encouraged to apply for this vacancy. This position is intended as an internal promotion opportunity. Therefore, regular status UNM employees will be given first consideration. After reviewing applications from UNM employees, the hiring officer may elect to review the entire applicant pool. • If contract position: Employees in this job title are subject to the terms and conditions of an employment contract. Employment contracts are typically subject to review and renewal on an annual basis. For additional information on contract positions, http://www.unm.edu/~ubppm/ubppmanual/3200.htm"TARGET="_blank">click here. • If term Appointment: Funding available through {insert date here} continuance beyond that date is subject to department's operational needs as outlined in UBPPM #3200, Employee Classifications, http://www.unm.edu/~ubppm/ubppmanual/3200.htm"TARGET="_blank">click here. <p>Student: Enter complete Job Description</p>
Minimum Qualifications	Faculty: Enter minimum qualifications. Staff/Student: Not editable, minimum qualifications default from position classification.



Preferred Qualifications	<p>It is important to create a list of detailed and specific needs to include as preferences. Your preferred qualifications will be used to notify the applicant of the department's selection criteria. Preferences should address the knowledge, skills, and abilities necessary for an individual to be successful in this position. If you want to score the applicants on the Preferred Qualifications then you will have to enter a corresponding question in the "Posting Specific Question" tab.</p> <p>In order to see the preferred qualification in a bulleted format on the job posting you will be required to use HTML codes. Example: Heading: First ItemSecond ItemThird Item Continue for additional headings or preferred qualifications.</p>
Single or Pooled	<p>Faculty: Select pooled when hiring temporary part-time faculty. Staff: Select pooled when hiring for an on-call, temporary monthly or temporary biweekly staff Student: Select pooled</p>
Position Appointment %	<p>Enter appropriate appointment percentage, Full-time (40 hours per week) = 100, Half-time (20 hours per week) = 50 Student: Enter 50, or if student has more than one job enter 25, or enter 10 if student has a GA, TA, RA or PA assignment through Graduate Studies Office.</p>
Appointment Type	Select the appropriate appointment type from the drop down menu
Employment Area Consultant	<p>Faculty: Select the appropriate employment area, Faculty Contracts & Services Office or SOM Faculty Contracts & Hiring Staff: Select the consultant assigned to your department. Click here to find your department's HR Consultant. Student: Select Student Employment UNM Temps: Select UNM Temps</p>
Dept Contact Last Name	Person to contact about posting (Department information is used by the Employment Area only; applicants do not see any contact information)
Dept Contact First Name	Person to contact about posting
Dept Contact Phone #	Person to contact about posting
Bargaining Code	<p>Not editable</p> <p>Staff: Select proper bargaining code. If confidential position or if appointment percentage less than 50, then non-union, Faculty/Student: Leave blank</p>
Probation Units	Not editable
Action Number	Not editable
Budgeted FTE	Enter budgeted FTE (appointment percentage), if no change then enter "no change"
Budgeted Salary	<p>Enter budgeted salary, if no change then enter "no change" Student: You must enter the total amount that your department has budgeted for all students in position number.</p>
Budgeted Position Justification	If new position, increase in appointment percentage, or salary increase more than budgeted amount, enter justification.
Underutilization Information	<p>Faculty: OEO will enter this information. Staff: If a "yes" is listed in any of the categories, then the position is underutilized for the ethnicity or gender indicated. The department will be required to develop a recruitment plan and the department will have to post for a minimum ten (10) days and the department must indicate posting as open until filled. Click here to go to the Faculty and Staff Recruitment Resource page. Student: Does not apply</p>



Funding

Classification	Copy Position	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments
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Field Name	
Index Code	Select the appropriate Index Code
Position Labor Distribution Percent	<p>Enter the percent of the labor distribution. Faculty & Staff: If using multiple index codes the combined total of all labor distributions must equal 100</p> <p>Student: For work study: Enter 30 For work study or student employment: Enter 100 For student employment: Enter 100</p>
Labor Account Code	<p>Select the appropriate labor account code. For a list of labor account codes and their definitions click here.</p> <p>Student: Enter 20J0 for all students</p>



Posting Form

Classification	Copy Position	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments
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Field Name	New Position	Modify Existing Position
How many positions are you posting for	Enter the number of positions you are requesting to post.	This field not visible in Modify Existing Position action.
Posting Date	The projected date the posting is to begin.	
For Best Consideration	<p>The department must review all applications received on or before the "For Best Consideration" date. If a candidate is selected for hire who applied on or before the "For Best Consideration" date, then the department is not required to review any applications received after the "For Best Consideration" date. If the department reviews any applications received after the "For Best Consideration" date, then the department must review all applications received on or before the reviewed application date. The posting will be considered past the "For Best Consideration" date at midnight on the date entered into this field.</p> <p>Faculty: The minimum posting date will not be less than fifteen (15) calendar days for national competitive recruitment, regardless of underutilization.</p> <p>Staff: The minimum posting dates will not be less than five (5) calendar days for non-underutilized positions, ten (10) calendar days for underutilized positions, and fifteen (15) calendar days for contract positions.</p> <p>Student: Minimum posting is five (5) calendar days for all positions except non-competitive positions.</p>	
Closing Date/Open Until Filled	<p>Definite Close: This type of posting has a definite close date. Date may be extended by appropriate employment area for staff /student or OEO for faculty. The posting will be considered past the "Definite Close" date at midnight on the date entered into this field.</p> <p>Open Until Filled: This type of position will not be closed until an applicant is seated in the position.</p> <p>Faculty & Student: The department may choose Closing Date or Open Until Filled, but Open Until Filled is recommended.</p> <p>Staff: Closing Date is generally used for lower-graded positions. Open Until Filled must be used for all underutilized and contract positions and is generally used for higher-graded positions.</p>	
Optional Applicant Documents	Select the documents you would like the applicant to attach. If selected as optional applicant documents, the applicant can apply to your position without attaching any documents.	
Required Applicant Documents	Select the documents you would like the applicant to attach. If selected as required applicant documents, the applicant cannot apply to your position without attaching all required documents.	
Special Instructions to Applicants	If the department is requesting a writing sample or if the department selects "other" as a requested document, the department must provide detailed instructions on the contents of the writing sample and/or give a definition of what the "other" document is.	
Recruitment Tier	Not editable.	
Applicant Type Required for this Position	Not editable.	



<p>External Recruitment Resources</p>	<p>The department may select any or all of the external websites listed. UNM has coordinated with these vendors to create automatic integrations. Once selected by the department, the system will automatically create a job posting on the listed websites</p> <p>Student: Does not apply</p>
<p>Please list any other advertising sources</p>	<p>This text box allows the department to request additional resources including web, print or listserv. For additional resources, the Department can refer to the UNM Recruitment Resource Page for additional website offerings.</p> <p>Faculty: The department must identify targeted recruitment resources for women, African Americans/Blacks, Hispanics, Asians, and Native Americans. For national competitive recruitments, the department must identify at least one national recruitment resource.</p> <p>Student: Does not apply</p>
<p>Index Code for Advertisement Billing</p>	<p>For each paid resource site a department chooses, a required index code must be provided for billing. The index code is a code that has been assigned to specific Fund Organization Activity Program Account (FOAPAL) elements. For information about your specific code, contact either your Finance representative or General Accounting for additional assistance.</p> <p>Student: Does not apply</p>
<p>Account Code for Advertisement Billing</p>	<p>For each paid resource site a department chooses, a required account code must be provided for billing. There are only two choices for this code: 31M0 – Recruitment Expense General or 31M1- Staff Recruitment Expense. For information about your specific code, contact either your Finance representative or General Accounting for additional assistance.</p> <p>Student: Does not apply</p>
<p>Search Coordinator</p>	<p>For competitive recruitments, the search coordinator serves as a non-voting member of the search committee and provides administrative support to the search committee. The search coordinator does not screen applicants for minimum or preferred qualifications.</p> <p>Faculty: Identify the Search Coordinator.</p> <p>Staff: Search Coordinator to be listed for Tier II and Tier I contract positions. For a description of the search coordinator’s responsibilities see the Executive (Tier II) inProcess map. Click here to go inProcess.</p> <p>Student: Optional. Can be used if search coordinator is someone other than Department Originator</p>
<p>Screening/ Search Committee</p>	<p>Adding a name or names to the “Selected” box will give those selected access to your applicant pool. The list of names contains all regular staff and faculty currently employed at UNM. In order to change your screening search committee after posting you must contact the appropriate staff/student employment area or OEO for faculty.</p> <p>Faculty: For competitive recruitments, appoint a formal search committee consisting of at least three members. The committee must contain at least one female and one minority (the female and the minority member may not be the same person).</p> <p>Staff: If Tier II or contract, appoint a formal search committee consisting of at least three members with one female and one minority (the female and the minority member may not be the same person).</p> <p>Student: Optional. Select staff or faculty who needs to access the student applicant pool.</p>
<p>Term Appointment End Date</p>	<p>Faculty and Staff: If a term appointment, enter term end date.</p> <p>Student: Leave blank</p>



Posting Scope	<p>Your choices are “Internal” or “External”. An internal posting will be used for all Non-Competitive hires and for promotional opportunities within your department or organization. External postings will be posted on the internet and will be viewable by anyone with internet access.</p> <p>Student: Your choices are “Internal” or “External”. An internal posting will be used for all Non-Competitive hires OR transfers between work study and student employment. External postings will be posted and are available to all UNM students.</p>	
Posting Type	<p>Your choices are “Competitive” and “Non-Competitive”. The University recruits and hires through competitive processes. However, from time to time there may be circumstances when an alternative appointment (Non-Competitive hire) is necessary to fill a position.</p> <p>Student: Your choices are “Competitive” and “Non-Competitive”. All positions are competitive with the following exceptions: 1) a student with specific coursework and/or skills selected by faculty to assist with research, or 2) a student who is transferring between work study and student employment.</p>	
Non-Competitive Hire Reason Code	<p>Select the appropriate non-competitive reason code from the drop down menu.</p> <p>Faculty: By electronically approving a request to post an action, the Department Originator, Department Approver, and Dean/Director certify that the conditions of the appointment meet the criteria defined in the faculty hiring guidelines. Requests to appoint faculty using the noncompetitive process must be documented and approved by OEO.</p> <p>Staff: By electronically approving a request to post action the Department Originator, Department Approver, and Dean/Director certify that the conditions of the appointment meet the criteria as defined in UBPPM #3210, Recruitment and Hiring. Requests to appoint staff under this Policy must be documented and approved by HR</p> <p>Students: There are only two (2) non-competitive reason codes for students: 8. Change in employee status 19. Graduate or Undergraduate student to assist with research</p>	
Requires Credentialing	<p>This field not visible in Create New Position action.</p>	<p>Faculty and Staff: HSC only, for additional information contact School of Medicine Credentialing office</p>
URL of Posting Department	<p>Cut and paste the below HTML code below in this field so applicants can visit your website. NAME OF DEPARTMENT </p>	
Posting Salary Range	<p>Faculty: Not a required field.</p> <p>Staff: Enter the salary range for the job classification grade.</p>	
Salary (Applicant View)	<p>This is the salary the applicant will see. The department has a variety of options for this field.</p> <p>Faculty: The department can enter "Salary commensurate with education and experience" or state a specific yearly rate.</p> <p>Staff: The department can list a range of salaries, state a specific hourly or monthly rate, or enter “Negotiable.”</p> <p>Student: The department can list a range or specific hourly or monthly rate.</p>	



<p>Position Specific Background Check Required</p>	<p>Staff: In consultation with hiring officers, the University Department of Human Resources (HR) will determine which staff positions require background checks. If requesting a position specific background check the department must submit a memo stating the reason for a position specific background check. Refer to UBPPM #3280, Background Checks, Section 2, for a list of elements to consider when requesting a position specific background check. A list of positions which are currently subject to background checks can be found on hiring section of the HR Website.</p>
<p>Additional requirements for this position</p>	<p>Faculty:</p> <ul style="list-style-type: none"> • Must be eligible to work in the USA. <p>Staff: The department originator will need to add the following, if applicable:</p> <ul style="list-style-type: none"> • This position will require a pre-employment criminal background check. • Possession of a valid New Mexico driver's license is a requirement for this job. • This position is represented by a labor union and is subject to the terms and conditions of the CWA\USUNM\Police Collective Bargaining Agreement. • Must pass a post offer, pre-employment physical. • Must be able to work evening and/or weekend overtime as required. • For all HSC postings: Candidates for this position must be eligible for employment as verified by the US Department of Health and Human Services Office of Inspector General (OIG) and the Government Services Administration (GSA); those individuals on the OIG/GSA Exclusion Lists will not be considered for hire. Once hired, periodic checks will be made for eligibility of continued employment.



Posting Specific Questions

You may add questions that will be asked of every applicant who applies to your position. These questions will be your preferred qualifications.

New Staff/Student Position (Request Posting if applicable)

Classification	Copy Position	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments
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To add questions that will be asked of every applicant who applies to this position, click the **Add a Question** button. Click the **Continue to Next Section** button to skip this section or when finished.

No Posting Specific Questions exist.

ADD A QUESTION

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL

PREVIEW ACTION

To add questions that will be asked of every applicant who applies to this position, click the **Add a Question** button.

Faculty: Not recommended

Student: Optional. If you have specific applicant questions, please add them here. The student should not have to fill out a separate departmental application.

Add a Question

Search Existing Questions:

Search by Keyword:

SEARCH

CANCEL

[Create a Question](#)

Prior to creating posting-specific questions, search the UNMJobs Question Library. If no questions address your Department needs, use the following guidelines to create your posting-specific questions.

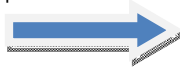
See Writing Screening Questions for additional information.

Student: Please note that work study is 2 words.

Writing Screening Questions Quick Reference Sheet:

- It is recommended that posting-specific questions should correspond with preferred qualifications. Remember there is not a need to ask a specific posting question that is already a minimum qualification.
- For additional assistance creating posting-specific questions, please call your HR Consultant or visit <http://hr.unm.edu/docs/banner/pzrorgh.pdf> for a complete listing of Consultant Teams by Org Code.

To customize questions for your specific needs, please use the following examples:



When asking questions of **any** type, in both the screening and the interview processes, **avoid asking illegal or discriminatory questions.**



EXPERIENCE

Please indicate which of the following statements best describes the duration of your work experience related to [insert preferred requirement].

- None
- Less than 1 year
- 1-2 years
- 3-5 years
- More than 5 years

CERTIFICATION/LICENSURE

Are you currently certified in [insert technical certification/licensure]?

- Yes
- No

ABILITY

Please indicate which of the following statements best describes your ability in [insert requested ability here].

- High** - Extensive knowledge of this function/skill; could train others
- Medium** - Moderate ability; able to perform this function/skill
- Low** - Basic familiarity with this function/skill
- None** - No knowledge/ ability

SUBJECT	IT IS DISCRIMINATORY TO INQUIRE ABOUT:	IT IS NOT DISCRIMINATORY TO INQUIRE ABOUT:
Relatives	Name and address of any relative of applicant.	Name(s) of relative(s) already employed by UNM. Name and addresses of emergency contacts.
Military	Applicant's military experience in other than U.S. Armed forces, National Guard or reserve units. Applicant's whereabouts in 1914-1918, 1941-1945, 1950-1953, 1964-1975.	Military experience in U.S. Armed Forces.
Organizations	All clubs, social lodges, fraternities, societies or organizations to which the applicant belongs, other than professional trade or service organizations.	Applicant's membership in any professional or trade organizations.
References	The name of the applicant's pastor or religious leader.	Names of persons willing to give professional and/or character references.
Sex and Family	Sex of applicant, marital status, dependents of applicant.	
Arrest Record	The number and kinds of arrests of an applicant.	Number and kinds of convictions.
Height and Weight	Any inquiry into height and weight of applicant, except where it is a bona fide occupational requirement.	
Mental/Physical Disabilities	Any inquiries into any mental or physical disabilities. Pre-employment physicals.	Applicant's ability to perform essential functions of the position. Post-offer or pre-employment physicals.
Name	The maiden name of a married woman or applicant. The original name of an applicant whose name has been legally changed.	
Birthplace & Residence	Birthplace of an applicant. Birthplace of an applicant's parents. Birth certificate, naturalization or baptismal certificate.	Applicant's place of residence. Length of applicant's residence in state and city where employer is located.
Creed or Religion	Applicant's religious affiliation, church, parish or religious holidays observed.	
Race or Color	Applicant's race or color of applicant's skin, eyes, hair, etc.	
Photographs	Photographs with application or after interview but before hire.	
Citizenship	Any and all inquiries into whether applicant is now or intends to become a citizen of the U.S. or any related inquiry.	
National Origin & Ancestry	Applicant's lineage, ancestry, national origin, descent, parentage or nationality. Nationality of applicant's parents or spouse.	
Language	Applicant's mother tongue or language commonly used by applicant at home.	

Writing Tips

- Ask precise questions.
- Check grammar and spelling.
- Focus on proven knowledge, skills, and abilities.
- Include legal questions **ONLY**.
- Make all questions job-related.



Disqualifying /Points

Classification	Copy Position	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments
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On this page, you may assign points to answers that can be used to rank applicants and designate an answer as a disqualifying answer. Applicants who select a disqualifying answer will be automatically moved to a status of not hired with a reason of *did not meet minimum qualifications*.

When finished adding points, selecting disqualifying answers, or to skip this section, click the **Continue to Next Page** button.

Open-ended questions will not be visible on this tab, but will be visible on the summary page.

Maximum Points Possible: **100**

Posting Specific Questions

Do you have Microsoft Word experience?

ANSWER	SCORE
No Response	<input type="text" value="0"/>
Yes	<input type="text" value="100"/>
No	<input type="text" value="0"/>

100 %

RECALCULATE **RESET**

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE



Documents

You will be required to attach additional documentation to support your Position/Posting request. You may attach a particular document by clicking the 'Attach' link next to the specific type of document you want to attach to your position.

Classification	Copy Position	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments
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Faculty documents to be attached:

- Moderately Abbreviated, Abbreviated and/or Complete Ad(s)
- Position Analysis Memorandum
- Funding Information/PRC
- Charge to Search Committee
- Justification of Non-Competitive Hire
- National and Targeted Recruitment Resources
- Contract and Grant Information
- EVP Approval

Staff/Student documents to be attached:

- Contract and Grant Information
- EVP Approval
- HR Compensation Approval of New Position
- Interview Questions (required staff/optional student) –
 - Questions to be asked of each selected candidate
- Staff Position Review Questions (required SOM)
- Conviction Certification Form for not selected applicants. For more information please log on to <http://unmjobsresources.unm.edu/system-changes.php>
- Position-Specific Background Check Request (not listed in the position classification)
 - If not previously approved by HR, a Background Check Request memo <http://hr.unm.edu/forms/temperv.php> explaining why the department is requesting a position-specific background check must be submitted. Refer to UBPPM 3280, Section 2 (Safety and Security Sensitive Positions) for a list of acceptable reasons.
- Recruitment Ad
 - Describe how you want your advertisement to appear
- Reclass/Career Ladder approval
- Org Chart

Attachment slots labeled "Other" will be available for the Department Originator to attach any other needed documents.



Comments

This is where you would enter comments for the Dept. Approver, Dean/Director, and/or Employment Area. Be aware of comments entered, as they are part of the permanent record.

New Staff/Student Position (Request Posting if applicable)

Classification	Copy Position	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments																					
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<p><i>*Required information is denoted with an asterisk.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Department Originator Comments:</td> <td><input style="width: 95%; height: 25px;" type="text"/></td> </tr> <tr> <td>Department Approver Comments:</td> <td><input style="width: 95%; height: 25px;" type="text"/></td> </tr> <tr> <td>Dean/Director Comments:</td> <td><input style="width: 95%; height: 25px;" type="text"/></td> </tr> <tr> <td>Employment Areas Comments:</td> <td><input style="width: 95%; height: 25px;" type="text"/></td> </tr> <tr> <td>OEO Comments:</td> <td><input style="width: 95%; height: 25px;" type="text"/></td> </tr> <tr> <td>HR Comp Comments:</td> <td><input style="width: 95%; height: 25px;" type="text"/></td> </tr> <tr> <td>Executive VP of Health Sciences Comments:</td> <td><input style="width: 95%; height: 25px;" type="text"/></td> </tr> <tr> <td>EVP Administration Area Approver Comments:</td> <td><input style="width: 95%; height: 25px;" type="text"/></td> </tr> <tr> <td>EVP Provost Area Approver Comments:</td> <td><input style="width: 95%; height: 25px;" type="text"/></td> </tr> </table> <p><i>*Required information is denoted with an asterisk.</i></p> <table style="width: 100%;"> <tr> <td style="width: 30%; text-align: center;"> <input style="border: 1px solid black;" type="button" value=" << RETURN TO PREVIOUS "/> </td> <td style="width: 35%; text-align: center;"> <input style="border: 1px solid black;" type="button" value=" CONTINUE TO NEXT PAGE >> "/> </td> <td style="width: 35%; text-align: center;"> <input style="border: 1px solid black;" type="button" value=" SAVE AND STAY ON THIS PAGE "/> </td> </tr> </table>									Department Originator Comments:	<input style="width: 95%; height: 25px;" type="text"/>	Department Approver Comments:	<input style="width: 95%; height: 25px;" type="text"/>	Dean/Director Comments:	<input style="width: 95%; height: 25px;" type="text"/>	Employment Areas Comments:	<input style="width: 95%; height: 25px;" type="text"/>	OEO Comments:	<input style="width: 95%; height: 25px;" type="text"/>	HR Comp Comments:	<input style="width: 95%; height: 25px;" type="text"/>	Executive VP of Health Sciences Comments:	<input style="width: 95%; height: 25px;" type="text"/>	EVP Administration Area Approver Comments:	<input style="width: 95%; height: 25px;" type="text"/>	EVP Provost Area Approver Comments:	<input style="width: 95%; height: 25px;" type="text"/>	<input style="border: 1px solid black;" type="button" value=" << RETURN TO PREVIOUS "/>	<input style="border: 1px solid black;" type="button" value=" CONTINUE TO NEXT PAGE >> "/>	<input style="border: 1px solid black;" type="button" value=" SAVE AND STAY ON THIS PAGE "/>
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Department Originator can enter comments pertaining to the posting. Any comments entered will be viewable by all areas.

Department Originator Comments: (Faculty, Staff, Student)

- If you are requesting a multiple hire, enter “This is a multiple hire position.” In addition, enter as much information as you can to inform employment area of your intentions.
- If you need someone other than a UNM Staff or Faculty to view applicant pool, enter “Need guest user username and password.”

Student Department Originator Comments:

- If you think this position qualifies as a community service position, enter “Please review for community service eligibility.”
- If you are adding a student employment or work study job (also known as a transfer), enter “Add work study or student employment job” –whichever applies.

Submitting the Request for Approval to the Department Approver


The View Summary screen will display.

1. Review the details of the position description carefully before continuing.
2. If edits are necessary:
 - a. Click on the **Edit** button
3. If the information is correct:
 - a. Select the appropriate radio button
 - b. Click the **Continue** button

View New Staff/Student Position (Request Posting if applicable) Summary

Please review the details of the position description carefully before continuing.

To take the action you have specified, click the **Continue** button. To edit the position description, click the **Edit** link. To exit the position description without making any changes, click the **Cancel** button.

[Edit](#)  Printer-Friendly Version

Action Status

Save Action Without Submitting
 Submit Action to Department Approver

4. Click on the **Confirm** button

Confirm Change Action Status

You are about to change this action to the following status:

Action Status

Submit Action to Department Approver

Note:

The details of your position are NOT SAVED until you confirm the action.

An action number will be generated when the action is saved or forwarded by the Department Originator.



Modify Existing Position

Modify Existing Position has two differences from Requesting a New Position

- Modification Purpose
- Change Classification

Modification Purpose

1. Modification Purpose is the First tab you will see in the “Modify Existing Faculty, Staff, Student” action.
2. The Department Originator will choose the appropriate “Modification Purpose.”

Modify Existing Staff/Student Position (Request Posting if applicable)

The screenshot shows a web form titled "Modify Existing Staff/Student Position (Request Posting if applicable)". At the top, there is a navigation bar with several tabs: "Modification Purpose", "Classification", "Current Position Description", "Position Details", "Funding", "Posting Form", "Posting Specific Questions", "Disqualifying / Points", "Documents", and "Comments". A callout box labeled "1" points to the "Modification Purpose" tab.

Below the navigation bar is a "CONTINUE TO NEXT PAGE >>" button. The main content area contains a red asterisk warning: "*Required information is denoted with an asterisk." Below this is a text input field labeled "What are you requesting?". To the right of this field is a list of checkboxes for modification purposes, with a callout box labeled "2" pointing to it. The list includes:

- Request Posting for this Position
- Change Position Narrative (Summary, Preferred quals, etc)
- Change Classification
- Job Specific Changes
- Change Funding (vacant positions only)
- Change Salary
- Extend Term End Date or Contract Date
- Change Appointment Type

At the bottom of the form are three buttons: "CANCEL", "PREVIEW ACTION", and "CONTINUE TO NEXT PAGE >>".



Change Classification

Modify Existing Staff/Student Position (Request Posting if applicable)

Modification Purpose	Classification	Current Position Description	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> CHANGE CLASSIFICATION </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> << RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >> </div> <div style="border: 1px solid black; padding: 2px 10px; margin-bottom: 5px;"> SAVE AND STAY ON THIS PAGE </div>									

CANCEL
PREVIEW ACTION

The “Change Classification” button is found at the bottom of the “Classification” tab and is used when changing the classification of an existing position.

Examples would be:

- Reclassification
- Career Ladder
- Incumbent leaves and the department decides to change the position title
- Vacant position never filled and department wants to change the position title

NOTE: When changing classification make sure the org number is assigned prior to saving and exiting UNMJobs. If org not assigned UNMJobs will display an action not found message when searching for the action.



Closing Your Position

Online System

Dept User's Guide
[View / Download](#)

To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

Active						
452 Records						
▼ Position Title	▲ Posting Number	▲ Apps In Process	▼ Job Open Date	▲ Job Close Date	▼ Organization	▼ Posting Status
Program Specialist View	0802313	1 Get Reports List	07-27-2009	Open Until Filled	158B STA University College Gen Admin	Posted Close/Remove from Web
Unit Administrator View	0802314	4 Get Reports List	07-27-2009	Open Until Filled	726A STA UNM Public Events	Posted Close/Remove from Web

The DO has the option to Close/Remove a posting from the Web¹. The DO can designate the posting as closed/removed from web for any of the following reasons:

Faculty²:

- The Chair of the Search Committee and/or Hiring Official has determined the DO should close/remove the posting.
- Finalist has accepted and signed an offer letter.
- Hiring proposal has been initiated.
- The recruitment is determined to be unsuccessful and/or there is a lack of funding.

Staff:

- A finalist has been determined and the "For Best Consideration" date³ **has** passed.
- The hiring proposal has been initiated.
- The recruitment is determined to be unsuccessful.
- There is an adequate applicant pool and the "For Best Consideration" date³ **has** passed.

Student:

- Department must notify Student Employment to change the position's status to "Designated as Filled."
- Submit the "Request to Designate Position as Filled in UNMJobs" form found on the student employment website or at <http://www.unm.edu/~wsestudy/ffillform5.html>

If unknown or any questions please contact the appropriate employment area prior to closing your posting.

¹ **Designating a posting as closed/removed from web** does not change current applicant status; however, it does prevent additional new applicants from applying to the posting. The DO can still manage the pool after the posting has been closed/removed from web. **Designating a posting as filled** dispenses the pool and changes applicant status in the applicant view of the UNMJobs system.

² Temporary part-time Faculty postings and other multiple hire postings should only be designated as closed/removed from web after the last hire has been seated.

³ For Best Consideration is defined on page 21 of this user guide.



VIEWING APPLICANTS TO YOUR POSTINGS

Viewing/Screening Your Applicants

Online System

Dept User's Guide
[View / Download](#)

To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

Active						
452 Records						
<input checked="" type="checkbox"/> Position Title	<input checked="" type="checkbox"/> Posting Number	<input checked="" type="checkbox"/> Apps In Process	<input checked="" type="checkbox"/> Job Open Date	<input checked="" type="checkbox"/> Job Close Date	<input checked="" type="checkbox"/> Organization	<input checked="" type="checkbox"/> Posting Status
Program Specialist View	0802313	1 Get Reports List	07-27-2009	Open Until Filled	158B STA University College Gen Admin	Posted Close/Remove from Web
Unit Administrator View	0802314	4 Get Reports List	07-27-2009	Open Until Filled	726A STA UNM Public Events	Posted Close/Remove from Web

The DO has the option to "Close/Remove from Web." The DO can close the posting when:

- There is an adequate applicant pool
- The hiring proposal is started
- There is not an adequate applicant pool and the department wants to repost

Underneath the **Job Postings** heading on the left navigation bar, click on View Active or Historical Postings.

Active Postings: Postings that are Active are either:

- Currently posted on the applicant site, or
- No longer posted but contain applicants still under review

The **Apps In Process** column shows the number of applicants that have applied to the posting.

Historical Postings: Postings that are Historical are either:

- Filled and are no longer listed on the applicant website
- Cancelled and therefore not listed on the applicant website

After logging in to the system, if you have a Posting that is currently accepting applications, you will see it on the list of **Active Postings**.

You may sort the complete list of postings by clicking on the to the left of the desired title heading.

- Job Postings
- Active Postings
- Historical Postings
- Search Hiring Proposals
- Classifications
- Search Classifications
- Create Classifications
- From Classification
- From Scratch
- Position Descriptions
- Begin New Action
- Search Actions
- Pending Actions
- Search Positions
- Admin
- Home
- Change Default View
- Change Password
- Logout

Welcome **Sample Dept Originator**. You are logged in with User View. Thursday, October 2, 2008

Online System

Dept User's Guide
[View / Download](#)

To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

Active						
2 Records						
▼ Position Class Title	▲ Posting Number	▲ Apps In Process	▼ Job Open Date	▲ Job Close Date	▼ Organization	▼ Posting Status
HR SERVICES REPRESENTATIVE View	0600119	0 Get Reports List	09-24-2008	10-15-2008	730B5 STA HR Dept Service Center	Posted
COORDINATOR, SPECIAL EVENTS View	0600097	3 Get Reports List	09-22-2008	10-22-2008	007A STA HSC Clinical Contracting	Posted

1

1. Click on the **View** link below the relevant title to view the details of a specific posting, including the description and the applicants to that posting.



The **Active Applicants** screen will display.

- You will notice the posting data is divided into tabs, listed across the top, starting with "Applicants". This first tab lists the applicants who have applied to this posting. Additional information is also provided on this screen, including their date applied, status, etc. You may click through the other tabs at the top of the screen to view more details about the posting, including Screening Questions and Points.

2

Applicants	Posting Details	Documents	Posting Specific Questions	Disqualifying / Points	Hiring Steps	Guest User	DRA	Notes / History
------------	-----------------	-----------	----------------------------	------------------------	--------------	------------	-----	-----------------

Active Applicants

3 Records

Name	Documents	Score	Date Applied	Status	External Status	All / None
Bee, apple View Staff/UNM Temps Employment Application	Cvr Ltr Res	50	04-06-2009	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>
Doe, John View Staff/UNM Temps Employment Application	Cvr Ltr Res	100	04-06-2009	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>
Fey, Tina View Staff/UNM Temps Employment Application	Cvr Ltr Res	63	04-06-2009	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

Refresh	View Multiple
Minimum Score: <input type="text"/> Include: <input checked="" type="checkbox"/> Active Applicants <input type="checkbox"/> Inactive Applicants <input type="button" value="REFRESH"/>	<input type="button" value="VIEW MULTIPLE APPLICATIONS"/> <input type="button" value="VIEW MULTIPLE DOCUMENTS"/> Applications / documents will open in a new window. To print, select File > Print after documents appear in that window. Documents may take several minutes to load. <input type="button" value="CONTINUE TO NEXT PAGE >>"/>
<input type="button" value="SAVE AND STAY ON THIS PAGE"/>	

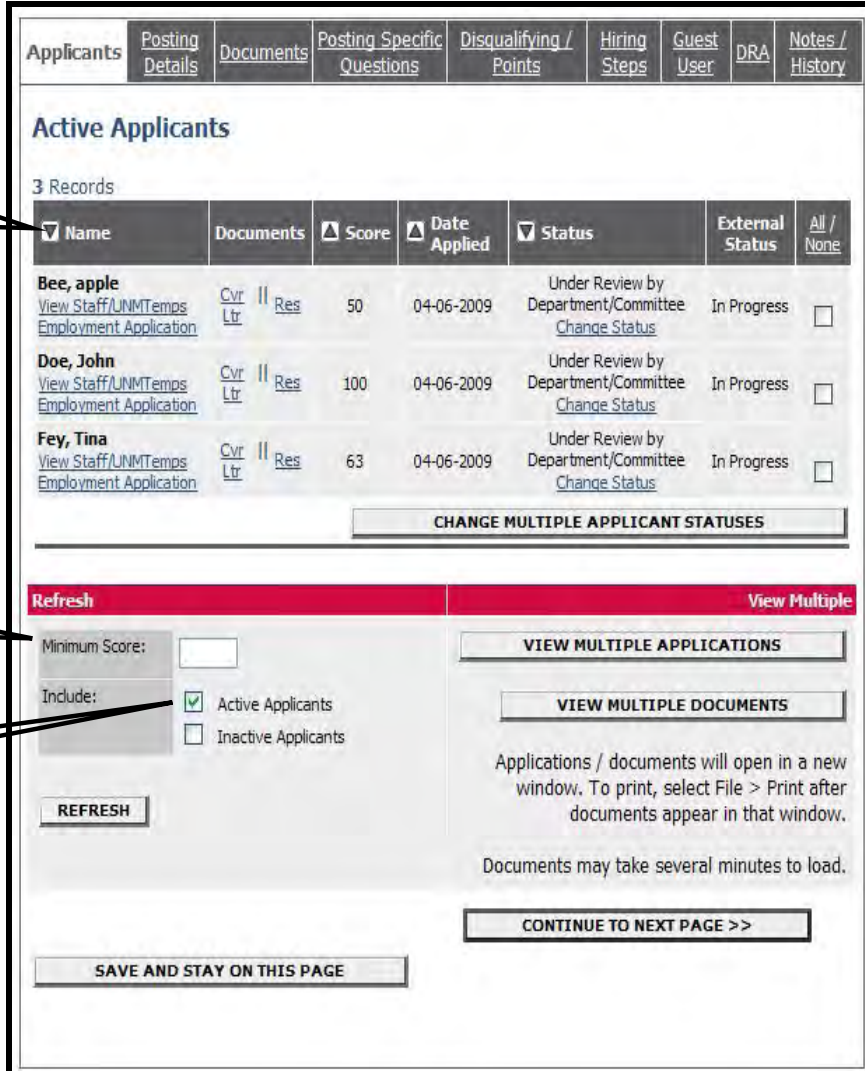
From the screen shown above you may perform a number of tasks, including:

- Sort and view applicants by different criteria
- Print applications and documents
- Change an applicant's status

Sorting & Filtering Applicants by Different Criteria

To sort applicants by Name, Date Applied, etc:

1. Click the **arrow** at the top of the data column you wish to sort. The order in which applicants are displayed will change accordingly.



Applicants | Posting Details | Documents | Posting Specific Questions | Disqualifying / Points | Hiring Steps | Guest User | DRA | Notes / History

Active Applicants

3 Records

<input checked="" type="checkbox"/> Name	Documents	▲ Score	▲ Date Applied	▼ Status	External Status	All / None
Bee, apple View Staff/UNM Temps Employment Application	Cvr Ltr Res	50	04-06-2009	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>
Doe, John View Staff/UNM Temps Employment Application	Cvr Ltr Res	100	04-06-2009	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>
Fey, Tina View Staff/UNM Temps Employment Application	Cvr Ltr Res	63	04-06-2009	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>

CHANGE MULTIPLE APPLICANT STATUSES

Refresh | **View Multiple**

Minimum Score:

Include: Active Applicants Inactive Applicants

REFRESH

VIEW MULTIPLE APPLICATIONS

VIEW MULTIPLE DOCUMENTS

Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.

Documents may take several minutes to load.

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

To filter applicants by score:

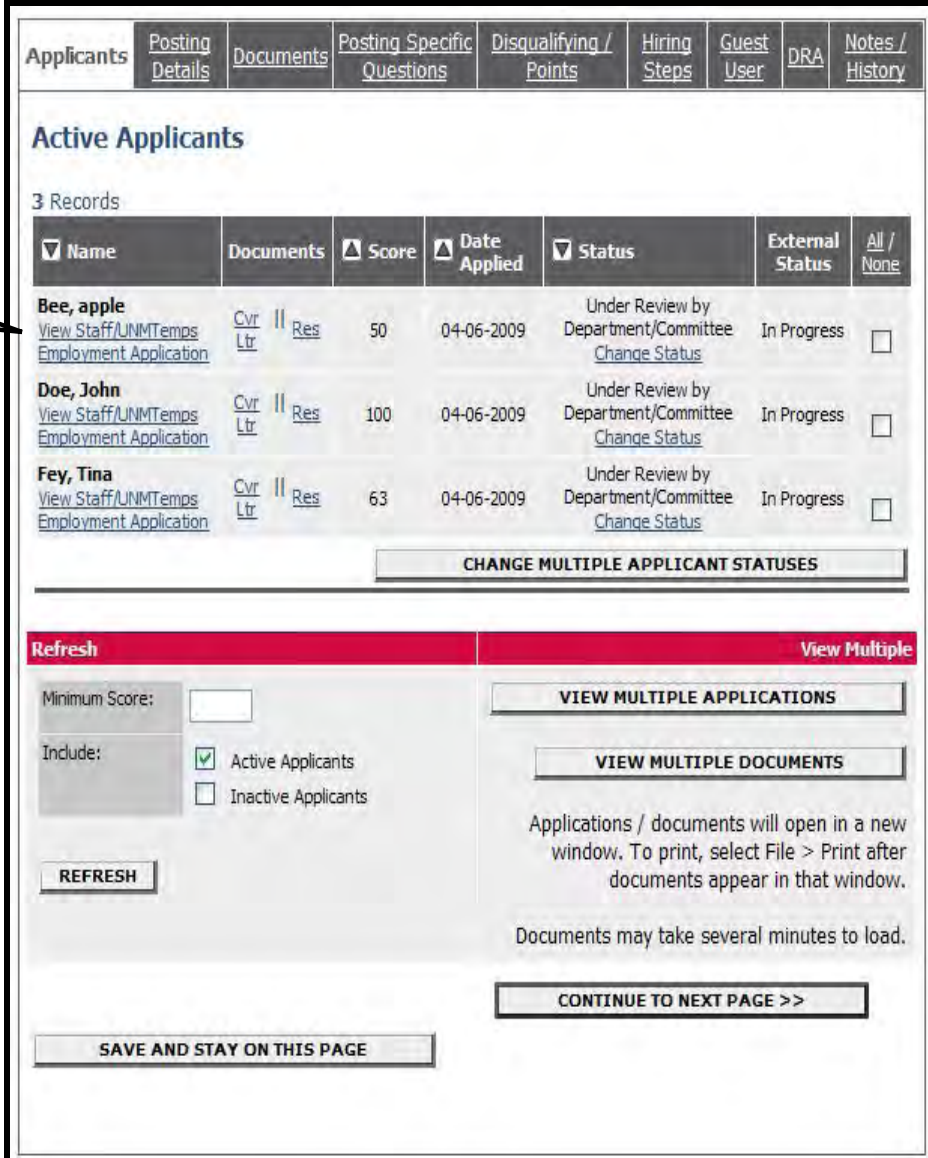
2. Enter a numeric value in the Minimum Score box, and click **Refresh**. Only applicants meeting the score entered (and higher) will be included in your results. The applicant self-score is a percentage of the total score. Example: Department top score is 1000, applicant score equals 50, this means applicant score is 50% of 1000 or 500.

To choose to show Active Applicants, Inactive Applicants, or both:

3. Check the boxes next to “Active Applicants” (active applicants are those still under review) and “Inactive Applicants” (inactive applicants are no longer under review). Click the **Refresh** button to refresh the screen.

Viewing and Printing Applications

1. To view and print a single application, click the link **View Employment Application** under the applicant's name from the "Active Applicants" screen.



The screenshot shows the 'Active Applicants' section of the UNM Jobs system. It features a table with columns for Name, Documents, Score, Date Applied, Status, External Status, and All/None. Three applicants are listed: Bee, apple; Doe, John; and Fey, Tina. Each applicant has a 'View Staff/UNM Temps Employment Application' link. A callout box with the number '1' points to this link for the first applicant. Below the table is a 'CHANGE MULTIPLE APPLICANT STATUSES' button. At the bottom, there are sections for 'Refresh' and 'View Multiple' with various filters and buttons like 'VIEW MULTIPLE APPLICATIONS', 'VIEW MULTIPLE DOCUMENTS', 'REFRESH', 'CONTINUE TO NEXT PAGE >>', and 'SAVE AND STAY ON THIS PAGE'.

Applicants	Posting Details	Documents	Posting Specific Questions	Disqualifying / Points	Hiring Steps	Guest User	DRA	Notes / History
Active Applicants								
3 Records								
▼ Name	Documents	▲ Score	▲ Date Applied	▼ Status	External Status	All / None		
Bee, apple View Staff/UNM Temps Employment Application	Cvr Ltr Res	50	04-06-2009	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>		
Doe, John View Staff/UNM Temps Employment Application	Cvr Ltr Res	100	04-06-2009	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>		
Fey, Tina View Staff/UNM Temps Employment Application	Cvr Ltr Res	63	04-06-2009	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>		
CHANGE MULTIPLE APPLICANT STATUSES								
Refresh				View Multiple				
Minimum Score:	<input type="text"/>	VIEW MULTIPLE APPLICATIONS						
Include:	<input checked="" type="checkbox"/> Active Applicants <input type="checkbox"/> Inactive Applicants	VIEW MULTIPLE DOCUMENTS						
REFRESH		Applications / documents will open in a new window. To print, select File > Print after documents appear in that window. Documents may take several minutes to load.						
		CONTINUE TO NEXT PAGE >>						
SAVE AND STAY ON THIS PAGE								

2. After clicking on this link, a screen will appear in a new browser window. It may take a few moments for the information to load into the new window.
3. Select File>Print from your browser's menu to print the applications. There is a signature line at the bottom of the page for obtaining the applicant's signature, if necessary.
4. To close the window, click the **Close Window** link, or click the X in the upper right-hand corner of the window (this will NOT log you out of the system – it will simply return you to the list of Applicants on the "View Applicants" screen).



To view and print multiple applications at the same time, perform the following steps:

1. Check the boxes next to the corresponding applicants whose applications you wish to print (or click the "All/None" link). These boxes are located on the right side of the page.
2. Click the View Multiple Applications button.
3. A new window will appear (it may take several moments to load). This window contains all the applications you selected to print.
4. Select File > Print from your browser's menu to print the application(s).

Applicants	Posting Details	Documents	Posting Specific Questions	Disqualifying / Points	Hiring Steps	Guest User	DRA	Notes / History
Active Applicants								
3 Records								
<input checked="" type="checkbox"/> Name	Documents	Score	Date Applied	<input checked="" type="checkbox"/> Status	External Status	All / None		
Bee, apple View Staff/UNM Temps Employment Application	Cvr Ltr Res	50	04-06-2009	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>		
Doe, John View Staff/UNM Temps Employment Application	Cvr Ltr Res	100	04-06-2009	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>		
Fey, Tina View Staff/UNM Temps Employment Application	Cvr Ltr Res	63	04-06-2009	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>		
CHANGE MULTIPLE APPLICANT STATUSES								
Refresh				View Multiple				
Minimum Score: <input type="text"/>				VIEW MULTIPLE APPLICATIONS				
Include: <input checked="" type="checkbox"/> Active Applicants <input type="checkbox"/> Inactive Applicants				VIEW MULTIPLE DOCUMENTS				
REFRESH				Applications / documents will open in a new window. To print, select File > Print after documents appear in that window. Documents may take several minutes to load.				
SAVE AND STAY ON THIS PAGE				CONTINUE TO NEXT PAGE >>				

1

2

Viewing and Printing Documents

This process is very similar to printing applications, except the documents appear in the Adobe Acrobat Reader software. This is done to preserve the integrity of the documents' formatting, and to assist in preventing viruses from entering the system via documents attached by applicants.

To view and print a single document (such as a resume or cover letter) that the applicant attached when applying for the posting:

1. Click the link of the document under the column labeled **Documents** from the "Active Applicants" screen.

Applicants	Posting Details	Documents	Posting Specific Questions	Disqualifying / Points	Hiring Steps	Guest User	DRA	Notes / History
Active Applicants								
3 Records								
▼ Name	Documents	▲ Score	▲ Date Applied	▼ Status	External Status	All / None		
Bee, apple View Staff/UNMTemps Employment Application	Cvr Ltr Res	50	04-06-2009	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>		
Doe, John View Staff/UNMTemps Employment Application	Cvr Ltr Res	100	04-06-2009	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>		
Fey, Tina View Staff/UNMTemps Employment Application	Cvr Ltr Res	63	04-06-2009	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>		

1

2. After clicking the link, a new window will appear (it may take several moments to load) in Adobe Acrobat Reader. This window contains the document for the applicants you selected to print.
3. Select File>Print from the Adobe Acrobat Reader menu to print the document.
4. To close the window, click on the X in the upper right corner of the window (this will NOT log you out of the system – it will simply return you to the list of applicants on the "View Posting" screen).



To view and print multiple documents at the same time, perform the following steps:

1. Check the boxes next to the corresponding applicants you wish to print (or click the **All/None** link). These boxes are located on the right side of the page.
2. Click the **View Multiple Documents** button.
3. Select File>Print from the Adobe Acrobat menu.

Applicants	Posting Details	Documents	Posting Specific Questions	Disqualifying / Points	Hiring Steps	Guest User	DRA	Notes / History
Active Applicants								
3 Records								
<input type="checkbox"/> Name	Documents	<input type="checkbox"/> Score	<input type="checkbox"/> Date Applied	<input type="checkbox"/> Status	External Status	<input type="checkbox"/> All / None		
Bee, apple View Staff/UNM Temps Employment Application	Cvr Ltr Res	50	04-06-2009	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>		
Doe, John View Staff/UNM Temps Employment Application	Cvr Ltr Res	100	04-06-2009	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>		
Fey, Tina View Staff/UNM Temps Employment Application	Cvr Ltr Res	63	04-06-2009	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>		
CHANGE MULTIPLE APPLICANT STATUSES								
Refresh				View Multiple				
Minimum Score: <input type="text"/> Include: <input checked="" type="checkbox"/> Active Applicants <input type="checkbox"/> Inactive Applicants <input type="button" value="REFRESH"/>				<input type="button" value="VIEW MULTIPLE APPLICATIONS"/> <input type="button" value="VIEW MULTIPLE DOCUMENTS"/> Applications / documents will open in a new window. To print, select File > Print after documents appear in that window. Documents may take several minutes to load. <input type="button" value="CONTINUE TO NEXT PAGE >>"/> <input type="button" value="SAVE AND STAY ON THIS PAGE"/>				

To see reports, go to Get Reports List under Applications in Process on your posting. To create screening matrices for minimum and preferred qualifications, select the Applicant Contact Information report and copy the information. Open an Excel spreadsheet and paste the applicant contact information into it. You now can add columns for your minimum and preferred qualifications to create your screening tools.



Change Applicant Status

To change status on a single applicant performs the following steps:

1. Select the **'Change Status'** link for the applicant requiring the status change.

Applicants	Posting Details	Documents	Posting Specific Questions	Disqualifying / Points	Hiring Steps	Guest User	DRA	Notes / History
Active Applicants								
3 Records								
<input checked="" type="checkbox"/> Name	Documents	<input type="checkbox"/> Score	<input type="checkbox"/> Date Applied	<input checked="" type="checkbox"/> Status	External Status	All / None		
Bee, apple View Staff/UNM Temps Employment Application	Cvr Ltr Res	50	04-06-2009	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>		
Doe, John View Staff/UNM Temps Employment Application	Cvr Ltr Res	100	04-06-2009	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>		
Fey, Tina View Staff/UNM Temps Employment Application	Cvr Ltr Res	63	04-06-2009	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>		
CHANGE MULTIPLE APPLICANT STATUSES								

1

The **Change Applicant Status** screen will display.

Change Applicant Status

Name	Documents	Status	Selection Reason
Who, Lisa View Staff Employment Application		Under Review by Department/Committee <input type="button" value="v"/>	Choose Option Below: <input type="button" value="v"/>



- Click on the drop down arrow in the **Status** field to make a status selection.

Change Applicant Status

Name	Documents	Status	Selection Reason
Who, Lisa View Staff Employment Application		Recommend for Hire	Choose Option Below: <input type="button" value="v"/>

3

- Click the **Continue To Confirm Page** button.
- The status has been changed.

Change Applicant Status

Name	Documents	Status	Selection Reason
Who, Lisa View Staff Employment Application		Recommend for Hire	

5

- Click the **Save Status Changes** button.

To change status on multiple applicants perform the following steps:

- Check the boxes for the applicants requiring a status change.
- Click on the **Change Multiple Applicant Statuses** button.

Applicants	Posting Details	Documents	Posting Specific Questions	Disqualifying / Points	Hiring Steps	Guest User	DRA	Notes / History
Active Applicants								
3 Records								
<input checked="" type="checkbox"/> Name	Documents	▲ Score	▲ Date Applied	▼ Status	External Status	All / None		
Bee, apple View Staff/UNM Temps Employment Application	Cvr Ltr Res	50	04-06-2009	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>		
Doe, John View Staff/UNM Temps Employment Application	Cvr Ltr Res	100	04-06-2009	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>		
Fey, Tina View Staff/UNM Temps Employment Application	Cvr Ltr Res	63	04-06-2009	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>		
<input type="button" value="CHANGE MULTIPLE APPLICANT STATUSES"/>								



The **Change Applicant Status** screen will display.

Change Applicant Status

Change For All Applicants:	Status Under Review by Department/Committee ▼	Selection Reason Choose Option Below: ▼
-----------------------------------	---	---

Name	Documents	Status	Selection Reason
Who, Lisa <small>View Staff Employment Application</small>		Under Review by Department/Committee ▼	Choose Option Below: ▼
Montana, Hannah <small>View Staff Employment Application</small>	Other Cvr Ltr Res	Under Review by Department/Committee ▼	Choose Option Below: ▼

CONTINUE TO CONFIRM PAGE >>
RESET TO ORIGINAL STATUS
CANCEL

3. Click on the drop down arrow in the **Status** field to make a status selection for each applicant.

Change Applicant Status

Change For All Applicants:	Status Under Review by Department/Committee ▼	Selection Reason Choose Option Below: ▼
-----------------------------------	---	---

Name	Documents	Status	Selection Reason
Who, Lisa <small>View Staff Employment Application</small>		Not Hired ▼	Does not meet minimum qualifications ▼
Montana, Hannah <small>View Staff Employment Application</small>	Other Cvr Ltr Res	Recommend for Hire ▼	Choose Option Below: ▼

CONTINUE TO CONFIRM PAGE >>
RESET TO ORIGINAL STATUS
CANCEL

4. If **“Not Hired”** is selected as a status, you must also add a selection reason.
 Note: See Selection reasons on next page.

For Staff Only

Effective July 19, 2010, UNMJobs Department Originators will have the ability to automatically notify applicants by email if the applicant is not hired for a position, or if the posting has been canceled. Please see the attached Quick Reference Sheet for instructions on this new process and bookmark this link for future reference: <http://hr.unm.edu/docs/unmjobs/email-notification-quick-reference-sheet.docx>.

For questions contact unmjobs@unm.edu or call HRPR Support at 277-4777 (HRPR).

5. Click the **Continue To Confirm Page** button.



Selection reasons for "not hired"

1. Unable to support candidate's research (Faculty only)
2. Less competitive based on teaching evaluation (Faculty only)
3. Class cancelled/Not offered (TPT Faculty only)
4. Candidate not available at time of course offering (TPT Faculty only)
5. Less competitive based on publications/research/creative works (Faculty only)
6. Insufficient research/publications/creative works (Faculty only)
7. Insufficient teaching experience (Faculty only)
8. Less competitive based on quality of recommendations (Faculty only)
9. Insufficient evidence of service (Faculty only)
10. Insufficient administrative experience (Faculty only)
11. Unfavorable/weak/unsupportive references (Staff only)
12. Review of Human Resources Personnel file was unfavorable (Staff only)
13. No work Study award (Student only)
14. Candidate withdrew
15. Candidate does not meet minimum qualifications
16. Candidate did not show up for interview
17. Candidate declined interview
18. Candidate interview showed inconsistency with application materials information
19. Less competitive based on interview performance
20. Less competitive based on education, training, or certification level
21. Candidate salary requirement too high
22. Candidate application material not complete
23. Candidate application material received past deadline
 - Staff - use for a candidate who applied after "For Best Consideration date" and candidates who applied after the departments application review date
24. Less competitive based on application material
 - Staff – use when department has determined a cut off score
25. Candidate did not possess degree/licensure specified in minimum/preferred qualifications
26. Unable to verify transcripts/license/certification information
27. Unable to contact
28. Insufficient evidence of clinical experience
29. Not eligible to work in the U.S.
30. Candidate is acceptable as an alternate
31. Less competitive based on stated work experience
32. Less competitive based on past research funding
33. Candidate availability date not compatible with department needs
34. Candidate did not successfully pass pre-employment screening or criminal background check
35. Candidate not eligible for hire as determined by Employment Area
36. Limited subject expertise
37. Insufficient directly related experience
38. Posting canceled



6. The status has been changed.
7. When a position is designated as filled, an email notification will automatically be sent out to applicants with a “ Not Hired” status informing them that position has been filled. Furthermore, an email notification will be sent out if the posting has been canceled.

Change Applicant Status

Name	Documents	Status	Selection Reason
Who, Lisa View Staff Employment Application		Not Hired	Does not meet minimum qualifications
Montana, Hannah View Staff Employment Application	Other Cvr Ltr Res	Recommend for Hire	

7 SAVE STATUS CHANGES >> CANCEL

8. Click the **Save Status Changes** button.

Documents

You will be required to attach additional documentation to support your Hiring Request. You may attach a particular document by clicking the ‘Attach’ link next to the specific type of document you want to attach to your position.

Applicants	Posting Details	Documents	Posting Specific Questions	Disqualifying / Points	Hiring Steps	Guest User	DRA	Notes / History
----------------------------	---------------------------------	------------------	--	--	------------------------------	----------------------------	---------------------	---------------------------------

Faculty documents to be attached:

- Screening for Minimum Qualifications
- Screening for Preferred Qualifications
- Composite Ranking
- Departmental Justification Summary
- Itinerary – Interview Questions

Staff documents to be attached:

- Interview Questions for Non-Selected Candidates
 - 4 slots
- Reference Check for Non-Selected Candidates
 - 2 slots

Attachments slots labeled “Other” will be available for the Department Originator to attach any other needed documents.



Department Reasonable Assessment (DRA) Process

Use this tab to make a reasonable assessment of ethnicity and gender for all applicants who were interviewed.

1. In order to populate applicants into the DRA Tab, the department must change the applicant status to "Selected for Campus Interview"

Applicants	Posting Details	Documents	Posting Specific Questions	Disqualifying / Points	Hiring Steps	Guest User	DRA	Notes / History
Active Applicants								
3 Records								
▼ Name	Documents	▲ Score	▲ Date Applied	▼ Status	External Status	All / None		
Bee, apple View Staff/UNM Temps Employment Application	Cvr Res	50	04-06-2009	Selected for Campus Interview Change Status	In Progress	<input type="checkbox"/>	1	
Doe, John View Staff/UNM Temps Employment Application	Cvr Res	100	04-06-2009	Selected for Campus Interview Change Status	In Progress	<input type="checkbox"/>		
Fey, Tina View Staff/UNM Temps Employment Application	Cvr Res	63	04-06-2009	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>		
CHANGE MULTIPLE APPLICANT STATUSES								

2. Click on the **DRA** Tab.
3. Click on the **Add New Entry** button.

Applicants	Posting Details	Documents	Posting Specific Questions	Disqualifying / Points	Hiring Steps	Guest User	DRA	Notes / History
<p>Department Reasonable Assessment: use this tab to make a reasonable assessment of race and gender for applicants who were interviewed and chose not to disclose race and gender on their application.</p> <p>To add a new Entry, click the Add New Entry button below. To view more details about an existing entry, click the View link for the entry. To edit an existing entry, click the Edit link for that entry. To delete an existing entry, click the Delete link for that entry.</p>								
Existing Entries								
No Records Found								
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px 10px; background-color: #e0e0e0;">ADD NEW ENTRY</div> <div style="border: 1px solid black; padding: 2px 10px; background-color: #e0e0e0;"><< RETURN TO PREVIOUS</div> <div style="border: 1px solid black; padding: 2px 10px; background-color: #e0e0e0;">CONTINUE TO NEXT PAGE >></div> </div> <div style="display: flex; justify-content: center; margin-top: 5px;"> <div style="border: 1px solid black; padding: 2px 10px; background-color: #e0e0e0;">SAVE AND STAY ON THIS PAGE</div> </div>								

Add New Entry

A candidate's name may not appear in the drop down menu if he or she has just been put in the "Selected for Campus Interview" status. Please save the posting, exit, then go back into the posting and return to the DRA tab. Select the candidate's name from the drop down menu and enter the DRA.

* Required information is denoted with an asterisk.



The screenshot shows a web form for adding a new entry. It includes a 'Candidate' dropdown menu, a 'Gender' section with radio buttons for 'Female', 'Male', and 'No Response', and a 'Race/Ethnicity' section with radio buttons for 'Black or African American', 'American Indian or Alaskan Native', 'Asian', 'Hispanic', 'Native Hawaiian or Other Pacific Islander', 'White', and 'No Response'. Below these fields are 'ADD ENTRY' and 'CANCEL' buttons. Numbered callouts point to the dropdown arrow (4), the 'Female' radio button (5), the 'Asian' radio button (6), and the 'ADD ENTRY' button (7).

4. Click on the **Drop Down arrow** next to the Candidate field. You should see all of the applicants who you previously changed their status to "Selected for Campus Interview. Select the appropriate candidate for which you want to create a record.
5. Select the appropriate gender based on your reasonable assessment during the interview process.
6. Select the appropriate ethnicity based on your reasonable assessment during the interview process.
7. Click the **Add Entry** button.

Applicants	Posting Details	Documents	Posting Specific Questions	Disqualifying / Points	Hiring Steps	Guest User	DRA	Notes / History						
<p>✓ The entry has been added.</p> <p>Department Reasonable Assessment: use this tab to make a reasonable assessment of race and gender for applicants who were interviewed and chose not to disclose race and gender on their application.</p> <p>To add a new Entry, click the Add New Entry button below. To view more details about an existing entry, click the View link for the entry. To edit an existing entry, click the Edit link for that entry. To delete an existing entry, click the Delete link for that entry.</p> <p>ADD NEW ENTRY</p> <p>Existing Entries</p> <p>1 Record</p> <table border="1"> <thead> <tr> <th>▲ Candidate</th> <th>▼ Gender</th> <th>▼ Ethnicity</th> </tr> </thead> <tbody> <tr> <td> Bee, apple View Edit Delete </td> <td>Female</td> <td>Asian or Pacific Islander</td> </tr> </tbody> </table> <p>ADD NEW ENTRY</p> <p><< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >></p> <p>SAVE AND STAY ON THIS PAGE</p>									▲ Candidate	▼ Gender	▼ Ethnicity	Bee, apple View Edit Delete	Female	Asian or Pacific Islander
▲ Candidate	▼ Gender	▼ Ethnicity												
Bee, apple View Edit Delete	Female	Asian or Pacific Islander												

8

9

- The record you created will appear. You can View, Edit, or Delete this record.
- Click Add New Entry to continue the DRA process for all of the applicants you interviewed.

For more information on the DRA, please log on to: [http://unmjobsresources.unm.edu/index-account-codes.php#department-reasonable-assessment-\(dra\)-changes-and-instructions](http://unmjobsresources.unm.edu/index-account-codes.php#department-reasonable-assessment-(dra)-changes-and-instructions)



HIRING PROPOSAL

Once you have decided on an applicant to hire and a tentative offer has been made, you may begin the hiring proposal.

Hiring Proposal	Funding	Documents	HP Comments
---------------------------------	-------------------------	---------------------------	-----------------------------

Field Name	
Legal First Name	Not Editable: Defaults from application
Middle Name	Defaults from application
Legal Last Name	Defaults from application
Legal Suffix	Defaults from application
Professional Suffix (degree)	Defaults from application
Mailing Address Line 1	Defaults from application
Mailing Address Line 2	Defaults from application
City	Defaults from application
State	Defaults from application
Zip Code	Defaults from application
Country	Defaults from application
Home Phone	Defaults from application
Message Phone	Defaults from application
International Phone	Defaults from application
Email Address	Defaults from application
UNM ID	Not Editable: Defaults from application; verify in Banner if applicable
Position Class Title	Not Editable
Position Class Code	Not Editable
Working Title	Not Editable: Defaults from posting; verify that the information is correct
Position Title	Not Editable: Defaults from posting; verify that it matches the position class title
Position Number	Not Editable:
Position Sequence Number:	Not Editable: System generated at posting
Appointment Type	Defaults from posting, ensure proper appointment type is selected Student: Select Work Study(W.S) or Student Employment(SE)
Exempt/Non-Exempt	Not Editable:
Salary Table	Not Editable:
Organization	Defaults from posting, ensure proper organization is selected
Department	Defaults from posting, ensure proper department is selected
Pay Rate	Faculty: Enter the total yearly salary Staff: For non-exempt employees enter the hourly. For exempt employees enter monthly.



	Student: Enter the hourly rate or monthly salary
Rate Type	Select the appropriate radio button based on what was entered in the pay rate field Faculty: Always select per year Staff: Do not use per year Student: Per Hour or Per Month
Start Date	Enter the day the employee starts job Faculty: For 9 month faculty enter the first day of the month of employment
End Date	Faculty: For visiting faculty enter 5/31/academic year Staff: Enter end date for 3 month short duration and 6 professional appointment non-competitive employees Student: Enter the last Friday of the Spring term, unless dept. indicates prior termination date
Contract Start Date	The day the employee starts job Students: Does not apply
Contract End Date	Faculty: Temporary and research faculty use contract date; 9 month faculty end 5/31/academic year or 7/31/current year; 12 month faculty 6/30/current year Staff: Contract end dates typically run on a fiscal calendar year. If term assignment enter term end date in this field Students: Does not apply
New employee orientation date	Staff: Orientation date will be entered by employment area Students: Does not apply
Transaction code	Select the appropriate action from the drop down menu; verify by Employment Area
Benefits Eligible	Not editable
Employee Class	Not editable
Position Appointment Percent	Staff: Enter the appointment %, i.e. full time = 100 Student: Enter 50; will be verified by employment area (if the student has a 2 nd job or if this is an add job (ADDJB) (transfer from work study to student employment), enter 25)
Supervisor	Staff and Student: Enter immediate supervisor name
Supervisor UNM ID	Staff and Student: Enter immediate supervisor UNM ID
Posting Type	Not editable
Non-Competitive Reason Code	Defaults from posting. Ensure appropriated non-competitive hire reason code is selected
Salary Grade	Not editable
Subject to Overtime	Staff: Select yes if non-exempt position or if exempt earning less than \$455 per week Student: Select No
Covered by Bargaining Unit	Staff: If appointment % less than 50 or confidential position, then non-union Student: Select No
Pre-Employment Post Offer Exam Required	Staff: Enter per job classification Student: Select No
Official Transcripts	Staff: Always select Yes
Moving Expense	If moving expenses are to be paid, enter dollar amount - see policy #4020 Student: Leave blank
Special Allowance	List any special allowances Student: Leave blank
Special Allowance Amount	List total dollar amount of special allowances Student: Leave blank
Position Justification	Comments by department - replaces PMF Student: Leave blank



Employment Area Consultant	Faculty: Select the appropriate employment area, Faculty Contracts & Services Office or SOM Faculty Contracts & Hiring Staff: Select the consultant assigned to your department. Click here to find your department's HR Consultant. Student: Select Student Employment UNM Temps: Select UNM Temps
Rank	Faculty: Select the appropriate rank from the drop down menu.
Tenure code	Faculty: Select the appropriate tenure code from the drop down menu.
Review type	Faculty: Select the appropriate review type from the drop down menu.
FTE	Faculty: Enter appropriate FTE.
Confidential Status	Not editable
Probationary/Trial	Staff: Select Probationary or Trial - 6 month probationary period for new employee first time hired at UNM or after break of at least one day of service. Thirty (30) working day trial period for employees hired internally from UNM Student (New and Rehire only): 2 month probationary period
Probationary/Trial End Date	Staff: Department calculates probation or trial date and documents Student (New and Rehire only): Calculate 2 month probation based on start date
Person signing offer letter	Staff: Enter name of person signing offer letter Student: Leave blank
Title of person signing offer letter	Staff: Enter title of person signing offer letter Student: Leave blank
Phone # of person signing offer letter	Staff: Enter phone # of person signing offer letter Student: Leave blank
Date offer letter generated	Staff: Employment area will enter date offer letter generated Student: Leave blank
Female	Not Editable
Minority	Not Editable
African American	Not Editable
Asian or Pacifica Islander	Not Editable
Hispanic	Not Editable
American Indian or Alaskan Native	Not Editable
Budgeted Full Time Equivalency	Enter budgeted FTE, might be different than actual salary
Budgeted Salary Amount	Enter budgeted FTE, might be different than actual salary Student: The total budgeted salary for the pooled position number must include the amount for all students in the position number. (For example, if you plan to hire 10 students in your UB position number who will earn 4,000 each, you will need to enter \$40,000.)



<p>Budgeted Position Justification</p>	<p>If new position, will need position justification for position control</p> <p>Student: For student employment, enter "Student is student employment and the position number is UB####."</p> <p>For state work study award, enter "Student has state work study and the position number is US####."</p> <p>For federal work study award (non-community service), enter "Student has federal work study and the position number is UF####."</p> <p>For federal work study award (community service), enter "Student has federal work study and the position number is UFC####."</p> <p>If the position is a community service position and you do not have a UFC position number, please enter, "Need a UFC position number for community service position."</p>
<p>Department Budget Contact</p>	<p>Name of financial officer</p>



Funding

Hiring Proposal	Funding	Documents	HP Comments
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Field Name	
Index Code	Select the appropriate Index Code
Position Labor Distribution Percent	<p>Enter the percent of the labor distribution. Faculty & Staff: If using multiple index codes the combined total of all labor distributions must equal 100</p> <p>Student: For work study: Enter 30 For student employment: Enter 100</p>
Labor Account Code	<p>Select the appropriate labor account code. Student: For state work study enter 20N0 For federal {non community service} work study enter 20L0 For federal {community service} work study enter 20L2 For student employment enter 20J0</p>



Documents



Along with other tabs customized to your specific organization, you may be required to attach additional documentation to support your Hiring request. You may attach a particular document by clicking the 'Attach' link next to the specific type of document you want to attach to your position.

Faculty documents to be attached:

- Signed Offer Letter (required)
- Justification Memo for Hire (required)
- Equity Assessment

Staff documents to be attached:

- Reference Checks For Selected Candidate (required)
- Interview Questions & Responses of Selected Candidate (required)
 - Include names of interviewers, interviewees, and date of interview
- Equity Grid
 - Will need to submit ePan(s) if hire causes inequities within Department
- Summary of Hire Memo (required)
 - This document should support the hiring decision.
- Conviction Certification Form for selected candidate. Please note, there are two different forms depending on if the hire is a competitive or non competitive hire
- [Education Verification Request Form](#). For more information on education verification please log on to [Education Verification Procedures](#)

UNM Temps documents to be attached (Request Form)

- Summary of Skills and Duties for Temporary Assignment
- Approval Information

Attachments slots labeled "Other" and "Hiring Proposal Document" will be available for the Department Originator to attach any other needed documents.



Hiring Proposal Comments

Hiring Proposal	Funding	Documents	HP Comments	Action History
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**Required information is denoted with an asterisk.*

Search Coordinator Comments	
Department Originator Comments	<input style="width: 100%; height: 20px;" type="text"/>
Department Approver Comments	
Dean/Director Comments	
Institutional Budget/Position Control Comments	
Contracts & Grants Comments	
Employment Areas Comments	
EVP HSC Approver Comments	
EVP Administration Approver Comments	
EVP Provost Approver Comments	
OEO Comments	

**Required information is denoted with an asterisk.*

This is where you would enter comments. Be aware of comments entered, as they are part of the permanent record.



Submitting the Hiring Proposal for Approval to the Department Approver

The **Summary** Screen will display.

1. Select the appropriate radio button
2. Click the **Continue** button

View Hiring Proposal for Position Description Listed Below Summary

Please review the details of the position description carefully before continuing.

To take the action you have specified, click the **Continue** button. To edit the position description, click the **Edit** link. To exit the position description without making any changes, click the **Cancel** button.

[Edit](#) Printer-Friendly Version

Action Status

Save Hiring Proposal Without Submitting

Submit Hiring Proposal to Department Approver

3. Click on the **Confirm** button

Confirm Change Action Status

You are about to change this action to the following status:

Action Status

Submit Hiring Proposal to Department Approver

Note:

The details of your position are NOT SAVED until you confirm the action.



Offer Letters: Staff

Print the offer letter on your departmental letterhead, sign it, and provide a copy to the new employee for their signature.

1. Scan the signed offer letter and email to Client Services at: Clientsv@unm.edu. E-mail notification from the Department will include on the subject line: **Offer Letter, Employee Name, Title, and Department Name**. If no other hire, state in the body of the email
2. Please include Term MOU if applicable
 - Please Direct the new employee to the HR Service Center (1700 Lomas) to complete the new hire paperwork. The new employee must supply the appropriate identification to complete the I-9 form. New employee paperwork should be completed prior to the employee's start date.
 - Student Employees do not require offer letters. Please direct student employees to the Student Employment Office (1st floor Mesa Vista Hall North) to complete new hire paperwork.

Cleaning Up Your Pending Actions Queue

Department Originators may have Pending Action queues that contain pending actions that are no longer valid. Dept. Originators will have the ability to remove these pending actions. This applies to Staff, Student, and Faculty. Department Originators now have the ability to remove actions from their Pending Actions Queue for the following statuses:

- Saved Not Submitted
- Submitted to Department Approver
- Submitted to Dean/Director
- Returned to Submitter

Pending Actions

Pending Actions							
25 Records							
Position Class Title	Position Title	Action Number	Position Sequence Number	Department	Status	Action Type	Date of Last Action
Youth Summer Prog Wkr 1 View		002794			Action Submitted to UNM Temps	UNM Temps Request	05-21-2009
Youth Summer Prog Wkr 2 View		003031			Action Submitted to UNM Temps	UNM Temps Request	06-01-2009
Research Scientist 1 View	Research Scientist 1	012172	16239	AS Biology General Administrative	Action Returned to Submitter	Modify Existing Staff/Student Position (Request Posting if applicable)	06-25-2010
Temp Parttime Faculty View	Temp Parttime Faculty	013034	2028	AS Biology General Administrative	Action Saved Not Submitted	Modify Existing Faculty Position (Request Posting if applicable)	07-23-2010



View New Staff/Student Position (Request Posting if applicable) Summary

Please review the details of the position description carefully before continuing.

To take the action you have specified, click the **Continue** button. To edit the position description, click the **Edit** link. To exit the position description without making any changes, click the **Cancel** button.

[Edit](#)

[Printer-Friendly Version](#)

Action Status

- Save
- Submit Action to Department Approver
- Delete Action and Remove from Queue

CANCEL
CONTINUE

Position Details

SECTION ONE

Are you requesting a posting for this position? If yes, please fill out all tabs including the Posting Form.	Yes
Position Type:	Staff
Position Class Title:	Admin Assistant 2

ADMINISTRATIVE FUNCTIONS

Logging Out

To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link located on the bottom left side of your screen.

REQUESTING A UNMJOBS SECURITY ROLE

1. Go to the URL my.unm.edu and enter your net ID and Password
2. Click on the Employee Life tab
3. Click on Banner Authorization Request



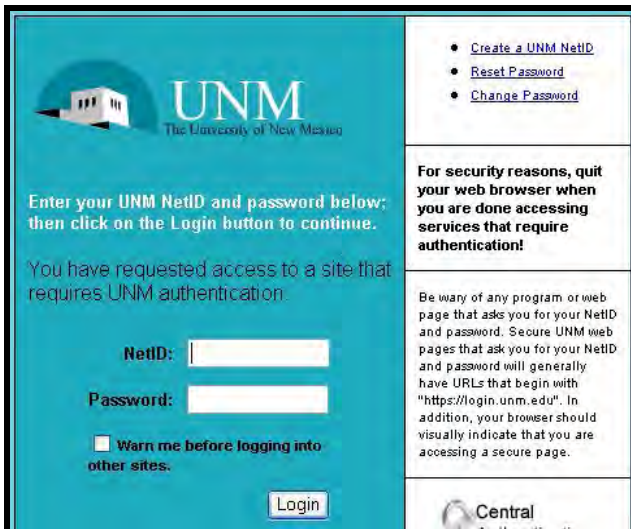
The screenshot shows the UNM Jobs website interface. At the top, there is a navigation menu with tabs: Home, Campus Life, Library, UNM E-Mail, Briefcase, Student Life, My Courses, and Employee Life (which is highlighted in red). The date December 10, 2007 is displayed in the top right corner. The main content area is divided into three columns:

- Human Resources:** Contains links for General Information (HR Home, ePAN, eJobs, Salary Structure Table), Career Development (Career Development Home Page, Education and Training, Job Enrichment, Career Ladders, Career Advancement), and Staff Resources (EHPP, EOD, OEO, Dispute Resolution).
- LoboWeb For Employees:** Features a 'Sneak Preview of LoboWeb for Employees' with a welcome message and a 'Click Here to Enter' button. Below this is a 'What is LoboWeb?' section explaining its purpose for employees. A red button labeled 'Enter LoboWeb' is visible. A notice at the bottom states: 'Due to scheduled backups, LoboWeb/LoboPhone is unavailable Saturday 7:00 pm - 9:00 pm.'
- Banner Applications:** Lists 'Transaction and Real-time Query Systems' (Internet Native Banner, LoboWeb, LoboMart, Workflow), 'Reporting' (E-Print, Hyperion), and 'Banner Resources' (Banner Authorization Requests, Report a Duplicate Person/Non-person, Search Class Schedule, Search Course Catalog, Electronic Forms, Purchasing Department Website). The 'Banner Authorization Requests' link is highlighted with a red box.

4. A Security Alert popup appears. Click 'Yes'



5. Enter your UNM Net ID and Password (for BAR login help, please see FastInfo 1584).



Start an authorizations request

1. Verify all information regarding your position at the University is correct.
2. If you currently have an incomplete request you will see an **Open Saved Access Request** button. Click on the button.
3. If you do not have an existing request you will see an **Add/Remove Access Roles** button. Click on the button.



Banner Authorization Request System

[Home](#)
[Create Request](#)
[Roles By Function](#)
[Roles By Name](#)
[Roles By Org](#)
[Search Roles](#)
[My Training](#)
[My Requests](#)
[Help](#)
[Logout](#)

Welcome to the Banner Authorization Request System

Your Current Status

Name: Lisa Renae Gamboa You don't have any Banner access in production right now.
Net ID: LGAMBOA
UNM ID: 100579704
Job Title: Training Support Analyst (Non-Exempt Staff)
Organization: 730E Employee Organizational Developme

Add or Change Access Roles

Step 1: Know what roles you need

Name: Linda J Owens ed to know what roles you'll be requesting. If you aren't sure, ask your [supervisor](#) or [supervisor's manager](#).
Net ID: Lindaje [ask roles of other people in your organization.](#)
UNM ID: 100000000
Job Title: Appins Programming
Organization: 202A ITS CIAS Services y can be granted. Your request cannot be submitted until you pass all the [required training](#) for the roles you want to request. [To see whether you have all the required training for the roles you want to request, find the roles you want and check the Training Status column.](#)

Step 3: Fill out the authorization request

Once you know the roles you need and have completed all your training, you're ready to fill out the authorization request:

[Add / Remove Access Roles](#)

Check Status of Request

Checking the status of your request

You can [check on the status of your request](#) at any time.

What happens after I submit a request?

After you submit your request, it will be routed to different people for approval. First, the request is sent to your supervisor. Once it is approved, it is sent to the approvers for each of the roles you have requested. When each of the individual roles has been approved the results are recorded in the system and the changes are made to your access roles. You will receive an email once the changes have been made in the system.

[Home](#)
[Create Request](#)
[Roles By Function](#)
[Roles By Name](#)
[Roles By Org](#)
[Search Roles](#)
[My Training](#)
[My Requests](#)
[Help](#)
[Logout](#)

NOTE: If you have existing Banner access, your current authorization is automatically copied into your new request.

Select UNMJobs role

1. Enter your supervisor's NetID. If you do not know your supervisor's NetID, please use the hotlink to the UNM Directory to look it up.
2. Explain the business reason for this role.
3. Click on the **ADD Roles** or **Select Roles** button.

BAR

[Home](#)
[Edit Request](#)
[Roles By Function](#)
[Roles By Name](#)
[Roles By Org](#)
[Search Roles](#)
[My Training](#)
[My Requests](#)
[Help](#)
[Logout](#)

Edit Authorization Request

Request ID: 21124 **Created:** Mar-09-2009 **Status:** Open

Supervisor and reason for request

Supervisor's netID: Don't know the person's netID? [Look it up in the UNM directory](#)

Reason you need this change in Banner access:
Please be specific. For example: "My job has changed and I will be entering time for my org"

To process hiring

Access roles requested

Add New Roles

[Select Roles](#)

[Copy Coworker's Roles](#)

Remove Current Roles

Remove	Role Name
<input type="checkbox"/>	HR Core Office Query
<input type="checkbox"/>	HR/Payroll Sensitive Data Reports Viewer for Departments
<input type="checkbox"/>	HR Report Viewer for Office of Employee Organizational Development
<input type="checkbox"/>	Provisioning A - PFP Status Page
<input type="checkbox"/>	Provisioning L - Service Provider Utilities



- Select UNMJobs Roles from the list of links at the top. **You may have to click on SHOW ALL ROLES first.*

- Click the check box next to the appropriate role.

<input checked="" type="checkbox"/>	Training complete	Department Originator - Faculty	Person who initiates faculty hiring actions for a department. E
<input checked="" type="checkbox"/>	Training complete	Department Originator - Staff	Person who initiates staff hiring actions for a department. Ex
<input checked="" type="checkbox"/>	Training complete	Department Originator - Student	Person who initiates student hiring actions for a department.

- Click on the **Add Selected Roles to My Request** button on the bottom of the page.

- The following will be displayed under **Access Roles Requested**.

Remove	Add New Roles	Role Name	Training Status
<input type="checkbox"/>		Department Originator - Faculty	Training complete
<input type="checkbox"/>		Department Originator - Staff	Training complete
<input type="checkbox"/>		Department Originator - Student	Training complete

Remove Add Roles



Select UNMJobs orgs

Role Specific Settings section displays.

1. Enter the org code for which you will be hiring (i.e. 730e).
2. Click the Add UNMJobs button.

Select UNMJobs Orgs

Use this box to select organizations for UNMJobs access. If you need access to all subordinate organizations within a given organization level, check the Hierarchical box located to the right of the organization after you have selected it.

None selected.

Enter org code: [Find Org Code](#) [View Org Hierarchy](#)

3. If the org code is recognized, it will display in that section. If not, you see an error message display.
4. Check the 'Hierarchical' box located to the right of the organization if you need access to a hiring org within a higher level org.

Select UNMJobs Orgs

Use this box to select organizations for UNMJobs access. If you need access to all subordinate organizations within a given organization level, check the Hierarchical box located to the right of the organization after you have selected it.

Remove	Status	UNMJobs Organization	Hierarchical?
<input type="checkbox"/>	New	730E Employee Organizational Developme	<input type="checkbox"/>
<input type="button" value="Remove"/>			

Enter org code: [Find Org Code](#) [View Org Hierarchy](#)



Review and submit

1. Confirm that all the information is correct.
2. Click the **Next** button.

BAR

[Home](#) | [Edit Request](#) | [Roles By Function](#) | [Roles By Name](#) | [Roles By Org](#) | [Search Roles](#) | [My Training](#) | [My Requests](#) | [Help](#) | [Logout](#)

Edit Authorization Request

Request ID: 21103 **Created:** Mar-05-2009 **Status:** Open

Supervisor and reason for request

Supervisor's netID: Don't know the person's netID? [Look it up in the UNM directory](#)

Reason you need this change in Banner access:
Please be specific. For example: "My job has changed and I will be entering time for my org"

Access roles requested

Remove	Add New Roles	Training Status	Remove Current Roles
	Role Name		Role Name
<input type="checkbox"/>	Department Originator - Faculty	Training complete	
<input type="checkbox"/>	Department Originator - Staff	Training complete	
<input type="checkbox"/>	Department Originator - Student	Training complete	
<input type="button" value="Remove"/>	<input type="button" value="Add Roles"/>		

Role-Specific Settings

Remove	Status	UNMJobs Organization	Hierarchical?
<input type="checkbox"/>	New	730E Employee Organizational Developme	<input type="checkbox"/>
<input type="button" value="Remove"/>			

Enter org code: [Find Org Code](#) [View Org Hierarchy](#)

Training Status

COMPLETE. According to EOD's records, you have taken all of the courses which are required for the access roles you are requesting.



3. On the "Review request before submitting" page, confirm that all the information on your BAR is correct.
4. Click **Submit Request** button, if all information on the page is correct.
5. Click the **Back** button if the information is incorrect. Correct as necessary.

BAR

[Home](#) | [Edit Request](#) | [Roles By Function](#) | [Roles By Name](#) | [Roles By Org](#) | [Search Roles](#) | [My Training](#) | [My Requests](#) | [Help](#) | [Logout](#)

Review request before submitting

Request ID: 21103
Status: Open

Request created: Mar-05-2009
Last accessed: Mar-09-2009

Supervisor and reason for request

Supervisor's netID: SSUPER (Suzie Supervisor)
Reason you need this change in Banner access: To process hiring

Access role(s) and actions requested

Action Requested	Role Name	Training Status
Add	Department Originator - Faculty	✔
Add	Department Originator - Staff	✔
Add	Department Originator - Student	✔

Organization Security

UNMJobs Organizations
Employee Organizational Developme (730E) (Non-Hierarchical)

No roles in this request can have proxies.

Training Status

COMPLETE. According to EOD's records, you have taken all of the courses which are required for the access roles you are requesting.

< Back
Withdraw Request
Save Request
Submit Request

The request is sent to the appropriate supervisor for approval and to the approvers for each role requested. Your supervisor is notified and you will receive an email confirming that the request was submitted. Once approved and changes applied, another email is sent to let you know that access has been granted. To check the status of your request, click on **My Requests** at the top of the page.