

# Guest User Instructions

## For Staff Postings



UNM **Jobs**



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## INTRODUCTION

Welcome to UNMJobs, University of New Mexico's online applicant tracking and hiring system. Our system allows applicants to provide application data in a secure environment. This allows applicants to build a single profile for a specific posting, and then save their profile to apply for future recruitments or career advancement opportunities as an employee.

As a screening committee member you will be able to:

- Log in securely to view applicant pools to which you are assigned as a screening committee member.
- View applicant's profiles, résumés, and any other supporting documentation required by the hiring officer.
- View applicant's data individually, or pick applicants to view for comparison.
- Track the screening process by viewing those applicants selected for interview, or removed as active applicants as the screening process proceeds.



## Logging into UNMJobs

Type the following URL in your browser window – [unmjobs.unm.edu/hr](http://unmjobs.unm.edu/hr)

### User Login

#### UNM Employee or Affiliate Login

##### Applicants

If you are applying for a position at the University of New Mexico, please use the

[Applicant Login.](#)

##### Guest Users

If you are not a UNM employee or affiliate, and you have been given a Guest User account, please use the

[Guest User Login.](#)

Click on Guest User Login.

Note: You are about to login to a secure system. When you are finished, please click the logout link on the navigation bar to ensure others cannot access the information in the system.

### Guest User Login

The Search Committee Chair or the UNMJobs Department Originator will supply you with a User Name and Password\*.

User Name:

Password:

**LOGIN**

You are about to log in to a secure system. When you are finished, please click the **Logout** link on the navigation bar to ensure that others cannot access the information in the system.

\* Guest Users should not share their User Name and Password and need to review [University Administrative Policies and Procedures Manual UBPPM #3210, Recruitment and Hiring, specifically, Section 3.](#) In addition, Guest Users need to be familiar with [Regent's Policy 6.2, Hiring, Promotion and Transfer.](#)



## Accessing Posting

• Welcome **Guest User**. You are logged in. Monday, January 28, 2013

Ensure Guest User appears at the top of the screen.

Dept User's Guide  
[View](#)

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						
1 Record						
<input checked="" type="checkbox"/> Position Title	<input type="checkbox"/> Posting Number	<input type="checkbox"/> Apps In Process	<input checked="" type="checkbox"/> Job Open Date	<input type="checkbox"/> Job Close Date	<input checked="" type="checkbox"/> Organization	<input checked="" type="checkbox"/> Posting Status
<b>Program Operations Director</b> <a href="#">View</a>	0817252	2	01-23-2013	Open Until Filled	196A   STA   VP for Comm Health Administration	Posted

As a Guest User, you will see all postings to which you have been provided access by the Department Originator.

Click on the **View** link below the relevant title to view the applicants who have applied for this position.



## Viewing Applicants

From this screen you may perform a number of tasks, including:

1. Sort and view applicants by different criteria, such as: highest score, earliest date applied, applicants in alphabetical order.
2. View applications and documents submitted by applicants.
3. Viewing applicants online is a secure method of reviewing documents. However, if you wish to print these documents, then follow the instructions listed next to box #3.

### View Post

#### Applicants

#### Active Applicants

2 Records

<input type="checkbox"/> Name	Documents	<input type="checkbox"/> Score	<input type="checkbox"/> Date Applied	<input type="checkbox"/> Status	References Received	All / None
<b>Spade, Brenda</b> <a href="#">Executive Profile</a>	<a href="#">Writing Sample</a>    <a href="#">Cvr Ltr</a> <a href="#">Res</a>	82	01-23-2013 <a href="#">History/ Notes</a>	Under Review by Department/Committee	0 of 0 <a href="#">Manage References</a>	<input type="checkbox"/>
<b>Smith, Frank</b> <a href="#">Executive Profile</a>	<a href="#">Writing Sample</a>    <a href="#">Cvr Ltr</a> <a href="#">Res</a>	36	01-23-2013 <a href="#">History/ Notes</a>	Under Review by Department/Committee	0 of 0 <a href="#">Manage References</a>	<input type="checkbox"/>

#### Refresh

Minimum Score:   
 Include:  Active Applicants

**REFRESH**

#### View Multiple

**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 >>**

**Note:** As a Guest User you may want to review the preferred qualifications stated in the posting while reviewing the application material. You can access the posting by going to [UNMJobs.UNM.edu](http://UNMJobs.UNM.edu) and searching on the posting number.

## Viewing and Managing Application Materials

### View Posting - Program Operations Director

How to compare multiple applications or multiple documents submitted by the applicant: Check the corresponding applicants you want to view, and then select "View Multiple Applications" or "View Multiple Documents."

▼ Name	Documents	▲ Score	▲ Date Applied	▼ Status	References Received	All / None
<b>Spade, Brenda</b> <a href="#">Executive Profile</a>	<a href="#">Writing Sample</a>    <a href="#">Cvr Ltr</a> <a href="#">Res</a>	82	01-23-2013 <a href="#">History/ Notes</a>	Under Review by Department/Committee	0 of 0 <a href="#">Manage References</a>	<input type="checkbox"/>
<b>Smith, Frank</b> <a href="#">Executive Profile</a>	<a href="#">Writing Sample</a>    <a href="#">Cvr Ltr</a> <a href="#">Res</a>	36	01-23-2013 <a href="#">History/ Notes</a>	Under Review by Department/Committee	0 of 0 <a href="#">Manage References</a>	<input type="checkbox"/>

**Refresh**
**View Multiple**

Minimum Score:

Include:  Active 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 >>**

**RETURN TO SEARCH RESULTS**

**VIEW POSTING SUMMARY >>**

## Filtering Applicants

### View Posting -

The date the applicant submitted their application will appear in this field. The Screening Committee needs to be aware of the "For Best Consideration" date listed in the posting. This date can be used as a screening tool.

**Applicants**

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**Active Applicants**

2 Records

▼ Name	Documents	▲ Score	▲ Date Applied	▼ Status	References Received	All / None
<b>Spade, Brenda</b> <a href="#">Executive Profile</a>	<a href="#">Writing Sample</a>    <a href="#">Cvr Ltr</a> <a href="#">Res</a>	82	01-23-2013 <a href="#">History/ Notes</a>	Under Review by Department/Committee	0 of 0 <a href="#">Manage References</a>	<input type="checkbox"/>
<b>Smith, Frank</b> <a href="#">Executive Profile</a>	<a href="#">Writing Sample</a>    <a href="#">Cvr Ltr</a> <a href="#">Res</a>	36	01-23-2013 <a href="#">History/ Notes</a>	Under Review by Department/Committee	0 of 0 <a href="#">Manage References</a>	<input type="checkbox"/>

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**Refresh**

Minimum Score:

Include:  Active Applicants

**REFRESH**

**View Multiple**

**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.

To filter applicants by score 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 100, applicant score equals 50; this means applicant score is 50% of 100.

[RETURN TO SEARCH RESULTS](#)

[VIEW POSTING SUMMARY >>](#)