This checklist provides the steps to post job positions. For in-depth information/help with your UNMJobs posting request, please refer to the following:

- **Department Originator User Guide**
- Your HR Consultant team
- 277-HRPR
- **UAPP M #3210, Recruitment and Hiring**

**Select "Create New Position" if:**
- The position currently does not exist within the department
  - Will need to submit list of duties/responsibilities to your HR Consultant/HR Tech via email for Compensation approval prior to submitting action
- The department does not have an established position number

**OR**

**Select "Modify Existing Position" if:**
- The department is filling an existing position (i.e., vacant position with an established position number, incumbent leaving, incumbent staying on to train, not filling the original position after completion of career ladder, etc.)

*To identify your department's vacant and established position numbers, please utilize ePrint reports: PZROEMA and PZRVACR*

**Complete all fields that pertain to your specific action request**

### Position Details Tab

#### ☐ Position Summary Information

Depending on the type of position, copy and paste the appropriate information in the “Position Summary” field:

**Benefits-Eligible Position Summary Information (if above .5 FTE)**

This is a benefits eligible position. The University of New Mexico provides a comprehensive package of benefits including medical, dental, vision, and life insurance. In addition, UNM offers educational benefits through the tuition remission and dependent education programs. See the [Prospective Employee](http://hr.unm.edu/prospectemp.php) page for a more complete explanation of UNM benefits.

#### ☐ Career Advancement

Contact your HR Consultant or refer to the [Department Originator User Guide](#).

Copy and paste the following to the Position Summary:

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.

In order to be considered for Career Advancement, UNM employees must meet the following criteria:

1. Must be a current regular employee working .5 FTE or greater.
2. Cannot be in a probationary/trial period.
3. Should have Meets Expectations or above overall rating on last performance evaluation.

#### ☐ Preferences

Address the knowledge, skills, and abilities necessary for an individual to be successful in this position.

*Optional:*

- To score the applicants on the Preferred Qualifications, you will have to enter a corresponding question in the “Posting Specific Question” tab

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To see the preferred qualification in a bulleted format on the job posting, you will be required to use HTML codes. 
  
*Example:* Heading: `<li>First Item</li><li>Second Item</li><li>Third Item</li>`

**Funding Tab**

- Enter/Edit Funding Information

**Posting Form Tab**

- **Posting Dates** (dates are not required for Internal Non-Competitive posting)
  
  For additional information on posting dates, see [Department Originator User Guide](#).

- **Applicant Documents to be Attached**
  
  Select the documents you would like the applicant to attach.

- **Recruitment Resources** (required for underutilized positions – optional for others)
  
  For additional information on recruitment resources, see the [Recruitment Services](#) page.

- **URL of Posting Department Field**
  
  Insert your department’s web address using the HTML below:

  `<a href="INSERT DEPARTMENT URL HERE" target="_blank"> INSERT DEPARTMENT NAME HERE</a>`

  **Example 1:**
  `<a href="http://hr.unm.edu" target="_blank">Human Resources</a>`

  **Example 2:**
  `<a href="http://policy.unm.edu" target="_blank">University Policy Office</a>`

- **Salary (Applicant View) Field**
  
  Please ensure this field is completed. For Exempt Staff put monthly salary, for Non-Exempt Staff put hourly rate. For part-time exempt staff enter the pro-rated monthly rate.

- **Additional Requirements for this Position Field**
  
  Insert language into this field as required per department requirements.

  **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. Employees must be credentialed per UNM HSC policies and procedures if billing for services under Medicare/Medicaid.

**Posting Specific Questions/Points**

- **Position Specific Questions**
  
  Preferred qualifications with scores assigned to each question.

  - For Career Advancement, use question numbers 36380, 36382, and 36386 (for question 36382, apply score to “No” response)
  
  - For HSC compliance questions, use question numbers 27195, 27196, 27197, 27198, 27199, and 27200
  
  - See the [Writing Screening Questions Quick Reference Guide](#) for more information on writing screening questions.
Documents Tab
*Only attach documents applicable for your posting request*

☐ Contract and Grant Information

☐ EVP approval

☐ HR Compensation approval of new position

☐ Interview questions to be asked of each selected applicant

☐ Staff Position Review Questions *(Required for School Of Medicine)*

☐ Position-specific background check (if not previously approved by HR)
  
  - A Letter of Justification explaining why the department is requesting a position-specific background check must be submitted. Refer to [UAPPM 3280](#), Background Checks, Section 2, Safety and Security Sensitive Positions, for a list of acceptable reasons.

☐ Recruitment Ad - An attachment of how you want your advertisement to appear