University of New Mexico Workflow
09/16/2008 FINAL

Staff/Student Determine Classification

User Types:
Administrator: University Scope, All Functions + User Accounts
Contracts & Grants: University Scope
Dean/Director: Department Scope
Department Originator: Department Scope, Begin Action, Begin HP
Department Approver: Department Scope
Employee: Personal Scope, Tied to Evaluations Only
Employment Areas: Department Scope, Begin Action, Begin HP
Employment Support: University Scope, Functions TBD
Evaluation Reviewer: Personal Scope, Tied to Evaluations Only
Evaluation Supervisor: Personal Scope, Tied to Evaluations Only
EVP Administration Area Approver: University Scope
EVP HSC Area Approver: University Scope
EVP Provost Area Approver: University Scope
HR Comp: University Scope, Begin Action
IB/PC: University Scope
OEO: University Scope, Begin Action, Begin HP
Screening Committee: tied to a posting only
Search Coordinator: tied to a posting only, Begin HP
Temporary Services: Department Scope, Begin Action, Begin HP

New Classification Created
Existing Classification Modified

Email sent to Department Authority, Dean/Director Area, Employment Area notifying of New Classification, Modified Classification, or "Classification Identified"
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Staff/Student Request to Post Existing Position

Départment Originator → Department Approver → Dean/Director Area → Employment Areas → Request to Post Position Approved → Special Routing

Temporary Services Request

Départment Originator → Department Approver → Dean/Director Area → Temporary Services → Temporary Services Request Filled

Postings

Départment Originator → Employment Areas or OEO Create Posting from Position → Approved for Internal → Posted → Closed/Removed from Web → Filled

Approved for Later Posting

Notes on Temporary Services Request
- Individual temporary positions are not housed in the system.
- Department Authority must pick appropriate Class Title to begin Temp Services Request.
- Upon receipt of request, Temporary Services has two options:
  1) Select and hire an applicant from a Pool Posting, notify the department, and move the Temp Services Request to 'Filled' status.
  2) Create a 'child' posting, assign it to the correct Department Authority, put it at 'Closed' status. Move applicants from Pool Posting to 'child' posting, and allow department users to recommend the appropriate applicants for hire, and initiate a temp services hiring proposal.

Applicant Statuses

Active Statuses
- Under Review by HR
- Under Review by Dept/Committee
- Selected for Telephone Interview
- Selected for Campus Interview
- Recommend for Hire
- Hired

Inactive Statuses
- Not Hired (with reasons)
- Applicant Withdrawn
- Incomplete Application
- System Declined Did Not Meet Min Quals