Accessing & Logging In to UNMJobs

☐ Thank you for participating in the pilot of this online evaluation system! To begin any task related to the performance evaluation process, you’ll first need to log in to UNM Jobs. Here’s how:

☐ Go to: http://my.unm.edu/home

☐ In the top right corner of your screen, click

☐ When prompted, enter your Username (your NetID, not your email address) and your password
  ○ Example: Jsmith

☐ After signing in, your default page should be Employee Life (unless you are also faculty and/or a student). To check that you’re in the right spot, go to the top left corner of your screen and if given a choice, click on
☐ Locate the ‘UNM Business Applications’ menu on the right hand side of the screen.

☐ Click ‘UNMJobs’.

☐ You may be directed to a log in page like the one below. If so, just re-enter your UNM email address and password.
After signing in, you should see a page similar to the one below. Note that not all options may be visible on your screen. Any tasks related to performance evaluation will begin from this screen.

If you have followed these directions and are still unable to access UNMJobs, please contact the [HRIT Help Desk](mailto:hrit.helpdesk@unm.edu).