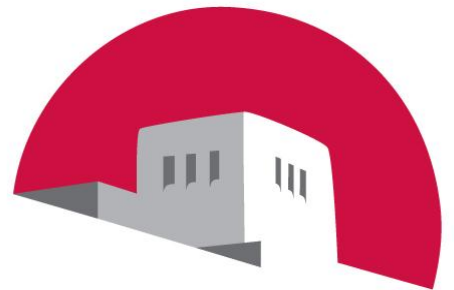


Staff Screening Committee User Guide



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

Log into MY UNM using your UNM NetID and password.

Click on "UNM Employee or Affiliate Login."

Enter your UNM NetID and password.



Accessing Postings

THE UNIVERSITY of
UNM Jobs

Job Postings
Active Postings
Admin
Home
Change User Type
Logout

Ensure your name appears at the top of the screen and that your group is "Screening/Search Committee."

You can change your current group by selecting "Change User Type."

Welcome **Michael (mibrown) Brown**. You are logged in.
Your Current Group: Screening/Search Committee. Wednesday, January 23, 2013

Online System

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

3 Records

<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
Program Operations Director View	0817252	2 Get Reports List	01-23-2013	Open Until Filled	196A STA VP for Comm Health Administration	Posted
Compensation Specialist View	0816835	11 Get Reports List	08-03-2012	Open Until Filled	730B4 STA HR Dept Compensation	Closed/Removed from Web
HR Tech View		50		Open Until	730B1 STA LHR	Closed/Removed

As a screening committee member, 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 details of a specific posting, including the job description and the applicants for that posting.



Viewing Posting Information

View Post

Selecting "Posting Preview" will open another window, and you will see the posting as it appeared for the applicant.

Reports
[Posting Preview](#)

Applicants
Posting Details
Documents
Posting Specific Questions
Notes / History

Active Applicants

2 Records

▼ Name	Documents	▲ Score	▲ Date Applied	▼ Status	External Status	All / None
Spade, Brenda Executive Profile	Writing Sample Cvr Ltr Res	82	01-23-2013	Under Review by Department/Committee	In Progress	<input type="checkbox"/>
Smith, Frank Executive Profile	Writing Sample Cvr Ltr Res	36	01-23-2013	Under Review by Department/Committee	In Progress	<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 >>

RETURN TO SEARCH RESULTS
VIEW POSTING SUMMARY >>

Selecting "View Posting Summary" will open another window, and you will see the Posting Details, Posting Specific Questions, and Notes/History.



Viewing Applicants and Posting Information

View Posting

You will notice the posting data is divided into tabs, listed across the top, starting with "Applicants." This first tab lists the applicants who self-identified as having met the minimum requirements. You may click through the other tabs at the top of the screen to view more details about the posting.

Applicants | [Posting Details](#) | [Documents](#) | [Posting Specific Questions](#) | [Notes / History](#)

Active Applicants

2 Records

<input type="checkbox"/> Name	Documents	<input type="checkbox"/> Score	<input type="checkbox"/> Date Applied	<input type="checkbox"/> Status	External Status	All / None
Spade, Brenda Executive Profile	Writing Sample Res Cvr Ltr	82	01-23-2013	Under Review by Department/Committee	In Progress	<input type="checkbox"/>
Smith, Frank Executive Profile	Writing Sample Res Cvr Ltr	36	01-23-2013	Under Review by Department/Committee	In Progress	<input type="checkbox"/>

Refresh | **View Multiple**

Minimum Score:

Include: Active Applicants

REFRESH

VIEW MULTIPLE APPLICATIONS

VIEW MULTIPLE DOCUMENTS

3 applications / documents will open in window. To print, select File > Print after documents appear in that window.

Documents may take several minutes to load.

CONTINUE TO NEXT PAGE >>

2

1

3

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

- Sort and view applicants by different criteria, such as: highest score, earliest date applied, applicants in alphabetical order.
- View applications and documents submitted by applicants.
- 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.

Viewing and Managing Application Materials

View Posting - Program Operations Director

Reports
History

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."

Active Applicants

2 Records

▼ Name	Documents	▲ Score	▲ Date Applied	▼ Status	External Status	All / None
Spade, Brenda Executive Profile	Writing Sample Cvr Ltr Res	82	01-23-2013	Under Review by Department/Committee	In Progress	<input type="checkbox"/>
Smith, Frank Executive Profile	Writing Sample Cvr Ltr Res	36	01-23-2013	Under Review by Department/Committee	In Progress	<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 >>

View Posting - Program Operations Director

Reports

Applicants | [Posting Details](#) | [Documents](#)

Active Applicants
2 Records

<input checked="" type="checkbox"/> Name	Documents	▲ Score	▲ Date Applied	▼ Status	External Status	All / None
Spade, Brenda Executive Profile	Writing Sample Cvr Ltr Res	82	01-23-2013	Under Review by Department/Committee	In Progress	<input type="checkbox"/>
Smith, Frank Executive Profile	Writing Sample Cvr Ltr Res	36	01-23-2013	Under Review by Department/Committee	In Progress	<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.

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.

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 >>](#)