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.

Select the Employee Life Tab and then click on UNMJobs.

Click on “UNM Employee or Affiliate Login.”

Enter your UNM NetID and password.
Accessing Postings

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.”

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

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

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.

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.

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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.”

Active Applicants

2 Records

<table>
<thead>
<tr>
<th>Name</th>
<th>Documents</th>
<th>Score</th>
<th>Date Applied</th>
<th>Status</th>
<th>External Status</th>
<th>All / None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spade, Brenda</td>
<td>Writing</td>
<td>82</td>
<td>01-23-2013</td>
<td>Under Review by Department/Committee</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sample</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Res</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith, Frank</td>
<td>Writing</td>
<td>36</td>
<td>01-23-2013</td>
<td>Under Review by Department/Committee</td>
<td>In Progress</td>
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<td>Res</td>
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</tr>
</tbody>
</table>

Refresh

- Minimum Score: [ ]
- Include: [ ] Active Applicants

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 >>
Filtering Applicants

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.