UNM HUMAN RESOURCES
EMPLOYEE & ORGANIZATIONAL
DEVELOPMENT

Department Originator User Guide

Faculty, Staff, and Student

UNM Jobs

EOD 550F
EOD 550SF
EOD 550ST

THE UNIVERSITY of NEW MEXICO

UNM Jobs

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Vision

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Employee & Organizational Development
Division of Human Resources
June 4, 2010

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Overview

The University of New Mexico recognizes its responsibility to extend equal employment and educational opportunities to all qualified individuals. This University exists to educate, to conduct research and other creative activities, and to perform other related services on behalf of the community which supports it. The University has a responsibility to its students and to the citizens of the state to actively recruit and hire the best qualified persons we can, and to do so in the context of our commitment to affirmative action principles.

Equal Employment Opportunity means that all individuals must be treated equally in all employment decisions, including hiring. Each applicant must be evaluated on the basis of his or her ability to perform the duties of the position without regard to race, color, religion, national origin, physical or mental disability, age, sex, sexual orientation, gender identity, ancestry, medical condition, veteran status, or spousal affiliation.

Affirmative Action is taking positive actions to hire and promote ***qualified*** persons in protected groups. The protected groups are federally defined as: women; minorities (African American, Asian, Hispanic, and American Indian); individuals with disabilities; and veterans.

Diversity varies widely, and is often broadly defined. We adopt such a definition, which includes all aspects of human differences, including but not limited to economic status, race ethnicity, nationality, sex/gender, religion, sexual orientation, disability and age. For more information go to the Diversity Website.

Introduction

Welcome to the University of New Mexico Online Position Management and Applicant Tracking System. The University has implemented this system in order to automate many of the paper-driven aspects of the position management and employment processes.

You will use this system to:

- Create and submit requests for New Positions, or Modifications to Existing Positions, to all employment Areas
- Create and submit requests for Postings to all employment Areas
- View Applicants to your Postings
- Notify HR/Employment Areas of your decisions regarding the status of each applicant
- Complete the Hiring Proposal (Recommendation for Hire) online
- Request Temporary employee through UNM Temps

The system is designed to benefit you by facilitating:

- Faster processing of position and employment information
- Up-to-date access to information regarding all of your Postings
- More detailed screening of Applicants' qualifications – before they reach the interview stage

The University has provided these training materials to assist with your understanding and use of this system.

Your Web Browser

The Employment Application System is designed to run in a web browser over the Internet. The system supports browser versions of Netscape 4.7 and above and Internet Explorer 4.0 and above. However some of the older browser versions are less powerful than newer versions, so the appearance of certain screens and printed documents may be slightly askew. Please notify the system administrator of any significant issues that arise.

The site also requires you to have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com.

It is recommended that you **do not use** your browser's "Back", "Forward", or "Refresh" buttons to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

The site is best viewed with Mozilla Firefox. This site is also viewable with Internet Explorer 5.5 and above.
To load Mozilla Firefox on your computer, do the following:

1. Point your current browser to: http://www.mozilla.com/en-US/firefox/upgrade.html?from=getfirefox
2. Select your operating system, and follow the on-screen instructions:

If you do not have appropriate user access to install Firefox on your computer, please contact your area's IT consultant to assist you.

Security of Applicant Data
To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link located on the bottom left side of your screen.

UNMJobs Terms

Action
When you begin a new action in the system, you are initiating the creation or modification of a position description. If you intend to fill the position through a competitive or non-competitive search, you select one of the “Begin New” actions. When you save an action for the very first time, the system automatically assigns the action an action number.

Posting
When you submit an action through the system, once the position description is approved by the appropriate area, a “posting” is created from the position description. Even if the posting is non-competitive a posting is created. Once the Employment Area or the Office of Equal Opportunity (OEO) creates a posting and saves it for the first time, the system automatically assigns the posting a number. Always reference the posting number when discussing fill actions – right up to and including the time we place someone in a position.

Hiring Proposal
When you have an accepted offer, the department will complete a Hiring Proposal and submit for approval. Once all approvals have been obtained, the selected applicant will be “seated” to a position.

UNMJobs User Types

Search Coordinator:	Person who serves as a non-voting member of the search committee for Faculty and Tier II Staff searches. The Search Coordinator provides administrative support to the search committee. He or she does not screen applicants for minimum or preferred qualifications. If the Search Coordinator is to also serve as the Department Originator, the Search Coordinator would need to request the Department Originator role and take the training required for that role.
Department Originator:	Person who initiates faculty, staff, or student hiring actions for a department or departments. Examples of actions: Create New Position, Modify Existing Position, Request to Post Existing Position, Hiring Proposal, Temp Services Request.
Department Approver:	Person who approves faculty, staff, or student hiring actions for their department or departments.
Dean/Director Area:	Person who approves faculty, staff, or student hiring actions for their college, school or branch campus. *Restricted*.
Employment Area:	**Faculty:** OEO (Office of Equal Opportunity), HSC Faculty Contracts, Main Campus Faculty Contracts and Services Office. **Staff:** Human Resources **Student:** Student Employment Example: Review, monitor and approve actions submitted through UNMJobs. *Restricted*.
EVP Provost Area Approver:	Person who represents the Provost and who can approve any type of hiring at the university level. *Restricted*.
EVP/HSC Area Approver:	Person who represents the HSC EVP office and who can approve any type of hiring at the university level. *Restricted*.
EVP Administration Area Approver:	Person who represents the EVP and who can approve any type of hiring at the university level. *Restricted*.
Institutional Budget/Position Control (IB/PC):	Person in Institutional Budget who monitors hiring budgets. Example: Create New Position, Modify Existing Position at the university level. *Restricted*.
Contracts and Grants:	Staff in Contracts and Grants. Example: Create New Position, Modify Existing Position at the university level. *Restricted*.
OEO:	Office of Equal Opportunity. Example: review and monitor actions submitted through UNMJobs, approve and post faculty actions through UNMJobs. Example: Create New Position, Modify Existing Position at the university level. *Restricted*.

Explanation of Action Types

New Faculty/Staff/Student Position (Request Posting if applicable)
Use this action to request a new faculty/staff/student position, and request posting if applicable. Select "Create New Position" if position currently does not exist within the department – department does not have an established position number and/or budget.

Modify Existing Faculty/Staff/Student Position (Request Posting if applicable)
Use this action to request an update or reclassification of an existing faculty/staff/student position, and request posting if applicable. Select "Modify Existing Position" when filling an existing position (i.e., vacant position with an established position number, incumbent leaving, incumbent staying on to train, etc.).

To help you identify your departments vacant and established position numbers please utilize ePrint reports: PZROEMA and PZRVACR.

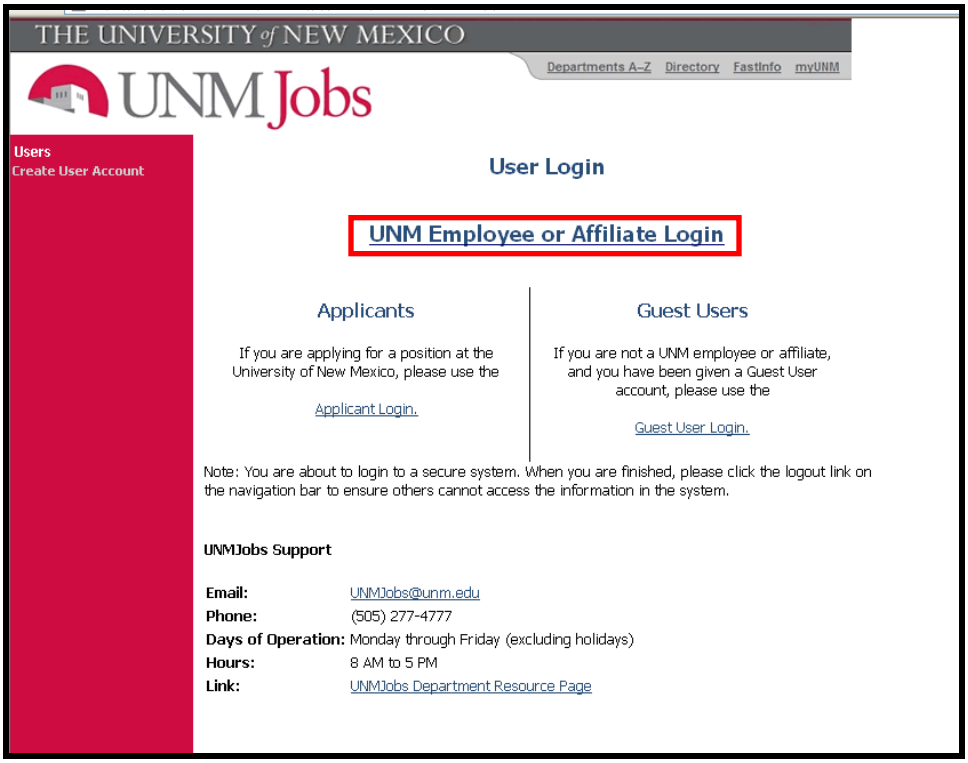
UNM Temps Request
Use this action for UNMTemps requests. Refer to the Requesting a Temporary Employee quick reference guide for additional instructions.

Extending a UNMTemps Request
For more information on extending a UNMTemps employee in UNMJobs without having to submit a new action, please submit an EPAF. See the OneSource page for instructions.

Getting Started

Logging into UNMJobs

1. Enter https://unmjobs.unm.edu/hr into the address field of your web browser or access UNMJobs through MY UNM. The link is found on the Employee Life tab and under Banner Applications.
2. Click on **UNM Employee or Affiliate Login**.
3. Enter NetID and Password.



4. Click on the **Login** button

Note: Verify that your Current Group is: **Department Originator**

Explanation of Menu

Job Postings

- Active Postings – this is the default screen that appears when a user logs-in as a Department Originator and will show all of the postings for the org codes the user has permission to view.
- Pending Postings – this will show all postings the user has sent for approval and will indicate where it resides in the process
- Historical Postings – this will show all of postings that were cancelled or filled.
- Search Hiring Proposals – this will show the user the status of hiring proposal requests.

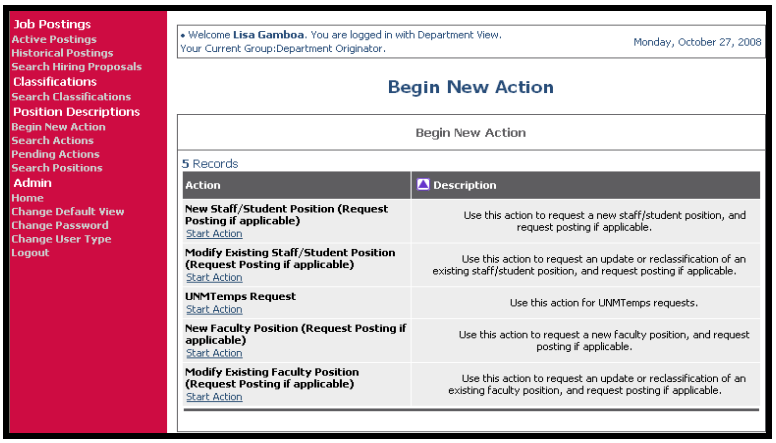
Position Descriptions

- Begin New Action – this will bring up the screen where the user can select create new or modify a faculty, staff, or student position
- Search Actions – this will allow the user to search actions using a variety of search tools and action status
- Pending Actions-this will show the user actions that were saved and not submitted
- Search Positions- this will show the user all positions that are in UNMJobs for the orgs the user has permission to view

Admin

- Home – takes the user back to active postings
- Change Default View – in order for the user to see all of their information make sure “Department” view is selected
- Change Password – allows the user to change password
- Change User Type – if assigned multiple user types clicking here will allow you to change your user type
- Logout – clicking here will end your UNMJobs session

Position Description Request and Posting



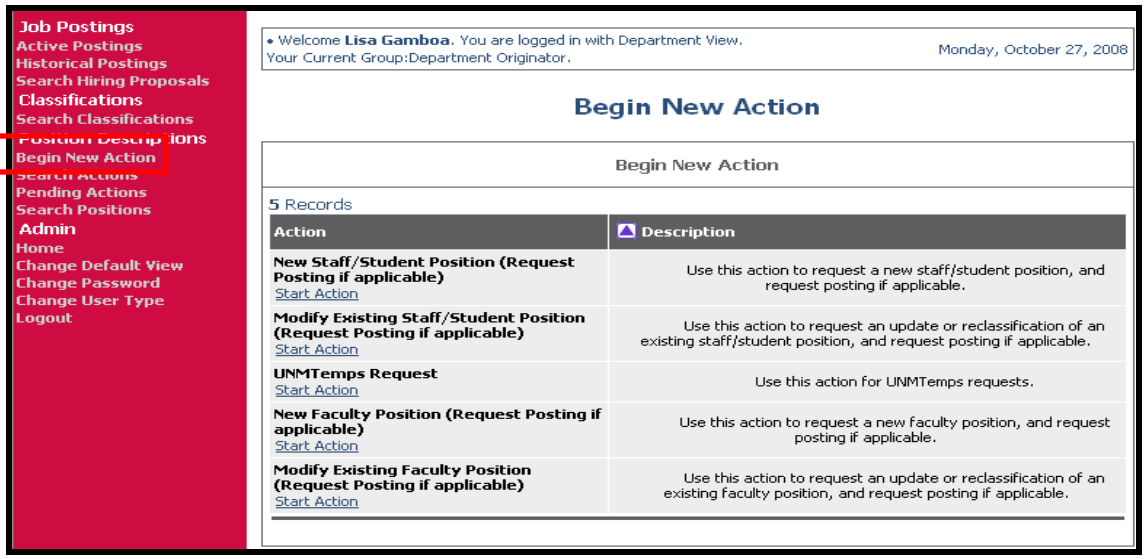
Position & Posting options are broken down into different Requests in the online system. Typical Request options are:

- New Position (Establish a new position)
- Modify Existing Position (Reclassify/update position)

Request a New Position/Posting or Modify Existing Position/Posting

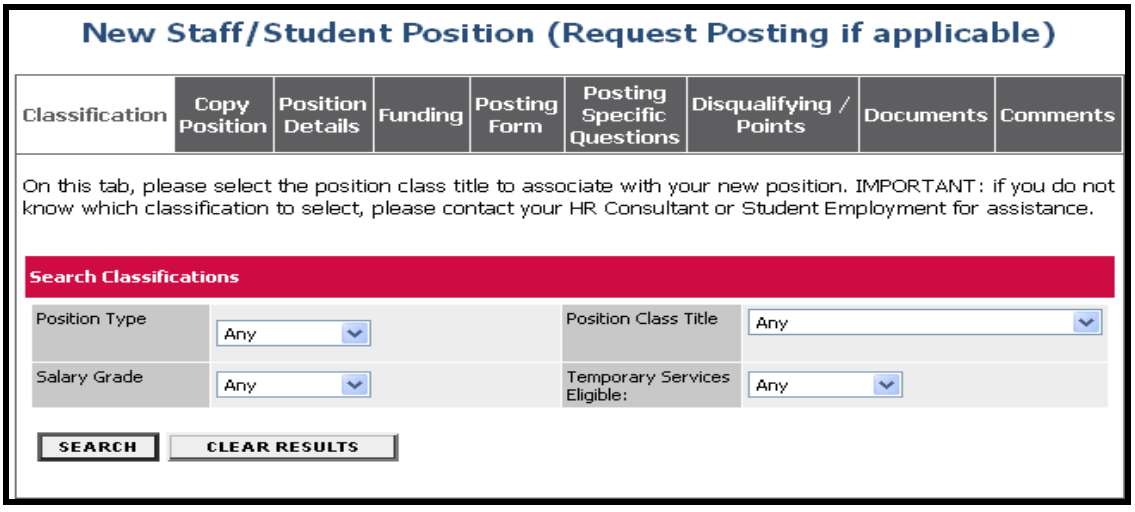
To begin a **New** position/posting request:

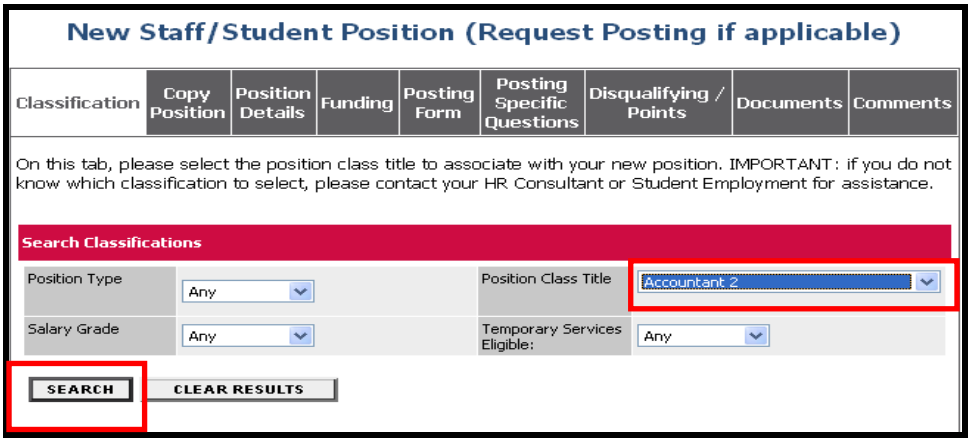
1. Click the **Begin New Action** link in the Job Description section of the navigation bar.
2. Your request choices will then display.



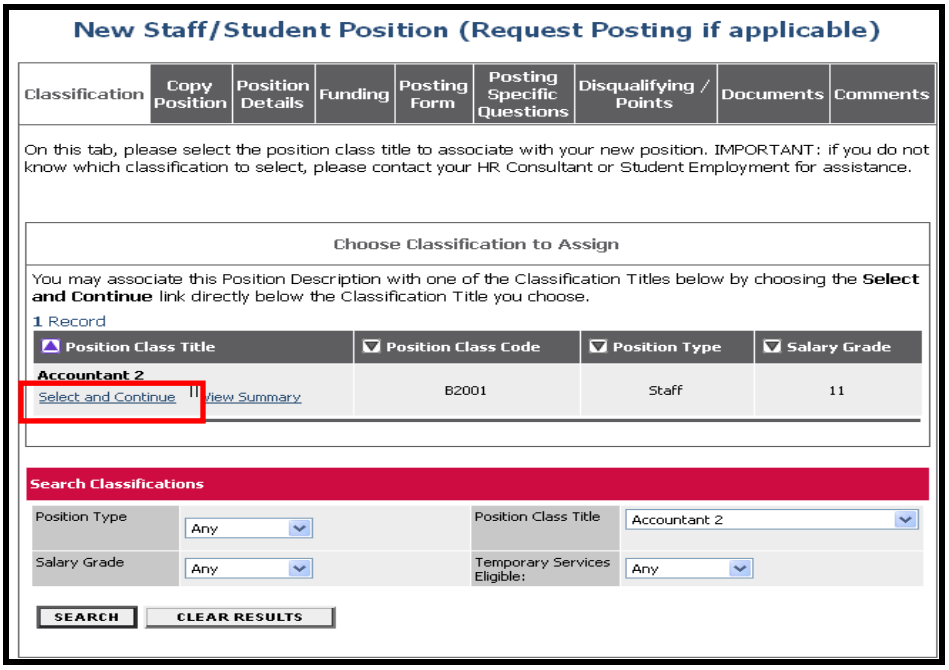
3. Click on the **Start Action** link for the position/posting requested.
4. Select a **Position Class Title** from the drop down list in the Position Class Title field.

Student: Please skip to pg.12

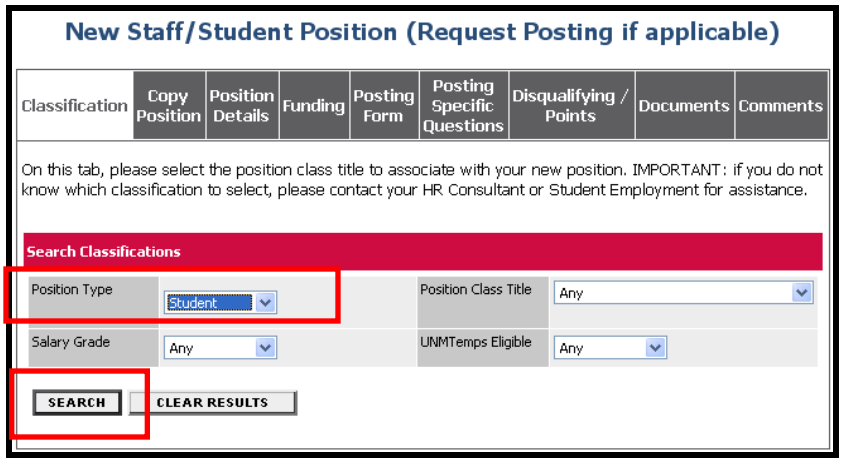




The **'Choose Classification to Assign'** screen will display.

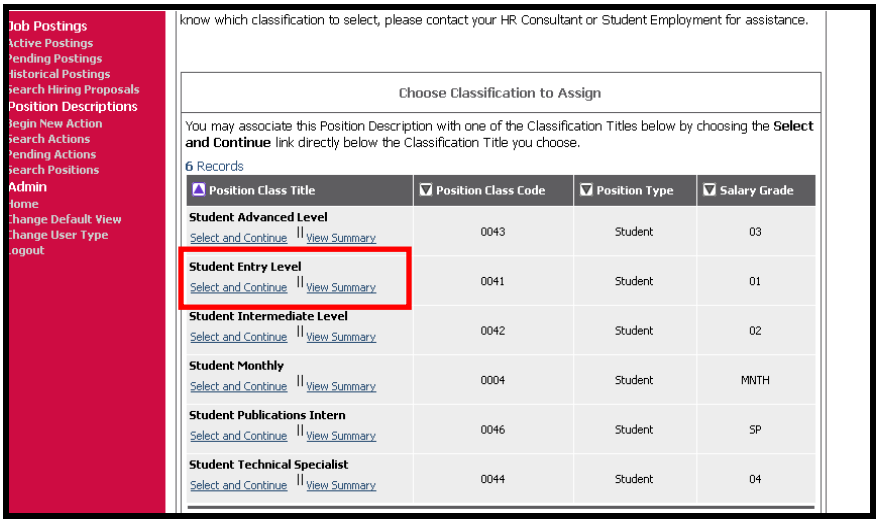


Student: Search by **Position Type** only. Select Student. Do not select any other search criteria



Student: Select appropriate position class title from the following:

- Student Advanced Level
- Student Entry Level
- Student Intermediate Level
- Student Monthly
- Student Publications Intern
- Student Technical Specialist



5. Click on the **Select and Continue** button.

This will associate this specific title with the proposed Position and Posting. This will also copy the pertinent information into the proposed Position Details tab.

For a New Faculty/Staff/Student Position select the position class title to associate with your new position. **IMPORTANT:** If you do not know which classification to select, please contact the appropriate employment area for assistance.

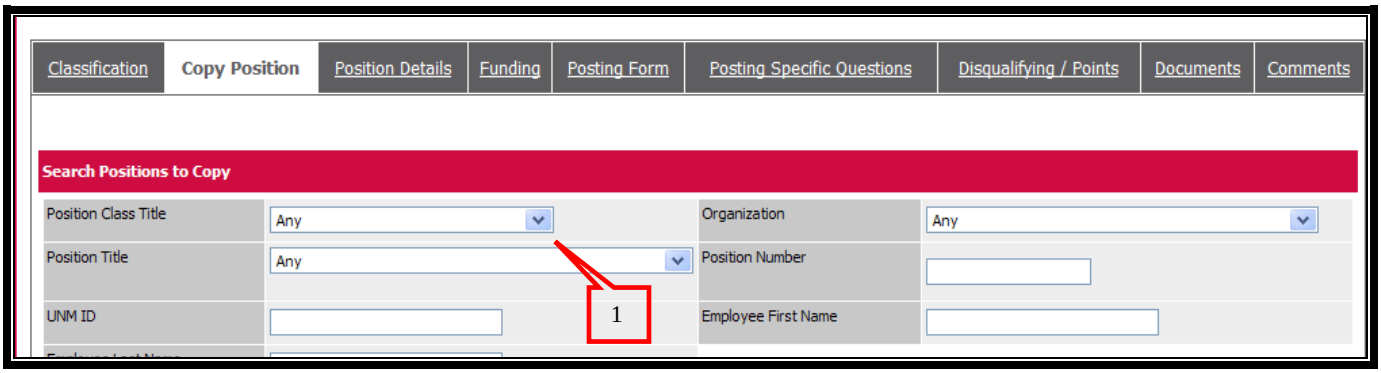
To Modify an Existing Faculty/Staff/Student Position search for the position you wish to modify using the position number.

Classification

On this tab, please select the position class title to associate with your new position. **IMPORTANT:** If you do not know which classification to select, please contact OEO for faculty, your HR Consultant for staff, or Student Employment for assistance.

Field Name	New Faculty/Staff/Student Position	Modify Existing Faculty/Staff/Student Position
Search	Select the position class title to associate with your new position	Search for the position you wish to modify.
Modification Purpose	Not available in the new position action	Select the modification purpose
Classification		

Copy Position



Field Name	New Faculty/Staff/Student Position	Modify Existing Faculty/Staff/Student Position
Search	Select the position class title to associate with your new position	Not available in modify existing position action.
	Information about the Copy Position Screen The Department Originator has the ability to copy an existing position description in order to avoid having to create a new position that is very similar to another one in their department. **Example:** **Recently posted and hired an Accountant 1 and now you need to post for another Accountant 1 (new position).** After you select a Proposed Position Title and continue to the next page of your action, you will come to the "Copy Position" page. 1. You can then search for the position you want to copy in order to create a new similar position. Once you find your position, you simply select it and follow the prompts on the screen. The Position Details will appear on the screen, populated with the data from the position you copy. The Position Details page **may not be identical** to the one you copy, so you'll need to edit it carefully to define the attributes of the new position. **TAKE YOUR TIME – EDIT THIS PAGE CAREFULLY!** **Note:** **Student Multiple Hires and Staff Pooled Positions:** **You will use this function to "seat" more employees than you have vacant spots within the same Position Classification Title. For example, you posted for three peer advisors, but only have one vacant spot. You will need to utilize the copy position function in order to create two new positions.**	

Creating Multiple Positions and Hiring for Multiple Positions from a Posting

Posting

- Department will submit an action to either create a new position or modify an existing position and request to post.
  - This will be the posting all applicants would submit their faculty profile or staff/student applications to.
- Attach EVP approval to posting.
- Department will determine number of applicants to hire and if the appropriate number of positions exist.

Creating Multiple Positions

- Go to "Begin New Action."
- Click on "Start Action" for either "New Faculty or New Staff/ Student Position."
- Under "Search Classifications" select the appropriate Position Class Title.
  - For Student positions search by "Position Type."
- Under "Choose Classification to Assign" select the appropriate classification and click on "Select and Continue."
- Click the "Copy Position" tab.
- Enter Position Class Title or Position Number (position number is preferred) to be copied (for student enter Position Title), then click "Search." All approved positions will be listed when you search on the position number, however; each position has a different **Position Sequence Number.**
- Click "Select and Continue."
- Select the Position Detail tab and enter the Org Code and Department Name. Please note, if the org code is not entered the action will not be viewable. Make sure to use the proper org code suffix, |FAC|, |STA|, or |STU|.
- In the Position Detail tab select "NO" for "Are you posting this position?"
  - Enter "This is a multiple hire" in the comment section.
- Action will follow established approval process.

Hiring

- Change status of applicant to "Recommend for Hire."
- Select begin Hiring Proposal.
- There are two options to choose from;
  - Hiring proposal for position description listed below – use this option for the first or last applicant being hired from the applicant pool.
  - Hiring proposal for different position description– select this for hiring any additional applicants from the applicant pool.
    - When this option is selected you will be taken to another screen to conduct a search for the position you want to fill.
    - Use the position number or position sequence number from the above process to find the appropriate position you want to fill (for student, search by Position Title). Please ensure you are hiring each applicant into a different position sequence number.
    - Continue this process to fill all of the position you have available.

Position Details

Once the title is selected, you will be looking at the Position Details screen for the Position/Posting process. Keep in mind that the information on the Position Details tab will be the core information used by OEO or the Employment Area in creating your Job Posting.

Field Name	New Position	Modify Existing Position
Are you requesting a posting for this position?	Select Yes or No **Student:** If you are copying for a multiple hire, then select no.	This field is not visible in the Modify Existing Position action.
Position Title	Not editable	Ensure correct position title showing in field
Working Title	**Faculty & Staff:** Working title may differ from position title. If working title is different from position title, the working title cannot be a current established UNM position title. If the position title and the working title are the same, please ensure you populate the working title by copying and pasting the position class title in the working title field. The working title field should not be blank. **Student:** Enter working title	
Position Number	**Faculty, Staff & Student:** Leave blank; position number will be assigned during hiring proposal.	Not editable
Position Sequence Number	This number is generated by UNMJobs and is a unique identifier. Departments will use this number to identify positions utilizing the same position number, i.e. pooled positions.	
Copied From Position Number	This is the position number if copying from an existing position	This field is not visible in the Modify Existing Position action.
Work Location	Department selects appropriate location from drop down menu.	
Organization	**Faculty:** Department selects the appropriate hiring |FAC| org. **Staff:** Department selects the appropriate hiring |STA| org. **Student:** Department selects the appropriate hiring |STU| org. **NOTE: When creating a new position, copying a position, or changing classification make sure the org number is assigned prior to saving and exiting UNMJobs. If org not assigned UNMJobs will display an action not found message when searching for the action.**	
Department (applicant view)	Enter appropriate hiring department name	
Employee Class	Select the appropriate eClass from the drop down menu. **Staff:** An exempt employee earning less than $455 per week and union positions with an appointment percentage less than 50% will be a SN class.	
Position Summary	This summary will help you describe the position accurately so well qualified candidates are encouraged to apply. The Job Summary portion of the posting is a perfect opportunity to 'market' your current vacancy, your department and the University as a whole. We highly encourage you to be creative in developing a Job Summary that accurately reflects the details of the job. It will also allow you to specify precise screening criteria so that only qualified candidates are referred to your department. A formal recruitment plan is required for contract positions.	

	Faculty: UNM Board of Regents' Policy Manual 6.7: Disclosure of Information About Candidates for Employment, includes information about public disclosure of documents submitted by applicants. The University of New Mexico is an equal opportunity/affirmative action employer and educator. **Staff:** The department originator will need to add the following at the end of the position summary: • **If benefits eligible:** The University of New Mexico (UNM) provides a diversified package of benefits including medical, dental, vision, and life insurance. In addition, UNM offers educational benefits through the tuition remission and dependant education programs. For a more complete explanation of the benefits, click here. • **If not benefits eligible:** This position is not benefits eligible. • **If Career Advancement Opportunity:** 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. • **If contract position:** Employees in this job title are subject to the terms and conditions of an employment contract. Employment contracts are typically subject to review and renewal on an annual basis. For additional information on contract positions, <ahref=" http://policy.unm.edu/university-policies/3000/3200.html"TARGET="_blank">click here. • **If term Appointment**: Funding available through {insert date here} continuance beyond that date is subject to department's operational needs as outlined in UAPPM #3200, Employee Classifications, <ahref=" http://policy.unm.edu/university-policies/3000/3200.html"TARGET="_blank">click here. **Student:** Enter complete Job Description
Minimum Qualifications	**Faculty:** Enter minimum qualifications. **Staff/Student:** Not editable, minimum qualifications default from position classification.

Preferred Qualifications	It is important to create a list of detailed and specific needs to include as preferences. Your preferred qualifications will be used to notify the applicant of the department's selection criteria. Preferences should address the knowledge, skills, and abilities necessary for an individual to be successful in this position. If you want to score the applicants on the Preferred Qualifications then you will have to enter a corresponding question in the "Posting Specific Question" tab. In order to see the preferred qualification in a bulleted format on the job posting you will be required to use HTML codes. Example: Heading: First Item Second Item Third Item Continue for additional headings or preferred qualifications.	
Single or Pooled	**Faculty:** Select pooled when hiring temporary part-time faculty. **Staff:** Select pooled when hiring for an on-call, temporary monthly or temporary biweekly staff **Student:** Select pooled	
Position Appointment %	Enter appropriate appointment percentage, Full-time (40 hours per week) = 100, Half-time (20 hours per week) = 50 **Student**: Enter 50, or if student has more than one job enter 25, or enter 10 if student has a GA, TA, RA or PA assignment through Graduate Studies Office.	
Appointment Type	Select the appropriate appointment type from the drop down menu	
Employment Area Consultant	**Faculty:** Select the appropriate employment area, Faculty Contracts & Services Office or SOM Faculty Contracts & Hiring **Staff:** Select the consultant assigned to your department. Click here to find your department's HR Consultant. **Student:** Select Student Employment **UNMTemps:** Select UNMTemps	
Dept Contact Last Name	Person to contact about posting (Department information is used by the Employment Area only; applicants do not see any contact information)	
Dept Contact First Name	Person to contact about posting	
Dept Contact Phone #	Person to contact about posting	
Bargaining Code	Not editable	**Staff:** Select proper bargaining code. If confidential position or if appointment percentage less than 50, then non-union, **Faculty/Student:** Leave blank
Budgeted FTE	Enter budgeted FTE (appointment percentage), if no change then enter "no change"	
Budgeted Salary	Enter budgeted salary, if no change then enter "no change" **Student**: You must enter the total amount that your department has budgeted for all students in position number.	
Budgeted Position Justification	If new position, increase in appointment percentage, or salary increase more than budgeted amount, enter justification.	
Underutilization Information	**Faculty:** OEO will enter this information. **Staff:** If a "yes" is listed in any of the categories, then the position is underutilized for the ethnicity or gender indicated. The department will be required to develop a recruitment plan and the department will have to post for a minimum ten (10) days and the department must indicate posting as open until filled. Click here to go to the Faculty and Staff Recruitment Resource page. **Student:** Does not apply	

Funding

Classification	Copy Position	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments

Field Name	
Index Code	Select the appropriate Index Code
Position Labor Distribution Percent	Enter the percent of the labor distribution. **Faculty & Staff**: If using multiple index codes the combined total of all labor distributions must equal 100 **Student:** For work study: Enter 30 For work study or student employment: Enter 100 For student employment: Enter 100
Labor Account Code	Select the appropriate labor account code. For a list of labor account codes and their definitions click here. **Student:** Enter 20J0 for all students

Posting Form

Field Name	New Position	Modify Existing Position
How many positions are you posting for	Enter the number of positions you are requesting to post.	This field not visible in Modify Existing Position action.
Posting Date	The projected date the posting is to begin.	
For Best Consideration	The department must review all applications received on or before the "For Best Consideration" date. If a candidate is selected for hire who applied on or before the "For Best Consideration" date, then the department is not required to review any applications received after the "For Best Consideration" date. If the department reviews any applications received after the "For Best Consideration" date, then the department must review all applications received on or before the reviewed application date. The posting will be considered past the "For Best Consideration" date at midnight on the date entered into this field. **Faculty:** The minimum posting date will not be less than fifteen (15) calendar days for national competitive recruitment, regardless of underutilization. **Staff:** The minimum posting dates will not be less than five (5) calendar days for non-underutilized positions, ten (10) calendar days for underutilized positions, and fifteen (15) calendar days for contract positions. **Student:** Minimum posting is five (5) calendar days for all positions except non-competitive positions.	
Closing Date/Open Until Filled	Definite Close: This type of posting has a definite close date. Date may be extended by appropriate employment area for staff /student or OEO for faculty. The posting will be considered past the "Definite Close" date at midnight on the date entered into this field. Open Until Filled: This type of position will not be closed until an applicant is seated in the position. **Faculty & Student:** The department may choose Closing Date or Open Until Filled, but Open Until Filled is recommended. **Staff:** Closing Date is generally used for lower-graded positions. Open Until Filled must be used for all underutilized and contract positions and is generally used for higher-graded positions.	
Optional Applicant Documents	Select the documents you would like the applicant to attach. If selected as optional applicant documents, the applicant can apply to your position without attaching any documents.	
Required Applicant Documents	Select the documents you would like the applicant to attach. If selected as required applicant documents, the applicant cannot apply to your position without attaching all required documents.	
Special Instructions to Applicants	If the department is requesting a writing sample or if the department selects "other" as a requested document, the department must provide detailed instructions on the contents of the writing sample and/or give a definition of what the "other" document is.	

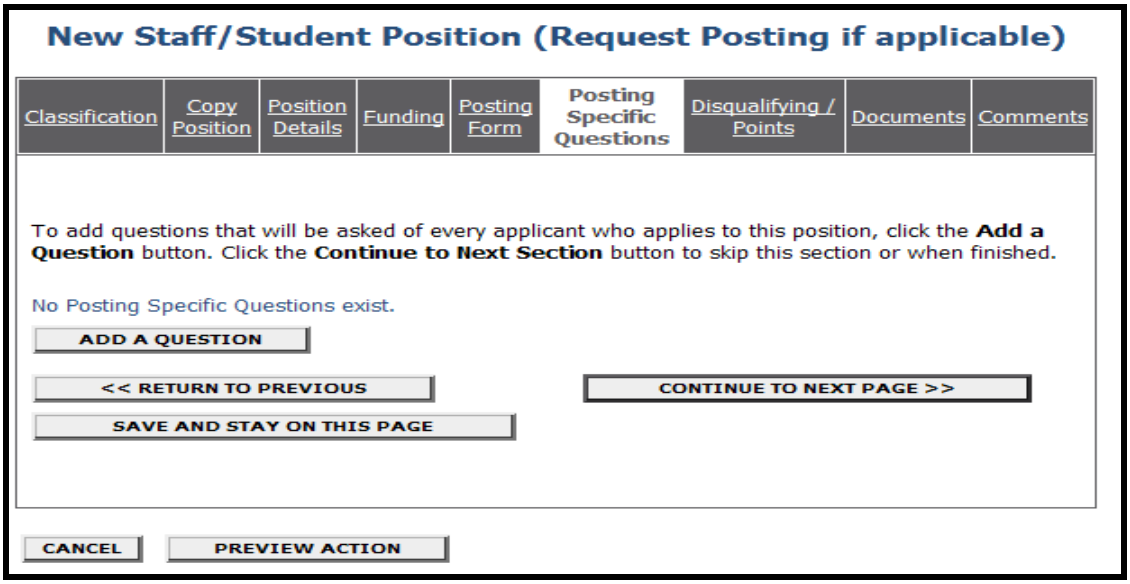
External Recruitment Resources	The department may select any or all of the external websites listed. UNM has coordinated with these vendors to create automatic integrations. Once selected by the department, the system will automatically create a job posting on the listed websites **Student:** Does not apply
Please list any other advertising sources	This text box allows the department to request additional resources including web, print or listserv. For additional resources, the Department can refer to the UNM Recruitment Resource Page for additional website offerings. **Faculty:** The department must identify targeted recruitment resources for women, African Americans/Blacks, Hispanics, Asians, and Native Americans. For national competitive recruitments, the department must identify at least one national recruitment resource. **Student**: Does not apply
Index Code for Advertisement Billing	For each paid resource site a department chooses, a required index code must be provided for billing. The index code is a code that has been assigned to specific Fund Organization Activity Program Account (FOAPAL) elements. For information about your specific code, contact either your Finance representative or General Accounting for additional assistance. **Student**: Does not apply
Account Code for Advertisement Billing	For each paid resource site a department chooses, a required account code must be provided for billing. There are only two choices for this code: 31M0 – Recruitment Expense General or 31M1- Staff Recruitment Expense. For information about your specific code, contact either your Finance representative or General Accounting for additional assistance. **Student:** Does not apply
Search Coordinator	For competitive recruitments, the search coordinator serves as a non-voting member of the search committee and provides administrative support to the search committee. The search coordinator does not screen applicants for minimum or preferred qualifications. **Faculty:** Identify the Search Coordinator. **Staff:** Search Coordinator to be listed for Tier II and Tier I contract positions. **Student:** Optional. Can be used if search coordinator is someone other than Department Originator
Screening/ Search Committee	Adding a name or names to the "Selected" box will give those selected access to your applicant pool. The list of names contains all regular staff and faculty currently employed at UNM. In order to change your screening search committee after posting you must contact the appropriate staff/student employment area or OEO for faculty. **Faculty:** For competitive recruitments, appoint a formal search committee consisting of at least three members. The committee must contain at least one female and one minority (the female and the minority member may not be the same person). **Staff:** If Tier II or contract, appoint a formal search committee consisting of at least three members with one female and one minority (the female and the minority member may not be the same person). **Student:** Optional. Select staff or faculty who needs to access the student applicant pool.
Term Appointment End Date	**Faculty and Staff:** If a term appointment, enter term end date. **Student:** Leave blank

Posting Scope	Your choices are “Internal” or “External”. An internal posting will be used for all Non-Competitive hires and for promotional opportunities within your department or organization. External postings will be posted on the internet and will be viewable by anyone with internet access. **Student:** Your choices are “Internal” or “External”. An internal posting will be used for all Non-Competitive hires OR transfers between work study and student employment. External postings will be posted and are available to all UNM students.	
Posting Type	Your choices are “Competitive” and “Non-Competitive”. The University recruits and hires through competitive processes. However, from time to time there may be circumstances when an alternative appointment (Non-Competitive hire) is necessary to fill a position. **Student:** Your choices are “Competitive” and “Non-Competitive”. All positions are competitive with the following exceptions: 1) a student with specific coursework and/or skills selected by faculty to assist with research, or 2) a student who is transferring between work study and student employment.	
Non-Competitive Hire Reason Code	Select the appropriate non-competitive reason code from the drop down menu. **Faculty:** By electronically approving a request to post an action, the Department Originator, Department Approver, and Dean/Director certify that the conditions of the appointment meet the criteria defined in the faculty hiring guidelines. Requests to appoint faculty using the noncompetitive process must be documented and approved by OEO. **Staff:** By electronically approving a request to post action the Department Originator, Department Approver, and Dean/Director certify that the conditions of the appointment meet the criteria as defined in UABPPM #3210, Recruitment and Hiring. Requests to appoint staff under this Policy must be documented and approved by HR **Students:** There are only two (2) non-competitive reason codes for students: 8. Change in employee status 19. Graduate or Undergraduate student to assist with research	
Requires Credentialing	This field not visible in Create New Position action.	**Faculty and Staff:** HSC only, for additional information contact School of Medicine Credentialing office
URL of Posting Department	Cut and paste the below HTML code below in this field so applicants can visit your website. NAME OF DEPARTMENT 	
Posting Salary Range	**Faculty:** Not a required field. **Staff:** Enter the salary range for the job classification grade.	
Salary (Applicant View)	This is the salary the applicant will see. The department has a variety of options for this field. **Faculty:** The department can enter "Salary commensurate with education and experience" or state a specific yearly rate. **Staff:** The department can list a range of salaries, state a specific hourly or monthly rate, or enter “Negotiable.” **Student:** The department can list a range or specific hourly or monthly rate.	

Position Specific Background Check Required	**Staff:** In consultation with hiring officers, the University Department of Human Resources (HR) will determine which staff positions require background checks. If requesting a position specific background check the department must submit a memo stating the reason for a position specific background check. Refer to UAPPM #3280, Background Checks, Section 2, for a list of elements to consider when requesting a position specific background check. A list of positions which are currently subject to background checks can be found on hiring section of the HR Website.
Additional requirements for this position	**Faculty:** • Must be eligible to work in the USA. **Staff:** The department originator will need to add the following, if applicable: • This position will require a pre-employment criminal background check. • Possession of a valid New Mexico driver's license is a requirement for this job. • This position is represented by a labor union and is subject to the terms and conditions of the CWA\USUNM\Police Collective Bargaining Agreement. • Must pass a post offer, pre-employment physical. • Must be able to work evening and/or weekend overtime as required. **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.

Posting Specific Questions

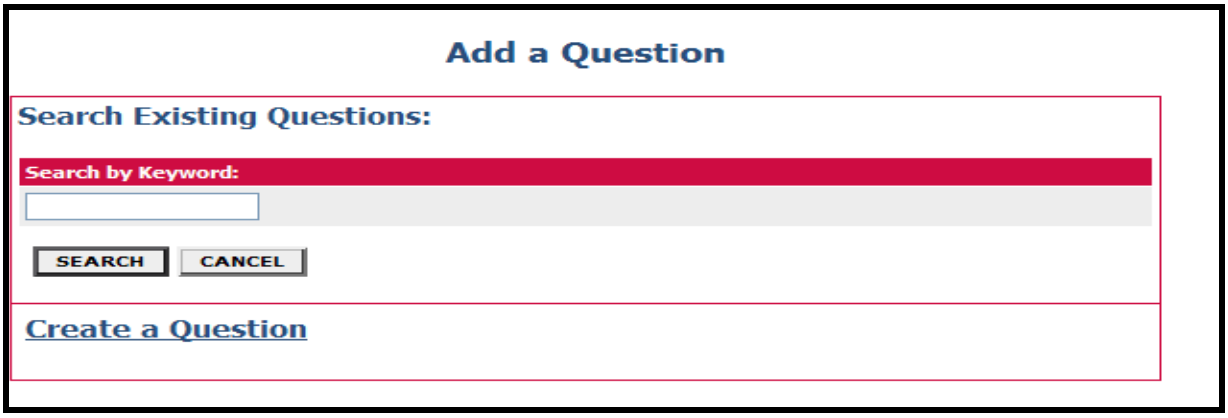
You may add questions that will be asked of every applicant who applies to your position. These questions will be your preferred qualifications.



To add questions that will be asked of every applicant who applies to this position, click the **Add a Question** button.

Faculty: Not recommended

Student: Optional. If you have specific applicant questions, please add them here. The student should not have to fill out a separate departmental application.



Prior to creating posting-specific questions, search the UNMJobs Question Library. If no questions address your Department needs, use the following guidelines to create your posting-specific questions.

See Writing Screening Questions for additional information.

Student: Please note that work study is 2 words.

THE UNIVERSITY of NEW MEXICO

UNM Jobs

Writing Screening Questions

Quick Reference Sheet:

- It is recommended that posting-specific questions should correspond with preferred qualifications. Remember there is not a need to ask a specific posting question that is already a minimum qualification.
- For additional assistance creating posting-specific questions, please call your HR Consultant or visit http://hr.unm.edu/documents/banner/dynamic/pzrorgh.pdf for a complete listing of Consultant Teams by Org Code.

To customize questions for your specific needs, please use the following examples:

When asking questions of **any** type, in both the screening and the interview processes, **avoid asking illegal or discriminatory questions**.

EXPERIENCE

Please indicate which of the following statements best describes the duration of your work experience related to [insert preferred requirement].

None
Less than 1 year
1-2 years
3-5 years
More than 5 years

CERTIFICATION/LICENSURE

Are you currently certified in [insert technical certification/licensure]?

Yes
No

ABILITY

Please indicate which of the following statements best describes your ability in [insert requested ability here].

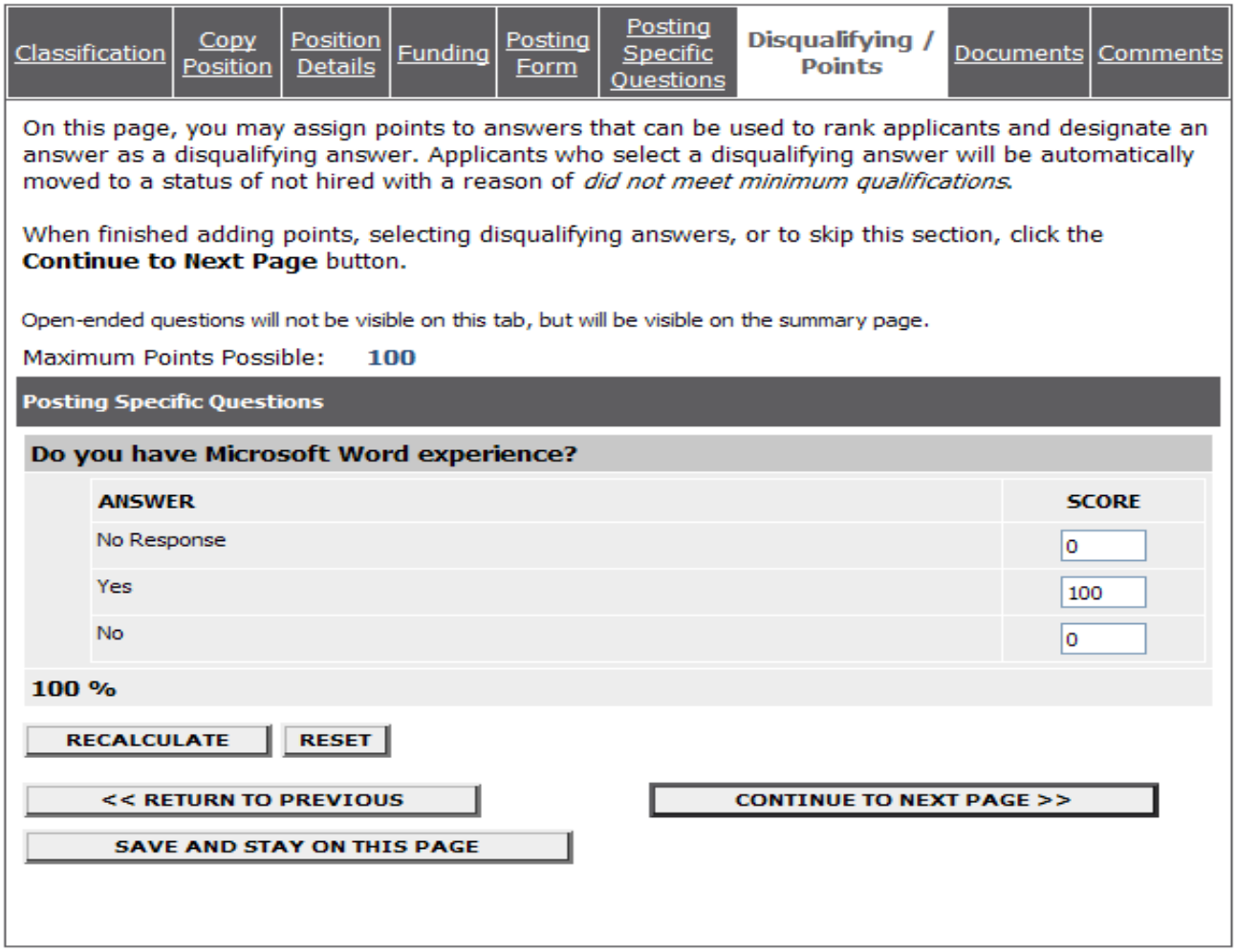
High - Extensive knowledge of this function/skill; could train others
Medium - Moderate ability; able to perform this function/skill
Low - Basic familiarity with this function/skill
None - No knowledge/ ability

SUBJECT	IT *IS* DISCRIMINATORY TO INQUIRE ABOUT:	IT IS *NOT* DISCRIMINATORY TO INQUIRE ABOUT:
Relatives	Name and address of any relative of applicant.	Name(s) of relative(s) already employed by UNM. Name and addresses of emergency contacts.
Military	Applicant's military experience in other than U.S. Armed forces, National Guard or reserve units. Applicant's whereabouts in 1914-1918, 1941-1945, 1950-1953, 1964-1975.	Military experience in U.S. Armed Forces.
Organizations	All clubs, social lodges, fraternities, societies or organizations to which the applicant belongs, other than professional trade or service organizations.	Applicant's membership in any professional or trade organizations.
References	The name of the applicant's pastor or religious leader.	Names of persons willing to give professional and/or character references.
Sex and Family	Sex of applicant, marital status, dependents of applicant.	
Arrest Record	The number and kinds of arrests of an applicant.	Number and kinds of convictions.
Height and Weight	Any inquiry into height and weight of applicant, except where it is a bona fide occupational requirement.	
Mental/Physical Disabilities	Any inquiries into any mental or physical disabilities. Pre-employment physicals.	Applicant's ability to perform essential functions of the position. Post-offer or pre-employment physicals.
Name	The maiden name of a married woman or applicant. The original name of an applicant whose name has been legally changed.	
Birthplace & Residence	Birthplace of an applicant. Birthplace of an applicant's parents. Birth certificate, naturalization or baptismal certificate.	Applicant's place of residence. Length of applicant's residence in state and city where employer is located.
Creed or Religion	Applicant's religious affiliation, church, parish or religious holidays observed.	
Race or Color	Applicant's race or color of applicant's skin, eyes, hair, etc.	
Photographs	Photographs with application or after interview but before hire.	
Citizenship	Any and all inquiries into whether applicant is now or intends to become a citizen of the U.S. or any related inquiry.	
National Origin & Ancestry	Applicant's lineage, ancestry, national origin, descent, parentage or nationality. Nationality of applicant's parents or spouse.	
Language	Applicant's mother tongue or language commonly used by applicant at home.	

Writing Tips

- Ask precise questions.
- Check grammar and spelling.
- Focus on proven knowledge, skills, and abilities.
- Include legal questions ONLY.
- Make all questions job-related.

Disqualifying /Points



Documents

You will be required to attach additional documentation to support your Position/Posting request. You may attach a particular document by clicking the 'Attach' link next to the specific type of document you want to attach to your position.

Faculty documents to be attached:

- Moderately Abbreviated, Abbreviated and/or Complete Ad(s)
- Position Analysis Memorandum
- Funding Information/PRC
- Charge to Search Committee
- Justification of Non-Competitive Hire
- National and Targeted Recruitment Resources
- Contract and Grant Information
- EVP Approval

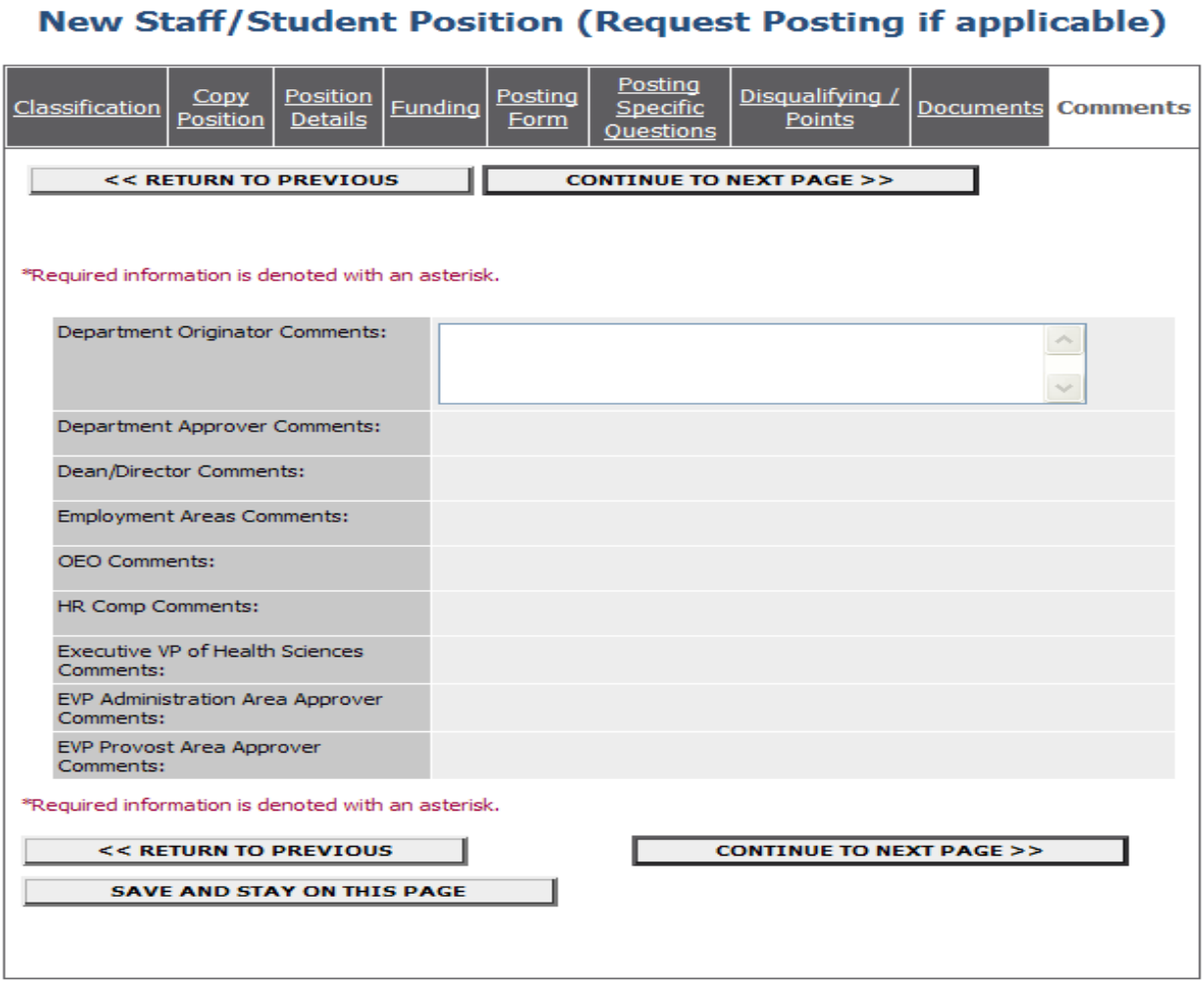
Staff/Student documents to be attached:

- Contract and Grant Information
- EVP Approval if applicable
- HR Compensation Approval of New Position
- Interview Questions (required staff/optional student) –
  - Questions to be asked of each selected candidate
- Staff Position Review Questions (required SOM)
- Conviction Certification Form or Criminal Conviction Form (Non-Competitive Hire) for non-selected applicants.
- Position-Specific Background Check Request (not listed in the position classification)
  - If not previously approved by HR, a Background Check Request memo 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
  - Describe how you want your advertisement to appear

Attachment slots labeled "Other" will be available for the Department Originator to attach any other needed documents.

Comments

This is where you would enter comments for the Dept. Approver, Dean/Director, and/or Employment Area. Be aware of comments entered, as they are part of the permanent record.



Department Originator can enter comments pertaining to the posting. Any comments entered will be viewable by all areas.

Department Originator Comments: (Faculty, Staff, Student)

- If you are requesting a multiple hire, enter "This is a multiple hire position." In addition, enter as much information as you can to inform employment area of your intentions.
- If you need someone other than a UNM Staff or Faculty to view applicant pool, enter "Need guest user username and password."

Student Department Originator Comments:

- If you think this position qualifies as a community service position, enter "Please review for community service eligibility."

- If you are adding a student employment or work study job (also known as a transfer), enter "Add work study or student employment job" –whichever applies.

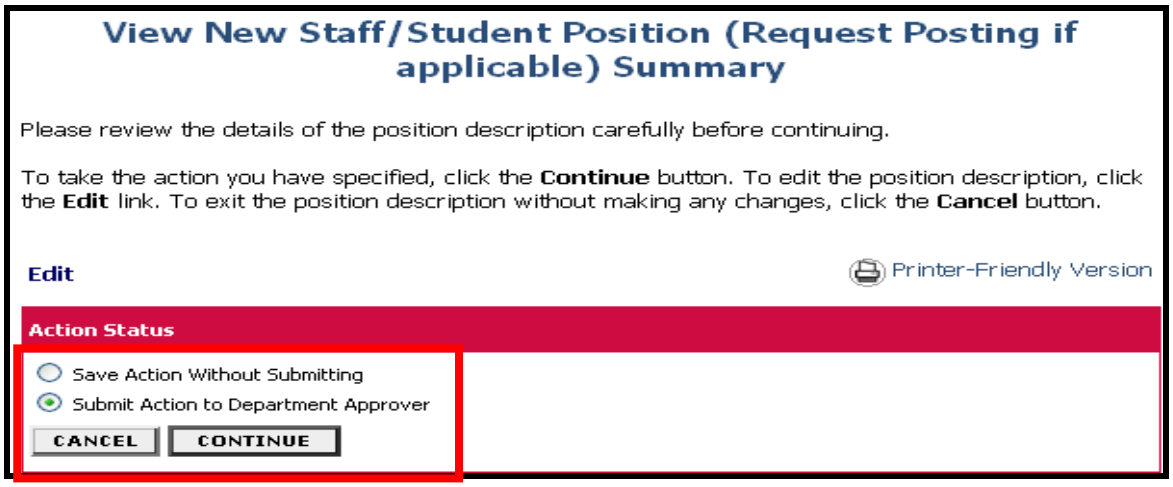
Submitting the Request for Approval to the Department Approver

The View Summary screen will display.

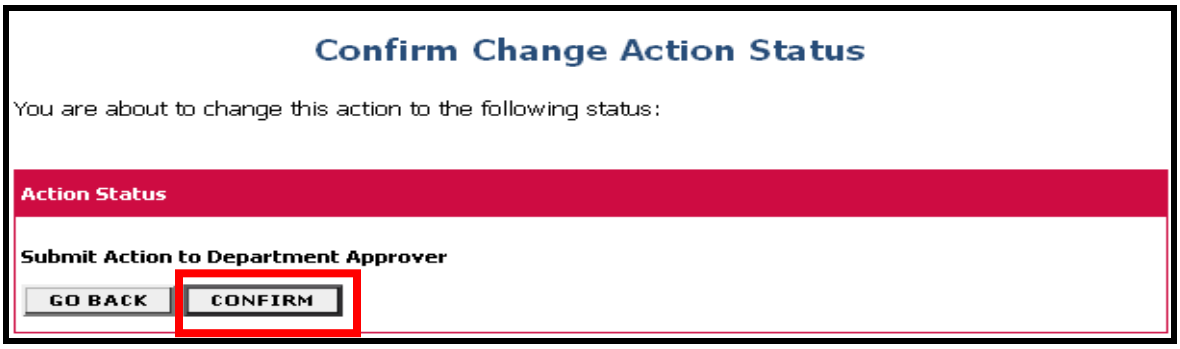
1. Review the details of the position description carefully before continuing.

2. If edits are necessary:
   a. Click on the **Edit** button

3. If the information is correct:
   a. Select the appropriate radio button
   b. Click the **Continue** button



4. Click on the **Confirm** button



Note:

The details of your position are NOT SAVED until you confirm the action.
An action number will be generated when the action is saved or forwarded by the Department Originator.

Modify Existing Position

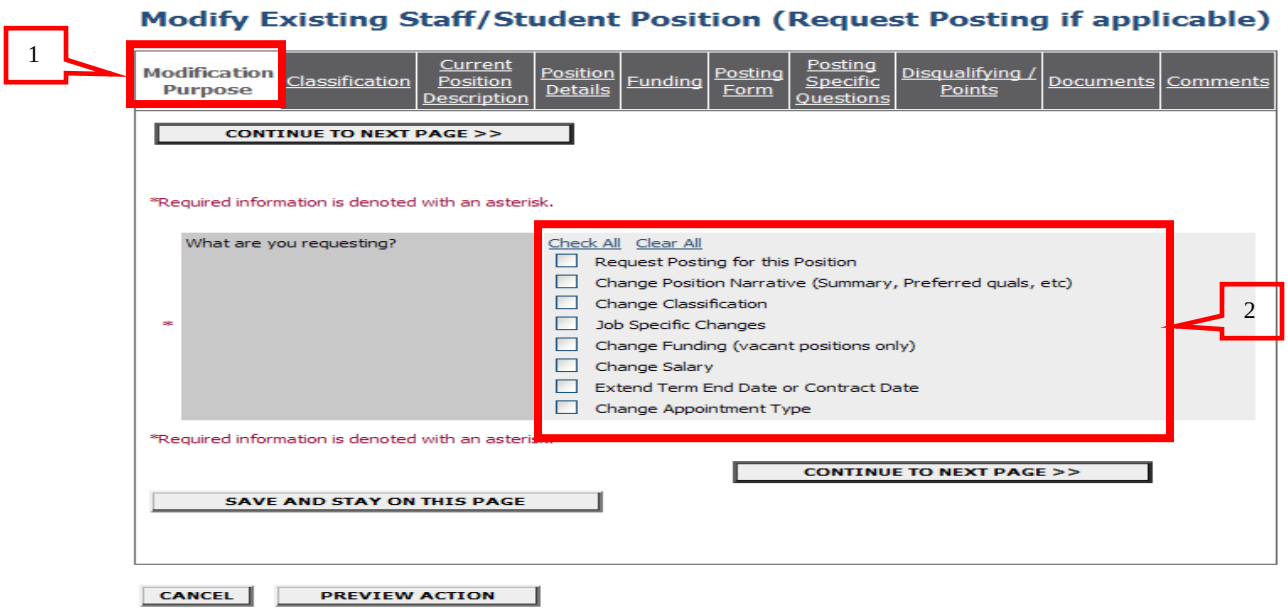
Modify Existing Position has two differences from Requesting a New Position

- Modification Purpose
- Change Classification

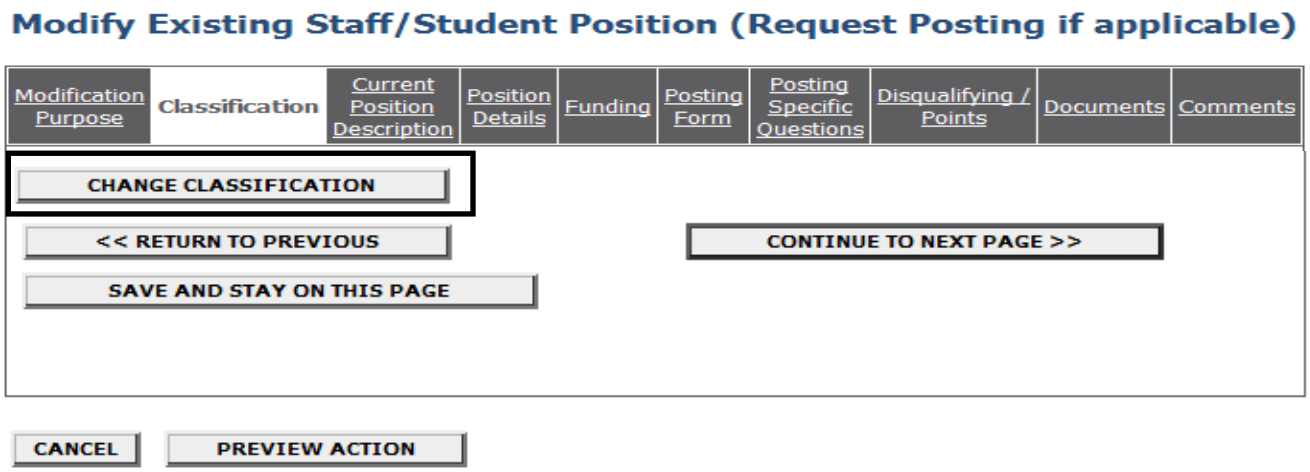
Modification Purpose

1. Modification Purpose is the First tab you will see in the "Modify Existing Faculty, Staff, Student" action.

2. The Department Originator will choose the appropriate "Modification Purpose."



Change Classification



The “Change Classification” button is found at the bottom of the “Classification” tab and is used when changing the classification of an existing position.
Examples would be:

- Incumbent leaves and the department decides to change the position title
- Vacant position never filled and department wants to change the position title

NOTE: When changing classification make sure the org number is assigned prior to saving and exiting UNMJobs. If org not assigned UNMJobs will display an action not found message when searching for the action.

Closing Your Position

Online System

Dept User's Guide
View / Download

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

452 Records

Position Title	Posting Number	Apps In Process	Job Open Date	Job Close Date	Organization	Posting Status
Program Specialist View	0802313	1 Get Reports List	07-27-2009	Open Until Filled	158B | STA | University College Gen Admin	Posted Close/Remove from Web
Unit Administrator View	0802314	4 Get Reports List	07-27-2009	Open Until Filled	726A | STA | UNM Public Events	Posted Close/Remove from Web

The DO has the option to Close/Remove a posting from the Web[1]. The DO can designate the posting as closed/removed from web for any of the following reasons:

Faculty[2]:

- The Chair of the Search Committee and/or Hiring Official has determined the DO should close/remove the posting.
- Finalist has accepted and signed an offer letter.
- Hiring proposal has been initiated.
- The recruitment is determined to be unsuccessful and/or there is a lack of funding.

Staff:

- A finalist has been determined and the "For Best Consideration" date[3] **has** passed.
- The hiring proposal has been initiated.
- The recruitment is determined to be unsuccessful.
- There is an adequate applicant pool and the "For Best Consideration" date[3] **has** passed.

Student:

- Department must notify Student Employment to change the position's status to "Designated as Filled."
- Submit the "Request to Designate Position as Filled in UNMJobs" form.

If unknown or any questions please contact the appropriate employment area prior to closing your posting.

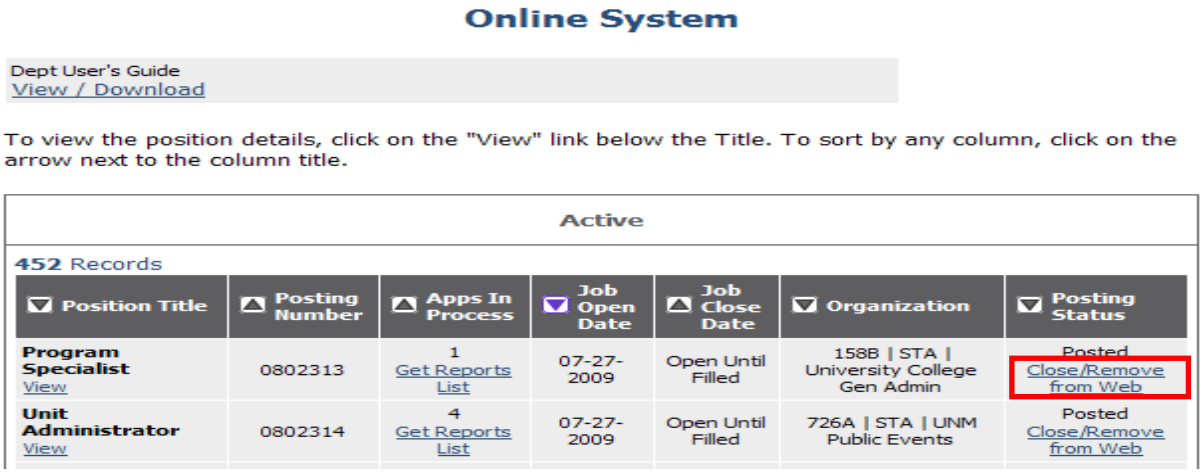
[1] **Designating a posting as closed/removed from web** does not change current applicant status; however, it does prevent additional new applicants from applying to the posting. The DO can still manage the pool after the posting has been closed/removed from web. **Designating a posting as filled** dispenses the pool and changes applicant status in the applicant view of the UNMJobs system.

[2] Temporary part-time Faculty postings and other multiple hire postings should only be designated as closed/removed from web after the last hire has been seated.

[3] For Best Consideration is defined on page 20 of this user guide.

Viewing Applicants to your Posting

Viewing/Screening Your Applicants



The DO has the option to "Close/Remove from Web." The DO can close the posting when:

- There is an adequate applicant pool
- The hiring proposal is started
- There is not an adequate applicant pool and the department wants to repost

Underneath the **Job Postings** heading on the left navigation bar, click on View Active or Historical Postings.

Active Postings: Postings that are Active are either:

- Currently posted on the applicant site, or
- No longer posted but contain applicants still under review

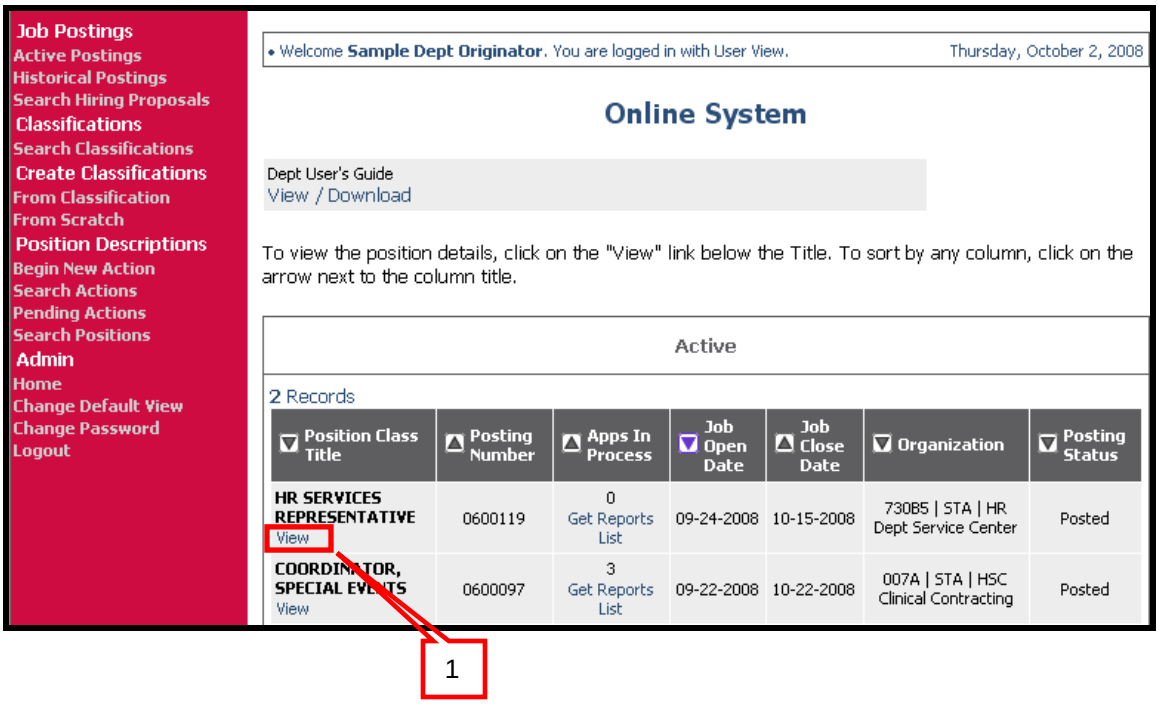
The **Apps In Process** column shows the number of applicants that have applied to the posting.

Historical Postings: Postings that are Historical are either:

- Filled and are no longer listed on the applicant website
- Cancelled and therefore not listed on the applicant website

After logging in to the system, if you have a Posting that is currently accepting applications, you will see it on the list of **Active Postings**.

You may sort the complete list of postings by clicking on the ▽ to the left of the desired title heading.

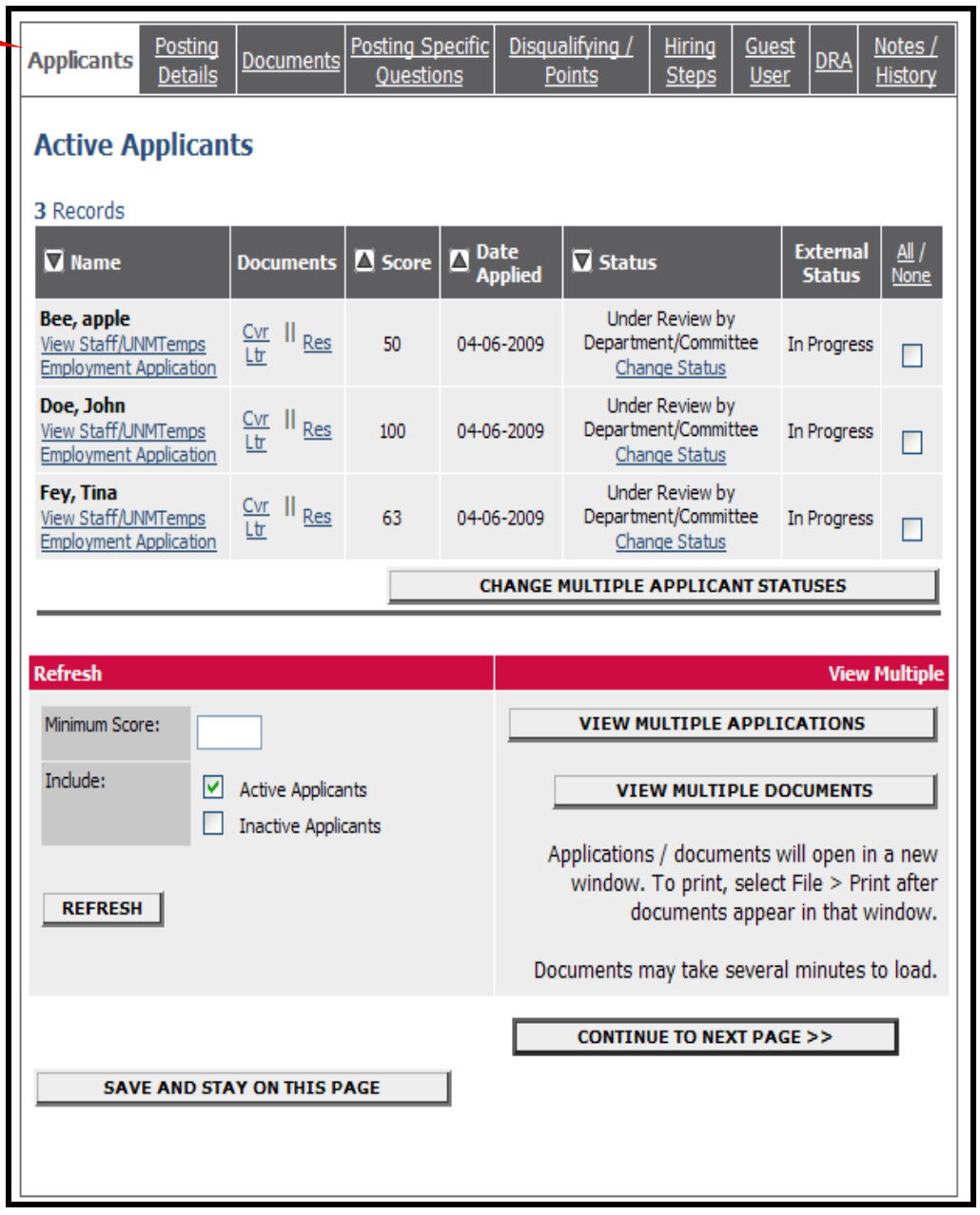


1. Click on the **View** link below the relevant title to view the details of a specific posting, including the description and the applicants to that posting.

The **Active Applicants** screen will display.

2. You will notice the posting data is divided into tabs, listed across the top, starting with "Applicants". This first tab lists the applicants who have applied to this posting. Additional information is also provided on this screen, including their date applied, status, etc. You may click through the other tabs at the top of the screen to view more details about the posting, including Screening Questions and Points.

2



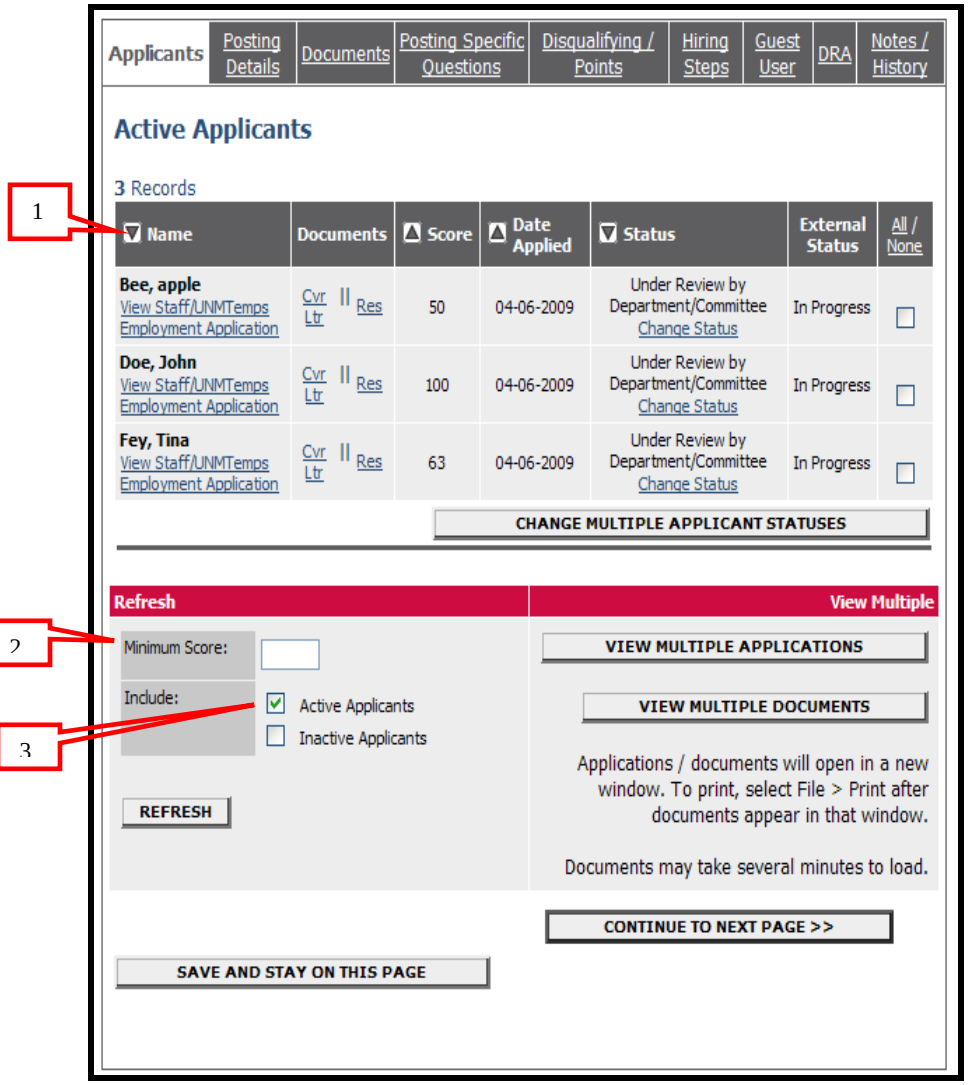
From the screen shown above you may perform a number of tasks, including:

- Sort and view applicants by different criteria
- Print applications and documents
- Change an applicant's status

Sorting & Filtering Applicants by Different Criteria

To sort applicants by Name, Date Applied, etc:

1. Click the **arrow** at the top of the data column you wish to sort. The order in which applicants are displayed will change accordingly.



To filter applicants by score:

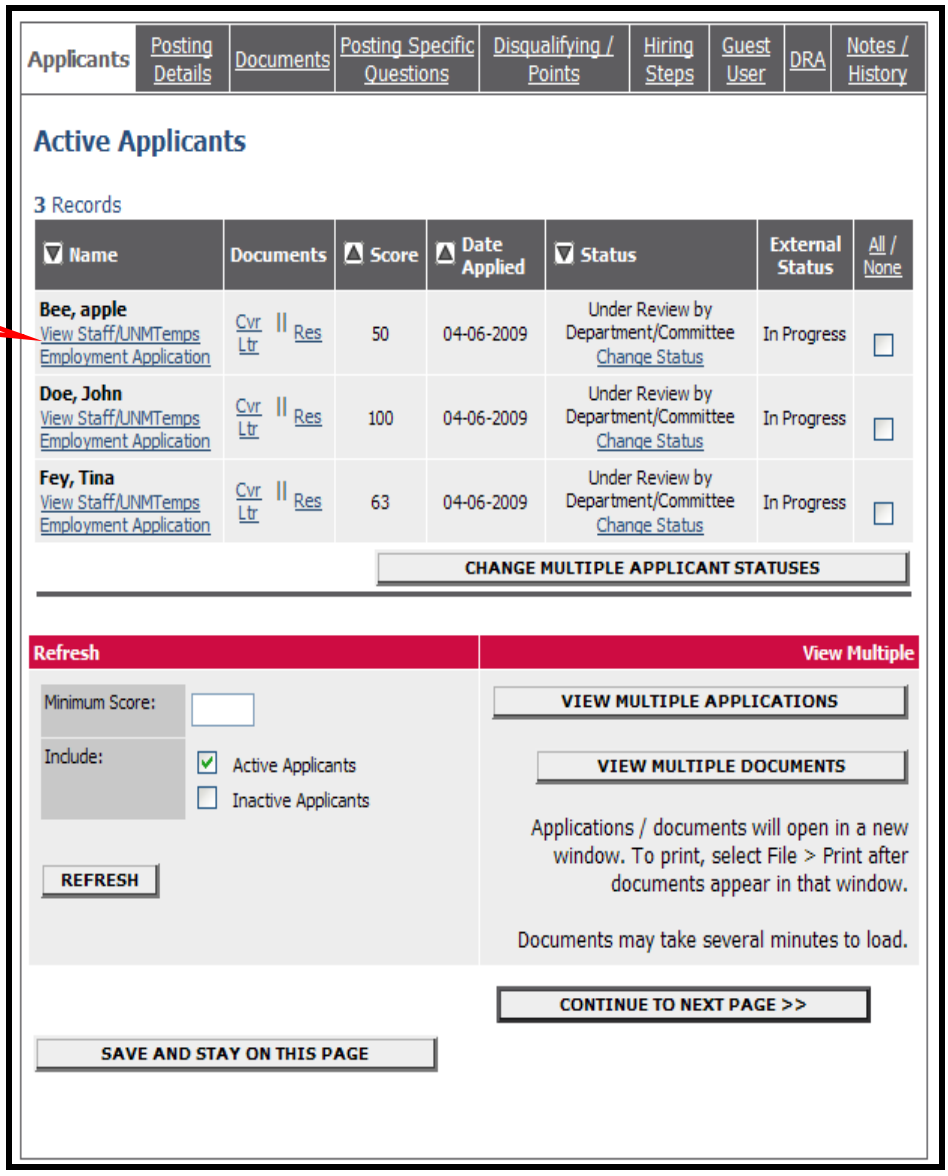
2. Enter a numeric value in the Minimum Score box, and click **Refresh**. Only applicants meeting the score entered (and higher) will be included in your results. The applicant self-score is a percentage of the total score. Example: Department top score is 1000, applicant score equals 50, this means applicant score is 50% of 1000 or 500.

To choose to show Active Applicants, Inactive Applicants, or both:

3. Check the boxes next to “Active Applicants” (active applicants are those still under review) and “Inactive Applicants” (inactive applicants are no longer under review). Click the **Refresh** button to refresh the screen.

Viewing and Printing Applications

1. To view and print a single application, click the link **View Employment Application** under the applicant's name from the "Active Applicants" screen.



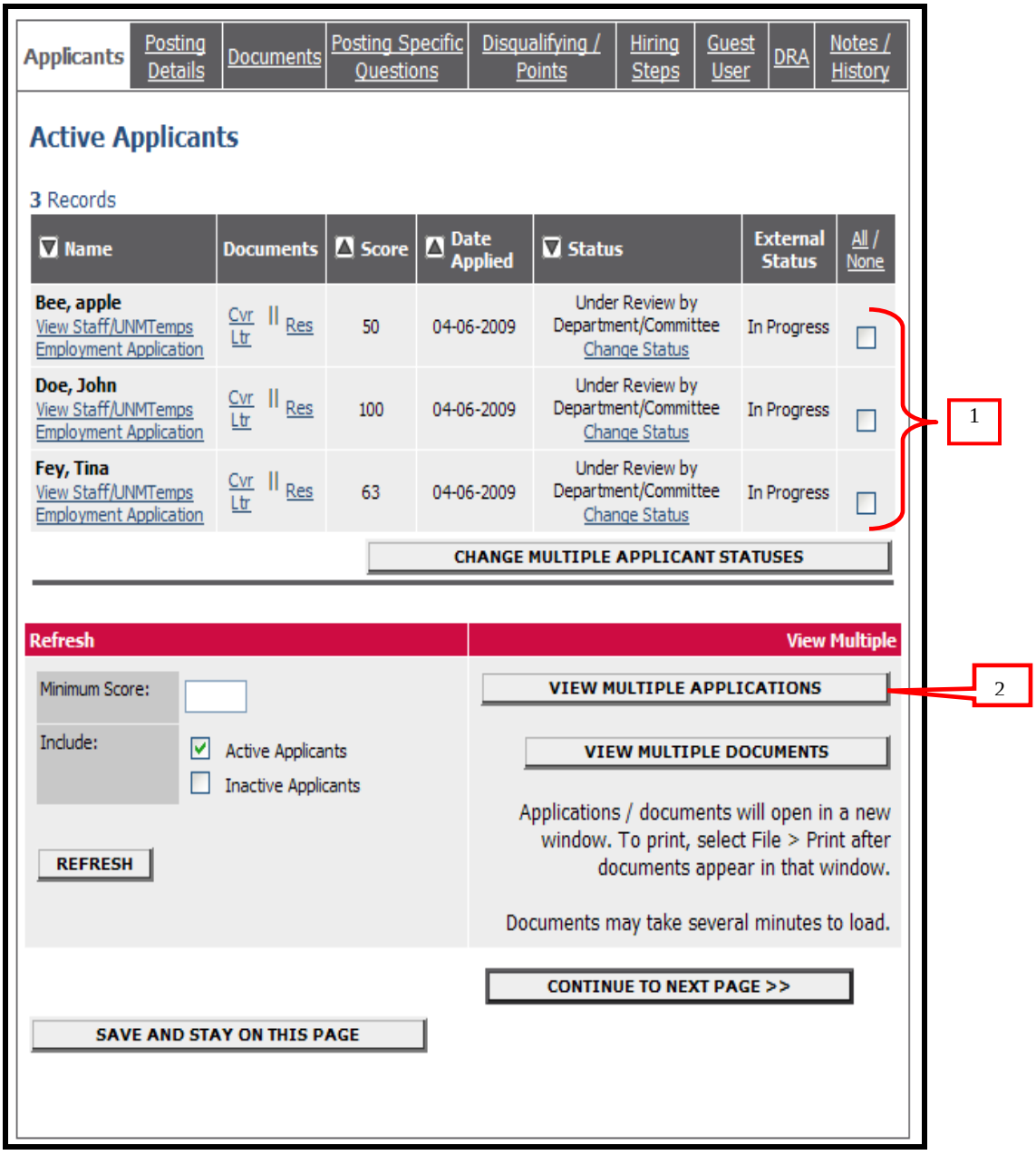
2. After clicking on this link, a screen will appear in a new browser window. It may take a few moments for the information to load into the new window.

3. Select File>Print from your browser's menu to print the applications. There is a signature line at the bottom of the page for obtaining the applicant's signature, if necessary.

4. To close the window, click the **Close Window** link, or click the X in the upper right-hand corner of the window (this will NOT log you out of the system – it will simply return you to the list of Applicants on the "View Applicants" screen).

To view and print multiple applications at the same time, perform the following steps:

1. Check the boxes next to the corresponding applicants whose applications you wish to print (or click the “All/None” link). These boxes are located on the right side of the page.
2. Click the View Multiple Applications button.
3. A new window will appear (it may take several moments to load). This window contains all the applications you selected to print.
4. Select File > Print from your browser’s menu to print the application(s).

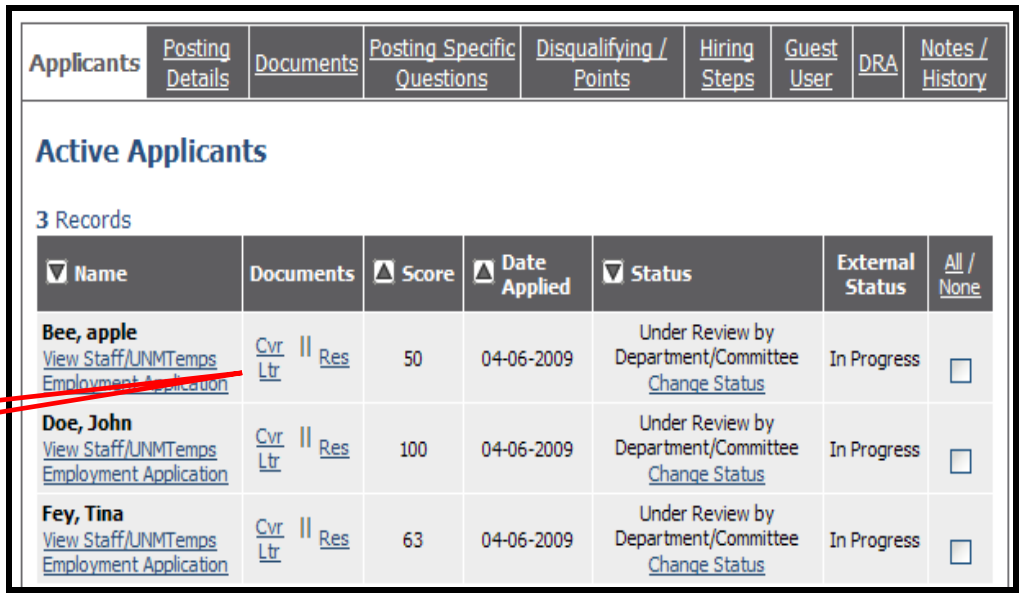


Viewing and Printing Documents

This process is very similar to printing applications, except the documents appear in the Adobe Acrobat Reader software. This is done to preserve the integrity of the documents' formatting, and to assist in preventing viruses from entering the system via documents attached by applicants.

To view and print a single document (such as a resume or cover letter) that the applicant attached when applying for the posting:

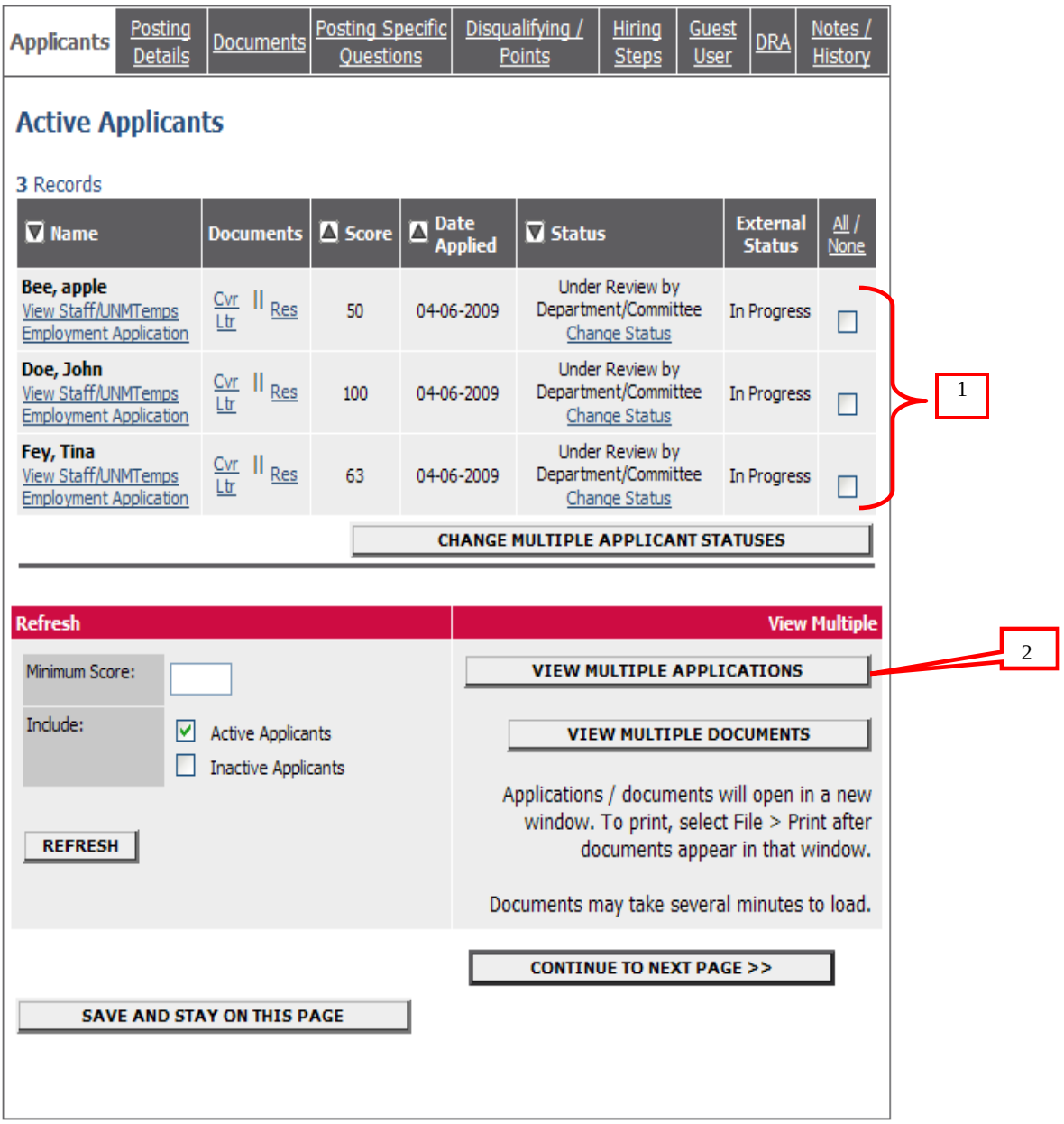
1. Click the link of the document under the column labeled **Documents** from the "Active Applicants" screen.



2. After clicking the link, a new window will appear (it may take several moments to load) in Adobe Acrobat Reader. This window contains the document for the applicants you selected to print.
3. Select File>Print from the Adobe Acrobat Reader menu to print the document.
4. To close the window, click on the **X** in the upper right corner of the window (this will NOT log you out of the system – it will simply return you to the list of applicants on the "View Posting" screen).

To view and print multiple documents at the same time, perform the following steps:

1. Check the boxes next to the corresponding applicants you wish to print (or click the **All/None** link). These boxes are located on the right side of the page.
2. Click the **View Multiple Documents** button.
3. Select File>Print from the Adobe Acrobat menu.

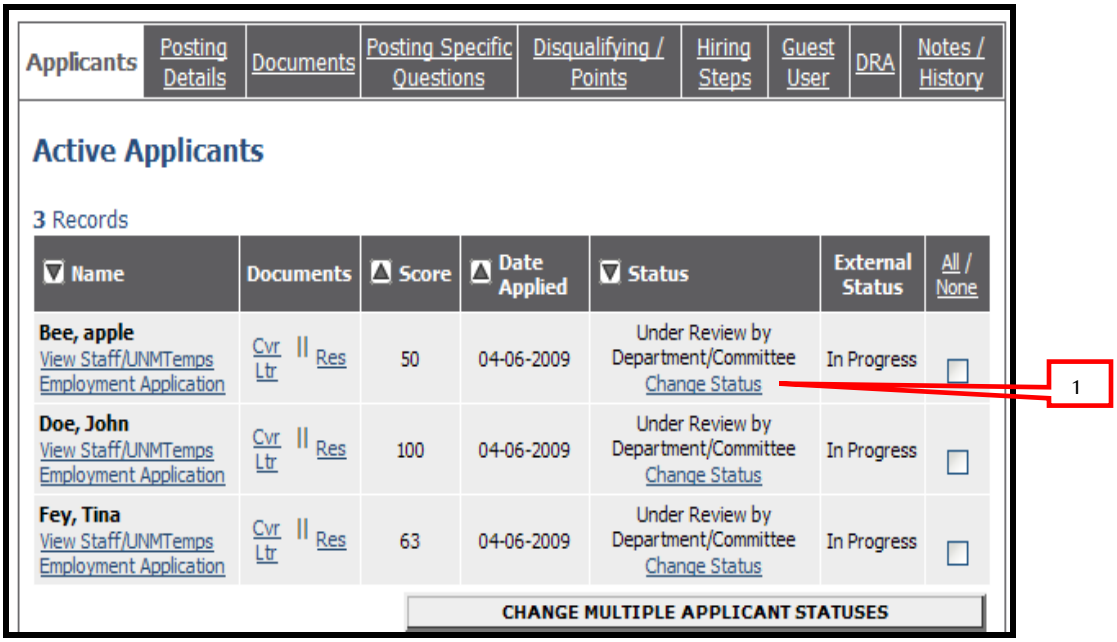


To see reports, go to Get Reports List under Applications in Process on your posting. To create screening matrices for minimum and preferred qualifications, select the Applicant Contact Information report and copy the information. Open an Excel spreadsheet and paste the applicant contact information into it. You now can add columns for your minimum and preferred qualifications to create your screening tools.

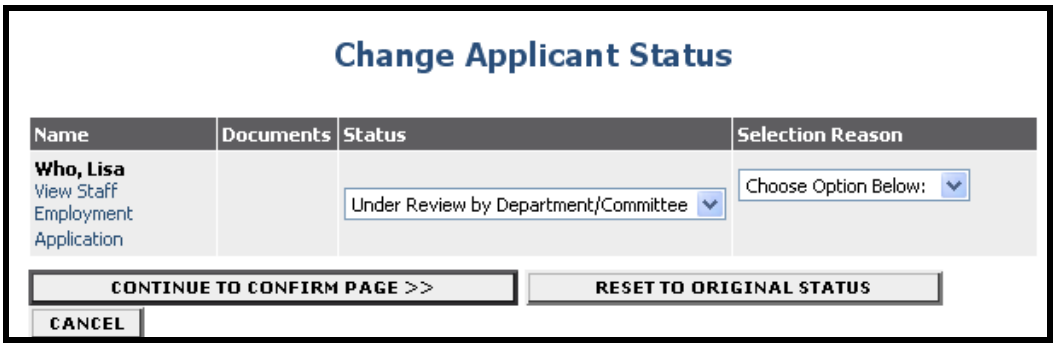
Change Applicant Status

To change status on a single applicant performs the following steps:

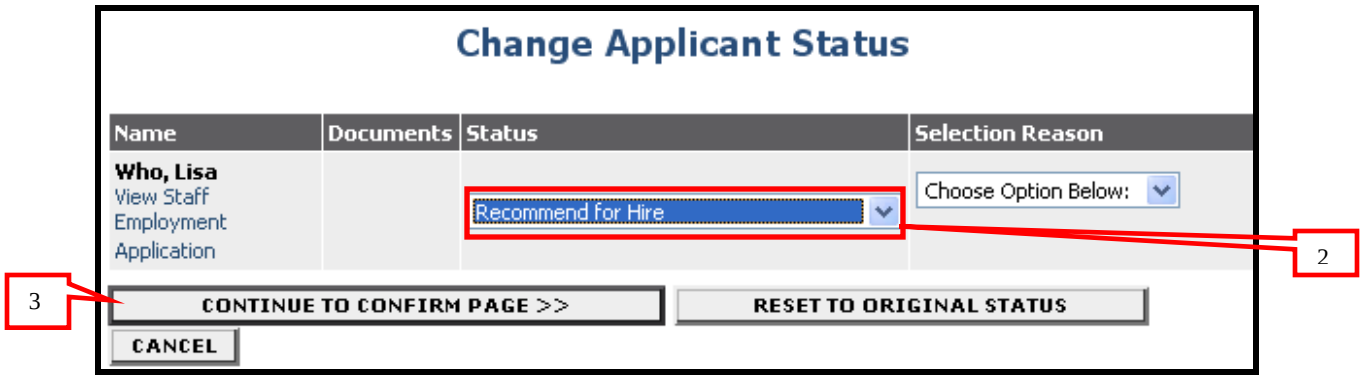
1. Select the '**Change Status'** link for the applicant requiring the status change.



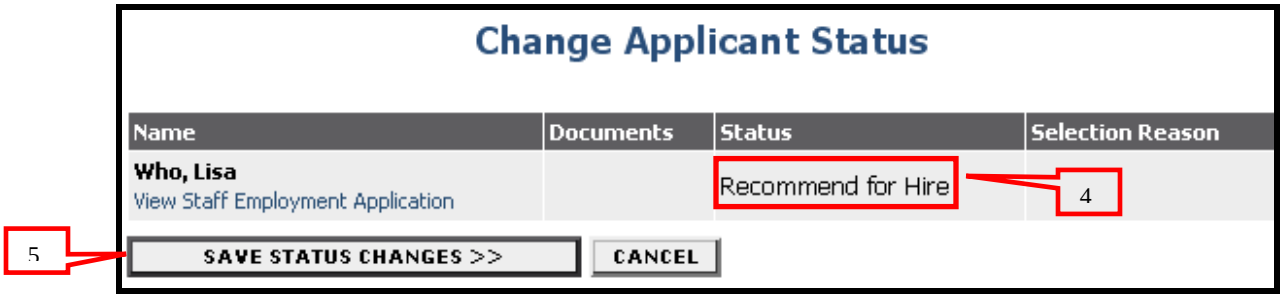
The **Change Applicant Status** screen will display.



2. Click on the drop down arrow in the **Status** field to make a status selection.



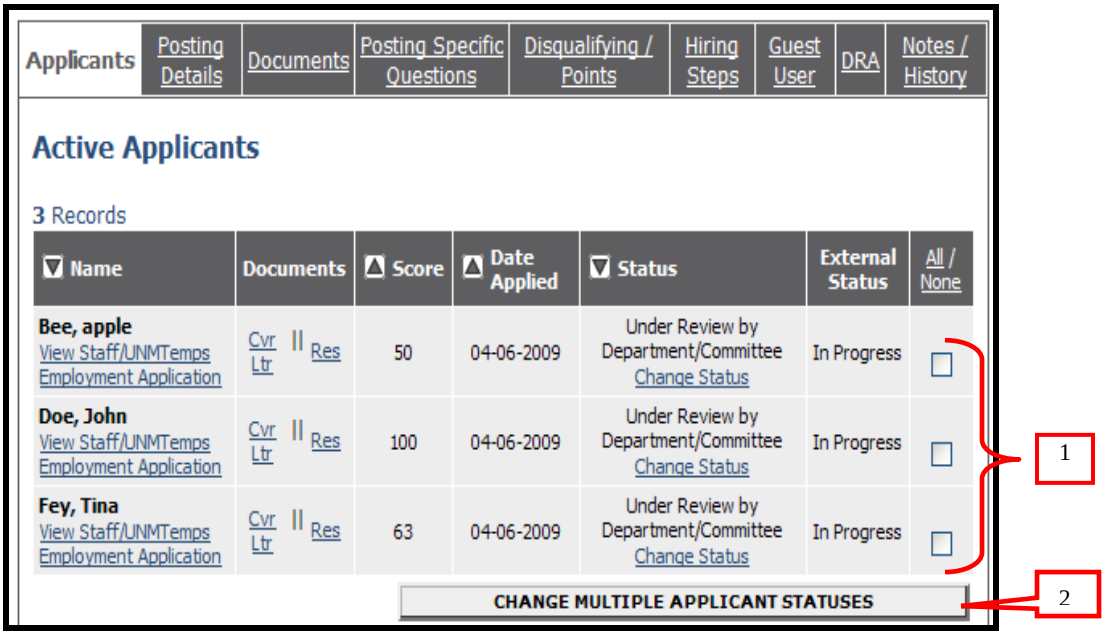
3. Click the **Continue To Confirm Page** button.
4. The status has been changed.



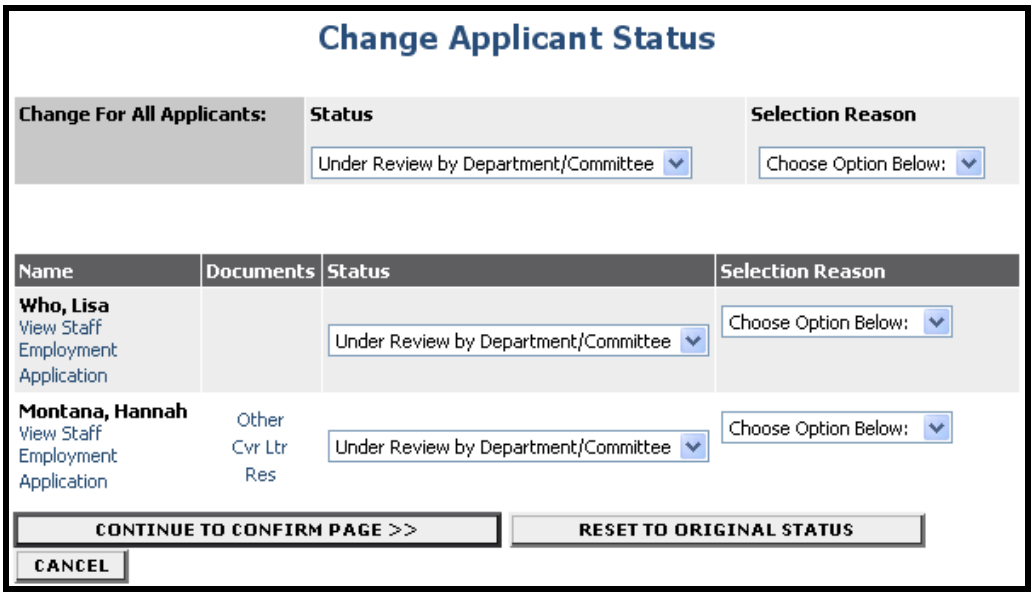
5. Click the **Save Status Changes** button.

To change status on multiple applicants perform the following steps:

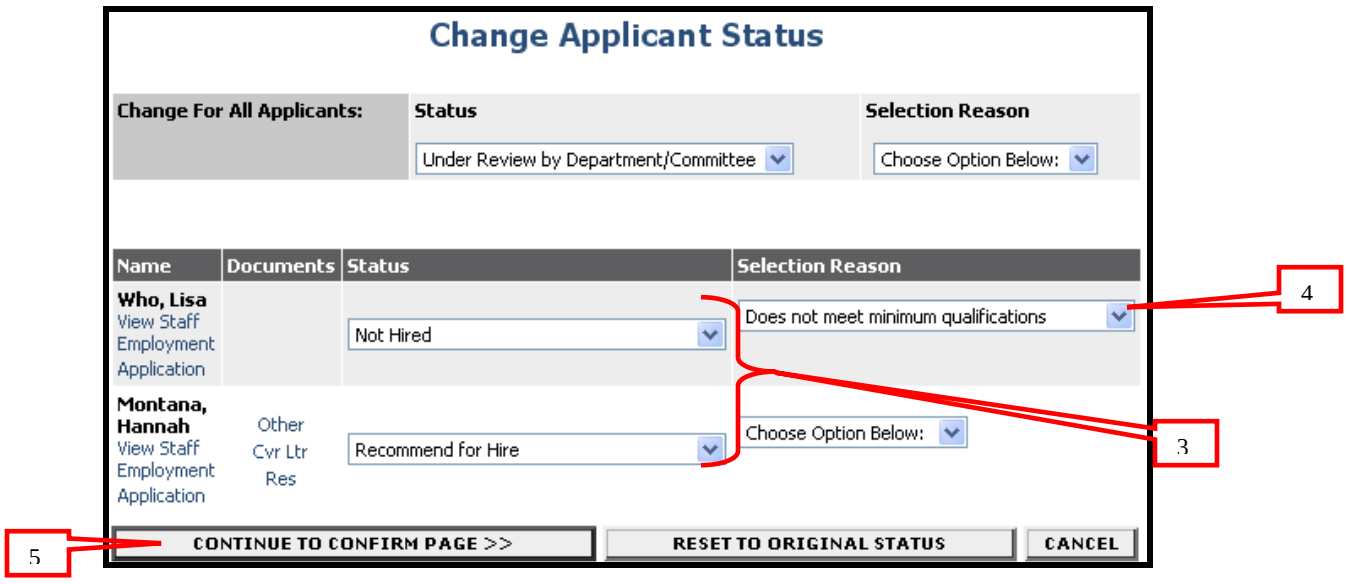
1. Check the boxes for the applicants requiring a status change.
2. Click on the **Change Multiple Applicant Statuses** button.



The **Change Applicant Status** screen will display.



3. Click on the drop down arrow in the **Status** field to make a status selection for each applicant.



4. If "**Not Hired"** is selected as a status, you must also add a selection reason.

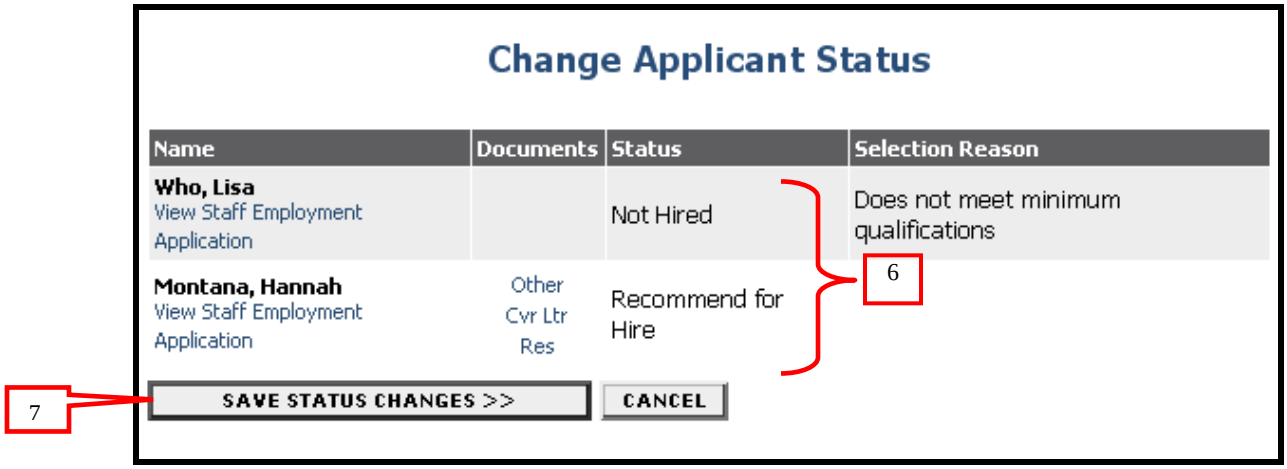
   Note: See Selection reasons on next page.

5. Click the **Continue To Confirm Page** button.

Selection reasons for "not hired"

1. Unable to support candidate's research (Faculty only)
2. Less competitive based on teaching evaluation (Faculty only)
3. Class cancelled/Not offered (TPT Faculty only)
4. Candidate not available at time of course offering (TPT Faculty only)
5. Less competitive based on publications/research/creative works (Faculty only)
6. Insufficient research/publications/creative works (Faculty only)
7. Insufficient teaching experience (Faculty only)
8. Less competitive based on quality of recommendations (Faculty only)
9. Insufficient evidence of service (Faculty only)
10. Insufficient administrative experience (Faculty only)
11. Unfavorable/weak/unsupportive references (Staff only)
12. Review of Human Resources Personnel file was unfavorable (Staff only)
13. No work Study award (Student only)
14. Candidate withdrew
15. Candidate does not meet minimum qualifications
16. Candidate did not show up for interview
17. Candidate declined interview
18. Candidate interview showed inconsistency with application materials information
19. Less competitive based on interview performance
20. Less competitive based on education, training, or certification level
21. Candidate salary requirement too high
22. Candidate application material not complete
23. Candidate application material received past deadline
    - ***Staff - use for a candidate who applied after "For Best Consideration date" and candidates who applied after the departments application review date***
24. Less competitive based on application material
    - ***Staff – use when department has determined a cut off score***
25. Candidate did not possess degree/licensure specified in minimum/preferred qualifications
26. Unable to verify transcripts/license/certification information
27. Unable to contact
28. Insufficient evidence of clinical experience
29. Not eligible to work in the U.S.
30. Candidate is acceptable as an alternate
31. Less competitive based on stated work experience
32. Less competitive based on past research funding
33. Candidate availability date not compatible with department needs
34. Candidate did not successfully pass pre-employment screening or criminal background check
35. Candidate not eligible for hire as determined by Employment Area
36. Limited subject expertise
37. Insufficient directly related experience
38. Posting canceled

6. The status has been changed.
7. When a position is designated as filled, an email notification will automatically be sent out to applicants with a “Not Hired” status informing them that position has been filled. Furthermore, an email notification will be sent out if the posting has been canceled.



8. Click the **Save Status Changes** button.

Documents

You will be required to attach additional documentation to support your Hiring Request. You may attach a particular document by clicking the ‘Attach’ link next to the specific type of document you want to attach to your position.

Faculty documents to be attached:

- Screening for Minimum Qualifications
- Screening for Preferred Qualifications
- Composite Ranking
- Departmental Justification Summary
- Itinerary – Interview Questions

Staff documents to be attached:

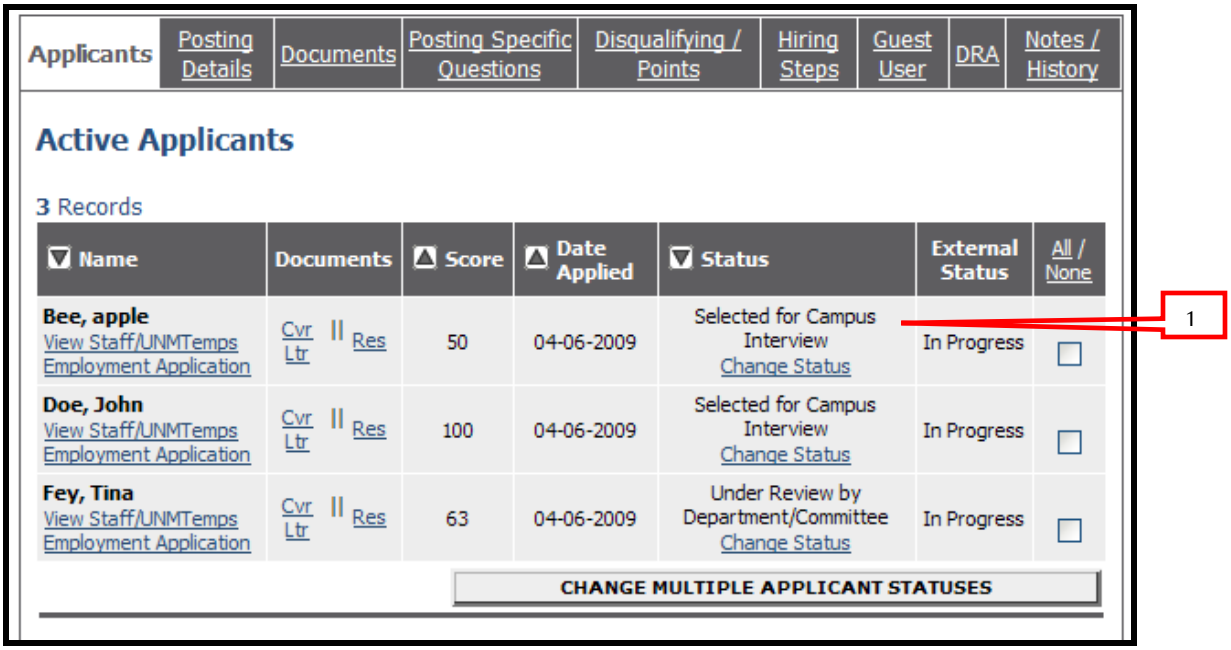
- Interview Questions for Non-Selected Candidates
- Reference Check for Non-Selected Candidates

Attachments slots labeled “Other” will be available for the Department Originator to attach any other needed documents.

Department Reasonable Assessment (DRA) Process

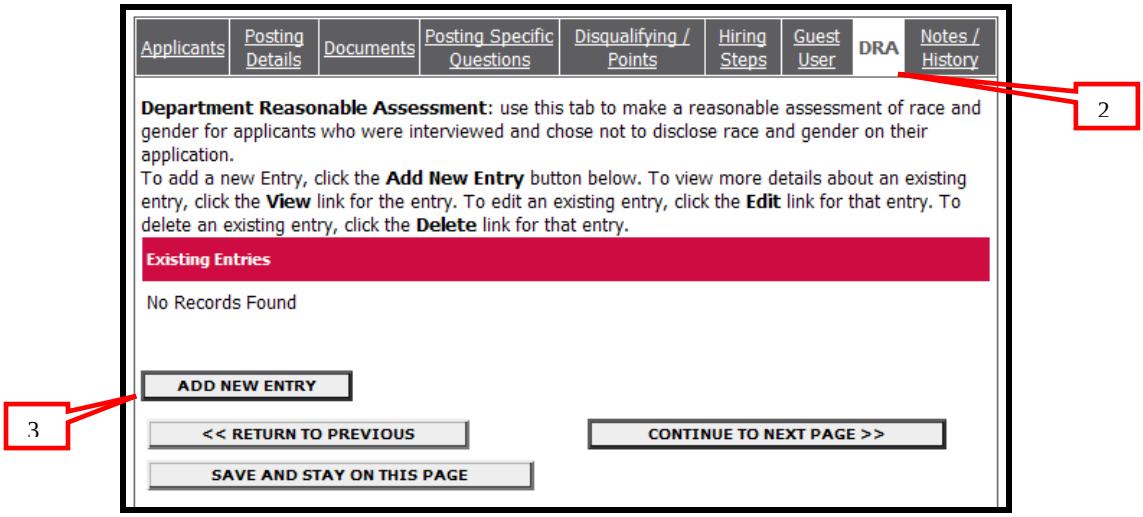
Use this tab to make a reasonable assessment of ethnicity and gender for all applicants who were interviewed.

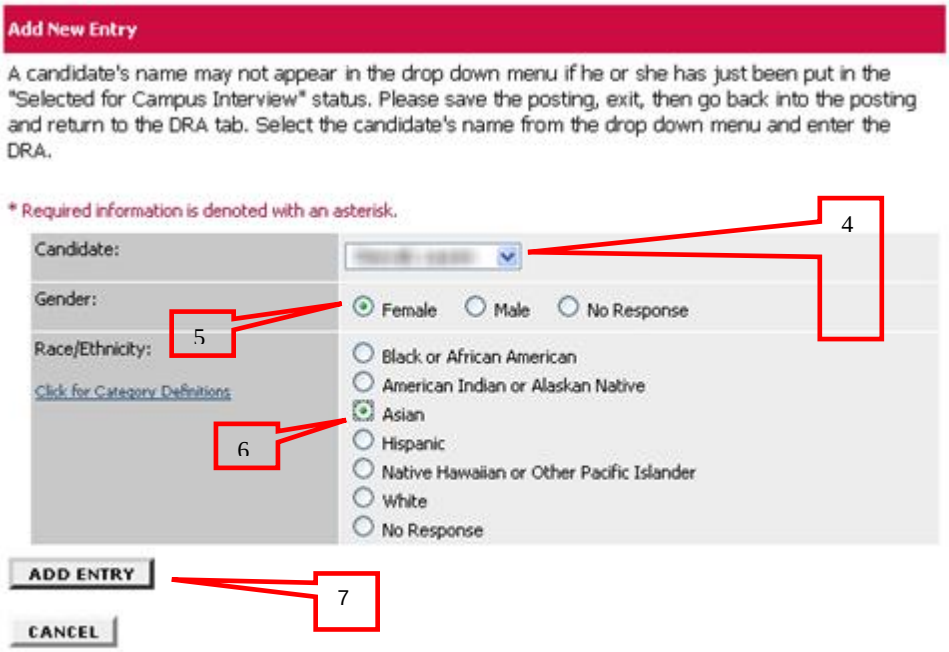
1. In order to populate applicants into the DRA Tab, the department must change the applicant status to “Selected for Campus Interview”



2. Click on the **DRA** Tab.

3. Click on the **Add New Entry** button.



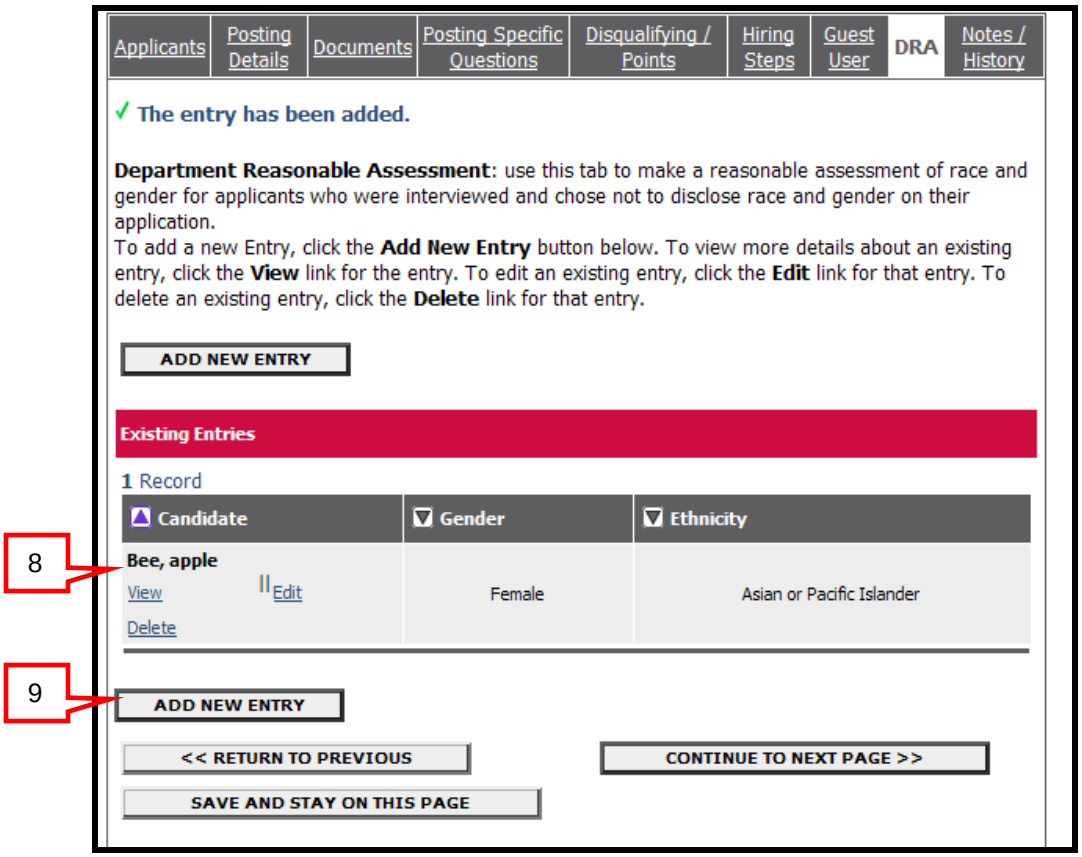


4. Click on the **Drop Down arrow** next to the Candidate field. You should see all of the applicants who you previously changed their status to "Selected for Campus Interview. Select the appropriate candidate for which you want to create a record.

5. Select the appropriate gender based on your reasonable assessment during the interview process.

6. Select the appropriate ethnicity based on your reasonable assessment during the interview process.

7. Click the **Add Entry** button.



8. The record you created will appear. You can View, Edit, or Delete this record.
9. Click Add New Entry to continue the DRA process for all of the applicants you interviewed.

For more information on the DRA, please see the DRA Changes and Instructions job aid.

Hiring Proposal

Once you have decided on an applicant to hire and a tentative offer has been made, you may begin the hiring proposal.

Field Name	
Legal First Name	Not Editable: Defaults from application
Middle Name	Defaults from application
Legal Last Name	Defaults from application
Legal Suffix	Defaults from application
Professional Suffix (degree)	Defaults from application
Mailing Address Line 1	Defaults from application
Mailing Address Line 2	Defaults from application
City	Defaults from application
State	Defaults from application
Zip Code	Defaults from application
Country	Defaults from application
Home Phone	Defaults from application
Message Phone	Defaults from application
International Phone	Defaults from application
Email Address	Defaults from application
UNM ID	Not Editable: Defaults from application; verify in Banner if applicable
Position Class Title	Not Editable
Position Class Code	Not Editable
Working Title	Not Editable: Defaults from posting; verify that the information is correct
Position Title	Not Editable: Defaults from posting; verify that it matches the position class title
Position Number	Not Editable:
Position Sequence Number:	Not Editable: System generated at posting
Appointment Type	Defaults from posting, ensure proper appointment type is selected **Student:** Select Work Study(WS) or Student Employment(SE)
Exempt/Non-Exempt	Not Editable:
Salary Table	Not Editable:
Organization	Defaults from posting, ensure proper organization is selected
Department	Defaults from posting, ensure proper department is selected
Pay Rate	**Faculty:** Enter the total yearly salary **Staff:** For non-exempt employees enter the hourly. For exempt employees enter monthly.

	Student: Enter the hourly rate or monthly salary
Rate Type	Select the appropriate radio button based on what was entered in the pay rate field **Faculty:** Always select per year **Staff:** Do not use per year **Student:** Per Hour or Per Month
Start Date	Enter the day the employee starts job **Faculty:** For 9 month faculty enter the first day of the month of employment
End Date	**Faculty:** For visiting faculty enter 5/31/academic year **Staff:** Enter end date for 3 month short duration and 6 professional appointment non-competitive employees **Student:** Enter the last Friday of the Spring term, unless dept. indicates prior termination date
Contract Start Date	The day the employee starts job **Students:** Does not apply
Contract End Date	**Faculty:** Temporary and research faculty use contract date; 9 month faculty end 5/31/academic year or 7/31/current year; 12 month faculty 6/30/current year **Staff:** Contract end dates typically run on a fiscal calendar year. If term assignment enter term end date in this field **Students:** Does not apply
New employee orientation date	**Staff:** Orientation date will be entered by employment area **Students:** Does not apply
Transaction code	Select the appropriate action from the drop down menu; verify by Employment Area
Benefits Eligible	Not editable
Employee Class	Not editable
Position Appointment Percent	**Staff:** Enter the appointment %, i.e. full time = 100 **Student:** Enter 50; will be verified by employment area (if the student has a 2nd job or if this is an add job (ADDJB) (transfer from work study to student employment), enter 25)
Supervisor	**Staff and Student:** Enter immediate supervisor name **(Required)**
Supervisor UNM ID	**Staff and Student:** Enter immediate supervisor UNM ID **(Required)**
Posting Type	Not editable
Non-Competitive Reason Code	Defaults from posting. Ensure appropriated non-competitive hire reason code is selected
Salary Grade	Not editable
Subject to Overtime	**Staff:** Select yes if non-exempt position or if exempt earning less than $455 per week **Student:** Select No
Covered by Bargaining Unit	**Staff:** If appointment % less than 50 or confidential position, then non-union **Student:** Select No
Pre-Employment Post Offer Exam Required	**Staff:** Enter per job classification **Student:** Select No
Official Transcripts	**Staff:** Always select Yes
Moving Expense	If moving expenses are to be paid, enter dollar amount - see policy #4020 **Student:** Leave blank
Special Allowance	List any special allowances **Student:** Leave blank
Special Allowance Amount	List total dollar amount of special allowances **Student**: Leave blank
Position Justification	Comments by department - replaces PMF **Student:** Leave blank

Employment Area Consultant	**Faculty:** Select the appropriate employment area, Faculty Contracts & Services Office or SOM Faculty Contracts & Hiring **Staff:** Select the consultant assigned to your department. Click here to find your department's HR Consultant. **Student:** Select Student Employment **UNMTemps:** Select UNMTemps
Rank	**Faculty:** Select the appropriate rank from the drop down menu.
Tenure code	**Faculty:** Select the appropriate tenure code from the drop down menu.
Review type	**Faculty:** Select the appropriate review type from the drop down menu.
FTE	**Faculty:** Enter appropriate FTE.
Confidential Status	Not editable
Probationary/ Trial	**Staff:** Select Probationary or Trial - 6 month probationary period for new employee first time hired at UNM or after break of at least one day of service. Thirty (30) working day trial period for employees hired internally from UNM **Student (New and Rehire only):** 2 month probationary period
Probationary/ Trial End Date	**Staff:** Department calculates probation or trial date and documents **Student (New and Rehire only):** Calculate 2 month probation based on start date
Person signing offer letter	**Staff:** Enter name of person signing offer letter **Student:** Leave blank
Title of person signing offer letter	**Staff:** Enter title of person signing offer letter **Student:** Leave blank
Phone # of person signing offer letter	**Staff:** Enter phone # of person signing offer letter **Student:** Leave blank
Date offer letter generated	**Staff:** Employment area will enter date offer letter generated **Student:** Leave blank
Female	Not Editable
Minority	Not Editable
African American	Not Editable
Asian or Pacifica Islander	Not Editable
Hispanic	Not Editable
American Indian or Alaskan Native	Not Editable
Budgeted Full Time Equivalency	Enter budgeted FTE, might be different than actual salary
Budgeted Salary Amount	Enter budgeted FTE, might be different than actual salary **Student:** The total budgeted salary for the pooled position number must include the amount for **all** students in the position number. (For example, if you plan to hire 10 students in your UB position number who will earn 4,000 each, you will need to enter $40,000.)

Budgeted Position Justification	If new position, will need position justification for position control **Student:** For student employment, enter “Student is student employment and the position number is UB####.” For state work study award, enter “Student has state work study and the position number is US####.” For federal work study award (non-community service), enter “Student has federal work study and the position number is UF####.” For federal work study award (community service), enter “Student has federal work study and the position number is UFC###.” If the position is a community service position and you do not have a UFC position number, please enter, “Need a UFC position number for community service position.”
Department Budget Contact	Name of financial officer

Funding

Field Name	
Index Code	Select the appropriate Index Code
Position Labor Distribution Percent	Enter the percent of the labor distribution. **Faculty & Staff**: If using multiple index codes the combined total of all labor distributions must equal 100 **Student:** For work study: Enter 30 For student employment: Enter 100
Labor Account Code	Select the appropriate labor account code. For a list of labor account codes and their definitions click here. **Student:** For state work study enter 20N0 For federal {non community service} work study enter 20L0 For federal {community service} work study enter 20L2 For student employment enter 20J0

Documents

Along with other tabs customized to your specific organization, you may be required to attach additional documentation to support your Hiring request. You may attach a particular document by clicking the 'Attach' link next to the specific type of document you want to attach to your position.

Faculty documents to be attached:

- Signed Offer Letter (required)
- Justification Memo for Hire (required)

Equity Assessment

Staff documents to be attached:

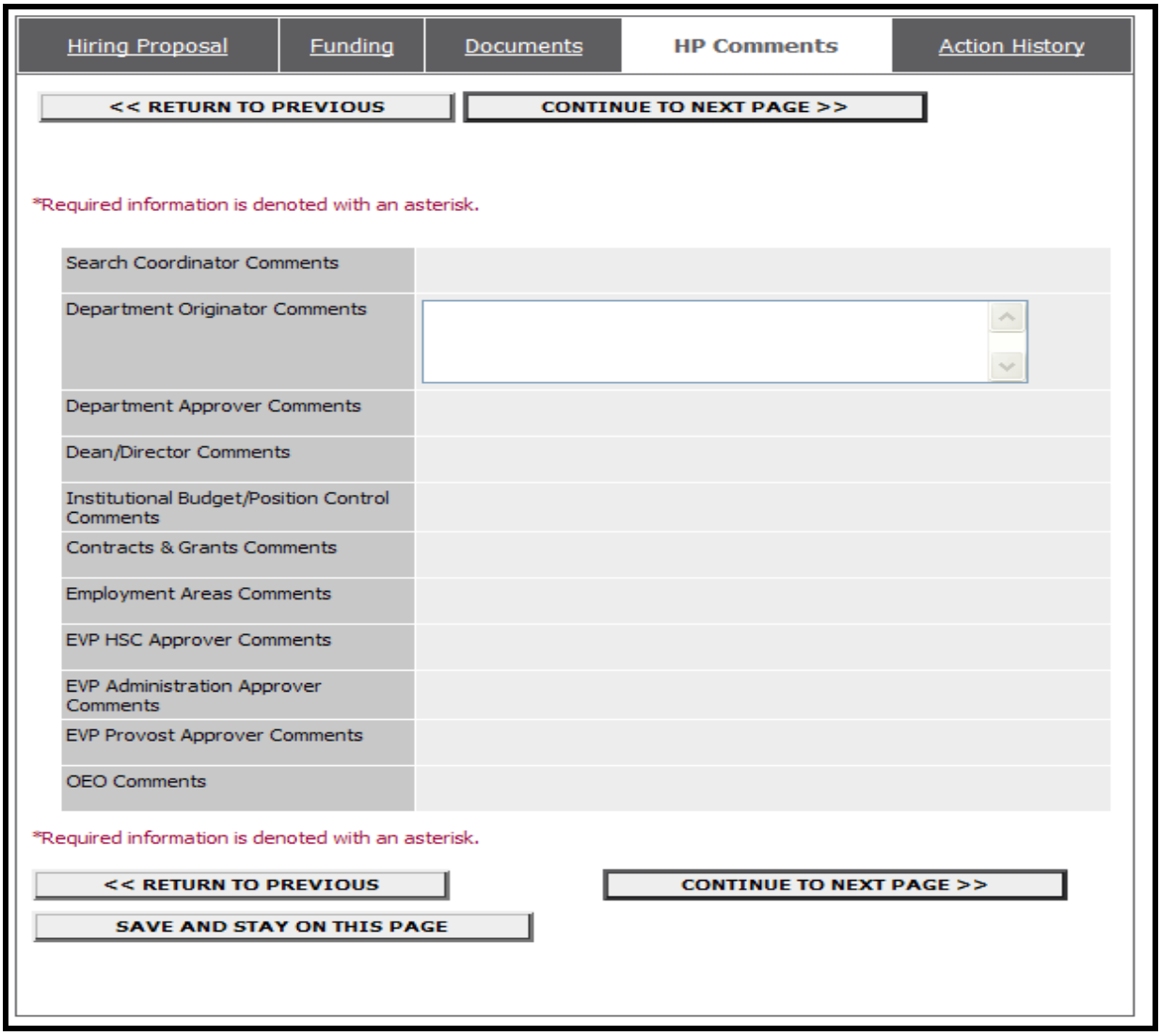
- Reference Checks For Selected Candidate (required)
- Interview Questions & Responses of Selected Candidate (required)
  - Include names of interviewers, interviewees, and date of interview
- Equity Grid
  - Will need to submit ePAN(s) if hire causes inequities within Department
- Summary of Hire Memo (required)
  - This document should support the hiring decision.
- Conviction Certification Form for selected candidate. Please note, there are two different forms depending on if the hire is a competitive or non competitive hire
- Education Verification Request Form. For more information on education verification please see Education Verification Procedures

UNMTemps documents to be attached

- Summary of Skills and Duties for Temporary Assignment
- EVP Approval

Attachments slots labeled "Other" and "Hiring Proposal Document" will be available for the Department Originator to attach any other needed documents.

Hiring Proposal Comments

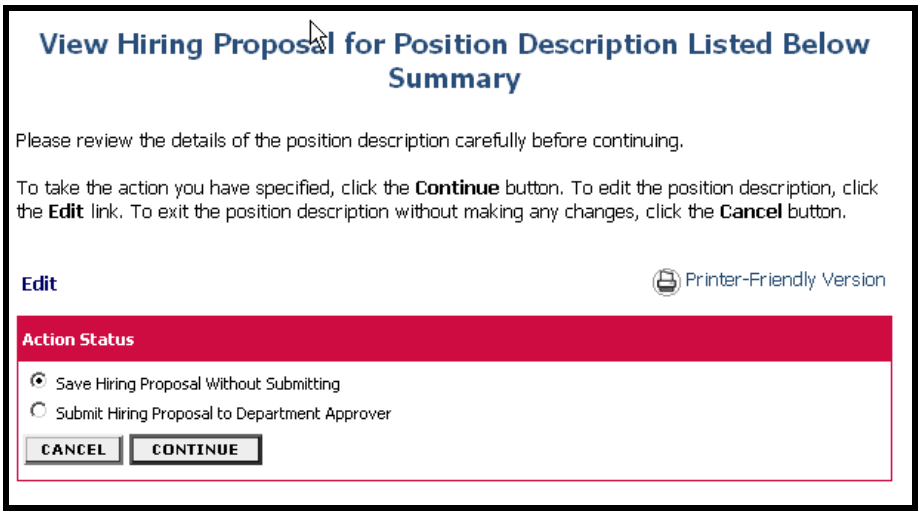


This is where you would enter comments. Be aware of comments entered, as they are part of the permanent record.

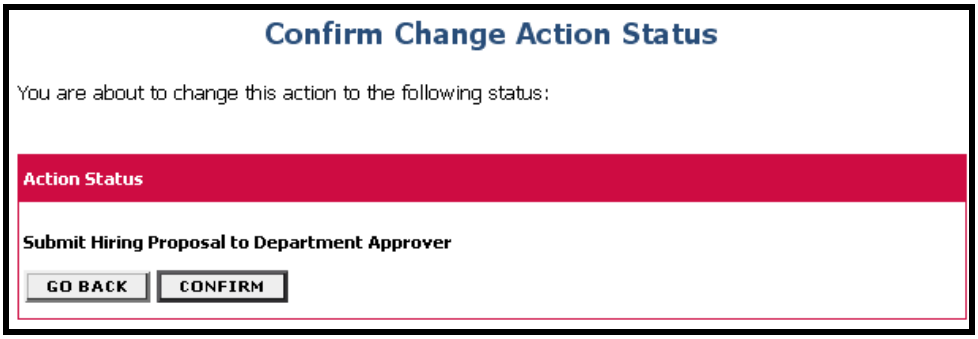
Submitting the Hiring Proposal for Approval to the Department Approver

The **Summary** Screen will display.

1. Select the appropriate radio button
2. Click the **Continue** button



3. Click on the **Confirm** button



Note:

The details of your position are NOT SAVED until you confirm the action.

Offer Letters: Staff

Print the offer letter on your departmental letterhead, sign it, and provide a copy to the new employee for their signature.

1. Scan the signed offer letter and email to Client Services at: Clientsv@unm.edu. E-mail notification from the Department will include on the subject line: **Offer Letter, Employee Name, Title, and Department Name.** If no other hire, state in the body of the email
2. Please include Term MOU if applicable

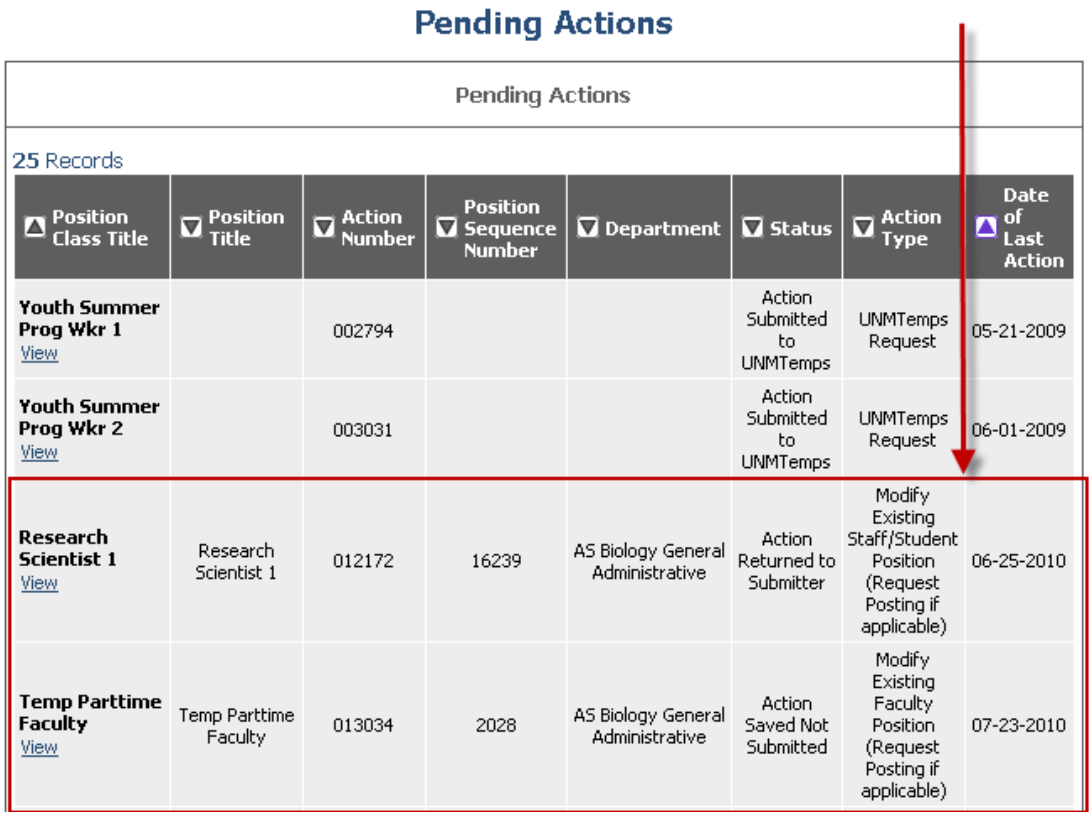
- Please Direct the new employee to the HR Service Center (1700 Lomas) to complete the new hire paperwork. The new employee must supply the appropriate identification to complete the I-9 form. New employee paperwork should be completed prior to the employee's start date.

- Student Employees do not require offer letters. Please direct student employees to the Student Employment Office (1st floor Mesa Vista Hall North) to complete new hire paperwork.

Cleaning Up Your Pending Actions Queue

Department Originators may have Pending Action queues that contain pending actions that are no longer valid. Dept. Originators will have the ability to remove these pending actions. This applies to Staff, Student, and Faculty. Department Originators now have the ability to remove actions from their Pending Actions Queue for the following statuses:

- Saved Not Submitted
- Submitted to Department Approver
- Submitted to Dean/Director
- Returned to Submitter



Administrative Functions

Logging Out

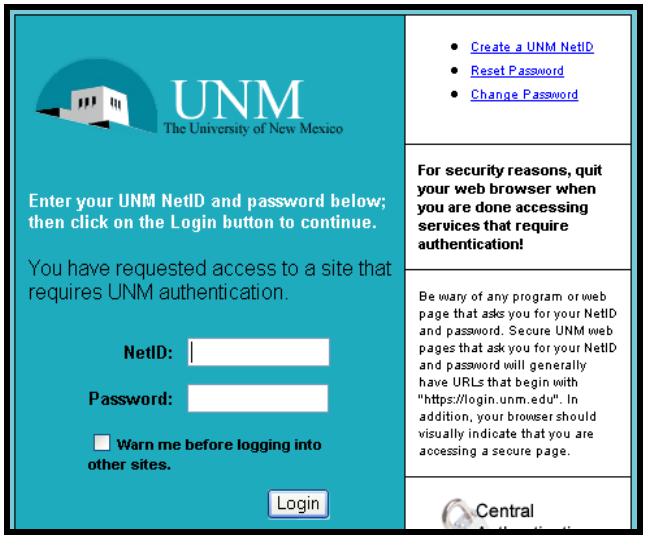
To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link located on the bottom left side of your screen.

Requesting a UNMJobs Security Role

1. Go to the URL my.unm.edu and enter your net ID and Password
2. Click on the Employee Life tab
3. Click on Banner Authorization Request

4. A Security Alert popup appears. Click ‘Yes’

5. Enter your UNM Net ID and Password (for BAR login help, please see FastInfo 1586).

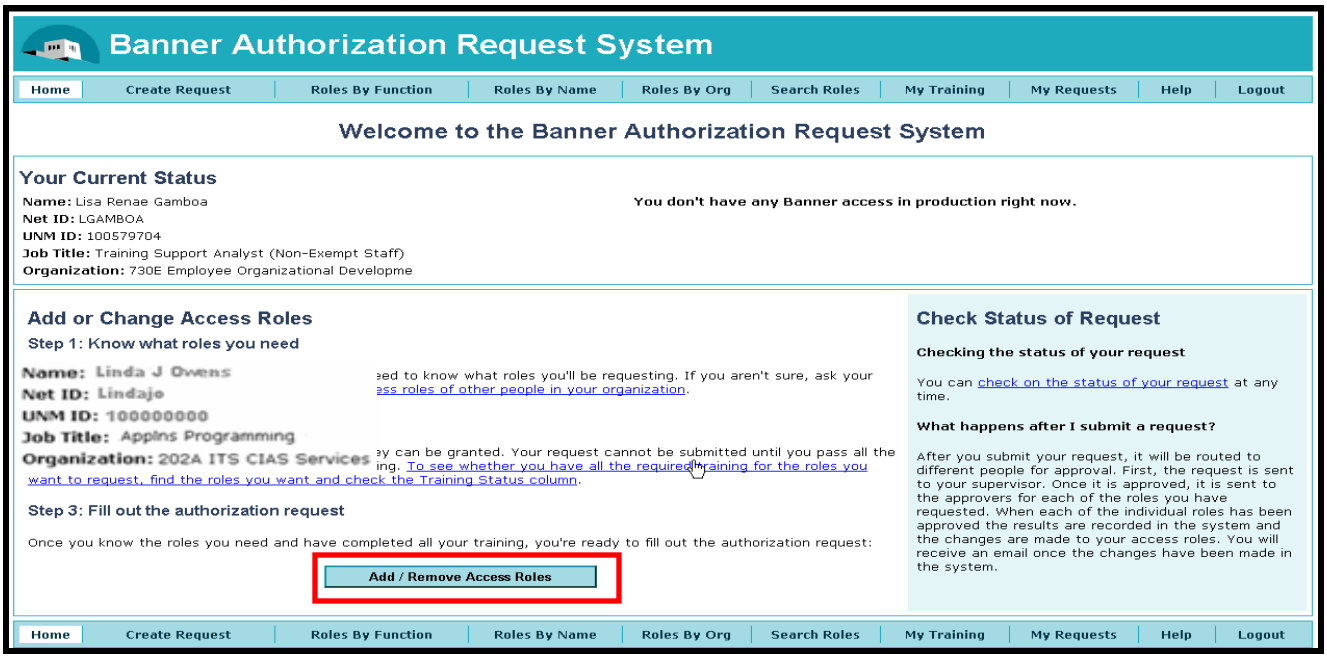


Start an authorizations request

1. Verify all information regarding your position at the University is correct.

2. If you currently have an incomplete request you will see an **Open Saved Access Request** button. Click on the button.

3. If you do not have an existing request you will see an **Add/Remove Access Roles** button. Click on the button.



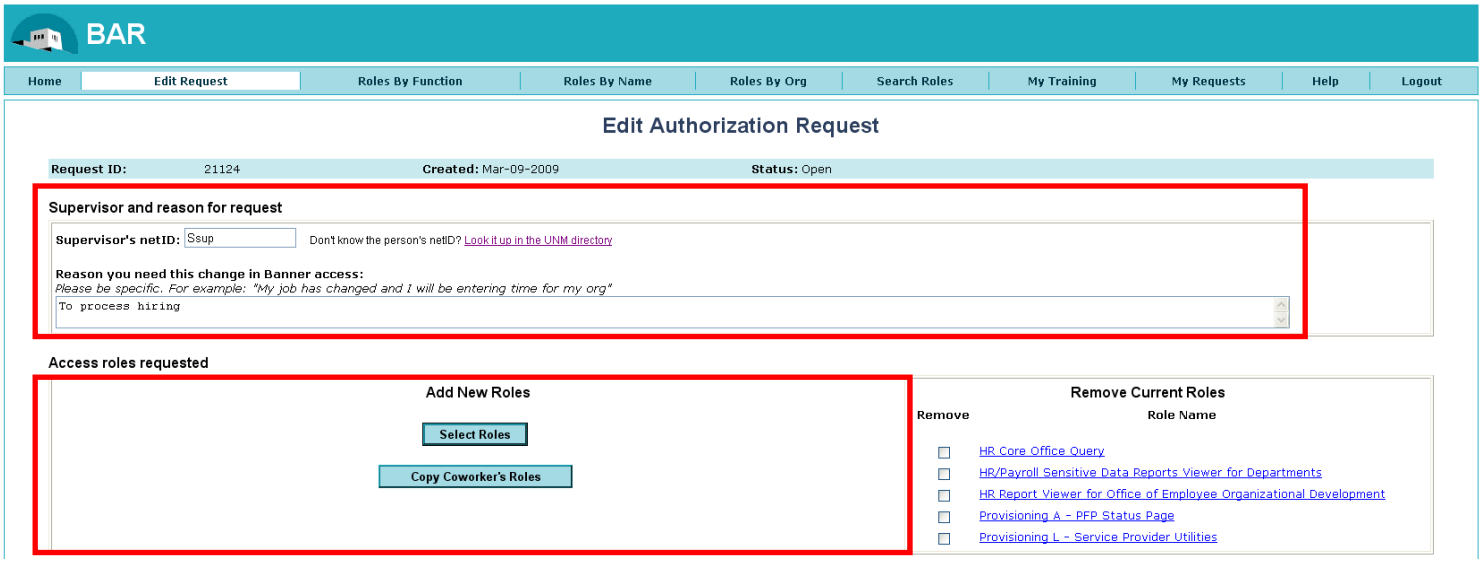
NOTE: If you have existing Banner access, your current authorization is automatically copied into your new request.

Select UNMJobs role

1. Enter your supervisor's NetID. If you do not know your supervisor's NetID, please use the hotlink to the UNM Directory to look it up.

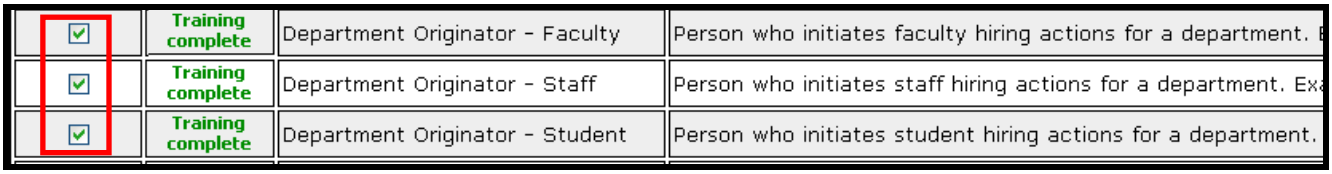
2. Explain the business reason for this role.

3. Click on the **ADD Roles** or **Select Roles** button.



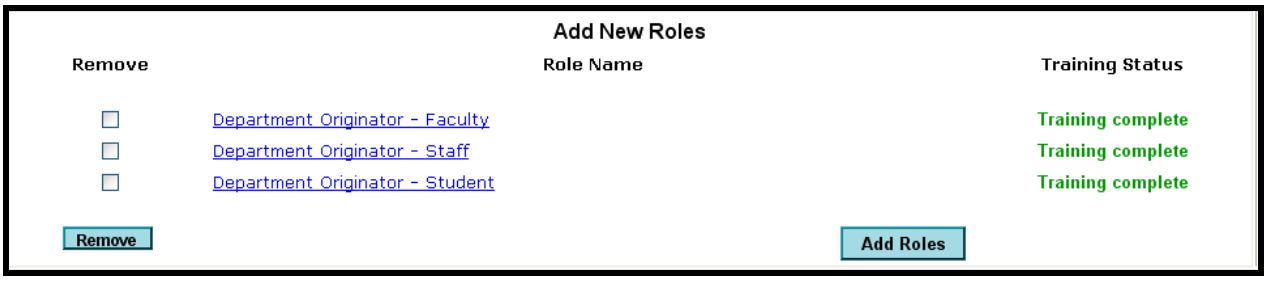
4. Select UNMJobs Roles from the list of links at the top. *You may have to click on SHOW ALL ROLES first.

5. Click the check box next to the appropriate role.



6. Click on the **Add Selected Roles to My Request** button on the bottom of the page.

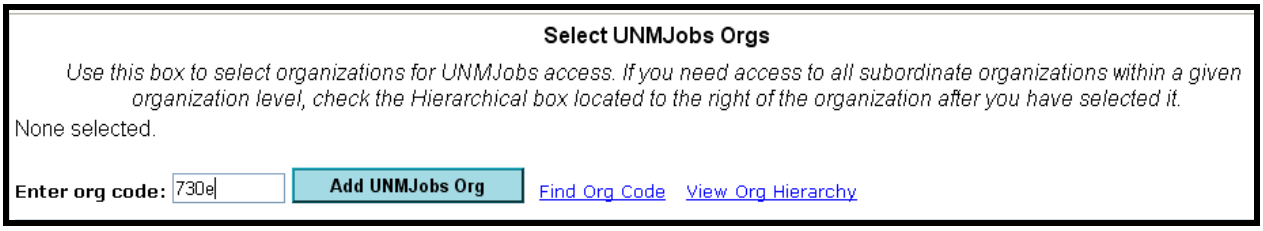
7. The following will be displated under **Access Roles Requested**.



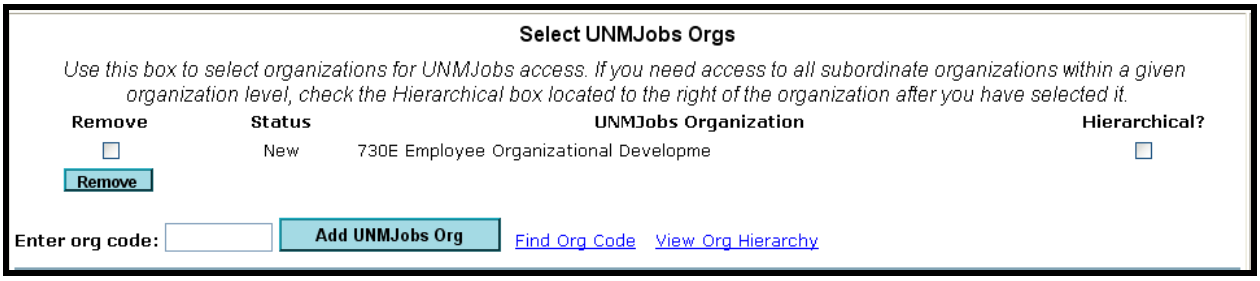
Select UNMJobs orgs

Role Specific Settings section displays.

1. Enter the org code for which you will be hiring (i.e. 730e).
2. Click the Add UNMJobs button.

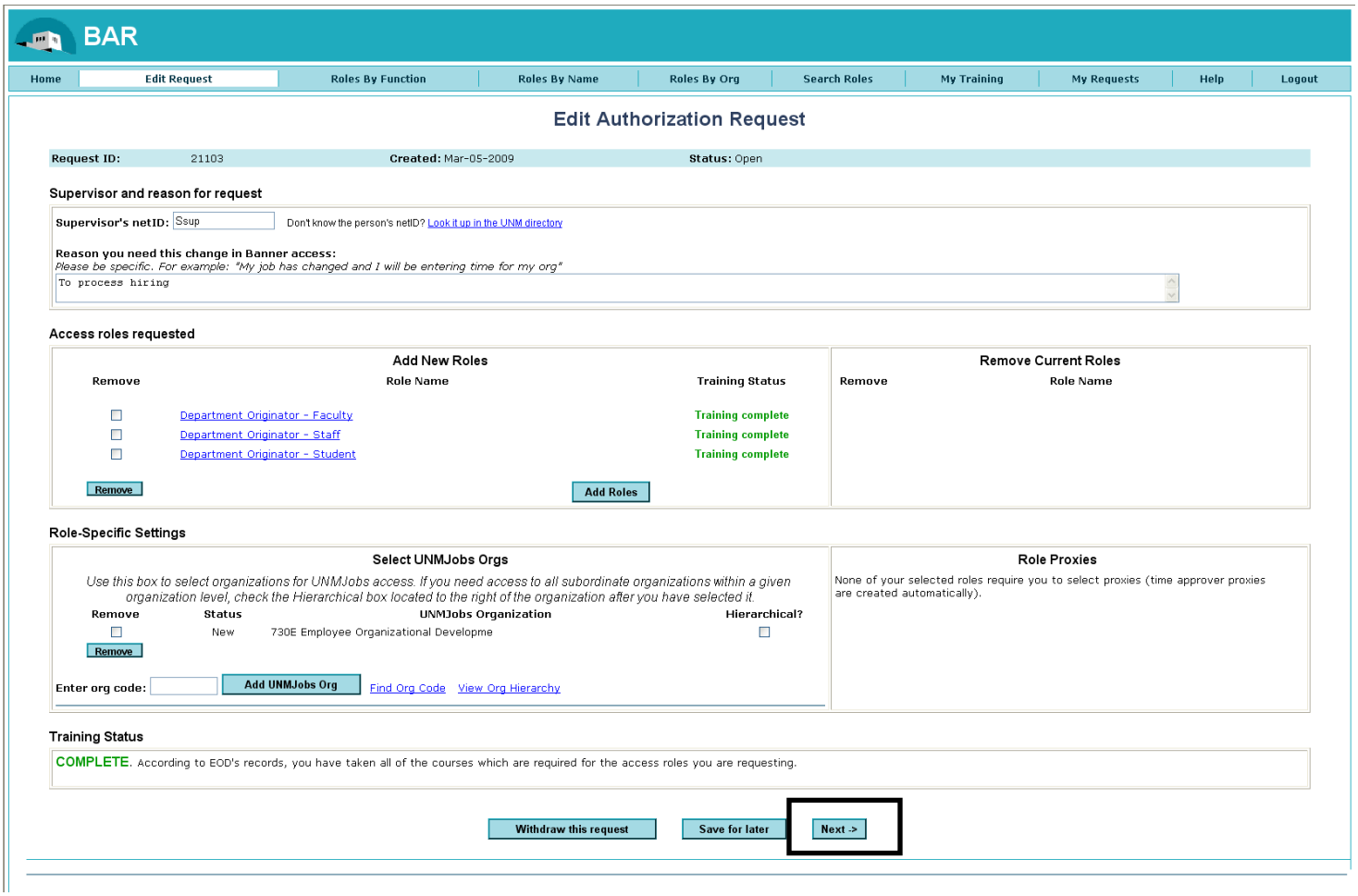


3. If the org code is recognized, it will display in that section. If not, you see an error message display.
4. Check the 'Hierarchical' box located to the right of the organization if you need access to a hiring org within a higher level org.



Review and submit

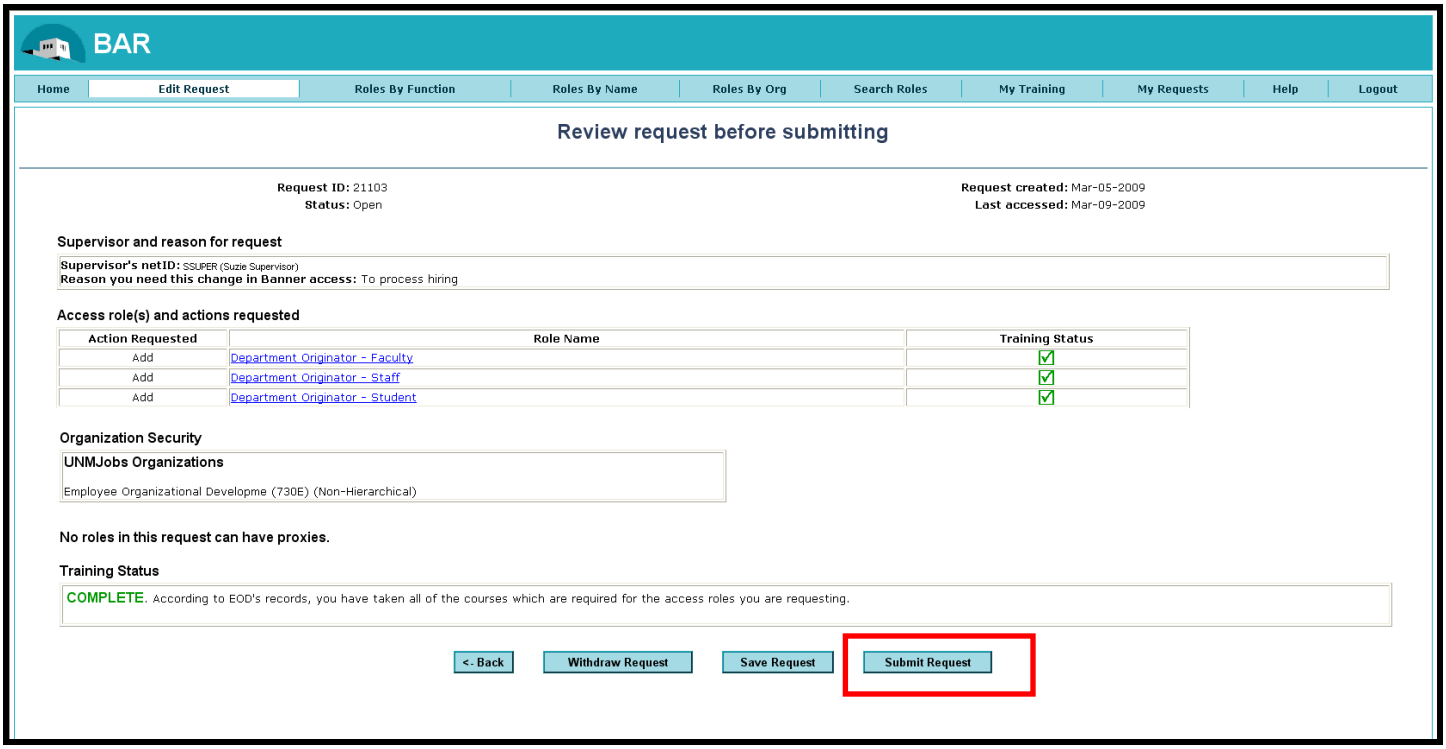
1. Confirm that all the information is correct.
2. Click the **Next** button.



3. On the “Review request before submitting” page, confirm that all the information on your BAR is correct.

4. Click **Submit Request** button, if all information on the page is correct.

5. Click the **Back** button if the information is incorrect. Correct as necessary.



The request is sent to the appropriate supervisor for approval and to the approvers for each role requested. Your supervisor is notified and you will receive an email confirming that the request was submitted. Once approved and changes applied, another email is sent to let you know that access has been granted. To check the status of your request, click on **My Requests** at the top of the page.