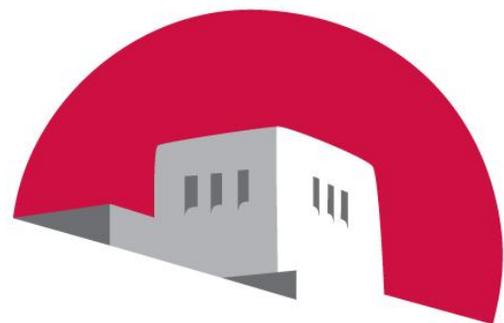


Department Originator User Guide

Faculty



UNM **Jobs**



Role of the Office of Equal Opportunity

The Office for Equal Opportunity (OEO) plays an important oversight role in the faculty search process. As a federal contractor, UNM must meet the requirements set by the Office of Federal Contract Compliance Programs for recruitment and employment practices that address the underrepresentation of women and minorities in our workforce. OEO is responsible for monitoring compliance with federal and university policies and procedures related to faculty searches. OEO staff members also provide guidance to the committee at the outset of the search, share search tools and strategies more likely to yield a more diverse candidate pool, and monitor the progress of searches.

OEO staff is aware that market demand will require exceptional responsiveness if we are to be successful with offers to talented individuals in certain fields. If these circumstances are predictable in advance, or arise during the search, it is critical that the dean's office or senior manager and OEO staff work together throughout the search process to ensure that the search is accomplished in a timely manner.

As we seek to hire the best faculty and administrative talent, we will need to use a variety of recruitment strategies. In some cases, this may mean advertising several openings simultaneously, developing cluster hiring strategies for several positions using one interdisciplinary search committee; developing relations with a full array of national and international professional associations, with international universities, Historically Black Colleges and Universities (HBCU's), Native American and Hispanic institutions, and women's colleges; attending conferences; maintaining on-going listings, or other variations on the standard process. Advance consultation with OEO on alternative search plans will expedite the eventual review and approval process.

The University has implemented an on-line applicant tracking system, designed to provide more complete information about faculty searches in accordance with federal requirements and to allow departments to initiate and complete the search process on line. This new data entry and collection system has the benefit of allowing the office to analyze search practices and to provide timely feedback to departments.

For information contact:
UNM Office of Equal Opportunity
609 Buena Vista NE
Albuquerque, NM 87131
(505) 277-5251
<http://www.unm.edu/~oeounm/>



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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 (<http://diverse.unm.edu/>).

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
- Create and submit requests for Postings
- View Applicants to your Postings
- Notify Employment Areas/OEO of your decisions regarding the status of each applicant
- Complete the Hiring Proposal (Recommendation for Hire) online

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.

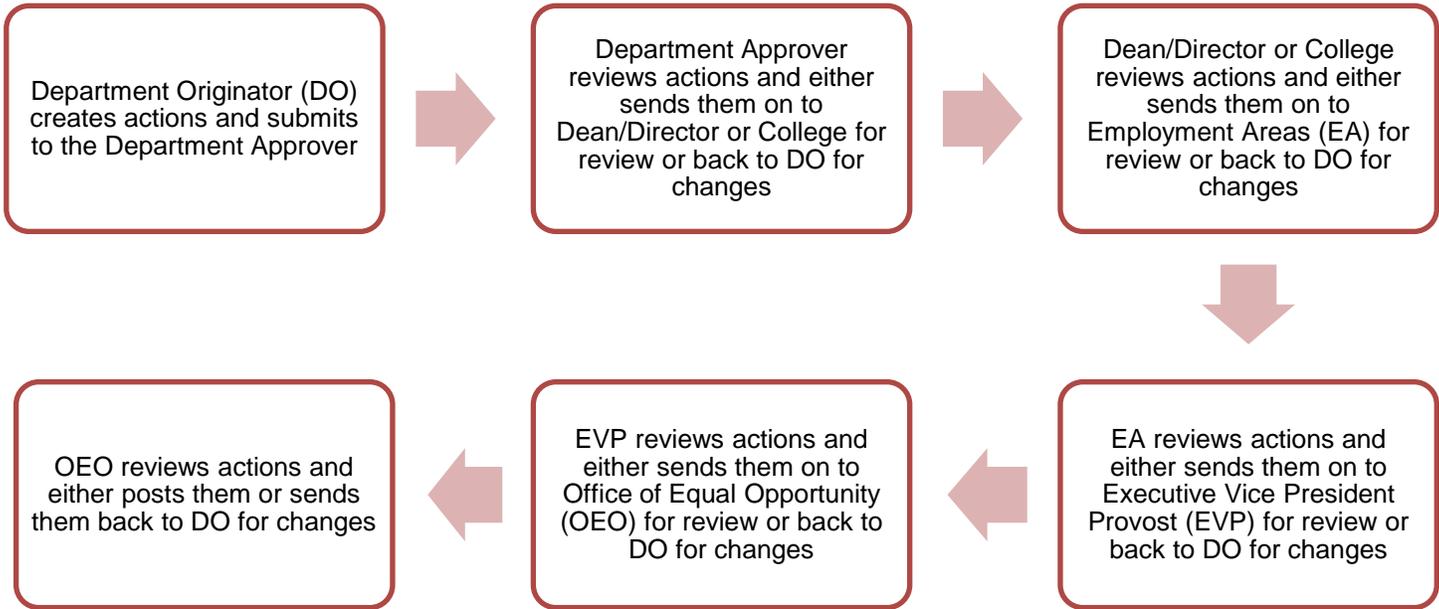


UNMJobs User Types

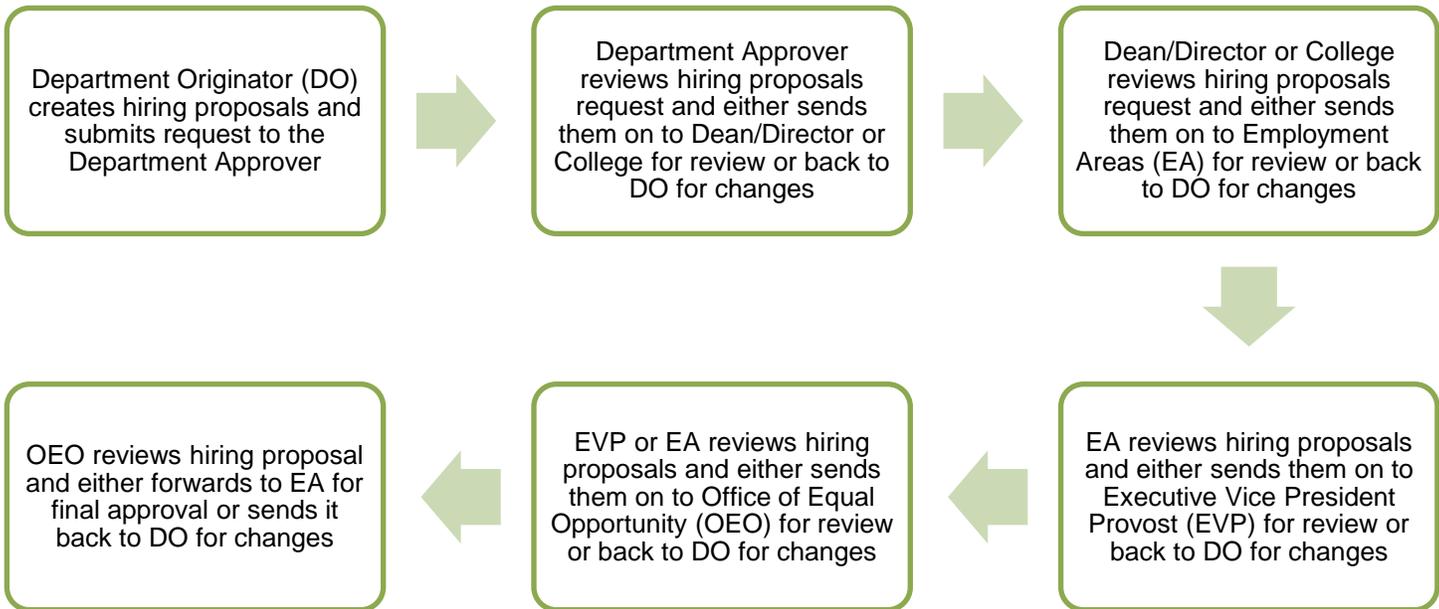
| | |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Search Coordinator: | Person who serves as a non-voting member of the search committee for Faculty 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 actions and hiring proposals for a department or departments. Examples: Create New Position, Modify Existing Position, Hiring Proposal. |
| Department Approver: | Person who approves faculty actions and hiring proposals for their department or departments. |
| Dean/Director (College) Area: | Person who approves faculty actions and hiring proposals for their college, school or branch campus. |
| Employment Area: | <u>HSC Faculty Contracts, Main Campus Faculty Contracts and Services Office</u> . Role: Review, monitor and approve actions and hiring proposals submitted through UNMJobs. |
| EVP Provost Area Approver: | Person who represents the Provost and who can approve any type of hiring at the university level. |
| EVP HSC Area Approver: | Person who represents the HSC EVP office and who can approve any type of hiring at the university level. |
| OEO: | <u>Office of Equal Opportunity</u> . Role: review and monitor actions and hiring proposals submitted through UNMJobs for EEO/AA compliance. |

Process Flow Charts

Actions Request to Post



Hiring Proposal Request





Explanation of Action Types

New Faculty Position (Request Posting if applicable)

Use this action to request a new faculty 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 Position (Request Posting if applicable)

Use this action to request an update or reclassification of an existing faculty 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, etc.).

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



Getting Started

First Steps

Prior to logging into UNMJobs, there are a few steps that should be taken. Completing these steps in their entirety prior to creating an action request to post for a faculty position will help to ensure a smooth and trouble-free process from posting through hiring:

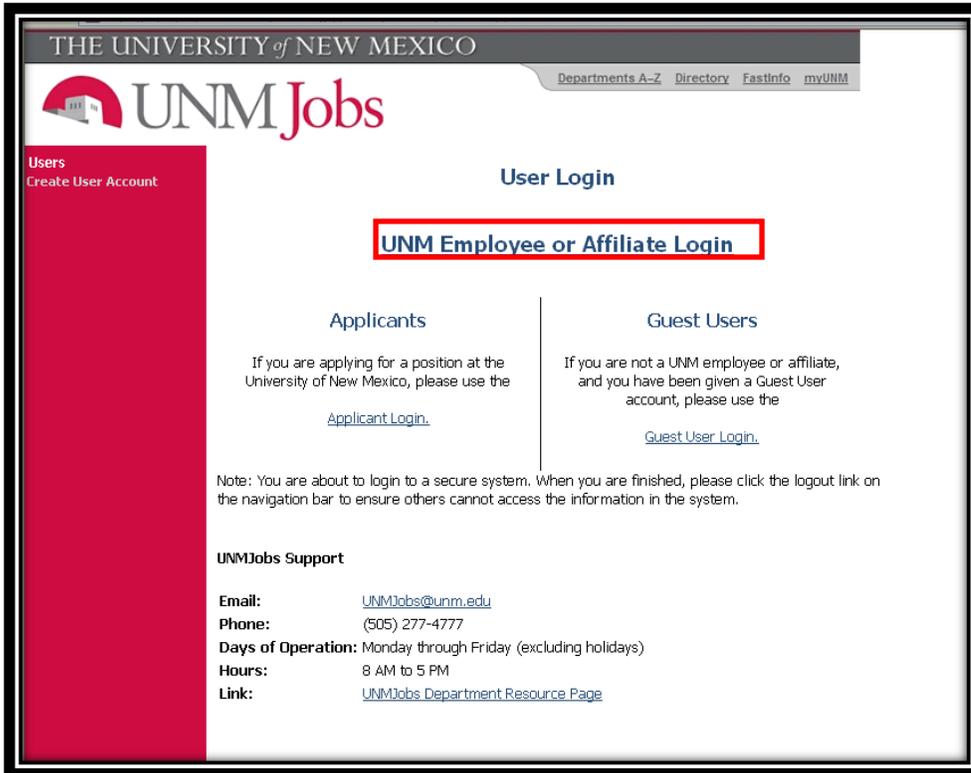
1. The Chair or Dept. Head will create a Position Analysis Memorandum (PAM)
 - This document lays out the hiring plan and is used as a road map for the entire process
 - See PAM example
 - Many of the next steps can be accomplished by referencing the PAM
 - If the information below is not included in the PAM, this is an indication that you are not ready to request an action
 - In this case it is recommended that you request a revised PAM from the Chair or Dept. Head that includes the necessary information
2. HSC ONLY – collect PRC
3. Determine whether the position is a full-time, tenure-track, non-tenure position or a temporary part-time position
 - If it is a full-time, tenure-track position is it a junior or senior position? Is it open rank? HSC ONLY – is it flex-track, clinician educator?
4. Determine the minimum qualifications for the position (from PAM)
5. Determine the preferred qualifications for the position (from PAM)
6. Write the position summary (from PAM and/or previous position summaries)
7. Write the ads, including the “For Best Consideration” date and Affirmative Action verbiage (from PAM and/or previous written ads)
8. Verify the scoring matrix for preferred qualifications (from PAM or separate document)
9. Confirm application procedure
 - What documents do applicants need to provide? Should they be attached to the electronic application or submitted separately?
10. Determine whether the posting should be a “New” or “Modified” position
 - It is a “New” position if the department is adding a position that did not previously exist
 - i.e. adding a new faculty member to meet rising demand for courses
 - It is a “Modified” position if the department is replacing someone who previously held an existing position
 - i.e. an existing faculty member is retiring and the department needs to fill that spot

Once these steps are completed, you are ready to log into UNMJobs.



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.

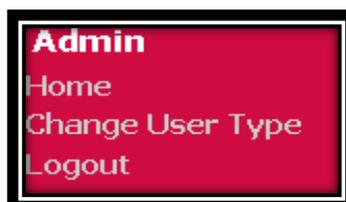


4. Click on the **Login** button

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



If your current group is not Department Originator click on **change user type** on the left side of the screen (see next page for details).





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 (i.e your department).
- Pending Postings – this will show all postings that you have 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 you the status of hiring proposal requests.

Classifications

- Search Classifications – you will not use this option.

Position Descriptions

- Begin New Action – this will bring up the screen where you can select whether to create a new or modify an existing faculty position.
- Search Actions – this will allow you to search actions using a variety of search tools and action status.
- Pending Actions- this will show you actions that were saved and not submitted.
- Search Positions- this will show you all positions that are in UNMJobs for the orgs the user has permission to view (i.e. your department).

Admin

- Home – takes you back to active postings.
- Change Default View – in order to see all of your information make sure “Department” view is selected.
- Change Password – allows you 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.

Job Postings
 Active Postings
 Pending Postings
 Historical Postings
 Search Hiring Proposals

Classifications
 Search Classifications

Position Descriptions
 Begin New Action
 Search Actions
 Pending Actions
 Search Positions

Admin
 Home
 Change Default View
 Change User Type
 Logout



Position Request and Posting

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

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

Request a New Position or Modify Existing Position

For All Faculty Positions

Set-up

1. Click on Begin New Action

| Position Title | Posting Number | Apps In Process | Job Open Date | Job Close Date | Organization | Posting Status |
|-------------------------|----------------|-----------------|---------------|----------------|------------------------------------------------|----------------|
| TRIO Writing Peer Tutor | 0822576 | 0 | 10-10-2013 | 01-09-2014 | 742A STU Gallup Deans Office | Posted |
| Program Staff Support | 0822577 | 6 | 10-10-2013 | 01-09-2014 | 099L STU CRIC Clinic Rsrch Data Management | Posted |
| Accounting Technician | 0822578 | 4 | 10-10-2013 | 01-09-2014 | 271A STU Electrical Computer Engineering | Posted |



2. Select either New Faculty Position or Modify Existing Faculty Position
 - This should have been determined prior to logging in to UNMJobs – see page 9
3. Click on the appropriate Start Action link

| Position Descriptions Begin New Action Search Actions Pending Actions Search Positions Admin Home Change Default View Change User Type Logout | 5 Records <table border="1"> <thead> <tr> <th>Action</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>New Staff/Student Position (Request Posting if applicable) Start Action</td> <td>Use this action to request a new staff/student position, and request posting if applicable.</td> </tr> <tr> <td>Modify Existing Staff/Student Position (Request Posting if applicable) Start Action</td> <td>Use this action to request an update or reclassification of an existing staff/student position, and request posting if applicable.</td> </tr> <tr> <td>UNM Temps Request Start Action</td> <td>Use this action for UNM Temps requests.</td> </tr> <tr> <td>New Faculty Position (Request Posting if applicable) Start Action</td> <td>Use this action to request a new faculty position, and request posting if applicable.</td> </tr> <tr> <td>Modify Existing Faculty Position (Request Posting if applicable) Start Action</td> <td>Use this action to request an update or reclassification of an existing faculty position, and request posting if applicable.</td> </tr> </tbody> </table> | Action | Description | New Staff/Student Position (Request Posting if applicable) Start Action | Use this action to request a new staff/student position, and request posting if applicable. | Modify Existing Staff/Student Position (Request Posting if applicable) Start Action | Use this action to request an update or reclassification of an existing staff/student position, and request posting if applicable. | UNM Temps Request Start Action | Use this action for UNM Temps requests. | New Faculty Position (Request Posting if applicable) Start Action | Use this action to request a new faculty position, and request posting if applicable. | Modify Existing Faculty Position (Request Posting if applicable) Start Action | Use this action to request an update or reclassification of an existing faculty position, and request posting if applicable. |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Action | Description | | | | | | | | | | | | |
| New Staff/Student Position (Request Posting if applicable) Start Action | Use this action to request a new staff/student position, and request posting if applicable. | | | | | | | | | | | | |
| Modify Existing Staff/Student Position (Request Posting if applicable) Start Action | Use this action to request an update or reclassification of an existing staff/student position, and request posting if applicable. | | | | | | | | | | | | |
| UNM Temps Request Start Action | Use this action for UNM Temps requests. | | | | | | | | | | | | |
| New Faculty Position (Request Posting if applicable) Start Action | Use this action to request a new faculty position, and request posting if applicable. | | | | | | | | | | | | |
| Modify Existing Faculty Position (Request Posting if applicable) Start Action | Use this action to request an update or reclassification of an existing faculty position, and request posting if applicable. | | | | | | | | | | | | |

(Skip to the relevant set up instructions below for “creating a New Faculty Position” or to “Modify Existing Faculty Position”)

To create a New Faculty Position

1. Select the Position Class Title from the dropdown menu
 - Note: The Position Class Title must match the PAM
2. Click Search

New Faculty Position (Request Posting if applicable)

| Classification | Copy Position | Position Details | Funding | Posting Form | Posting Specific Questions | Disqualifying / Points | Documents | Comments |
|------------------------------------------------------------------------------------|---------------|----------------------|---------|--------------|----------------------------|------------------------|-----------|----------|
| Search Classifications | | | | | | | | |
| Position Type | Any | Position Class Title | Any | | | | | |
| Salary Grade | Any | | | | | | | |
| <input type="button" value="SEARCH"/> <input type="button" value="CLEAR RESULTS"/> | | | | | | | | |



- Click on Select and Continue when the position appears

New Faculty Position (Request Posting if applicable)

| Classification | Copy Position | Position Details | Funding | Posting Form | Posting Specific Questions | Disqualifying / Points | Documents | Comments | | | | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------|--------------|--------------|----------------------------|------------------------|-----------|----------|----------------------|---------------------|---------------|--------------|--------------------------------------------------------------------------------------------------|------|---------|----|
| <p>Choose Classification to Assign</p> <p>You may associate this Position Description with one of the Classification Titles below by choosing the Select and Continue link directly below the Classification Title you choose.</p> <p>1 Record</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 35%;">Position Class Title</th> <th style="width: 15%;">Position Class Code</th> <th style="width: 15%;">Position Type</th> <th style="width: 35%;">Salary Grade</th> </tr> </thead> <tbody> <tr> <td> Assistant Professor Select and Continue View Summary </td> <td style="text-align: center;">0200</td> <td style="text-align: center;">Faculty</td> <td style="text-align: center;">99</td> </tr> </tbody> </table> | | | | | | | | | Position Class Title | Position Class Code | Position Type | Salary Grade | Assistant Professor Select and Continue View Summary | 0200 | Faculty | 99 |
| Position Class Title | Position Class Code | Position Type | Salary Grade | | | | | | | | | | | | | |
| Assistant Professor Select and Continue View Summary | 0200 | Faculty | 99 | | | | | | | | | | | | | |

To Modify Existing Faculty Position

- Enter the name of the person who is vacating (or vacated) the position or the relevant position number
- Click Search

Modify Existing Faculty Position (Request Posting if applicable)

Search Positions to Begin Action On

| | | | |
|---------------------|----------------------|---------------------------|----------------------|
| Position Class Code | <input type="text"/> | Position Class Title | Any |
| Organization | Any | Position Sequence Number: | <input type="text"/> |
| Position Title | Any | Position Number | <input type="text"/> |
| UNM ID | <input type="text"/> | Employee First Name | <input type="text"/> |
| Employee Last Name | <input type="text"/> | | |

- Click on Start Action when the position appears

| | | | | | | | | |
|-------------------------------------------------------------------------------------------|------|---------------------|-----|----------------------------------------|-----------|--|--|----------------------------------------------------------------------------|
| Associate Professor Start Action View Summary | 0190 | Associate Professor | 132 | 795A FAC Dept of Teacher Education | 100052428 | | | Position Description Loaded (Needs Update) View History |
|-------------------------------------------------------------------------------------------|------|---------------------|-----|----------------------------------------|-----------|--|--|----------------------------------------------------------------------------|



4. You are now in the Modification Purpose tab
5. Always check Request Posting for this Position and Change Position Narrative (Summary, Preferred quals, etc)
6. Check any others if applicable (i.e. if the modified position will be a different classification than the original)

Modify Existing Faculty Position (Request Posting if applicable)

| Modification Purpose | Classification | Current Position Description | Position Details | Funding | Posting Form | Posting Specific Questions | Disqualifying / Points | Documents | Comments |
|----------------------|----------------|------------------------------|------------------|---------|--------------|----------------------------|------------------------|-----------|----------|
|----------------------|----------------|------------------------------|------------------|---------|--------------|----------------------------|------------------------|-----------|----------|

CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

What are you requesting? [Check All](#) [Clear All](#)

- Request Posting for this Position
- Change Position Narrative (Summary, Preferred quals, etc)
- Change Classification
- Job Specific Changes
- Change Funding (vacant positions only)
- Change Salary
- Extend Term End Date or Contract Date
- Change Appointment Type
- Change Start/End Date

*Required information is denoted with an asterisk.

CONTINUE TO NEXT PAGE >>



Change Classification

Note: If you completed entering all the information into the action request but forgot to change the classification make sure to save the position summary and qualifications to a Word document so you can just copy and paste the information. Otherwise, the system will wipe out all the information already entered for those fields.

1. To change the classification click on Classification Tab
2. Scroll down to the button of the page and click on Change Classification

New Faculty Position (Request Posting if applicable)

| Classification | Copy Position | Position Details | Funding | Posting Form | Reference Letters | Posting Specific Questions | Disqualifying / Points | Documents | Comments |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------|---------|--------------|-------------------|----------------------------|------------------------|-----------|----------|
| Classification Details | | | | | | | | | |
| Position Class Title: | Assistant Professor | | | | | | | | |
| Position Class Code: | 0200 | | | | | | | | |
| Salary Grade | 99 | | | | | | | | |
| Emergency/Non-Emergency: | No Response | | | | | | | | |
| African-American: | No Response | | | | | | | | |
| American Indian or Alaskan Native: | No Response | | | | | | | | |
| Asian or Pacific Islander: | No Response | | | | | | | | |
| Hispanic: | No Response | | | | | | | | |
| Distinguishing Characteristics: | | | | | | | | | |
| Position Class URL: | | | | | | | | | |
| Application type required for this position: | Faculty Profile | | | | | | | | |
| <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 2px solid green; border-radius: 15px; padding: 5px 15px; text-align: center; color: white; font-weight: bold;">CHANGE CLASSIFICATION</div> <div style="border: 1px solid gray; padding: 5px 15px; text-align: center; color: gray;">CONTINUE TO NEXT PAGE >></div> </div> | | | | | | | | | |
| <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid gray; padding: 5px 15px; text-align: center; color: gray;">CANCEL</div> <div style="border: 1px solid gray; padding: 5px 15px; text-align: center; color: gray;">PREVIEW ACTION</div> </div> | | | | | | | | | |



3. Select the Position Class Title that you are requesting to post
4. Click on Search

New Faculty Position (Request Posting if applicable)

| Classification | Copy Position | Position Details | Funding | Posting Form | Reference Letters | Posting Specific Questions | Disqualifying / Points | Documents | Comments |
|----------------|---------------|------------------|---------|--------------|-------------------|----------------------------|------------------------|-----------|----------|
|----------------|---------------|------------------|---------|--------------|-------------------|----------------------------|------------------------|-----------|----------|

Search Classifications

Position Type

Any ▾

Position Class Title

Associate Professor ▾

Salary Grade

Any ▾

SEARCH
CLEAR RESULTS

CANCEL SEARCH

New Faculty Position (Request Posting if applicable)

| Classification | Copy Position | Position Details | Funding | Posting Form | Reference Letters | Posting Specific Questions | Disqualifying / Points | Documents | Comments |
|----------------|---------------|------------------|---------|--------------|-------------------|----------------------------|------------------------|-----------|----------|
|----------------|---------------|------------------|---------|--------------|-------------------|----------------------------|------------------------|-----------|----------|

Choose Classification to Assign

You may associate this Position Description with one of the Classification Titles below by choosing the **Select and Continue** link directly below the Classification Title you choose.

1 Record

| Position Class Title | Position Class Code | Position Type | Salary Grade |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------|--------------|
| Associate Professor Select and Continue View Summary | 0190 | Faculty | 99 |

5. A new screen will show with the position class title you selected
6. Click on **Select and Continue**
7. You may now start editing your position by clicking on Position Details



Copy Position

| Field Name | New Faculty Position | Modify Existing Faculty Position |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------|
| Search | Select the position class title to associate with your new position | Not available in modify existing position action. |
| <p><u>Information about the Copy Position Screen</u></p> <p>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.</p> <p>Example: Recently posted and hired an Assistant Professor and now you need to post for another Assistant Professor (new position).</p> <p>After you select a Proposed Position Title and continue to the next page of your action, you will come to the "Copy Position" page.</p> <ol style="list-style-type: none"> 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. <p>The Position Details page may need editing to define the attributes of the new position.</p> <p>TAKE YOUR TIME – EDIT THIS PAGE CAREFULLY!</p> <p>Note: 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 Temp Parttime Faculty, but only have one vacant position. You will need to utilize the copy position function in order to create two new positions to "seat" the additional hires.</p> | | |



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 “New Faculty Position.”
- Under “Search Classifications” select the appropriate Position Class Title.
- 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 and 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].
- In the Position Detail tab select “NO” for “Are you posting this position?”
 - Enter “This is a multiple hire for posting#” 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. 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.



Closing Your Position

| Position Title | Posting Number | Position Number | Apps In Process | Job Open Date | Job Close Date | Organization | Posting Status |
|-----------------------------------------------|----------------|-----------------|----------------------------------------|---------------|-------------------|-------------------------------------------|-------------------------------------------------|
| Temp Parttime Faculty View | 0822705 | | 4 Get Reports List | 10-21-2013 | Open Until Filled | 707A FAC Physics Astronomy Department | Posted Close/Remove from Web |
| Lecturer View | 0822707 | | 11 Get Reports List | 10-21-2013 | Open Until Filled | AGD FAC Valencia County Branch | Posted Close/Remove from Web |

The DO has the option to Close/Remove a posting from the Web once the For Best Consideration Date has passed.¹ The DO can designate the posting as closed/removed from web for any of the following reasons:

- 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.

Note: 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.”

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

Now skip ahead to the instructions for your specific hiring posting need:

- Regular Faculty
 - External Competitive pg 21
 - Internal Competitive pg 33
 - Internal Non-Competitive pg 45
- Temporary Part-Time Faculty
 - External Competitive pg 57
 - Internal Non-Competitive pg 68

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.

External Competitive Regular Faculty Posting Request

- Click on the Position Details tab near the top of the page
 - Note: Double-check that you are entering the correct request by confirming the header above the tabs displays either New Faculty Position or Modify Existing Faculty Position

New Faculty Position (Request Posting if applicable)

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

Modify Existing Faculty Position (Request Posting if applicable)

| Modification Purpose | Classification | Current Position Description | Position Details | Funding | Posting Form | Posting Specific Questions | Disqualifying / Points | Documents | Comments |
|----------------------|----------------|------------------------------|------------------|---------|--------------|----------------------------|------------------------|-----------|----------|
|----------------------|----------------|------------------------------|------------------|---------|--------------|----------------------------|------------------------|-----------|----------|

*Required information is denoted with an asterisk.

What are you requesting?

[Check All](#) [Clear All](#)

- Request Posting for this Position
- Change Position Narrative (Summary, Preferred quals, etc)
- Change Classification
- Job Specific Changes
- Change Funding (vacant positions only)
- Change Salary
- Extend Term End Date or Contract Date
- Change Appointment Type
- Change Start/End Date

*Required information is denoted with an asterisk.



Position Details

1. Select Yes for Are you requesting a posting for this position?
 - Note: Many fields will already be completed if modifying an existing position – the following steps will ensure that all of the information is correctly updated
2. Confirm that the Position Class Title and Position Title are exactly the same
3. Working Title can be different than the Position Class Title and Position Title
4. Enter Work Location
5. Enter Organization
 - Note: Make sure that you select the correct org # and that you select FAC
6. Enter Department
7. Select Employee Class
 - F9, FY(12) and FE

| | |
|----------------------------------------------------------------|-------------------------------------------|
| Are you requesting a posting for this position? | Yes |
| * If yes, please fill out all tabs including the Posting Form. | |
| Position Type: | Faculty |
| Position Class Title: | Assistant Professor |
| Position Class Code: | 0200 |
| Position Title: | Assistant Professor |
| Working Title: | |
| Position Number: | |
| Position Sequence Number: | |
| Copied From Position Number: | |
| Work Location: | UNM Main Campus (Abq) |
| Organization: | 039B FAC ASM Department of Accounting |
| Department (Applicant View): | ASM Department of Accounting |
| Employee Class: | F9 - 9 Month Faculty |



8. Complete Position Summary
 - Position Information, department information, UNM information, city/state information
9. Complete Minimum Qualifications
 - These must solicit a yes or no answer
10. Complete Preferred Qualifications
 - To be rated on a scoring matrix, must be measurable

| | |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| Position Summary: * | Position information: Department information: UNM information: City/State information: |
| Minimum Qualifications: * | Must solicit a YES or NO answer |
| Preferred Qualifications: * | Will be rated on the scoring matrix |



11. Choose Single from the dropdown menu
12. Enter Appointment Percent
 - Note: This is the amount of time that incumbent will spend in his or her job
 - If the position is approved for a .50 appointment (half time appointment), enter 50 and not .50
13. Select the appropriate Appointment Type
 - Is the position a tenure track position? Is it a clinician educator? Flex track?
14. Enter "1.0" for Full Time Equivalency
 - Note: This field should always be 1.0
 - The percentage of FTE that the position will encompass is entered above under Select Appointment Percent

* Single or Pooled Position:

* Position Appointment Percent:
(100, 87.5, 75, etc)

* Appointment Type:
[Definition](#)

Full Time Equivalency:

Action Number:
(Will be assigned upon first saving position)

Skip Section Two

SECTION TWO

Complete this section only if... to the budget... on record, without requesting to post the position. If posting... it will... time the hiring proposal is completed.

Budgeted Full Time Equivalency:

Budgeted Salary Amount:

Budgeted Position Justification:

Click on Continue to Next Page or scroll up to the top of the page and click on the Funding tab





Funding

1. Click on Add New Entry
2. Select the appropriate Index Code
3. Enter the Position Labor Distribution
 - Note: The total Position Labor Distribution must equal 100% but can be split between multiple Index Codes
4. Select the appropriate Labor Account Code

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

When entering funding information, ensure that the total funding percentage equals 100%.

Existing Entries

No Records Found

ADD NEW ENTRY

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

Add New Entry

To add a new entry, complete the following fields and then click the **Add Entry** button. If you do not wish to add a new entry at this time, click the **Cancel** button.

* Required information is denoted with an asterisk.

Index Code:

Position Labor Distribution Percent:

* Labor Account Code: No Response

ADD ENTRY

CANCEL

Repeat if using multiple Index Codes, otherwise...

Click on Continue to Next Page or scroll up to the top of the page and click on the Posting Form tab

CONTINUE TO NEXT PAGE >>



Posting Form

1. Enter the number of positions that you are posting
2. Enter the Posting Date
 - Note: Pick at least three weeks from the date you initiate the action in order to account for processing time
 - OEO will confirm the date with you prior to posting the position
3. Enter the For Best Consideration Date
 - Note: This must be at least 15 calendar days after the posting date
4. Do not select Closing Date – leave this field blank
5. Check Open Until Filled

| | | |
|-----------------------------------------|-------------------------------------------------------|----------------------------|
| How many positions are you posting for? | <input type="text" value="1"/> | |
| Posting date: | <input type="text" value="10/10/2013"/> | MM/DD/YYYY -or- MM-DD-YYYY |
| For Best Consideration: | <input type="text" value="10/25/2013"/> | MM/DD/YYYY -or- MM-DD-YYYY |
| Closing date: | <input type="text"/> | MM/DD/YYYY -or- MM-DD-YYYY |
| | <input checked="" type="checkbox"/> Open Until Filled | |



6. Select Optional Applicant Documents, if applicable
 - Generally, optional documents are not used
 - The search committee should provide this information to the Department Originator
7. If not, unselect the automatically checked items (Resume, Cover Letter)
 - Note: Documents cannot be Optional AND Required
8. Select Required Applicant Documents as needed
 - Note: Applications will not be seen by search committee members unless all of the Required Applicant Documents are attached to the application
9. Enter any Special Instructions to applicants
 - If the department would like items submitted independently of the electronic application address it in the Special Instructions
 - This is typically letters of recommendation or digital portfolios, items that require confidentiality or don't fit into the UNMJobs platform
 - Note: This information must match the required/optional documents and must include any additional information that is stated in the ad

| | |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Optional Applicant Documents: | Check All Clear All <input type="checkbox"/> Resume <input type="checkbox"/> Cover Letter <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Teaching Philosophy (Faculty/Exec) <input type="checkbox"/> Letter of Reference 1 <input type="checkbox"/> Letter of Reference 2 <input type="checkbox"/> Letter of Reference 3 <input type="checkbox"/> List of References (Faculty/Exec) <input type="checkbox"/> Application Supplement <input type="checkbox"/> Writing Sample <input type="checkbox"/> Other |
| Required Applicant Documents: | Check All Clear All <input type="checkbox"/> Resume <input checked="" type="checkbox"/> Cover Letter <input checked="" type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Teaching Philosophy (Faculty/Exec) <input type="checkbox"/> Letter of Reference 1 <input type="checkbox"/> Letter of Reference 2 <input type="checkbox"/> Letter of Reference 3 <input type="checkbox"/> List of References (Faculty/Exec) <input type="checkbox"/> Application Supplement <input type="checkbox"/> Writing Sample <input type="checkbox"/> Other |
| Special Instructions to Applicants: | Any other instructions should be entered here... <input type="text"/> |



10. Enter Salary information

- Best practice is to write “Negotiable” or “Commensurate with experience” in order to give the department some flexibility
- If a specific salary amount is provided, the department must hire at (or very near) the posted amount

11. Enter Advertising resources information

- Required advertising include one national source and targeted recruitment for each of the protected groups - Women, Asian, African American, American Indian, Hispanic (for specifics refer to the Faculty Hiring Guidelines)
- Check the appropriate boxes
 - Jobing.com is a national resource
 - HigherEdJobs.com is a national resource
 - HigherEdJobs Affirmative Action (AA) Email – aka the Blast email – meets the targeted recruitment requirement for each of the protected groups.
- To meet advertising requirements you may check the boxes in UNMJobs, you may utilize additional advertising resources, or a combination of both

* Salary (Applicant View):

By selecting one or more of the external resources, your posting information will be sent to the selected external resources. Please note that a fee may be incurred by the department. For additional recruitment resources, please visit our recruitment resources web page by [clicking here](#).

| | |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Jobing.com Cost: Free |
| <input type="checkbox"/> | HigherEdJobs.com Cost: Main and HSC staff posting: Free Branch campuses and faculty postings: \$130.00 |
| <input type="checkbox"/> | HigherEdJobs Affirmative Action (AA) Email Cost: \$106.00 HigherEdJobs.com posting also required for AA Email. |

Please list any other advertising sources:



12. If you are not using an integrated advertising resources select N/A for the following
13. If you are using one of the checked options enter the appropriate information:
- “Select your primary and account number for recruitment advertising billing.”
 - “Enter your primary index code for recruitment advertisement billing. If you are not purchasing recruitment advertising, you must enter 'NA' in the field.”
 - “Enter the percent of charge to the primary index. If you are not purchasing recruitment advertising, you must enter 'NA' in the field.”

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>*</p> <p>Select your primary account number for recruitment advertising billing.</p> | <p> <input type="radio"/> 31M0 <input type="radio"/> 31M1 <input checked="" type="radio"/> N/A <input type="radio"/> No Response </p> |
| <p>*</p> <p>Enter your primary index code for recruitment advertisement billing. If you are not purchasing recruitment advertising, you must enter 'NA' in the field.</p> | <p><input type="text"/></p> |
| <p>*</p> <p>% of charge to primary index. If you are not purchasing recruitment advertising, you must enter 'NA' in the field.</p> | <p><input type="text"/></p> |
| <p>If applicable, enter your secondary index code for recruitment advertising.</p> | <p><input type="text"/></p> |



14. Select Search Committee members
 - Note: This must match the PAM
 - See [Faculty Search Committee Procedures Handbook](#) for guidance on Search Committees
15. Select the Search Coordinator
16. Enter External for the Posting Scope
17. Enter Competitive for the Posting Type
18. Skip Non-competitive Hire Reason Code as this is for an External Competitive request

| Screening/Search Committee: | Not Selected | Selected |
|-----------------------------|-------------------------------|-------------|
| | Aalseth, Edward (aalseth) | No Response |
| | Abbott, Christopher (cabbott) | |
| | Abdallah, Chaouki (chaouki) | |
| | Abear, Jerome (jabear) | |
| | Abeita Sanchez, Lia (lasan1) | |
| | Abel Morris, Cindy (cdabel) | |
| | Abeling, Luke (labeling) | |
| | Abernathy, Rebecca (rabernat) | |

| | |
|-----------------------------------|-------------|
| Search Coordinator: | No Response |
| Term Appointment End Date: | |
| Posting Scope: | No Response |
| Posting Type: | No Response |
| Non-Competitive Hire Reason Code: | No Response |
| URL of Posting Department: | |

Click on Continue to Next Page until you get to Documents tab or scroll up to the top of the page and click on the Documents tab



You can skip the Posting Specific Questions, and Disqualifying/Points tabs – they are only for Staff Positions



Documents

The following must be attached:

1. Moderately Abbrv'd, Abbrv'd and/or Complete Ad(s) – this includes any ads that will be used
 - This item must also include the national and targeted recruitment resources if not included in the Posting Form tab
2. Position Analysis Memorandum (PAM)
3. Funding Information/PRC – HSC ONLY
4. Matrix if the scoring is not included in PAM
 - This may be attached to one of the Other spaces under Document Types

| Classification | Copy Position | Position Details | Funding | Posting Form | Posting Specific Questions | Disqualifying / Points | Documents | Comments |
|---------------------------------------------|---------------------------------------------------|------------------|------------------------------------------------|--------------|----------------------------|------------------------|-----------|----------|
| 10 Records | | | | | | | | |
| Attach / Remove | Document Type | | | | Attached Document | View Document | | |
| Attach | Other | | | | Not Attached | | | |
| Attach | Other | | | | Not Attached | | | |
| Attach | Moderately Abbrv'd, Abbrv'd and/or Complete Ad(s) | | | | Not Attached | | | |
| Attach | Position Analysis Memorandum | | | | Not Attached | | | |
| Attach | Funding Information/PRC | | | | Not Attached | | | |
| Attach | Charge to Search Committee | | | | Not Attached | | | |
| Attach | Justification of Non-Competitive Hire | | | | Not Attached | | | |
| Attach | National and Targeted Recruitment Resources | | | | Not Attached | | | |
| Attach | Contract and Grant Information | | | | Not Attached | | | |
| Attach | EVP Approval | | | | Not Attached | | | |
| << RETURN TO PREVIOUS | | | CONTINUE TO NEXT PAGE >> | | | | | |

Click on Continue to Next Page or scroll up to the top of the page and click on the Comments tab



Comments

1. Include date, initials and any other relevant information regarding posting request. Be aware of comments entered, as they are part of the permanent record.
 - If you need someone other than a UNM Staff or Faculty to view applicant pool, enter "Need guest user username and password."

Click on Continue to Next Page



You may now review your posting request and either:

1. Save Action Without Submitting or
2. Submit Action to Department Approver

Click on Continue and then Confirm



Internal Competitive Regular Faculty Posting Request

(Used when the posting will be submitted to selected applicant pools but is not publically published on the UNMJobs website)

- Click on the Position Details tab near the top of the page
 - Note: Double-check that you are entering the correct request by confirming the header above the tabs displays either New Faculty Position or Modify Existing Faculty Position

New Faculty Position (Request Posting if applicable)

| Classification | Copy Position | Position Details | Funding | Posting Form | Posting Specific Questions | Disqualifying / Points | Documents | Comments |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------|---------|--------------|----------------------------|------------------------|-----------|----------|
| <div style="background-color: #e91e63; color: white; padding: 5px; margin-bottom: 10px;"> Search Classifications </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Position Type: Any</p> <p>Salary Grade: Any</p> </div> <div style="width: 45%;"> <p>Position Class Title: Any</p> </div> </div> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 10px;"> SEARCH CLEAR RESULTS </div> | | | | | | | | |

Modify Existing Faculty Position (Request Posting if applicable)

| Modification Purpose | Classification | Current Position Description | Position Details | Funding | Posting Form | Posting Specific Questions | Disqualifying / Points | Documents | Comments |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------------|------------------|---------|--------------|----------------------------|------------------------|-----------|----------|
| <div style="border: 1px solid #ccc; padding: 5px; display: inline-block; margin-bottom: 10px;"> CONTINUE TO NEXT PAGE >> </div> <p style="color: red; font-size: small;">*Required information is denoted with an asterisk.</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%; border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> What are you requesting? * ... </div> <div style="width: 65%; padding-left: 10px;"> <p style="color: blue; font-size: small; margin-bottom: 5px;"> Check All Clear All </p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Request Posting for this Position <input checked="" type="checkbox"/> Change Position Narrative (Summary, Preferred quals, etc) <input type="checkbox"/> Change Classification <input type="checkbox"/> Job Specific Changes <input type="checkbox"/> Change Funding (vacant positions only) <input type="checkbox"/> Change Salary <input type="checkbox"/> Extend Term End Date or Contract Date <input type="checkbox"/> Change Appointment Type <input type="checkbox"/> Change Start/End Date </div> </div> <p style="color: red; font-size: small; margin-top: 10px;">*Required information is denoted with an asterisk.</p> <div style="text-align: right; margin-top: 10px;"> CONTINUE TO NEXT PAGE >> </div> | | | | | | | | | |



Position Details

1. Select Yes for Are you requesting a posting for this position?
 - Note: Many fields will already be completed if modifying an existing position – the following steps will ensure that all of the information is correctly updated
2. Confirm that the Position Class Title and Position Title are exactly the same
3. Working Title can be different than the Position Class Title and Position Title
 - Working Title can be seen by applicants and can help differentiate positions
4. Enter Work Location
5. Enter Organization
 - Note: Make sure that you select the correct org # and that you select FAC
6. Enter Department
7. Select Employee Class
 - F9, FY and FE

| | |
|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Are you requesting a posting for this position? * If yes, please fill out all tabs including the Posting Form. | Yes |
| Position Type: | Faculty |
| Position Class Title: | Assistant Professor |
| Position Class Code: | 0200 |
| Position Title: | Assistant Professor |
| Working Title: | |
| Position Number: | |
| Position Sequence Number: | |
| Copied From Position Number: | |
| * Work Location: | UNM Main Campus (Abq) |
| * Organization: | 039B FAC ASM Department of Accounting |
| * Department (Applicant View): | ASM Department of Accounting |
| * Employee Class: | F9 - 9 Month Faculty |



8. Complete Position Summary
 - Position Information, department information, UNM information, city/state information
9. Complete Minimum Qualifications
 - These must solicit a yes or no answer
10. Complete Preferred Qualifications
 - To be rated on a scoring matrix, must be measurable

| | |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| Position Summary: * | Position information: Department information: UNM information: City/State information: |
| Minimum Qualifications: * | Must solicit a YES or NO answer |
| Preferred Qualifications: * | Will be rated on the scoring matrix |



11. Choose Single from the dropdown menu
12. Enter Appointment Percent
 - Note: This is the amount of time that incumbent will spend in his or her job
 - If the position is approved for a .50 appointment (half time appointment), enter 50 and not .50
13. Select the appropriate Appointment Type
 - a. Is the position a tenure track position? Is it a clinician educator? Flex track?
14. Enter "1.0" for Full Time Equivalency
 - Note: This field should always be 1.0
 - The percentage of FTE that the position will encompass is entered above under Select Appointment Percent

| | | |
|------------|-----------------------------------------------------------------|----------------------------------|
| * | Single or Pooled Position: | Single |
| * | Position Appointment Percent: (100, 87.5, 75, etc) | 60 |
| * | Appointment Type: Definition | Faculty - Tenure or Tenure Track |
| | Full Time Equivalency: | 1.0 |
| | Action Number: (Will be assigned upon first saving position) | |

Skip Section Two

SECTION TWO

Complete this section only if... to the bud... tion record, without requesting to post the position. If posting... et will... the time the hiring proposal is completed.

| | |
|----------------------------------|--|
| Budgeted Full Time Equivalency: | |
| Budgeted Salary Amount: | |
| Budgeted Position Justification: | |

Click on Continue to Next Page or scroll up to the top of the page and click on the Funding tab



Funding

1. Click on Add New Entry
2. Select the appropriate Index Code
3. Enter the Position Labor Distribution
 - Note: The total Position Labor Distribution must equal 100% but can be split between multiple Index Codes
4. Select the appropriate Labor Account Code

| Classification | Copy Position | Position Details | Funding | Posting Form | Posting Specific Questions | Disqualifying / Points | Documents | Comments |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------|---------|--------------|----------------------------|------------------------|-----------|----------|
| <p>When entering funding information, ensure that the total funding percentage equals 100%.</p> <p>Existing Entries</p> <p>No Records Found</p> <p>ADD NEW ENTRY</p> <p><< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >></p> | | | | | | | | |

| Add New Entry | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <p>To add a new entry, complete the following fields and then click the Add Entry button. If you do not wish to add a new entry at this time, click the Cancel button.</p> <p><i>* Required information is denoted with an asterisk.</i></p> | |
| Index Code: | <input type="text"/> |
| Position Labor Distribution Percent: | <input type="text"/> |
| Labor Account Code: | No Response <input type="text"/> |
| ADD ENTRY | |
| CANCEL | |

Repeat if using multiple Index Codes, otherwise...

Click on Continue to Next Page or scroll up to the top of the page and click on the Posting Form tab

CONTINUE TO NEXT PAGE >>



Posting Form

1. Enter the number of positions that you are posting
2. Enter the Posting Date
 - Note: Pick at least three weeks from the date you initiate the action in order to account for processing time
 - OEO will confirm the date with you prior to posting the position
3. Enter the For Best Consideration Date
 - Note: This must be at least 15 calendar days after the posting date
4. Do not select Closing Date – leave this field blank
5. Check Open Until Filled

| | | |
|-----------------------------------------|-------------------------------------------------------|----------------------------|
| How many positions are you posting for? | <input type="text" value="1"/> | |
| Posting date: | <input type="text" value="10/10/2013"/> | MM/DD/YYYY -or- MM-DD-YYYY |
| For Best Consideration: | <input type="text" value="10/25/2013"/> | MM/DD/YYYY -or- MM-DD-YYYY |
| Closing date: | <input type="text"/> | MM/DD/YYYY -or- MM-DD-YYYY |
| | <input checked="" type="checkbox"/> Open Until Filled | |



6. Select Optional Applicant Documents, if applicable
 - a. Generally, optional documents are not used
 - b. The search committee should provide this information to the Department Originator
7. If not, unselect the automatically checked items (Resume, Cover Letter)
 - Note: Documents cannot be Optional AND Required
8. Select Required Applicant Documents as needed
 - Note: Applications will not be seen by search committee members unless all of the Required Applicant Documents are attached to the application
9. Enter any Special Instructions to applicants
 - If the department would like items submitted independently of the electronic application address it in the Special Instructions
 - This is typically letters of recommendation or digital portfolios, items that require confidentiality or don't fit into the UNMJobs platform
 - Note: This information must match the required/optional documents and must include any additional information that is stated in the ad

| | |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Optional Applicant Documents: | Check All Clear All <input type="checkbox"/> Resume <input type="checkbox"/> Cover Letter <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Teaching Philosophy (Faculty/Exec) <input type="checkbox"/> Letter of Reference 1 <input type="checkbox"/> Letter of Reference 2 <input type="checkbox"/> Letter of Reference 3 <input type="checkbox"/> List of References (Faculty/Exec) <input type="checkbox"/> Application Supplement <input type="checkbox"/> Writing Sample <input type="checkbox"/> Other |
| Required Applicant Documents: | Check All Clear All <input type="checkbox"/> Resume <input checked="" type="checkbox"/> Cover Letter <input checked="" type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Teaching Philosophy (Faculty/Exec) <input type="checkbox"/> Letter of Reference 1 <input type="checkbox"/> Letter of Reference 2 <input type="checkbox"/> Letter of Reference 3 <input type="checkbox"/> List of References (Faculty/Exec) <input type="checkbox"/> Application Supplement <input type="checkbox"/> Writing Sample <input type="checkbox"/> Other |
| Special Instructions to Applicants: | Any other instructions should be entered here... <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> |



10. Enter Salary information

- Best practice is to write “Negotiable” or “Commensurate with experience” in order to give the department some flexibility
- If a specific salary amount is provided, the department must hire at (or very near) the posted amount

11. Enter Advertising resources information

- Do not check the boxes
- Advertising is usually via internal listservs
- You may include the specifics under Other Advertising Resources or attach it as a part of the separate ad document on the documents tab.

The screenshot shows a web form with the following elements:

- Salary (Applicant View):** A text input field is highlighted with a green circle.
- Advertising Resources:** A section containing several unchecked checkboxes:
 - Jobing.com
 - HigherEdJobs
 - HigherEdJobs
- Costs:** Partially visible text includes "Cost: \$130.00" and "Cost: \$100.00".
- Other Advertising Resources:** A large red 'X' is overlaid on this section, indicating it should not be used.
- Instructions:** Text on the left side explains that selecting external resources may incur a fee and provides a link to recruitment resources.



12. Select N/A for the following:

- “Select your primary and account number for recruitment advertising billing.”
- “Enter your primary index code for recruitment advertisement billing. If you are not purchasing recruitment advertising, you must enter 'NA' in the field.”
- “Enter the percent of charge to the primary index. If you are not purchasing recruitment advertising, you must enter 'NA' in the field.”

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>*</p> <p>Select your primary account number for recruitment advertising billing.</p> | <p> <input type="radio"/> 31M0 <input type="radio"/> 31M1 <input checked="" type="radio"/> N/A <input type="radio"/> No Response </p>  |
| <p>*</p> <p>Enter your primary index code for recruitment advertisement billing. If you are not purchasing recruitment advertising, you must enter 'NA' in the field.</p> | <p> <input type="text" value=""/>  </p> |
| <p>*</p> <p>% of charge to primary index. If you are not purchasing recruitment advertising, you must enter 'NA' in the field.</p> | <p> <input type="text" value=""/>  </p> |
| <p>If applicable, enter your secondary index code for recruitment advertising.</p> | <p><input type="text" value=""/></p> |

13. Select Search Committee members
 - Note: This must match the PAM
 - See [Faculty Search Committee Procedures Handbook](#) for guidance on Search Committees
14. Select the Search Coordinator
15. Enter Internal for the Posting Scope
16. Enter Competitive for the Posting Type
17. Skip Non-competitive Hire Reason Code as this is for an Internal Competitive request

| Field | Value |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Screening/Search Committee: | Not Selected: Aalseth, Edward (aalseth), Abbott, Christopher (cabbott), Abdallah, Chaouki (chaouki), Abear, Jerome (jabear), Abeita Sanchez, Lia (lasan1), Abel Morris, Cindy (cdabel), Abeling, Luke (labeling), Abernathy, Rebecca (rabernat). Selected: No Response. |
| Search Coordinator: | No Response |
| Term Appointment End Date: | |
| Posting Scope: | Internal |
| Posting Type: | Competitive |
| Non-Competitive Hire Reason Code: | No Response |
| URL of Posting Department: | |

Click on Continue to Next Page until you get to Documents tab or scroll up to the top of the page and click on the Documents tab



You can skip the Posting Specific Questions, and Disqualifying/Points tabs – they are only for Staff Positions



Documents

The following must be attached:

1. Moderately Abbrv'd, Abbrv'd and/or Complete Ad(s) – this includes any ads that will be used
 - This item must also include the national and targeted recruitment resources if not included in the Posting Form tab
2. Position Analysis Memorandum (PAM)
3. Funding Information/PRC – HSC ONLY
4. Matrix if the scoring is not included in PAM
 - This may be attached to one of the Other spaces under Document Types

| Classification | Copy Position | Position Details | Funding | Posting Form | Posting Specific Questions | Disqualifying / Points | Documents | Comments |
|------------------------|---------------------------------------------------|------------------|--------------------------|--------------|----------------------------|------------------------|-----------|----------|
| 10 Records | | | | | | | | |
| Attach / Remove | Document Type | | | | Attached Document | View Document | | |
| Attach | Other | | | | Not Attached | | | |
| Attach | Other | | | | Not Attached | | | |
| Attach | Moderately Abbrv'd, Abbrv'd and/or Complete Ad(s) | | | | Not Attached | | | |
| Attach | Position Analysis Memorandum | | | | Not Attached | | | |
| Attach | Funding Information/PRC | | | | Not Attached | | | |
| Attach | Charge to Search Committee | | | | Not Attached | | | |
| Attach | Justification of Non-Competitive Hire | | | | Not Attached | | | |
| Attach | National and Targeted Recruitment Resources | | | | Not Attached | | | |
| Attach | Contract and Grant Information | | | | Not Attached | | | |
| Attach | EVP Approval | | | | Not Attached | | | |
| << RETURN TO PREVIOUS | | | CONTINUE TO NEXT PAGE >> | | | | | |

Click on Continue to Next Page or scroll up to the top of the page and click on the Comments tab



Comments

1. Include date, initials and any other relevant information regarding posting request. Be aware of comments entered, as they are part of the permanent record.
 - If you need someone other than a UNM Staff or Faculty to view applicant pool, enter "Need guest user username and password."

The screenshot shows a navigation menu with the following tabs: Classification, Copy Position, Position Details, Funding, Posting Form, Posting Specific Questions, Disqualifying / Points, Documents, and Comments. The 'Comments' tab is circled in green. Below the menu are two buttons: '<< RETURN TO PREVIOUS' and 'CONTINUE TO NEXT PAGE >>'. A red asterisk note states: '*Required information is denoted with an asterisk.' Below this is a text input field labeled 'Department Originator Comments:' with a blue arrow pointing to it.

Click on Continue to Next Page



You may now review your posting request and either:

1. Save Action Without Submitting or
2. Submit Action to Department Approver

Click on Continue and then Confirm

The screenshot shows a confirmation screen with the heading 'To change the status of this action, choose from the statuses below:'. There are two links: 'Edit' and 'Printer-Friendly Version'. Under the heading 'Action Status', there are two radio button options: 'Save Action Without Submitting' (which is circled in green) and 'Submit Action to Department Approver'. At the bottom, there are two buttons: 'CANCEL' and 'CONTINUE', with a blue arrow pointing to the 'CONTINUE' button.



Internal Non-Competitive Regular Faculty Posting Request

(Used when a single candidate is being hired non-competitively)

1. Click on the Position Details tab near the top of the page
 - Note: Double-check that you are entering the correct request by confirming the header above the tabs displays either New Faculty Position or Modify Existing Faculty Position

New Faculty Position (Request Posting if applicable)

| Classification | Copy Position | Position Details | Funding | Posting Form | Posting Specific Questions | Disqualifying / Points | Documents | Comments |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------|---------|--------------|----------------------------|------------------------|-----------|----------|
| <div style="background-color: #e91e63; color: white; padding: 5px; margin-bottom: 10px;"> Search Classifications </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Position Type: Any</p> <p>Salary Grade: Any</p> </div> <div style="width: 45%;"> <p>Position Class Title: Any</p> </div> </div> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 10px;"> SEARCH CLEAR RESULTS </div> | | | | | | | | |

Modify Existing Faculty Position (Request Posting if applicable)

| Modification Purpose | Classification | Current Position Description | Position Details | Funding | Posting Form | Posting Specific Questions | Disqualifying / Points | Documents | Comments |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------------|------------------|---------|--------------|----------------------------|------------------------|-----------|----------|
| <div style="background-color: #e91e63; color: white; padding: 5px; display: inline-block; margin-bottom: 10px;"> CONTINUE TO NEXT PAGE >> </div> | | | | | | | | | |
| <p><small>*Required information is denoted with an asterisk.</small></p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%; border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> <p>What are you requesting?</p> <p>...</p> </div> <div style="width: 65%; padding-left: 10px;"> <p>Check All Clear All</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Request Posting for this Position <input checked="" type="checkbox"/> Change Position Narrative (Summary, Preferred quals, etc) <input type="checkbox"/> Change Classification <input type="checkbox"/> Job Specific Changes <input type="checkbox"/> Change Funding (vacant positions only) <input type="checkbox"/> Change Salary <input type="checkbox"/> Extend Term End Date or Contract Date <input type="checkbox"/> Change Appointment Type <input type="checkbox"/> Change Start/End Date </div> </div> <p><small>*Required information is denoted with an asterisk.</small></p> <div style="text-align: right; margin-top: 10px;"> CONTINUE TO NEXT PAGE >> </div> | | | | | | | | | |



Position Details

1. Select Yes for Are you requesting a posting for this position?
 - Note: Many fields will already be completed if modifying an existing position – the following steps will ensure that all of the information is correctly updated
2. Confirm that the Position Class Title and Position Title are exactly the same
3. Working Title can be different than the Position Class Title and Position Title
 - a. Working Title can be seen by applicants and can help differentiate positions
4. Enter Work Location
5. Enter Organization
 - a. Note: Make sure that you select the correct org # and that you select FAC
6. Enter Department
7. Select Employee Class
 - F9, FY and FE

| | |
|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Are you requesting a posting for this position? * If yes, please fill out all tabs including the Posting Form. | Yes |
| Position Type: | Faculty |
| Position Class Title: | Assistant Professor |
| Position Class Code: | 0200 |
| Position Title: | Assistant Professor |
| Working Title: | |
| Position Number: | |
| Position Sequence Number: | |
| Copied From Position Number: | |
| * Work Location: | UNM Main Campus (Abq) |
| * Organization: | 039B FAC ASM Department of Accounting |
| * Department (Applicant View): | ASM Department of Accounting |
| * Employee Class: | F9 - 9 Month Faculty |



8. Complete Position Summary
 - Position Information, department information, UNM information, city/state information
9. Complete Minimum Qualifications
 - These must solicit a yes or no answer
10. Complete Preferred Qualifications
 - To be rated on a scoring matrix, must be measurable

Note: All qualifications should reflect the position, not the person being hired into it

| | |
|---------------------------------------|-------------------------------------------------------------------------------------------------|
| Position Summary: * ... | Position information: Department information: UNM information: City/State information: |
| Minimum Qualifications: * ... | Must solicit a YES or NO answer |
| Preferred Qualifications: * ... | Will be rated on the scoring matrix |

11. Choose Single from the dropdown menu



12. Enter Appointment Percent
 - Note: This is the amount of time that incumbent will spend in his or her job
 - If the position is approved for a .50 appointment (half time appointment), enter 50 and not .50
13. Select the appropriate Appointment Type
 - a. Is the position a tenure track position? Is it a clinician educator? Flex track?
14. Enter "1.0" for Full Time Equivalency
 - Note: This field should always be 1.0
 - The percentage of FTE that the position will encompass is entered above under Select Appointment Percent

* Single or Pooled Position:

* Position Appointment Percent:
(100, 87.5, 75, etc)

* Appointment Type:
[Definition](#)

Full Time Equivalency:

Action Number:
(Will be assigned upon first saving position)

Skip Section Two

SECTION TWO

Complete this section only if making a change to the budget record, without requesting to post the position. If posting, the budget will be updated when the hiring proposal is completed.

Budgeted Full Time Equivalency:

Budgeted Salary Amount:

Budgeted Position Justification:

Click on Continue to Next Page or scroll up to the top of the page and click on the Funding tab



Funding



1. Click on Add New Entry
2. Select the appropriate Index Code
3. Enter the Position Labor Distribution
 - Note: The total Position Labor Distribution must equal 100% but can be split between multiple Index Codes
4. Select the appropriate Labor Account Code

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

When entering funding information, ensure that the total funding percentage equals 100%.

Existing Entries

No Records Found

ADD NEW ENTRY

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

Add New Entry

To add a new entry, complete the following fields and then click the **Add Entry** button. If you do not wish to add a new entry at this time, click the **Cancel** button.

* Required information is denoted with an asterisk.

Index Code:

Position Labor Distribution Percent:

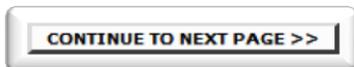
* Labor Account Code:

ADD ENTRY

CANCEL

Repeat if using multiple Index Codes, otherwise...

Click on Continue to Next Page or scroll up to the top of the page and click on the Posting Form tab





Posting Form

1. Enter the number of positions that you are posting
2. Enter the Posting Date
 - Note: Pick at least three weeks from the date you initiate the action in order to account for processing time
3. OEO will confirm the date with you prior to posting the position
4. Enter the For Best Consideration Date
 - Note: This should be 5 calendar days after the posting date
5. Do not select Closing Date – leave this field blank
6. Check Open Until Filled

| | | |
|-----------------------------------------|-------------------------------------------------------|----------------------------|
| How many positions are you posting for? | <input type="text" value="1"/> | |
| Posting date: | <input type="text" value="10/10/2013"/> | MM/DD/YYYY -or- MM-DD-YYYY |
| For Best Consideration: | <input type="text"/> | MM/DD/YYYY -or- MM-DD-YYYY |
| Closing date: | <input type="text"/> | MM/DD/YYYY -or- MM-DD-YYYY |
| | <input checked="" type="checkbox"/> Open Until Filled | |



6. Do not select Optional Applicant Documents
7. Unselect the automatically checked items (Resume, Cover Letter)
8. Only select CV or Resume for required Applicant Documents
 - This is required so that it is evident that the candidate meets the minimum qualifications

| | |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Optional Applicant Documents: | Check All Clear All <input type="checkbox"/> Resume <input type="checkbox"/> Cover Letter <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Teaching Philosophy (Faculty/Exec) <input type="checkbox"/> Letter of Reference 1 <input type="checkbox"/> Letter of Reference 2 <input type="checkbox"/> Letter of Reference 3 <input type="checkbox"/> List of References (Faculty/Exec) <input type="checkbox"/> Application Supplement <input type="checkbox"/> Writing Sample <input type="checkbox"/> Other |
| Required Applicant Documents: | Check All Clear All <input type="checkbox"/> Resume <input type="checkbox"/> Cover Letter <input checked="" type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Teaching Philosophy (Faculty/Exec) <input type="checkbox"/> Letter of Reference 1 <input type="checkbox"/> Letter of Reference 2 <input type="checkbox"/> Letter of Reference 3 <input type="checkbox"/> List of References (Faculty/Exec) <input type="checkbox"/> Application Supplement <input type="checkbox"/> Writing Sample <input type="checkbox"/> Other |
| Special Instructions to Applicants: | <input type="text" value="Any other instructions should be entered here..."/> |



- 9. Enter Salary information or “Commensurate with Experience and Education”
- 10. Do not enter Advertising resources information

* Salary (Applicant View):

By selecting one or more of the external resources, your posting information will be sent to the selected external resources. Please note that a fee may be incurred by the department. For additional recruitment resources, please visit our recruitment resources web page by [clicking here](#).

Please list any other advertising sources:

Jobing.com
Cost: \$130.00

HigherEdJobs.com
Cost: Main branch campus: \$130.00
Branch campus: \$130.00

HigherEdJobs.com
Cost: \$130.00
High Ed Jobs.com AA Email.



11. Select N/A for the following fields:

- “Select your primary and account number for recruitment advertising billing.”
- “Enter your primary index code for recruitment advertisement billing. If you are not purchasing recruitment advertising, you must enter 'NA' in the field.”
- “Enter the percent of charge to the primary index. If you are not purchasing recruitment advertising, you must enter 'NA' in the field.”

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>*</p> <p>Select your primary account number for recruitment advertising billing.</p> | <p> <input type="radio"/> 31M0 <input type="radio"/> 31M1 <input checked="" type="radio"/> N/A <input type="radio"/> No Response </p> |
| <p>*</p> <p>Enter your primary index code for recruitment advertisement billing. If you are not purchasing recruitment advertising, you must enter 'NA' in the field.</p> | <p> <input type="text" value=""/> N/A </p> |
| <p>*</p> <p>% of charge to primary index. If you are not purchasing recruitment advertising, you must enter 'NA' in the field.</p> | <p> <input type="text" value=""/> N/A </p> |
| <p>If applicable, enter your secondary index code for recruitment advertising.</p> | <p><input type="text" value=""/></p> |

12. Select the Search Coordinator (not required)
13. Enter Internal for the Posting Scope
14. Enter Non-Competitive for the Posting Type
15. Enter Non-Competitive Hire Reason Code
 - It is very important to choose the appropriate code (i.e. "Named in a Contract or Grant" for an individual named Principle Investigator or Co-Principle in a contract or grant)
 - For specifics see [Faculty Hiring Guidelines](#) on the OEO website

The screenshot shows a web form with the following fields and annotations:

- Screening/Search Committee:** A list of names under "Not Selected" and "Selected" columns with navigation arrows.
- Search Coordinator:** A dropdown menu with "No Response" selected. A green oval highlights this field.
- Term Appointment End Date:** An empty text input field.
- Posting Scope:** A dropdown menu with "No Response" selected. A blue oval labeled "Internal" points to this field.
- Posting Type:** A dropdown menu with "No Response" selected. A blue oval labeled "Non-Competitive" points to this field.
- Non-Competitive Hire Reason Code:** A dropdown menu with "No Response" selected. A green oval highlights this field.
- URL of Posting Department:** An empty text input field.

A large red 'X' is overlaid on the top right portion of the form.

Click on Continue to Next Page until you get to Documents tab or scroll up to the top of the page and click on the Documents tab



You can skip the Posting Specific Questions, and Disqualifying/Points tabs – they are only for Staff Positions



Documents

The following must be attached:

1. Justification of Non-Competitive Hire and any other applicable documents depending on the non-competitive hire reason code that is selected (i.e. the contract or grant that names the candidate)
2. Funding Information/PRC – HSC ONLY

| Classification | Copy Position | Position Details | Funding | Posting Form | Posting Specific Questions | Disqualifying / Points | Documents | Comments |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|------------------|---------|--------------|----------------------------|------------------------|-----------|----------|
| 10 Records | | | | | | | | |
| Attach / Remove | Document Type | | | | Attached Document | View Document | | |
| Attach | Other | | | | Not Attached | | | |
| Attach | Other | | | | Not Attached | | | |
| Attach | Moderately Abbr'v'd, Abbr'v'd and/or Complete Ad(s) | | | | Not Attached | | | |
| Attach | Position Analysis Memorandum | | | | Not Attached | | | |
| Attach | Funding Information/PRC | | | | Not Attached | Required documents | | |
| Attach | Charge to Search Committee | | | | Not Attached | | | |
| Attach | Justification of Non-Competitive Hire | | | | Not Attached | | | |
| Attach | National and Targeted Recruitment Resources | | | | Not Attached | | | |
| Attach | Contract and Grant Information | | | | Not Attached | | | |
| Attach | EVP Approval | | | | Not Attached | | | |
| <div style="display: flex; justify-content: space-between;"> << RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >> </div> | | | | | | | | |

Click on Continue to Next Page or scroll up to the top of the page and click on the Comments tab



Comments

1. Include date, initials and any other relevant information regarding posting request

Click on Continue to Next Page



You may now review your posting request and either:

1. Save Action Without Submitting or
2. Submit Action to Department Approver

Click on Continue and then Confirm



External Competitive TPT (Temporary Part-time Faculty) Posting Request

(These positions are also known as PTIs or Part-Time Instructors)

- Click on the Position Details tab near the top of the page
 - Note: Double-check that you are entering the correct request by confirming the header above the tabs displays either New Faculty Position or Modify Existing Faculty Position

New Faculty Position (Request Posting if applicable)

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

Search Classifications

Position Type: Any Position Class Title: Any

Salary Grade: Any

SEARCH CLEAR RESULTS

Modify Existing Faculty Position (Request Posting if applicable)

| Modification Purpose | Classification | Current Position Description | Position Details | Funding | Posting Form | Posting Specific Questions | Disqualifying / Points | Documents | Comments |
|----------------------|----------------|------------------------------|------------------|---------|--------------|----------------------------|------------------------|-----------|----------|
|----------------------|----------------|------------------------------|------------------|---------|--------------|----------------------------|------------------------|-----------|----------|

CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

What are you requesting? [Check All](#) [Clear All](#)

- Request Posting for this Position
- Change Position Narrative (Summary, Preferred quals, etc)
- Change Classification
- Job Specific Changes
- Change Funding (vacant positions only)
- Change Salary
- Extend Term End Date or Contract Date
- Change Appointment Type
- Change Start/End Date

*Required information is denoted with an asterisk.

CONTINUE TO NEXT PAGE >>



Position Details

1. Select Yes for Are you requesting a posting for this position?
 - Note: Many fields will already be completed if modifying an existing position – the following steps will ensure that all of the information is correctly updated
2. Confirm that the Position Class Title and Position Title are exactly the same
3. Working Title can be different than the Position Class Title and Position Title
 - Working Title can be seen by applicants and can help differentiate the specific discipline that is looking for a TPT
4. Enter Work Location
5. Enter Organization
 - Note: Make sure that you select the correct org # and that you select FAC
6. Enter Department
7. Select Employee Class
 - FT (Temporary Faculty)

| | | |
|------------|-----------------------------------------------------------------------------------------------------------------|-------------------------------------|
| * | Are you requesting a posting for this position? If yes, please fill out all tabs including the Posting Form. | Yes |
| | Position Type: | Faculty |
| | Position Class Title: | Temp Parttime Faculty |
| | Position Class Code: | 0237 |
| | Position Title: | Temp Parttime Faculty |
| | Working Title: | Temp Parttime Faculty in Psychology |
| | Position Number: | |
| | Position Sequence Number: | |
| | Copied From Position Number: | FT0130 |
| * | Work Location: | UNM Main Campus (Abq) |
| * | Organization: | 765A FAC Psychology Department |
| * | Department (Applicant View): | Psychology Department |
| * | Employee Class: | FT - Temporary Faculty |



11. Choose Pooled from the dropdown menu
12. Select Appointment Percent
 - Note: This is the amount of time that incumbent will spend in his or her job
 - If the position is approved for a .25 appointment, enter 25 and not .25 (generally 1 class or 3 credits equals a .25 appointment)
13. Select Faculty- Temporary Faculty for the Appointment Type
14. Enter "1.0" for Full Time Equivalency
 - Note: This field should always be 1.0
 - The percentage of FTE that the position will encompass is entered above under Select Appointment Percent

| | | |
|------------|-----------------------------------------------------------------|-----------------------------|
| * | Single or Pooled Position: | Pooled |
| * | Position Appointment Percent: (100, 87.5, 75, etc) | 25 |
| * | Appointment Type: | Faculty - Temporary Faculty |
| | Definition | |
| | Full Time Equivalency: | 1.0 |
| | Action Number: (Will be assigned upon first saving position) | |

Skip Section Two

SECTION TWO

Complete this section only if making a budget record, without requesting to post the position. If posting, the budget will be created when the hiring proposal is completed.

| | |
|----------------------------------|----------------------|
| Budgeted Full Time Equivalency: | <input type="text"/> |
| Budgeted Salary Amount: | <input type="text"/> |
| Budgeted Position Justification: | <input type="text"/> |

Click on Continue to Next Page or scroll up to the top of the page and click on the Funding tab





Funding

1. Click on Add New Entry
2. Select the appropriate Index Code
3. Enter the Position Labor Distribution
 - Note: The total Position Labor Distribution must equal 100% but can be split between multiple Index Codes
4. Select the appropriate Labor Account Code

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

When entering funding information, ensure that the total funding percentage equals 100%.

Existing Entries

No Records Found

ADD NEW ENTRY

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

Add New Entry

To add a new entry, complete the following fields and then click the **Add Entry** button. If you do not wish to add a new entry at this time, click the **Cancel** button.

* Required information is denoted with an asterisk.

Index Code: [dropdown menu]

Position Labor Distribution Percent: [text input]

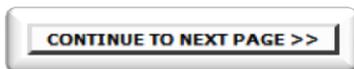
* Labor Account Code: No Response [dropdown menu]

ADD ENTRY

CANCEL

Repeat if using multiple Index Codes, otherwise...

Click on Continue to Next Page or scroll up to the top of the page and click on the Posting Form tab





Posting Form

1. Enter the number of positions that you are posting
2. Enter the Posting Date
 - Note: Pick at least three weeks from the date you initiate the action in order to account for processing time
 - OEO will confirm the date with you prior to posting the position
3. Enter the For Best Consideration Date
 - Note: This must be at least 15 calendar days from the posting date
4. Do not select Closing Date – leave this field blank
5. Check Open Until Filled

| | | |
|-----------------------------------------|-------------------------------------------------------|----------------------------|
| How many positions are you posting for? | <input type="text" value="1"/> | |
| Posting date: | <input type="text" value="10/10/2013"/> | MM/DD/YYYY -or- MM-DD-YYYY |
| For Best Consideration: | <input type="text" value="10/25/2013"/> | MM/DD/YYYY -or- MM-DD-YYYY |
| Closing date: | <input type="text"/> | MM/DD/YYYY -or- MM-DD-YYYY |
| | <input checked="" type="checkbox"/> Open Until Filled | |



6. Select Optional Applicant Documents, if applicable
 - a. Generally, optional documents are not used
 - b. The search committee should provide this information to the Department Originator
7. If not, unselect the automatically checked items (Resume, Cover Letter)
 - Note: Documents cannot be Optional AND Required
8. Select Required Applicant Documents as needed
 - Note: Applications will not be considered unless all of the Required Applicant Documents are attached to the application
9. Enter any Special Instructions to applicants
 - If the department would like items submitted independently of the electronic application address it in the Special Instructions
 - Note: This information must match the required/optional documents and must include any additional information that is stated in the ad

| | |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Optional Applicant Documents: | Check All Clear All <input type="checkbox"/> Resume <input type="checkbox"/> Cover Letter <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Teaching Philosophy (Faculty/Exec) <input type="checkbox"/> Letter of Reference 1 <input type="checkbox"/> Letter of Reference 2 <input type="checkbox"/> Letter of Reference 3 <input type="checkbox"/> List of References (Faculty/Exec) <input type="checkbox"/> Application Supplement <input type="checkbox"/> Writing Sample <input type="checkbox"/> Other |
| Required Applicant Documents: | Check All Clear All <input type="checkbox"/> Resume <input checked="" type="checkbox"/> Cover Letter <input checked="" type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Teaching Philosophy (Faculty/Exec) <input type="checkbox"/> Letter of Reference 1 <input type="checkbox"/> Letter of Reference 2 <input type="checkbox"/> Letter of Reference 3 <input type="checkbox"/> List of References (Faculty/Exec) <input type="checkbox"/> Application Supplement <input type="checkbox"/> Writing Sample <input type="checkbox"/> Other |
| Special Instructions to Applicants: | Any other instructions should be entered here... <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> |



10. Enter Salary information

- Best practice is to write “Negotiable” or “Commensurate with experience” in order to give the department some flexibility
- If a specific salary amount is provided, the department must hire at (or very near) the posted amount

11. Enter Advertising resources information

- Required advertising NM workforce Solutions
- TPTs should not be advertised nationally

* Salary (Applicant View):

By selecting one or more of the external resources, your posting information will be sent to the selected external resources. Please note that a fee may be incurred by the department. For additional recruitment resources, please visit our recruitment resources web page by [clicking here](#).

Please list any other advertising sources:

Jobing.com
Cost: **Free**

HigherEdJobs.com
Cost: Main and HSC staff posting: **Free**
Branch campuses and faculty postings: **\$130.00**

HigherEdJobs Affirmative Action (AA) Email
Cost: **\$106.00**
HigherEdJobs.com posting also required for AA Email.



12. Enter N/A for the following fields:

- “Select your primary and account number for recruitment advertising billing.”
- “Enter your primary index code for recruitment advertisement billing. If you are not purchasing recruitment advertising, you must enter 'NA' in the field.”
- “Enter the percent of charge to the primary index. If you are not purchasing recruitment advertising, you must enter 'NA' in the field.”

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>*</p> <p>Select your primary account number for recruitment advertising billing.</p> | <p> <input type="radio"/> 31M0 <input type="radio"/> 31M1 <input checked="" type="radio"/> N/A <input type="radio"/> No Response </p>  |
| <p>*</p> <p>Enter your primary index code for recruitment advertisement billing. If you are not purchasing recruitment advertising, you must enter 'NA' in the field.</p> | <p> <input type="text" value=""/>  </p> |
| <p>*</p> <p>% of charge to primary index. If you are not purchasing recruitment advertising, you must enter 'NA' in the field.</p> | <p> <input type="text" value=""/>  </p> |
| <p>If applicable, enter your secondary index code for recruitment advertising.</p> | <p><input type="text" value=""/></p> |

13. Select Search Committee members
 - You may choose a Search Committee or a Single Hiring Official
 - Note: This must match the PAM
 - See [Faculty Search Committee Procedures Handbook](#) for guidance on Search Committees
14. Select the Search Coordinator
15. Enter External for the Posting Scope
16. Enter Competitive for the Posting Type
17. Skip Non-competitive Hire Reason Code as this is for an External Competitive request

| Screening/Search Committee: | <table border="1"> <thead> <tr> <th>Not Selected</th> <th></th> <th>Selected</th> </tr> </thead> <tbody> <tr> <td>Aaiseth, Edward (eaaiseth)</td> <td>></td> <td>No Response</td> </tr> <tr> <td>Abbott, Christopher (cabbott)</td> <td><</td> <td></td> </tr> <tr> <td>Abdallah, Chaouki (chaouki)</td> <td>>></td> <td></td> </tr> <tr> <td>Abear, Jerome (jabear)</td> <td><<</td> <td></td> </tr> <tr> <td>Abeita Sanchez, Lia (lasan1)</td> <td></td> <td></td> </tr> <tr> <td>Abel Morris, Cindy (cdabel)</td> <td></td> <td></td> </tr> <tr> <td>Abeling, Luke (labeling)</td> <td></td> <td></td> </tr> <tr> <td>Abernathy, Rebecca (rabernat)</td> <td></td> <td></td> </tr> </tbody> </table> | Not Selected | | Selected | Aaiseth, Edward (eaaiseth) | > | No Response | Abbott, Christopher (cabbott) | < | | Abdallah, Chaouki (chaouki) | >> | | Abear, Jerome (jabear) | << | | Abeita Sanchez, Lia (lasan1) | | | Abel Morris, Cindy (cdabel) | | | Abeling, Luke (labeling) | | | Abernathy, Rebecca (rabernat) | | |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--|----------|----------------------------|---|-------------|-------------------------------|---|--|-----------------------------|----|--|------------------------|----|--|------------------------------|--|--|-----------------------------|--|--|--------------------------|--|--|-------------------------------|--|--|
| Not Selected | | Selected | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Aaiseth, Edward (eaaiseth) | > | No Response | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Abbott, Christopher (cabbott) | < | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Abdallah, Chaouki (chaouki) | >> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Abear, Jerome (jabear) | << | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Abeita Sanchez, Lia (lasan1) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Abel Morris, Cindy (cdabel) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Abeling, Luke (labeling) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Abernathy, Rebecca (rabernat) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Search Coordinator: | No Response | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Term Appointment End Date: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Posting Scope: | No Response | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Posting Type: | No Response | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Non-Competitive Hire Reason Code: | No Response | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| URL of Posting Department: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Click on Continue to Next Page until you get to Documents tab or scroll up to the top of the page and click on the Documents tab



You can skip the Posting Specific Questions, and Disqualifying/Points tabs – they are only for Staff Positions



Documents

The following must be attached:

5. Moderately Abbrv'd, Abbrv'd and/or Complete Ad(s) – this includes any ads that will be used
 - Note: if only utilizing NM Workforce Solutions, no additional advertising needs to be attached
6. Position Analysis Memorandum (PAM)
3. Funding Information/PRC – HSC ONLY

| Classification | Copy Position | Position Details | Funding | Posting Form | Posting Specific Questions | Disqualifying / Points | Documents | Comments |
|---------------------------------|---------------------------------------------------|------------------|---------|--------------|----------------------------|------------------------|-------------------------------|----------|
| 10 Records | | | | | | | | |
| Attach / Remove | Document Type | | | | | Attached Document | View Document | |
| Attach | Other | | | | | Not Attached | | |
| Attach | Other | | | | | Not Attached | | |
| Attach | Moderately Abbrv'd, Abbrv'd and/or Complete Ad(s) | | | | | Not Attached | | |
| Attach | Position Analysis Memorandum | | | | | Not Attached | | |
| Attach | Funding Information/PRC | | | | | Not Attached | | |
| Attach | Charge to Search Committee | | | | | Not Attached | | |
| Attach | Justification of Non-Competitive Hire | | | | | Not Attached | | |
| Attach | National and Targeted Recruitment Resources | | | | | Not Attached | | |
| Attach | Contract and Grant Information | | | | | Not Attached | | |
| Attach | EVP Approval | | | | | Not Attached | | |

[<< RETURN TO PREVIOUS](#) [CONTINUE TO NEXT PAGE >>](#)

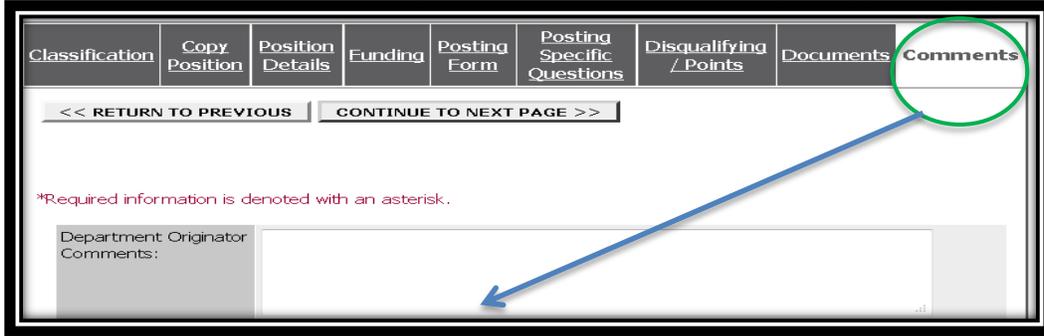
Required documents

Click on Continue to Next Page or scroll up to the top of the page and click on the Comments tab



Comments

1. Include date, initials and any other relevant information regarding posting request



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

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

Department Originator Comments:

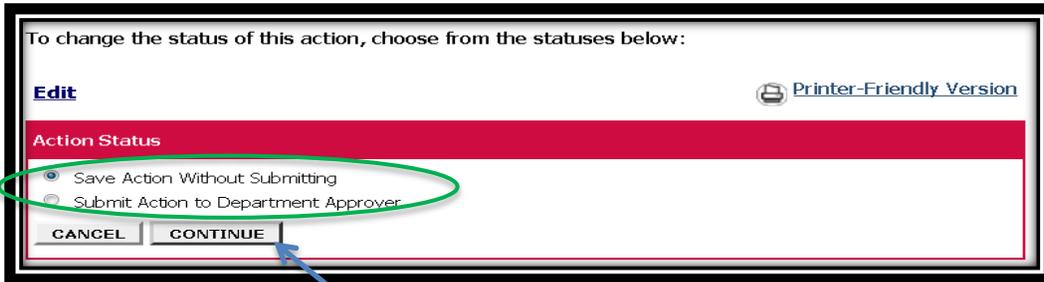
Click on Continue to Next Page



You may now review your posting request and either:

1. Save Action Without Submitting or
2. Submit Action to Department Approver

Click on Continue and then Confirm



To change the status of this action, choose from the statuses below:

Edit [Printer-Friendly Version](#)

Action Status

Save Action Without Submitting

Submit Action to Department Approver

CANCEL CONTINUE



Internal Non-Competitive TPT (Temporary Part-time Faculty) Posting Request

(These positions are also known as PTIs or Part-Time Instructors)

- Click on the Position Details tab near the top of the page
 - Note: Double-check that you are entering the correct request by confirming the header above the tabs displays either New Faculty Position or Modify Existing Faculty Position

New Faculty Position (Request Posting if applicable)

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

Search Classifications

Position Type: Position Class Title:

Salary Grade:

Modify Existing Faculty Position (Request Posting if applicable)

| Modification Purpose | Classification | Current Position Description | Position Details | Funding | Posting Form | Posting Specific Questions | Disqualifying / Points | Documents | Comments |
|----------------------|----------------|------------------------------|------------------|---------|--------------|----------------------------|------------------------|-----------|----------|
|----------------------|----------------|------------------------------|------------------|---------|--------------|----------------------------|------------------------|-----------|----------|

*Required information is denoted with an asterisk.

What are you requesting?

- Request Posting for this Position
- Change Position Narrative (Summary, Preferred quals, etc)
- Change Classification
- Job Specific Changes
- Change Funding (vacant positions only)
- Change Salary
- Extend Term End Date or Contract Date
- Change Appointment Type
- Change Start/End Date

*Required information is denoted with an asterisk.



Position Details

1. Select Yes for Are you requesting a posting for this position?
 - Note: Many fields will already be completed if modifying an existing position – the following steps will ensure that all of the information is correctly updated
2. Confirm that the Position Class Title and Position Title are exactly the same
3. Working Title can be different than the Position Class Title and Position Title
 - Working Title can be seen by applicants and can help differentiate the specific discipline that is looking for a TPT
4. Enter Work Location
5. Enter Organization
 - Note: Make sure that you select the correct org # and that you select FAC
6. Enter Department
7. Select Employee Class
 - FT (Temporary Faculty)

| | |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Are you requesting a posting for this position? If yes, please fill out all tabs including the Posting Form. | Yes |
| Position Type: | Faculty |
| Position Class Title: | Temp Parttime Faculty |
| Position Class Code: | 0237 |
| Position Title: | Temp Parttime Faculty |
| Working Title: | Temp Parttime Faculty in Psychology |
| Position Number: | |
| Position Sequence Number: | |
| Copied From Position Number: | FT0130 |
| Work Location: | UNM Main Campus (Abq) |
| Organization: | 765A FAC Psychology Department |
| Department (Applicant View): | Psychology Department |
| Employee Class: | FT - Temporary Faculty |



8. Complete Position Summary
 - Position Information, department information, UNM information, city/state information
9. Complete Minimum Qualifications
 - These must solicit a yes or no answer
10. Complete Preferred Qualifications
 - If competitive, would be rated on a scoring matrix, must be measurable

Note: All qualifications should reflect the position, not the person being hired into it

| | |
|---------------------------------------|-------------------------------------------------------------------------------------------------|
| Position Summary: * ... | Position information: Department information: UNM information: City/State information: |
| Minimum Qualifications: * ... | Must solicit a YES or NO answer |
| Preferred Qualifications: * ... | Will be rated on the scoring matrix |



11. Choose Pooled from the dropdown menu
12. Select Appointment Percent
 - Note: This is the amount of time that incumbent will spend in his or her job
 - If the position is approved for a .25 appointment, enter 25 and not .25
13. Select Faculty- Temporary Faculty for the Appointment Type
14. Enter "1.0" for Full Time Equivalency
 - Note: This field should always be 1.0
 - The percentage of FTE that the position will encompass is entered above under Select Appointment Percent

| | |
|-----------------------------------------------------------------|-----------------------------|
| * Single or Pooled Position: | Pooled |
| * Position Appointment Percent: (100, 87.5, 75, etc) | 25 |
| * Appointment Type: Definition | Faculty - Temporary Faculty |
| Full Time Equivalency: | 1.0 |
| Action Number: (Will be assigned upon first saving position) | |

Skip Section Two

SECTION TWO

Complete this section only if making a change to the budget position record, without requesting to post the position. If posting, the budget will be updated at the time the hiring proposal is completed.

| | |
|----------------------------------|--|
| Budgeted Full Time Equivalency: | |
| Budgeted Salary Amount: | |
| Budgeted Position Justification: | |

Click on Continue to Next Page or scroll up to the top of the page and click on the Funding tab





Funding

5. Click on Add New Entry
6. Select the appropriate Index Code
7. Enter the Position Labor Distribution
 - Note: The total Position Labor Distribution must equal 100% but can be split between multiple Index Codes
8. Select the appropriate Labor Account Code

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

When entering funding information, ensure that the total funding percentage equals 100%.

Existing Entries

No Records Found

ADD NEW ENTRY

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

Add New Entry

To add a new entry, complete the following fields and then click the **Add Entry** button. If you do not wish to add a new entry at this time, click the **Cancel** button.

* Required information is denoted with an asterisk.

Index Code:

Position Labor Distribution Percent:

* Labor Account Code: No Response

ADD ENTRY

CANCEL

Repeat if using multiple Index Codes, otherwise...

Click on Continue to Next Page or scroll up to the top of the page and click on the Posting Form tab

CONTINUE TO NEXT PAGE >>



Posting Form

1. Enter the number of positions that you are posting
2. Enter the Posting Date
 - Note: Pick at least three weeks from the date you initiate the action in order to account for processing time
 - OEO will confirm the date with you prior to posting the position
3. Enter the For Best Consideration Date
 - Note: This should be 5 calendar days after the posting date
4. Do not select Closing Date – leave this field blank
5. Check Open Until Filled

| | | |
|-----------------------------------------|-------------------------------------------------------|----------------------------|
| How many positions are you posting for? | <input type="text" value="1"/> | |
| Posting date: | <input type="text" value="10/10/2013"/> | MM/DD/YYYY -or- MM-DD-YYYY |
| For Best Consideration: | <input type="text"/> | MM/DD/YYYY -or- MM-DD-YYYY |
| Closing date: | <input type="text"/> | MM/DD/YYYY -or- MM-DD-YYYY |
| | <input checked="" type="checkbox"/> Open Until Filled | |



6. Do not select Optional Applicant Documents
7. Unselect the automatically checked items (Resume, Cover Letter)
8. Only select CV or Resume for required Applicant Documents
 - This is required so that it is evident that the candidate meets the minimum qualifications

| | |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Optional Applicant Documents: | Check All Clear All <input type="checkbox"/> Resume <input type="checkbox"/> Cover Letter <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Teaching Philosophy (Faculty/Exec) <input type="checkbox"/> Letter of Reference 1 <input type="checkbox"/> Letter of Reference 2 <input type="checkbox"/> Letter of Reference 3 <input type="checkbox"/> List of References (Faculty/Exec) <input type="checkbox"/> Application Supplement <input type="checkbox"/> Writing Sample <input type="checkbox"/> Other |
| Required Applicant Documents: | Check All Clear All <input type="checkbox"/> Resume <input type="checkbox"/> Cover Letter <input checked="" type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Teaching Philosophy (Faculty/Exec) <input type="checkbox"/> Letter of Reference 1 <input type="checkbox"/> Letter of Reference 2 <input type="checkbox"/> Letter of Reference 3 <input type="checkbox"/> List of References (Faculty/Exec) <input type="checkbox"/> Application Supplement <input type="checkbox"/> Writing Sample <input type="checkbox"/> Other |
| Special Instructions to Applicants: | Any other instructions should be entered here... <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> |



- 9. Enter Salary information
- 10. Do not enter Advertising resources information

* Salary (Applicant View):

By selecting one or more of the external resources, your posting information will be sent to the selected external resources. Please note that a fee may be incurred by the department. For additional recruitment resources, please visit our recruitment resources web page by [clicking here](#).

Please list any other advertising sources:

Jobing.com
Cost: \$130.00

HigherEdJobs.com
Cost: Main campus: \$130.00
Branch campus: \$130.00

HigherEdJobs.com
Cost: \$130.00
High School: \$130.00
NA Email.



11. Select N/A for the following:

- “Select your primary and account number for recruitment advertising billing.”
- “Enter your primary index code for recruitment advertisement billing. If you are not purchasing recruitment advertising, you must enter 'NA' in the field.”
- “Enter the percent of charge to the primary index. If you are not purchasing recruitment advertising, you must enter 'NA' in the field.”

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>*</p> <p>Select your primary account number for recruitment advertising billing.</p> | <p> <input type="radio"/> 31M0 <input type="radio"/> 31M1 <input checked="" type="radio"/> N/A <input type="radio"/> No Response </p>  |
| <p>*</p> <p>Enter your primary index code for recruitment advertisement billing. If you are not purchasing recruitment advertising, you must enter 'NA' in the field.</p> | <p> <input type="text" value=""/>  </p> |
| <p>*</p> <p>% of charge to primary index. If you are not purchasing recruitment advertising, you must enter 'NA' in the field.</p> | <p> <input type="text" value=""/>  </p> |
| <p>If applicable, enter your secondary index code for recruitment advertising.</p> | <p><input type="text" value=""/></p> |

12. Select the Search Coordinator (not required)
13. Enter Internal for the Posting Scope
14. Enter Non-Competitive for the Posting Type
15. Enter Non-Competitive Hire Reason Code (Emergency Hire or Rehire only)

The screenshot shows a web form with the following fields and annotations:

- Screening/Search Committee:** A list of names with navigation buttons. A red 'X' is overlaid on this section.
- Search Coordinator:** A dropdown menu currently showing "No Response". It is circled in green.
- Term Appointment End Date:** An empty text input field.
- Posting Scope:** A dropdown menu currently showing "No Response". A blue oval labeled "Internal" points to this field.
- Posting Type:** A dropdown menu currently showing "No Response". A blue oval labeled "Non-Competitive" points to this field.
- Non-Competitive Hire Reason Code:** A dropdown menu currently showing "No Response". It is circled in green.
- URL of Posting Department:** An empty text input field.

Click on Continue to Next Page until you get to Documents tab or scroll up to the top of the page and click on the Documents tab



You can skip the Posting Specific Questions, and Disqualifying/Points tabs – they are only for Staff Positions



Documents

The following must be attached:

4. Justification of Non-Competitive Hire
5. Funding Information/PRC – HSC ONLY
6. If candidate is UNM staff, a Supervisor approval memo is required (should be attached as “Other”)

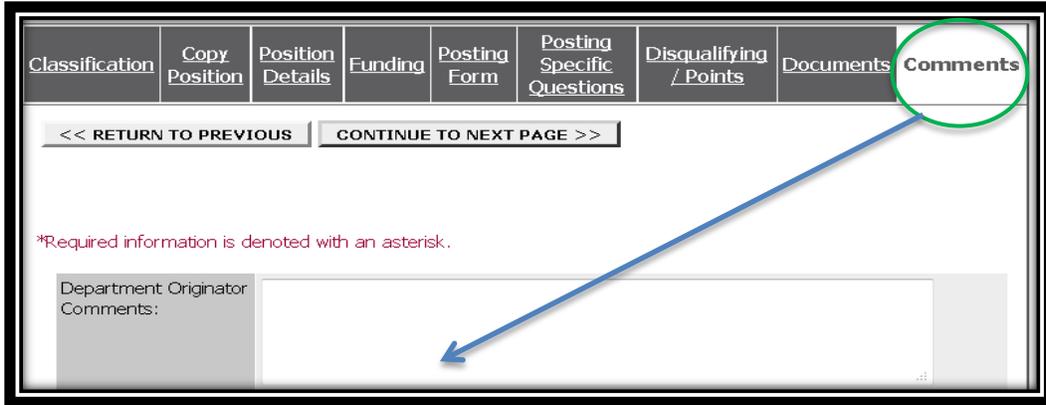
| Classification | Copy Position | Position Details | Funding | Posting Form | Posting Specific Questions | Disqualifying / Points | Documents | Comments |
|---------------------------------------------|---------------------------------------------------|------------------|------------------------------------------------|--------------|----------------------------|------------------------|-----------|----------|
| 10 Records | | | | | | | | |
| Attach / Remove | Document Type | | | | Attached Document | View Document | | |
| Attach | Other | | | | Not Attached | | | |
| Attach | Other | | | | Not Attached | | | |
| Attach | Moderately Abbrv'd, Abbrv'd and/or Complete Ad(s) | | | | Not Attached | | | |
| Attach | Position Analysis Memorandum | | | | Not Attached | | | |
| Attach | Funding Information/PRC | | | | Not Attached | | | |
| Attach | Charge to Search Committee | | | | Not Attached | | | |
| Attach | Justification of Non-Competitive Hire | | | | Not Attached | | | |
| Attach | National and Targeted Recruitment Resources | | | | Not Attached | | | |
| Attach | Contract and Grant Information | | | | Not Attached | | | |
| Attach | EVP Approval | | | | Not Attached | | | |
| << RETURN TO PREVIOUS | | | CONTINUE TO NEXT PAGE >> | | | | | |

Click on Continue to Next Page or scroll up to the top of the page and click on the Comments tab



Comments

1. Include date, initials and any other relevant information regarding posting request



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

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

Department Originator Comments:

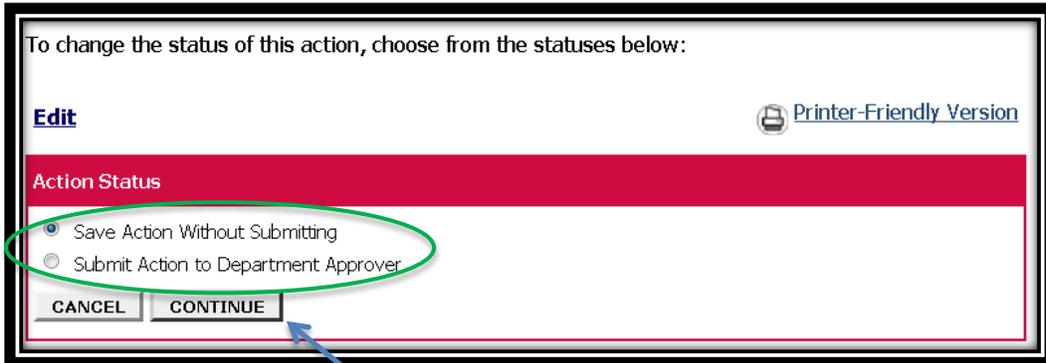
Click on Continue to Next Page



You may now review your posting request and either:

3. Save Action Without Submitting or
4. Submit Action to Department Approver

Click on Continue and then Confirm



To change the status of this action, choose from the statuses below:

[Edit](#)  [Printer-Friendly Version](#)

Action Status

Save Action Without Submitting
 Submit Action to Department Approver

CANCEL **CONTINUE**



Viewing Reports for a Posting

- Click on Get Reports under Applications in Process on the relevant posting that you will be viewing

| Active Postings | | | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------|---------------------------------------|---------------|-------------------|-------------------------------------------|-------------------------------------------------|
| 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 | | | | | | | |
| 2835 Records | | | | | | | |
| Position Title | Posting Number | Position Number | Apps In Process | Job Open Date | Job Close Date | Organization | Posting Status |
| Temp Parttime Faculty View | 0822637 | FT0064 | 5 Get Reports List | 11-01-2013 | Open Until Filled | 456A FAC Civil Engineering Civil Engr | Posted Close/Remove from Web |

You may choose to view the following Reports:

Posting Preview: Provides brief information of the posting.

EEO Summary (Pre 2-Part Question): Provides self-identification of an applicant.

EEO Summary (Post 2-Part Question): Provides self-identification of an applicant.

- **Note:** If applicants who were interviewed through Skype or on-campus (are the same) interview and did not self-identify their gender and ethnicity within one of these two reports, DRA must be completed see page 100

Applicant Status Report: Provides brief information about an applicant such as name, date applied, current status, under review by department committee, selected for telephone interview, selected for campus interview finalist, recommend for hire, hired and not hired reason.

- **Note:** It is very important to select the appropriate status for each applicant. This report must match with the Justification memo that you will be attaching in the hiring proposal see page 110

Applicant Information: Provides brief information about an applicant such as name, address and E-mail.

- After you select a report click on **Generate Report**
- To go back to the posting click on **Return to Previous**

| Posting Report(s) | |
|------------------------------------|------------------------------------|
| Temp Parttime Faculty | |
| Return to Previous | |
| Report Choices | |
| <input checked="" type="radio"/> | Posting Preview |
| <input type="radio"/> | EEO Summary (Pre 2-Part Question) |
| <input type="radio"/> | EEO Summary (Post 2-Part Question) |
| <input type="radio"/> | Applicant Status Report |
| <input type="radio"/> | Applicant Contact Information |
| GENERATE REPORT | |



Managing Your Posting

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.

| Active Postings | | | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| 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 | | | | | | | |
| 2835 Records | | | | | | | |
|  Position Title |  Posting Number |  Position Number |  Apps In Process |  Job Open Date |  Job Close Date |  Organization |  Posting Status |
| Temp Parttime Faculty View | 0822637 | FT0064 | 5 Get Reports List | 11-01-2013 | Open Until Filled | 456A FAC Civil Engineering Civil Engr | Posted Close/Remove from Web |
| Open Rank View | 0822623 | | 1 Get Reports List | 10-14-2013 | Open Until Filled | 704A FAC Spanish Portuguese | Posted Close/Remove from Web |
| Lecturer View | 0822584 | | 13 Get Reports List | 10-10-2013 | Open Until Filled | 048F FAC AS Biology General Administrative | Posted Close/Remove from Web |
| Temp Parttime Faculty View | 0822546 | FT0007 | 0 Get Reports List | 10-08-2013 | | 039B FAC ASM Department of Accounting | Posted Close/Remove from Web |

Active Postings

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

2835 Records

| <input type="checkbox"/> Position Title | <input type="checkbox"/> Posting Number | <input type="checkbox"/> Position Number | <input type="checkbox"/> Apps In Process | <input checked="" type="checkbox"/> Job Open Date | <input type="checkbox"/> Job Close Date | <input type="checkbox"/> Organization | <input type="checkbox"/> Posting Status |
|------------------------------------------------------|-----------------------------------------|------------------------------------------|------------------------------------------|---------------------------------------------------|-----------------------------------------|------------------------------------------------|-------------------------------------------------|
| Temp Parttime Faculty View | 0822637 | FT0064 | 5 Get Reports List | 11-01-2013 | Open Until Filled | 456A FAC Civil Engineering Civil Engr | Posted Close/Remove from Web |
| Open Rank View | 0822623 | | 1 Get Reports List | 10-14-2013 | Open Until Filled | 704A FAC Spanish Portuguese | Posted Close/Remove from Web |
| Lecturer View | 0822584 | | 13 Get Reports List | 10-10-2013 | Open Until Filled | 048F FAC AS Biology General Administrative | Posted Close/Remove from Web |
| Temp Parttime Faculty View | 0822546 | FT0007 | 0 Get Reports List | 10-08-2013 | | 039B FAC ASM Department of Accounting | Posted Close/Remove from Web |

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



Managing Your Posting

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.

Active Postings

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 | | | | | | | |
|-----------------------------------------------|------------------|-------------------|----------------------------------------|-----------------|-------------------|------------------------------------------------|-------------------------------------------------|
| 2835 Records | | | | | | | |
| ▼ Position Title | ▲ Posting Number | ▼ Position Number | ▲ Apps In Process | ▼ Job Open Date | ▲ Job Close Date | ▼ Organization | ▼ Posting Status |
| Temp Parttime Faculty View | 0822637 | FT0064 | 5 Get Reports List | 11-01-2013 | Open Until Filled | 456A FAC Civil Engineering Civil Engr | Posted Close/Remove from Web |
| Open Rank View | 0822623 | | 1 Get Reports List | 10-14-2013 | Open Until Filled | 704A FAC Spanish Portuguese | Posted Close/Remove from Web |
| Lecturer View | 0822584 | | 13 Get Reports List | 10-10-2013 | Open Until Filled | 048F FAC AS Biology General Administrative | Posted Close/Remove from Web |
| Temp Parttime Faculty View | 0822546 | FT0007 | 0 Get Reports List | 10-08-2013 | | 039B FAC ASM Department of Accounting | Posted Close/Remove from Web |



The **Active Applicants** screen will display.

- 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.

2

| Applicants | Posting Details | Documents | Posting Specific Questions | Disqualifying / Points | Hiring Steps | Guest User | DRA | Notes / History |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------|----------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------|-----------------|
| Active Applicants | | | | | | | | |
| 5 Records | | | | | | | | |
| <input checked="" type="checkbox"/> Name | Documents | References Received | ▲ Score | ▲ Date Applied | <input checked="" type="checkbox"/> Status | External Status | All / None | |
| Bee, Apple View Faculty Temporary Part-Time Application | CV Ltr | 0 of 0 | 0 | 11-01-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |
| Thefirst, Sofia View Faculty Temporary Part-Time Application | CV Ltr | 0 of 0 | 0 | 11-01-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |
| Cooper, Lisa View Faculty Temporary Part-Time Application | CV Ltr | 0 of 0 | 0 | 11-01-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |
| Magnum, Thomas View Faculty Temporary Part-Time Application | CV Ltr | 0 of 0 | 0 | 11-04-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |
| Calvin, Theodore View Faculty Temporary Part-Time Application | CV Ltr | 0 of 0 | 0 | 11-04-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |
| CHANGE MULTIPLE APPLICANT STATUSES | | | | | | | | |
| Refresh Minimum Score: <input type="text"/> Include: <input checked="" type="checkbox"/> Active Applicants <input type="checkbox"/> Inactive Applicants <input type="button" value="REFRESH"/> | | | | | View Multiple <input type="button" value="VIEW MULTIPLE APPLICATIONS"/> <input type="button" value="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. <input type="button" value="CONTINUE TO NEXT PAGE >>"/> | | | |
| <input type="button" value="SAVE AND STAY ON THIS PAGE"/> | | | | | | | | |
| <input type="button" value="CANCEL"/> <input type="button" value="VIEW POSTING SUMMARY >>"/> | | | | | | | | |

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

- Sort and view applicants by different criteria by clicking on to the left of Name.
- 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.

| Applicants | Posting Details | Documents | Posting Specific Questions | Disqualifying / Points | Hiring Steps | Guest User | DRA | Notes / History |
|----------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------------------------|----------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------|--------------------------|
| Active Applicants | | | | | | | | |
| 5 Records | | | | | | | | |
| <input checked="" type="checkbox"/> | Name | Documents | References Received | Score | Date Applied | Status | External Status | All / None |
| View Faculty | CV Ltr | 0 of 0 | 0 | 11-01-2013 | Under Review by Department/Committee | In Progress | <input type="checkbox"/> | |
| Temporary Application | | | | | Change Status | | | |
| Part-Time Application | | | | | | | | |
| Thefirst, Sofia | View Faculty | CV Ltr | 0 of 0 | 0 | 11-01-2013 | Under Review by Department/Committee | In Progress | <input type="checkbox"/> |
| View Faculty | CV Ltr | 0 of 0 | 0 | 11-01-2013 | Under Review by Department/Committee | In Progress | <input type="checkbox"/> | |
| Temporary Application | | | | | Change Status | | | |
| Part-Time Application | | | | | | | | |
| Cooper, Lisa | View Faculty | CV Ltr | 0 of 0 | 0 | 11-01-2013 | Under Review by Department/Committee | In Progress | <input type="checkbox"/> |
| View Faculty | CV Ltr | 0 of 0 | 0 | 11-01-2013 | Under Review by Department/Committee | In Progress | <input type="checkbox"/> | |
| Temporary Application | | | | | Change Status | | | |
| Part-Time Application | | | | | | | | |
| Magnum, Thomas | View Faculty | CV Ltr | 0 of 0 | 0 | 11-04-2013 | Under Review by Department/Committee | In Progress | <input type="checkbox"/> |
| View Faculty | CV Ltr | 0 of 0 | 0 | 11-04-2013 | Under Review by Department/Committee | In Progress | <input type="checkbox"/> | |
| Temporary Application | | | | | Change Status | | | |
| Part-Time Application | | | | | | | | |
| Calvin, Theodore | View Faculty | CV Ltr | 0 of 0 | 0 | 11-04-2013 | Under Review by Department/Committee | In Progress | <input type="checkbox"/> |
| View Faculty | CV Ltr | 0 of 0 | 0 | 11-04-2013 | Under Review by Department/Committee | In Progress | <input type="checkbox"/> | |
| Temporary Application | | | | | Change Status | | | |
| Part-Time Application | | | | | | | | |
| CHANGE MULTIPLE APPLICANT STATUSES | | | | | | | | |
| Refresh | | | | | View Multiple | | | |
| Minimum Score: <input type="text"/> | | | | | VIEW MULTIPLE APPLICATIONS | | | |
| Include: <input checked="" type="checkbox"/> Active Applicants <input type="checkbox"/> Inactive Applicants | | | | | VIEW MULTIPLE DOCUMENTS | | | |
| REFRESH | | | | | 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 >> | | | |
| SAVE AND STAY ON THIS PAGE | | | | | | | | |
| CANCEL | | | | | VIEW POSTING SUMMARY >> | | | |

| Applicants | Posting Details | Documents | Posting Specific Questions | Disqualifying / Points | Hiring Steps | Guest User | DRA | Notes / History |
|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|--------------------------|--------------------------|-----------------|
| Active Applicants | | | | | | | | |
| 5 Records | | | | | | | | |
| <input type="checkbox"/> Name | Documents | References Received | <input type="checkbox"/> Score | <input type="checkbox"/> Date Applied | <input type="checkbox"/> Status | External Status | All / None | |
| Bee, Apple View Faculty Temporary Part-Time Application | CV <input type="checkbox"/> Cvr Ltr <input type="checkbox"/> | 0 of 0 | 0 | 11-01-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |
| Thefirst, Sofia View Faculty Temporary Part-Time Application | CV <input type="checkbox"/> Cvr Ltr <input type="checkbox"/> | 0 of 0 | 0 | 11-01-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |
| Cooper, Lisa View Faculty Temporary Part-Time Application | CV <input type="checkbox"/> Cvr Ltr <input type="checkbox"/> | 0 of 0 | 0 | 11-01-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |
| Magnum, Thomas View Faculty Temporary Part-Time Application | CV <input type="checkbox"/> Cvr Ltr <input type="checkbox"/> | 0 of 0 | 0 | 11-04-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |
| Calvin, Theodore View Faculty Temporary Part-Time Application | CV <input type="checkbox"/> Cvr Ltr <input type="checkbox"/> | 0 of 0 | 0 | 11-04-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |
| CHANGE MULTIPLE APPLICANT STATUSES | | | | | | | | |
| Inactive Applicants | | | | | | | | |
| 1 Record | | | | | | | | |
| <input type="checkbox"/> Name | Documents | <input type="checkbox"/> Score | <input type="checkbox"/> Date Applied | <input type="checkbox"/> Status | External Status | All / None | | |
| Suazo, Cinderella View Faculty Temporary Part-Time Application | CV <input type="checkbox"/> | | | Incomplete - Answered Questions Change Status | Incomplete - Finish Applying | <input type="checkbox"/> | | |
| CHANGE MULTIPLE APPLICANT STATUSES | | | | | | | | |
| Refresh | | | | View Multiple | | | | |
| Minimum Score: <input type="text"/> | | | | VIEW MULTIPLE APPLICATIONS | | | | |
| Include: <input checked="" type="checkbox"/> Active Applicants <input checked="" type="checkbox"/> Inactive Applicants | | | | VIEW MULTIPLE DOCUMENTS | | | | |
| REFRESH | | | | 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 >> | | | | | | | | |
| SAVE AND STAY ON THIS PAGE | | | | | | | | |
| CANCEL | | | | VIEW POSTING SUMMARY >> | | | | |

2

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

2. Check the boxes next to “Active Applicants” (active applicants are those still under review) and “Inactive Applicants” (inactive applicants – such as those who did not meet the minimum qualification’s – 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.

The screenshot shows the 'Active Applicants' section of the UNM Jobs system. At the top, there are navigation tabs: Applicants, Posting Details, Documents, Posting Specific Questions, Disqualifying / Points, Hiring Steps, Guest User, DRA, and Notes / History. Below these tabs, the 'Active Applicants' section displays a table with 5 records. A red box with the number '1' points to the 'View Employment Application' link for the first applicant, Bee, Apple.

| Active Applicants | Posting Details | Documents | Posting Specific Questions | Disqualifying / Points | Hiring Steps | Guest User | DRA | Notes / History |
|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------|---------------------|----------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------|-----------------|
| Active Applicants | | | | | | | | |
| 5 Records | | | | | | | | |
| <input checked="" type="checkbox"/> Name | Documents | References Received | ▲ Score | ▲ Date Applied | <input checked="" type="checkbox"/> Status | External Status | All / None | |
| Bee, Apple View Faculty Temporary Part-Time Application | CV Cvr Ltr | 0 of 0 | 0 | 11-01-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |
| Thefirst, Sofia View Faculty Temporary Part-Time Application | CV Cvr Ltr | 0 of 0 | 0 | 11-01-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |
| Cooper, Lisa View Faculty Temporary Part-Time Application | CV Cvr Ltr | 0 of 0 | 0 | 11-01-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |
| Magnum, Thomas View Faculty Temporary Part-Time Application | CV Cvr Ltr | 0 of 0 | 0 | 11-04-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |
| Calvin, Theodore View Faculty Temporary Part-Time Application | CV Cvr Ltr | 0 of 0 | 0 | 11-04-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |
| CHANGE MULTIPLE APPLICANT STATUSES | | | | | | | | |
| Refresh | | | | | View Multiple | | | |
| Minimum Score: <input type="text"/> | | | | | VIEW MULTIPLE APPLICATIONS | | | |
| Include: <input checked="" type="checkbox"/> Active Applicants <input type="checkbox"/> Inactive Applicants | | | | | VIEW MULTIPLE DOCUMENTS | | | |
| REFRESH | | | | | 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. | | | |
| SAVE AND STAY ON THIS PAGE | | | | | CONTINUE TO NEXT PAGE >> | | | |
| CANCEL | | | | | VIEW POSTING SUMMARY >> | | | |

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.
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).

| Applicants | Posting Details | Documents | Posting Specific Questions | Disqualifying / Points | Hiring Steps | Guest User | DRA | Notes / History |
|----------------------------------------------------------------------------------------------------------------|-----------------------------------------------|---------------------|----------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------|-----------------|
| Active Applicants | | | | | | | | |
| 5 Records | | | | | | | | |
| <input checked="" type="checkbox"/> Name | Documents | References Received | ▲ Score | ▲ Date Applied | <input checked="" type="checkbox"/> Status | External Status | All / None | |
| Bee, Apple View Faculty Temporary Part-Time Application | CV Cvr Ltr | 0 of 0 | 0 | 11-01-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | 1 |
| Thefirst, Sofia View Faculty Temporary Part-Time Application | CV Cvr Ltr | 0 of 0 | 0 | 11-01-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |
| Cooper, Lisa View Faculty Temporary Part-Time Application | CV Cvr Ltr | 0 of 0 | 0 | 11-01-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |
| Magnum, Thomas View Faculty Temporary Part-Time Application | CV Cvr Ltr | 0 of 0 | 0 | 11-04-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |
| Calvin, Theodore View Faculty Temporary Part-Time Application | CV Cvr Ltr | 0 of 0 | 0 | 11-04-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |
| CHANGE MULTIPLE APPLICANT STATUSES | | | | | | | | |
| Refresh | | | | | View Multiple | | | |
| Minimum Score: <input type="text"/> | | | | | <input type="button" value="VIEW MULTIPLE APPLICATIONS"/> <input type="button" value="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. | | | |
| Include: <input checked="" type="checkbox"/> Active Applicants <input type="checkbox"/> Inactive Applicants | | | | | | | | |
| <input type="button" value="REFRESH"/> | | | | | <input type="button" value="CONTINUE TO NEXT PAGE >>"/> | | | |
| <input type="button" value="SAVE AND STAY ON THIS PAGE"/> | | | | | | | | |
| <input type="button" value="CANCEL"/> | | | | | <input type="button" value="VIEW POSTING SUMMARY >>"/> | | | |

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.

| Applicants | Posting Details | Documents | Posting Specific Questions | Disqualifying / Points | Hiring Steps | Guest User | DRA | Notes / History |
|-----------------------------------------------------------------------------------------|-----------------------------------------------|---------------------|--------------------------------|---------------------------------------|-----------------------------------------------------------------------|-----------------|--------------------------|-----------------|
| Active Applicants | | | | | | | | |
| 5 Records | | | | | | | | |
| <input type="checkbox"/> Name | Documents | References Received | <input type="checkbox"/> Score | <input type="checkbox"/> Date Applied | <input type="checkbox"/> Status | External Status | All / None | |
| Bee, Apple View Faculty Temporary Part-Time Application | CV Cvr Ltr | 0 of 0 | 0 | 11-01-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |
| Thefirst, Sofia View Faculty Temporary Part-Time Application | CV Cvr Ltr | 0 of 0 | 0 | 11-01-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |
| Cooper, Lisa View Faculty Temporary Part-Time Application | CV Cvr Ltr | 0 of 0 | 0 | 11-01-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |
| Magnum, Thomas View Faculty Temporary Part-Time Application | CV Cvr Ltr | 0 of 0 | 0 | 11-04-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |
| Calvin, Theodore View Faculty Temporary Part-Time Application | CV Cvr Ltr | 0 of 0 | 0 | 11-04-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |

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.

| <input type="checkbox"/> Name | Documents | References Received | Score | Date Applied | <input type="checkbox"/> Status | External Status | All / None |
|-----------------------------------------------------------------------------------------|----------------------------------------|---------------------|-------|--------------|-----------------------------------------------------------------------|-----------------|--------------------------|
| Bee, Apple View Faculty Temporary Part-Time Application | CV Ltr | 0 of 0 | 0 | 11-01-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> |
| Thefirst, Sofia View Faculty Temporary Part-Time Application | CV Ltr | 0 of 0 | 0 | 11-01-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> |
| Cooper, Lisa View Faculty Temporary Part-Time Application | CV Ltr | 0 of 0 | 0 | 11-01-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> |
| Magnum, Thomas View Faculty Temporary Part-Time Application | CV Ltr | 0 of 0 | 0 | 11-04-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> |
| Calvin, Theodore View Faculty Temporary Part-Time Application | CV Ltr | 0 of 0 | 0 | 11-04-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> |

CHANGE MULTIPLE APPLICANT STATUSES

1

2

To see reports again, go to Get Reports List under Applications in Process on your posting. 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

(The applicant status must reflect, as closely as possible, the actual process. This data is pivotal to the University’s required federal reporting obligations and must be as accurate as possible.)

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

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

| Applicants | Posting Details | Documents | Posting Specific Questions | Disqualifying / Points | Hiring Steps | Guest User | DRA | Notes / History |
|-----------------------------------------------------------------------------------------|-----------------------------------------------|---------------------|----------------------------|------------------------|-----------------------------------------------------------------------|-----------------|--------------------------|-----------------|
| Active Applicants | | | | | | | | |
| 5 Records | | | | | | | | |
| ▼ Name | Documents | References Received | ▲ Score | ▲ Date Applied | ▼ Status | External Status | All / None | |
| Bee, Apple View Faculty Temporary Part-Time Application | CV Cvr Ltr | 0 of 0 | 0 | 11-01-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |
| Thefirst, Sofia View Faculty Temporary Part-Time Application | CV Cvr Ltr | 0 of 0 | 0 | 11-01-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |
| Cooper, Lisa View Faculty Temporary Part-Time Application | CV Cvr Ltr | 0 of 0 | 0 | 11-01-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |
| Magnum, Thomas View Faculty Temporary Part-Time Application | CV Cvr Ltr | 0 of 0 | 0 | 11-04-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | 1 |
| Calvin, Theodore View Faculty Temporary Part-Time Application | CV Cvr Ltr | 0 of 0 | 0 | 11-04-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |

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

Change Applicant Status

| Name | Documents | Status | Selection Reason |
|---------------------------------------------------------------------------------------|-----------------------------------------------|----------------------------------------|------------------------|
| Magnum, Thomas View Faculty Temporary Part-Time Application | CV Cvr Ltr | Under Review by Department/Committee ▼ | Choose Option Below: ▼ |

CONTINUE TO CONFIRM PAGE >>
RESET TO ORIGINAL STATUS
CANCEL

Change Applicant Status

| Name | Documents | Status | Selection Reason |
|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Magnum, Thomas View Faculty Temporary Part-Time Application | CV Cvr Ltr | <div style="border: 1px solid black; padding: 2px;"> Selected for Campus Interview Under Review by Department/Committee Selected for Telephone Interview Selected for Campus Interview Finalist Recommend for Hire Not hired (do not notify by email) Not hired (notify by email) Posting canceled (notify by email) </div> | Choose Option Below: ▾ <input type="button" value="CANCEL"/> |

CONTINUE TO CONFIRM PAGE >>

Change Applicant Status

| Name | Documents | Status | Selection Reason |
|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|---------------------------------|------------------------|
| Magnum, Thomas View Faculty Temporary Part-Time Application | CV Cvr Ltr | Selected for Campus Interview ▾ | Choose Option Below: ▾ |

Change Applicant Status

| Name | Documents | Status | Selection Reason |
|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|----------------------|------------------------|
| Magnum, Thomas View Faculty Temporary Part-Time Application | CV Cvr Ltr | Recommend for Hire ▾ | Choose Option Below: ▾ |

Note: It is important to update the status of all finalists to Finalist (including the selected candidate) prior to marking any applicants as Recommend for Hire.

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

Change Applicant Status

| Name | Documents | Status | Selection Reason |
|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|----------------------------------------------------------------------------|------------------------|
| Magnum, Thomas View Faculty Temporary Part-Time Application | CV Cvr Ltr | <div style="border: 1px solid red; padding: 2px;">Recommend for Hire</div> | Choose Option Below: ▾ |

3 **CONTINUE TO CONFIRM PAGE >>**
 RESET TO ORIGINAL STATUS
 CANCEL

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

Change Applicant Status

| Name | Documents | Status | Selection Reason |
|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|----------------------------------------------------------------------------|------------------|
| Magnum, Thomas View Faculty Temporary Part-Time Application | CV Cvr Ltr | <div style="border: 1px solid red; padding: 2px;">Recommend for Hire</div> | |

5 **SAVE STATUS CHANGES >>**
 CANCEL

- 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.

| Applicants | Posting Details | Documents | Posting Specific Questions | Disqualifying / Points | Hiring Steps | Guest User | DRA | Notes / History |
|-----------------------------------------------------------------------------------------|-----------------------------------------------|---------------------|--------------------------------|---------------------------------------|----------------------------------------------------------------------------------------------|-----------------|--------------------------|-----------------|
| Active Applicants | | | | | | | | |
| 5 Records | | | | | | | | |
| <input type="checkbox"/> Name | Documents | References Received | <input type="checkbox"/> Score | <input type="checkbox"/> Date Applied | <input type="checkbox"/> Status | External Status | All / None | |
| Bee, Apple View Faculty Temporary Part-Time Application | CV Cvr Ltr | 0 of 0 | 0 | 11-01-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | 1 |
| Thefirst, Sofia View Faculty Temporary Part-Time Application | CV Cvr Ltr | 0 of 0 | 0 | 11-01-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |
| Cooper, Lisa View Faculty Temporary Part-Time Application | CV Cvr Ltr | 0 of 0 | 0 | 11-01-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |
| Magnum, Thomas View Faculty Temporary Part-Time Application | CV Cvr Ltr | 0 of 0 | 0 | 11-04-2013 | Recommend for Hire Begin Hiring Proposal Change Status | In Progress | <input type="checkbox"/> | |
| Calvin, Theodore View Faculty Temporary Part-Time Application | CV Cvr Ltr | 0 of 0 | 0 | 11-04-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |
| CHANGE MULTIPLE APPLICANT STATUSES | | | | | | | | |
| 2 | | | | | | | | |

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

3. a) Click on the drop down menu in **Status** under Change For All Applicants if you want the status to be the same for all applicants. b) Click on the drop down menu 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 (this should come from the screening committee). See selection reasons on page 98.
 - Note: you may choose to automatically notify applicants of their status via email or to contact them directly
5. Click the **CONTINUE TO CONFIRM PAGE** button.



The status has been changed.

- 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. Additionally, an email notification will be sent out if the posting has been canceled.

Change Applicant Status

| Name | Documents | Status | Selection Reason |
|----------------------------------------------------------------------------------------------------|-----------------------------------------------|-------------------------------|-------------------------------------------------|
| Bee, Apple View Faculty Temporary Part-Time Application | CV Cvr Ltr | Not hired (notify by email) | Insufficient teaching experience (Faculty only) |
| Thefirst, Sofia View Faculty Temporary Part-Time Application | CV Cvr Ltr | Not hired (notify by email) | Candidate does not meet minimum qualifications |
| Cooper, Lisa View Faculty Temporary Part-Time Application | CV Cvr Ltr | Selected for Campus Interview | |

SAVE STATUS CHANGES >>
CANCEL

- Click the **SAVE STATUS CHANGES** 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. Candidate withdrew
12. Candidate does not meet minimum qualifications
13. Candidate did not show up for interview
14. Candidate declined interview
15. Candidate interview showed inconsistency with application materials information
16. Less competitive based on interview performance
17. Less competitive based on education, training, or certification level
18. Candidate salary requirement too high
19. Candidate application material not complete
20. Candidate application material received past deadline
 - **Note: use for a candidate who applied after "For Best Consideration date" and/or candidates who applied after the department's application review date.**
21. Less competitive based on application material
22. Candidate did not possess degree/licensure specified in minimum/preferred qualifications
23. Unable to verify transcripts/license/certification information
24. Unable to contact
25. Insufficient evidence of clinical experience
26. Not eligible to work in the U.S.
27. Candidate is acceptable as an alternate
28. Less competitive based on stated work experience
29. Less competitive based on past research funding
30. Candidate availability date not compatible with department needs
31. Candidate did not successfully pass pre-employment screening or criminal background check
32. Candidate not eligible for hire as determined by Employment Area
33. Limited subject expertise
34. Insufficient directly related experience
35. Posting canceled



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 must attach to your position.

| Applicants | Posting Details | Documents | Posting Specific Questions | Disqualifying / Points | Hiring Steps | Guest User | DRA | Notes / History |
|-------------------------------------------------|--------------------------------------------------|-----------|----------------------------|------------------------|---------------|------------|-----|-----------------|
| On this tab, you may attach and view documents. | | | | | | | | |
| 16 Records | | | | | | | | |
| Attach / Remove | Document Type | | | Attached Document | View Document | | | |
| Attach | Other | | | Not Attached | | | | |
| Attach | Other | | | Not Attached | | | | |
| Attach | Other | | | Not Attached | | | | |
| Attach | Other | | | Not Attached | | | | |
| Attach | Screening for Minimum Qualifications - Faculty | | | Not Attached | | | | |
| Attach | Screening for Preferred Qualifications - Faculty | | | Not Attached | | | | |
| Attach | Composite Ranking - Faculty | | | Not Attached | | | | |
| Attach | Departmental Justification Summary - Faculty | | | Not Attached | | | | |
| Attach | Itinerary - Interview Schedule - Faculty | | | Not Attached | | | | |

Faculty documents to be attached:

- Screening for Minimum Qualifications
- Screening for Preferred Qualifications
 - Or Composite Ranking that includes both
- Itineraries of all interviewees except for selected candidate

Note: The posting houses documentation related to the pool (i.e. info on non-selected interviewees, matrices, etc.), the Hiring Proposal houses documentation related specifically to the selected candidate (i.e. selected candidate's itinerary, justification memo, etc.).

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 and did not self-identify their ethnicity and gender on their application.

- Note:** Remember to generate the EEO Summary (Pre 2-Part Question) and EEO Summary (Post 2-Part Question) to confirm whether an applicant who was interviewed by Skype or on-campus interview self-identified their gender and ethnicity. See pg 82. If applicant did not self-identify DRA must be completed.
- In order to populate applicants into the DRA Tab, the department must change the applicant status to "Selected for Campus Interview." The only applicants who will appear in the drop-down menu at the DRA tab are those who have been "Selected for Campus Interview." DRA information that is entered without being attached to an applicant's name is incorrect and this will need to be corrected before the Hiring Proposal will be approved.

| Applicants | Posting Details | Documents | Posting Specific Questions | Disqualifying / Points | Hiring Steps | Guest User | DRA | Notes / History |
|----------------------------------------------------------------------------------|-----------------------------------------------|---------------------|-------------------------------------------|--------------------------------------------------|----------------------------------------------------------------------------------------------|-----------------|--------------------------|-----------------|
| Active Applicants | | | | | | | | |
| 5 Records | | | | | | | | |
| <input checked="" type="checkbox"/> Name | Documents | References Received | <input checked="" type="checkbox"/> Score | <input checked="" type="checkbox"/> Date Applied | <input checked="" type="checkbox"/> Status | External Status | All / None | |
| Bee, Apple View Faculty Temporary Part-Time Application | CV Cvr Ltr | 0 of 0 | 0 | 11-01-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |
| Thefirst, Sofia View Faculty Temporary Part-Time Application | CV Cvr Ltr | 0 of 0 | 0 | 11-01-2013 | Selected for Campus Interview Change Status | In Progress | <input type="checkbox"/> | |
| Cooper, Lisa View Faculty Temporary Part-Time Application | CV Cvr Ltr | 0 of 0 | 0 | 11-01-2013 | Selected for Campus Interview Change Status | In Progress | <input type="checkbox"/> | |
| Magnum, Thomas View Faculty Temporary Part-Time Application | CV Cvr Ltr | 0 of 0 | 0 | 11-04-2013 | Recommend for Hire Begin Hiring Proposal Change Status | In Progress | <input type="checkbox"/> | |
| Calvin, Theodore View Faculty Temporary Part-Time Application | CV Cvr Ltr | 0 of 0 | 0 | 11-04-2013 | Under Review by Department/Committee Change Status | In Progress | <input type="checkbox"/> | |
| CHANGE MULTIPLE APPLICANT STATUSES | | | | | | | | |

1

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.

| Applicants | Posting Details | Documents | Posting Specific Questions | Disqualifying / Points | Hiring Steps | Guest User | DRA | Notes / History |
|------------|-----------------|-----------|----------------------------|------------------------|--------------|------------|-----|-----------------|
|------------|-----------------|-----------|----------------------------|------------------------|--------------|------------|-----|-----------------|

✓ **The entry has been added.**

Department Reasonable Assessment: use this tab to make a reasonable assessment of race and gender for applicants who were interviewed and chose not to disclose race and gender on their application.

To add a new Entry, click the **Add New Entry** button below. To view more details about an existing entry, click the **View** link for the entry. To edit an existing entry, click the **Edit** link for that entry. To delete an existing entry, click the **Delete** link for that entry.

ADD NEW ENTRY

Existing Entries

1 Record

| ▲ Candidate | ▼ Gender | ▼ Ethnicity |
|-------------------------------------------------------------------------------------------|----------|--------------------|
| Thefirst, Sofia View Edit Delete | Female | Hispanic or Latino |

8 →

9 → **ADD NEW ENTRY**

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

- 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](http://unmjobsresources.unm.edu/docs/dra-instructions.doc) (http://unmjobsresources.unm.edu/docs/dra-instructions.doc) job aid.

Creating a Hiring Proposal

1. Once you have decided on an applicant to hire and a tentative offer has been made, you may begin the hiring proposal
2. The posting must be closed and removed from web
 - You may leave the posting posted if you are hiring more than one applicant from the pool (i.e. in the case of multiple TPT hires)
3. Click on Active Postings
4. Click on View



5. The applicant pool must be dispensed appropriately (The only candidate left in the pool must be the candidate selected to be hired for the position unless you are hiring more than one candidate)
6. The candidate must be put into the Recommend for Hire status
 - **Note: Make sure you save the posting so that your work is not lost when you begin the hiring proposal**
7. Click on Begin Hiring Proposal

View/Edit Posting - Temp Parttime Faculty

Reports
[Posting Preview](#)

| Applicants | Posting Details | Documents | Posting Specific Questions | Disqualifying / Points | Hiring Steps | Guest User | DRA | Notes / History |
|--------------------------------------------------------------|-----------------------------------------------------------------|---------------------|----------------------------|------------------------|---------------------------------------------------------------------------------------------|-----------------|--------------------------|-----------------|
| Active Applicants | | | | | | | | |
| 1 Record | | | | | | | | |
| Name | Documents | References Received | Score | Date Applied | Status | External Status | All / None | |
| View Faculty Temporary Part-Time Application | Cvr Ltr Res | 0 of 0 | 0 | 10-15-2013 | Recommend for Hire Begin Hiring Proposal Change Status | In Progress | <input type="checkbox"/> | |
| CHANGE MULTIPLE APPLICANT STATUSES | | | | | | | | |

Refresh

Minimum Score:

Include: Active Applicants Inactive 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 >>

SAVE AND STAY ON THIS PAGE

CANCEL

VIEW POSTING SUMMARY >>

Begin Hiring Proposal for Job Description

Begin New Action

3 Records

| Action | Description |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-bottom: 5px;">a</div> Hiring Proposal for Different Position Description Start Action | Use this action to request a candidate for hire into a position other than the position listed below. Note: You will have the opportunity to search all positions. |
| <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-bottom: 5px;">b</div> Hiring Proposal for Position Description Listed Below Start Action | Use this action to request a candidate for hire into the position listed below. |
| UNM Temps Hiring Proposal Start Action | Use this action to request a UNM Temps candidate for hire. |

Currently Selected Position

Below is the Position selected when this Posting was first created. To proceed with this Position, click the **Begin Hiring Proposal for Selected Position** link above.

1 Record

| Position Class Title | Position Class Code | Current Employee Last Name | Last Action |
|------------------------------|---------------------|----------------------------|------------------------------------------------|
| Temp Parttime Faculty | 0237 | ██████████ | Modified Faculty Position Approved for Posting |

8. Choose appropriate Hiring Proposal option
 - a) Hiring Proposal for Different Position Description is only used when you are hiring more than one candidate from the pool
 - b) Hiring Proposal for Position Description Listed Below is used when you are hiring one candidate from your posting *OR* are hiring the last of multiple hires from your posting
9. Click on Start Action
10. The system will automatically take you to a new screen (Hiring Proposal)



Hiring Proposal

| Hiring Proposal for Position Description Listed Below | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Hiring Proposal | Funding Documents Certification Process for Staff Hiring Only HP Comments |
| CONTINUE TO NEXT PAGE >> | |
| HIRING PROPOSAL NOTE: | |
| If you are working on a Staff Position, fill out Section One and Section Three. If you are working on a Faculty Position, fill out Section One and Section Two. If you are working on a Student Position, fill out Section One only. | |
| *Required information is denoted with an asterisk. | |
| SECTION ONE - HIRING PROPOSAL | |
| <i>complete for Faculty, Staff and Student Positions</i> | |
| Legal First Name: | <input type="text"/> |
| Legal Middle Name: | <input type="text"/> |
| * Legal Last Name: | <input type="text"/> |
| Legal Suffix: | <input type="text"/> |
| Professional Suffix: | PhD <input type="text"/> |
| * Mailing Address Line 1: | <input type="text"/> |
| Mailing Address Line 2: | <input type="text"/> |
| * City: | Albuquerque <input type="text"/> |
| State: | New Mexico <input type="text"/> |
| Zip Code: | 87106 <input type="text"/> |
| * Country: | US - UNITED STATES OF AMERICA <input type="text"/> |
| Home Phone: | <input type="text"/> |
| Message Phone: | <input type="text"/> |
| International Phone: | <input type="text"/> |
| Email Address: | EmailAddress@z.z <input type="text"/> |
| UNM ID: | <input type="text"/> |
| Posting Number: | <input type="text"/> |
| Position Class Title: | Temp Parttime Faculty |
| Position Class Code: | 0237 |
| Working Title: | Temp Parttime Faculty |
| Position Title: | Temp Parttime Faculty |
| Position Number: | FT0130 |
| Position Sequence Number: | 038662 |
| Position Type: | Faculty |
| * Appointment Type: | Faculty - Temporary Faculty <input type="text"/> |
| Definition | |
| Exempt/Non-Exempt: | Exempt |

- Under Section One of the **Hiring Proposal** Tab the following fields must be completed:
 - Note:** For a number of fields under this tab, the information defaults from the application and posting.



| | | |
|---|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| a | * What is the Primary Shift of this Employee? | Must make a selection |
| b | * If you are a LoboTime Department, will your employee be a PC or Timedock user? | Must make a selection |
| | Salary Table: | FA |
| | * Organization: | UNM - UNM - Technology Department |
| | Department (Applicant View): | Technology Department |
| c | * Pay Rate: (format: 99.00) | |
| d | * Rate Type: | <input checked="" type="radio"/> No Response <input type="radio"/> Per Hour <input type="radio"/> Per Month <input type="radio"/> Per Year |
| e | * Start Date: | MM/DD/YYYY -or- MM-DD-YYYY |
| f | * End Date: | MM/DD/YYYY -or- MM-DD-YYYY |
| g | * Contract Start Date: | MM/DD/YYYY -or- MM-DD-YYYY |
| h | * Contract End Date: | MM/DD/YYYY -or- MM-DD-YYYY |
| | New Employee Orientation Date | |
| i | * Transaction Code (Job Change Reason): | No Response |
| | Benefits Eligible: | |
| | Employee Class: | FT - Temporary Faculty |
| | Position Appointment Percent: (100, 87.5, 75, etc) | 25 |
| | Supervisor: | |
| | Supervisor UNM ID: | |
| | Posting Type: | Competitive |
| | Non-Competitive Hire Reason Code: | No Response |
| | Salary Grade: | |
| | Subject to Overtime: | No Response |
| | Covered by Collective Bargaining: | No Response |
| | Pre-Employment Post Offer Physical Exam Required: | No Response |
| | Official Transcripts: | No Response |
| j | * Moving Expenses: (format: \$9,999.00) | |
| k | * Special Allowance Component | |
| l | * Special Allowance Amount | |
| | Position Justification: | |
| m | * Employment Area Consultant: | No Response |



- a) What is the Primary Shift of this Employee? Select "1" from the drop down menu for all faculty positions.
- b) **Select N/A for faculty.** This applies only to staff.
- c) Pay Rate – If the position is regular the salary rate must be yearly and if the position is for a temp part-time faculty the salary rate can be monthly or yearly.
 - See Faculty Contracts salary calculator [here](http://www.unm.edu/~fco/Time/index.html) (http://www.unm.edu/~fco/Time/index.html)
- d) Rate Type – Select "annual" for faculty.
- e) Start Date – Verify the start date with Faculty Contracts
- f) End Date – For visiting faculty enter 5/31/academic year.
- g) Contract Start Date – Enter the day the employee starts the job.
- h) Contract End Date – 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.
- i) Transaction Code – Select the appropriate job change reason from the drop down menu. If you have questions, contact the appropriate Faculty Contracts representative for your department.
- j) Moving Expense – If moving expenses are to be paid, enter dollar amount. If moving expenses will be provided, this information must be in the signed offer letter and the amount must match.
- k) Special allowance – List any special allowance. If a special allowance will be provided, this information must be in the signed offer letter..
- l) Special allowance amount – List dollar amount of special allowances. If special allowance is going to be provided, this information must be in the signed offer letter and the amount must match..

Skip Position Justification

- m) Select the appropriate **Employment Area Consultant** – Faculty Contract and Services Office (Main Campus or UNM Branches) or SOM Faculty Contracts and Hiring (HSC only)
2. Complete Section Two of the hiring proposal. For questions regarding this section, contact the appropriate Faculty Contracts Representative for your department.
 - a) Rank – Select the appropriate rank from the drop down menu
 - b) Tenure Code – Select the appropriate tenure code from the drop down menu
 - c) Review Type – Select the appropriate review type from the drop down menu
 - d) FTE – Always enter 1.0
 3. Skip Section Three of the hiring proposal
 4. Skip budget information

SECTION TWO - HIRING PROPOSAL
complete for Faculty positions only

| | |
|-----------------------------------|-------------|
| Rank: | No Response |
| Tenure Code: | No Response |
| Review Type: | No Response |
| FTE: (Example: 1.00, .75, etc) | |

SECTION THREE - HIRING PROPOSAL
complete for Staff and Student positions only

| | |
|--------------------------------------------|----------------------------|
| Confidential Status (for Bargaining Unit): | |
| Probationary/Trial: | No Response |
| Probationary/Trial End Date: | YYYY |
| Person signing offer letter: | |
| Title of person signing offer letter: | |
| Phone # of person signing offer letter: | |
| Date offer letter generated: | MM/DD/YYYY -or- MM-DD-YYYY |

Underutilization Information

| | |
|------------------------------------|----|
| Female: | No |
| Minority: | No |
| African American: | No |
| Asian or Pacific Islander: | No |
| Hispanic: | No |
| American Indian or Alaskan Native: | No |

Budget Information

| | |
|----------------------------------|--|
| Budgeted Full Time Equivalency: | |
| Budgeted Salary Amount: | |
| Budgeted Position Justification: | |
| Department Budget Contact: | |

*Required information is denoted with an asterisk.

CONTINUE TO NEXT PAGE >>

CANCEL **PREVIEW ACTION**

Click on Continue to Next Page or scroll up to the top of the page and click on the Funding tab





Funding

1. Make sure that the funding entered under this tab is the correct one. If not the correct index or account code please correct before submitting hiring proposal.
 - **Note:** The total Position Labor Distribution must equal 100% but can be split between multiple Index Codes

Hiring Proposal for Position Description Listed Below

| | | | | |
|---------------------------------|----------------|---------------------------|-------------------------------------------------------------|-----------------------------|
| Hiring Proposal | Funding | Documents | Certification Process for Staff Hiring Only | HP Comments |
|---------------------------------|----------------|---------------------------|-------------------------------------------------------------|-----------------------------|

When entering funding information, ensure that the total funding percentage equals 100%.

ADD NEW ENTRY

Existing Entries

1 Record

| <input checked="" type="checkbox"/> Index Code | <input checked="" type="checkbox"/> Position Labor Distribution Percent: | <input checked="" type="checkbox"/> Labor Account Code |
|------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| 036055 2U0224 036E P103 GNACTV View Edit Delete | <div style="border: 2px solid green; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">100</div> | 2007 - Faculty Temp Part Time |

ADD NEW ENTRY

<< RETURN TO PREVIOUS
CONTINUE TO NEXT PAGE >>

CANCEL
PREVIEW ACTION

Click on Continue to Next Page or scroll up to the top of the page and click on the Documents tab





Documents

Along with other tabs customized to your specific organization, you may be required to attach additional documentation to support your Hiring Proposal. 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 and then choosing "upload".

The following documents must be attached:

1. Signed Offer Letter
2. Justification Memo

Other documents that may be required include:

3. Equity Assessment (for HSC)
4. Supervisor approval memo (only for TPT hires who have a current staff employment at UNM)

Attachment slots labeled "Other" and "Hiring Proposal Document" will be available for the Department Originator to attach any other needed documents (matrices and itineraries should be attached already to posting).

Hiring Proposal for Position Description Listed Below

| Hiring Proposal | Funding | Documents | Certification Process for Staff Hiring Only | HP Comments |
|-----------------|---------|-----------|---------------------------------------------|-------------|
|-----------------|---------|-----------|---------------------------------------------|-------------|

14 Records

| Attach / Remove | Document Type | Attached Document | View Document |
|------------------------|--------------------------------------------------|-------------------|---------------|
| Attach | Criminal Conviction Cert (Req'd - Staff only) | Not Attached | |
| Attach | Other | Not Attached | |
| Attach | Other | Not Attached | |
| Attach | Other | Not Attached | |
| Attach | Hiring Proposal Document 1 | Not Attached | |
| Attach | Hiring Proposal Document 2 | Not Attached | |
| Attach | Hiring Proposal Document 3 | Not Attached | |
| Attach | Other | Not Attached | |
| Attach | Request for Background Check | Not Attached | |
| Attach | Signed Offer Letter (Req'd - Fac) | Not Attached | |
| Attach | Justification/Summary Memo (Req'd - Fac & Staff) | Not Attached | |
| Attach | Equity Assessment (Staff/Fac) | Not Attached | |
| Attach | Ref Check Selected Candidate (Req'd - Staff) | Not Attached | |
| Attach | Interview Q's/Rspns Selctd Cand (Req'd - Staff) | Not Attached | |

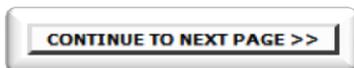
Required documents

<< RETURN TO PREVIOUS
CONTINUE TO NEXT PAGE >>

CANCEL
PREVIEW ACTION

Skip the Certification Process tab (This tab is staff hiring only)

Click on Continue to Next Page or scroll up to the top of the page and click on the HP Comments tab





Hiring Proposal Comments

1. Include date, initials and any other relevant information regarding the hiring proposal request. Be aware of comments entered, as they are part of the permanent record.

Hiring Proposal for Position Description Listed Below

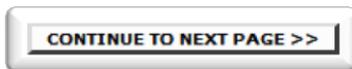
| | | | | |
|-----------------|---------|-----------|---------------------------------------------|--------------------|
| Hiring Proposal | Funding | Documents | Certification Process for Staff Hiring Only | HP Comments |
|-----------------|---------|-----------|---------------------------------------------|--------------------|

*Required information is denoted with an asterisk.

| | |
|--------------------------------------|---------------------------------------------------------|
| Search Coordinator Comments | |
| Department Originator Comments | <input style="width: 100%; height: 20px;" type="text"/> |
| Department Approver Comments | |
| Dean/Director Comments | |
| Position Management | |
| Contracts & Grants Comments | |
| EVP HSC Approver Comments | |
| EVP Administration Approver Comments | |
| EVP Provost Approver Comments | |
| Employment Areas Comments: | |
| OEO Comments | |

*Required information is denoted with an asterisk.

Click on Continue to Next Page





You may now review your hiring proposal request and either:

1. Save Hiring Proposal Without Submitting
2. Submit Hiring Proposal to Department Approver

Click on Continue

View Hiring Proposal for Position Description Listed Below Summary

Please review the details of the position description carefully before continuing.

To take the action you have specified, click the **Continue** button. To edit the position description, click the **Edit** link. To exit the position description without making any changes, click the **Cancel** button.

[Edit](#) Printer-Friendly Version

Action Status

Save Hiring Proposal Without Submitting
 Submit Hiring Proposal to Department Approver

Click on Confirm

Confirm Change Action Status

You are about to change this action to the following status:

Action Status

Submit Hiring Proposal to Department Approver

Note:

The details of the hiring proposal are NOT SAVED until you confirm the action.

You may check the status of your hiring proposal by clicking on *Search Hiring Proposals* in the menu pane on the left of the screen.



Cleaning Up Your Pending Actions Queue

Department Originators may have Pending Action queues that contain pending actions that are no longer valid. 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

| Pending Actions | | | | | | | |
|-----------------------------------------|-----------------------|---------------|--------------------------|-----------------------------------|------------------------------|------------------------------------------------------------------------|---------------------|
| Pending Actions | | | | | | | |
| 25 Records | | | | | | | |
| Position Class Title | Position Title | Action Number | Position Sequence Number | Department | Status | Action Type | Date of Last Action |
| Youth Summer Prog Wkr 1 | | 002794 | | | Action Submitted to UNMTemps | UNMTemps Request | 05-21-2009 |
| Youth Summer Prog Wkr 2 | | 003031 | | | Action Submitted to UNMTemps | UNMTemps Request | 06-01-2009 |
| Research Scientist 1 | Research Scientist 1 | 012172 | 16239 | AS Biology General Administrative | Action Returned to Submitter | Modify Existing Staff/Student Position (Request Posting if applicable) | 06-25-2010 |
| Temp Parttime Faculty | Temp Parttime Faculty | 013034 | 2028 | AS Biology General Administrative | Action Saved Not Submitted | Modify Existing Faculty Position (Request Posting if applicable) | 07-23-2010 |

View New Faculty Position (Request Posting if applicable) Summary

To change the status of this action, choose from the statuses below:

[Edit](#)

 [Printer-Friendly Version](#)

Action Status

- Save
- Submit Action to Department Approver
- Delete Action & Remove from Queue

CANCEL

CONTINUE

Position Details

SECTION ONE

| | |
|-----------------------------------------------------------------------------------------------------------------|----------------------------------------|
| Are you requesting a posting for this position? If yes, please fill out all tabs including the Posting Form. | No |
| Position Type: | Faculty |
| Position Class Title: | Temp Parttime Faculty |
| Position Class Code: | 0237 |
| Position Title: | Temp Parttime Faculty |
| Working Title: | Summer 2013 SWSI Temp Parttime Faculty |
| Position Number: | |
| Position Sequence Number: | |

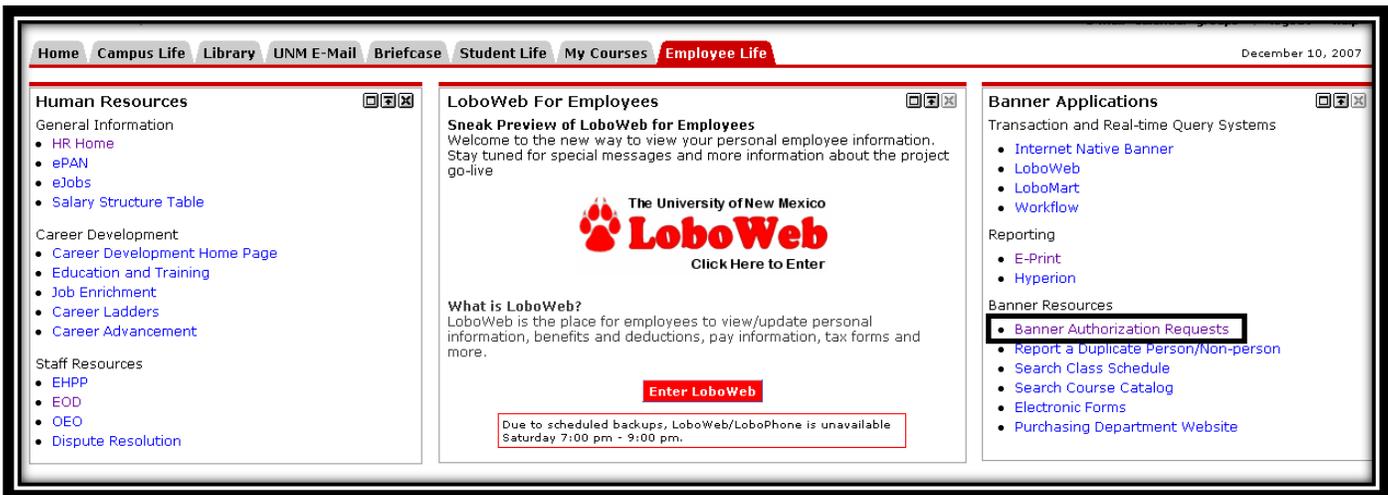
Administrative Functions

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.



The screenshot shows the UNMJobs website interface. The top navigation bar includes tabs for Home, Campus Life, Library, UNM E-Mail, Briefcase, Student Life, My Courses, and Employee Life. The Employee Life tab is active. The main content area is divided into three columns:

- Human Resources:** Contains links for General Information (HR Home, ePAN, eJobs, Salary Structure Table), Career Development (Career Development Home Page, Education and Training, Job Enrichment, Career Ladders, Career Advancement), and Staff Resources (EHPP, EOD, OEO, Dispute Resolution).
- LoboWeb For Employees:** Features a 'Sneak Preview of LoboWeb for Employees' with a welcome message, the LoboWeb logo, and a 'Click Here to Enter' button. A red box highlights the 'Enter LoboWeb' button. Below it, a message states: 'Due to scheduled backups, LoboWeb/LoboPhone is unavailable Saturday 7:00 pm - 9:00 pm.'
- Banner Applications:** Lists 'Transaction and Real-time Query Systems' (Internet Native Banner, LoboWeb, LoboMart, Workflow), Reporting (E-Print, Hyperion), and Banner Resources (Banner Authorization Requests, Report a Duplicate Person/Non-person, Search Class Schedule, Search Course Catalog, Electronic Forms, Purchasing Department Website). The 'Banner Authorization Requests' link is highlighted with a red box.

4. A Security Alert popup may appear. Click 'Yes.'





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



THE UNIVERSITY of
NEW MEXICO

Enter your NetID and Password

NetID:

Password:

Warn me before logging me into other sites.

LOGINCLEAR

- [Create a UNM NetID](#)
- [Reset Password](#)
- [Change Password](#)

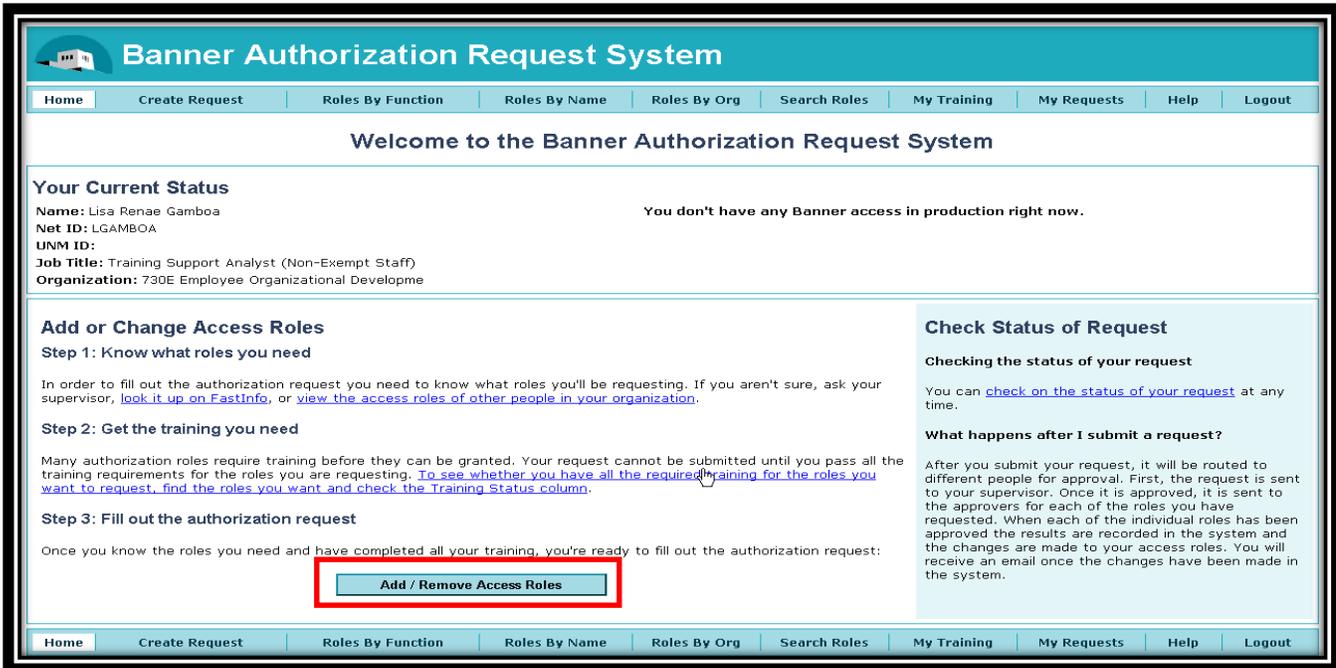
For security reasons, quit your web browser when you are done accessing services that require authentication!

Be wary of any program or web page that asks you for your NetID and password. Secure UNM web pages that ask you for your NetID and password will generally have URLs that begin with "https://login.unm.edu".

In addition, your browser should visually indicate that you are accessing a secure page.

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.



The screenshot shows the Banner Authorization Request System interface. At the top, there is a navigation menu with links: Home, Create Request, Roles By Function, Roles By Name, Roles By Org, Search Roles, My Training, My Requests, Help, and Logout. Below the navigation menu is a header section with the text "Welcome to the Banner Authorization Request System".

The main content area is divided into two columns. The left column is titled "Your Current Status" and contains the following information:

- Name: Lisa Renae Gamboa
- Net ID: LGAMBOA
- UNM ID:
- Job Title: Training Support Analyst (Non-Exempt Staff)
- Organization: 730E Employee Organizational Developme

 To the right of this information, it states: "You don't have any Banner access in production right now."

The left column also contains three steps for adding or changing access roles:

- Step 1: Know what roles you need**: In order to fill out the authorization request you need to know what roles you'll be requesting. If you aren't sure, ask your supervisor, [look it up on FastInfo](#), or [view the access roles of other people in your organization](#).
- Step 2: Get the training you need**: Many authorization roles require training before they can be granted. Your request cannot be submitted until you pass all the training requirements for the roles you are requesting. [To see whether you have all the required training for the roles you want to request, find the roles you want and check the Training Status column.](#)
- Step 3: Fill out the authorization request**: Once you know the roles you need and [have completed all your training, you're ready](#) to fill out the authorization request:

 A button labeled "Add / Remove Access Roles" is highlighted with a red box.

The right column is titled "Check Status of Request" and contains the following information:

- Checking the status of your request**: You can [check on the status of your request](#) at any time.
- What happens after I submit a request?**: After you submit your request, it will be routed to different people for approval. First, the request is sent to your supervisor. Once it is approved, it is sent to the approvers for each of the roles you have requested. When each of the individual roles has been approved the results are recorded in the system and the changes are made to your access roles. You will receive an email once the changes have been made in the system.

At the bottom of the interface, there is another navigation menu with the same links as the top menu.

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.

BAR

Home Edit Request Roles By Function Roles By Name Roles By Org Search Roles My Training My Requests Help Logout

Edit Authorization Request

Request ID: 21124 Created: Mar-09-2009 Status: Open

Supervisor and reason for request

Supervisor's netID: Don't know the person's netID? [Look it up in the UNM directory](#)

Reason you need this change in Banner access:
Please be specific. For example: "My job has changed and I will be entering time for my org"

Access roles requested

Add New Roles

Remove Current Roles

| Remove | Role Name |
|--------------------------|------------------------------------------------------------------------------------|
| <input type="checkbox"/> | HR Core Office Query |
| <input type="checkbox"/> | HR/Payroll Sensitive Data Reports Viewer for Departments |
| <input type="checkbox"/> | HR Report Viewer for Office of Employee Organizational Development |
| <input type="checkbox"/> | Provisioning A - PFP Status Page |
| <input type="checkbox"/> | Provisioning L - Service Provider Utilities |

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

Home Edit Request Roles By Function Roles By Name Roles By Org Search Roles My Training My Requests Help Logout

View Access Roles By Function

- [Accounts Payable Roles](#)
- [Accounts Receivable Roles](#)
- [Admissions Roles](#)
- [Banking Tax and Investments Roles](#)
- [CIRT Programming Roles](#)
- [Catalog and Schedule Roles](#)
- [Contracts and Grants Roles](#)
- [Controller Roles](#)
- [DEVL Roles](#)
- [Finance Roles](#)
- [Finance Systems Management Roles](#)
- [Financial Aid Roles](#)
- [Foundation Roles](#)
- [General Accounting Roles](#)
- [General Person Roles](#)
- [General Student Roles](#)
- [HR Implementation Roles](#)
- [HSC Budget Roles](#)
- [HSC Controller Roles](#)
- [Human Resources Roles](#)
- [Internal Audit Roles](#)
- [LINK Service Center Roles](#)
- [Main Campus Budget Roles](#)
- [Payroll Roles](#)
- [Property Accounting Roles](#)
- [Purchasing Roles](#)
- [Recruitment Roles](#)
- [STAC Implementation Roles](#)
- [Student Roles](#)
- [Supervisor Roles](#)
- [UNMJobs Roles](#)

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

| | | | |
|-------------------------------------|-------------------|---------------------------------|----------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Training complete | Department Originator - Faculty | Person who initiates faculty hiring actions for a department. |
| <input checked="" type="checkbox"/> | Training complete | Department Originator - Staff | Person who initiates staff hiring actions for a department. Ex |
| <input checked="" type="checkbox"/> | Training complete | Department Originator - Student | Person who initiates student hiring actions for a department. |



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



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

| Add New Roles | | |
|---------------------------------------|-------------------------------------------------|------------------------------------------|
| Remove | Role Name | Training Status |
| <input type="checkbox"/> | Department Originator - Faculty | Training complete |
| <input type="checkbox"/> | Department Originator - Staff | Training complete |
| <input type="checkbox"/> | Department Originator - Student | Training complete |
| <input type="button" value="Remove"/> | | <input type="button" value="Add Roles"/> |



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.

Select UNMJobs Orgs

Use this box to select organizations for UNMJobs access. If you need access to all subordinate organizations within a given organization level, check the Hierarchical box located to the right of the organization after you have selected it.

None selected.

Enter org code: **Add UNMJobs Org** [Find Org Code](#) [View Org Hierarchy](#)

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.

Select UNMJobs Orgs

Use this box to select organizations for UNMJobs access. If you need access to all subordinate organizations within a given organization level, check the Hierarchical box located to the right of the organization after you have selected it.

| Remove | Status | UNMJobs Organization | Hierarchical? |
|------------------------------------------------------------------------|--------|----------------------------------------|--------------------------|
| <input type="checkbox"/> | New | 730E Employee Organizational Developme | <input type="checkbox"/> |
| Remove | | | |

Enter org code: **Add UNMJobs Org** [Find Org Code](#) [View Org Hierarchy](#)



Review and submit

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

BAR

Home
Edit Request
Roles By Function
Roles By Name
Roles By Org
Search Roles
My Training
My Requests
Help
Logout

Edit Authorization Request

Request ID: 21103 **Created:** Mar-05-2009 **Status:** Open

Supervisor and reason for request

Supervisor's netID: Don't know the person's netID? [Look it up in the UNM directory](#)

Reason you need this change in Banner access:
Please be specific. For example: "My job has changed and I will be entering time for my org"

To process hiring

Access roles requested

| Remove | Add New Roles | Training Status | Remove Current Roles |
|---------------------------------------|-------------------------------------------------|-------------------|----------------------|
| | Role Name | | Role Name |
| <input type="checkbox"/> | Department Originator - Faculty | Training complete | |
| <input type="checkbox"/> | Department Originator - Staff | Training complete | |
| <input type="checkbox"/> | Department Originator - Student | Training complete | |
| <input type="button" value="Remove"/> | <input type="button" value="Add Roles"/> | | |

Role-Specific Settings

| Select UNMJobs Orgs | Role Proxies | | | | | | | | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|----------------------------------------|--------------------------|---------------|--------------------------|-----|----------------------------------------|--------------------------|---------------------------------------|--|--|--|--------------------------------------------------------------------------------------------------------------|
| Use this box to select organizations for UNMJobs access. If you need access to all subordinate organizations within a given organization level, check the Hierarchical box located to the right of the organization after you have selected it. | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Remove</th> <th style="width: 15%;">Status</th> <th style="width: 30%;">UNMJobs Organization</th> <th style="width: 40%;">Hierarchical?</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>New</td> <td>730E Employee Organizational Developme</td> <td><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="button" value="Remove"/></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | Remove | Status | UNMJobs Organization | Hierarchical? | <input type="checkbox"/> | New | 730E Employee Organizational Developme | <input type="checkbox"/> | <input type="button" value="Remove"/> | | | | None of your selected roles require you to select proxies (time approver proxies are created automatically). |
| Remove | Status | UNMJobs Organization | Hierarchical? | | | | | | | | | | |
| <input type="checkbox"/> | New | 730E Employee Organizational Developme | <input type="checkbox"/> | | | | | | | | | | |
| <input type="button" value="Remove"/> | | | | | | | | | | | | | |
| Enter org code: <input type="text"/> | <input type="button" value="Add UNMJobs Org"/> Find Org Code View Org Hierarchy | | | | | | | | | | | | |

Training Status

COMPLETE: According to EOD's records, you have taken all of the courses which are required for the access roles you are requesting.

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.

 **BAR**

[Home](#) | [Edit Request](#) | [Roles By Function](#) | [Roles By Name](#) | [Roles By Org](#) | [Search Roles](#) | [My Training](#) | [My Requests](#) | [Help](#) | [Logout](#)

Review request before submitting

Request ID: 21103
Status: Open

Request created: Mar-05-2009
Last accessed: Mar-09-2009

Supervisor and reason for request

Supervisor's netID: SSLUPER (Suzie Supervisor)
Reason you need this change in Banner access: To process hiring

Access role(s) and actions requested

| Action Requested | Role Name | Training Status |
|------------------|-------------------------------------------------|-----------------|
| Add | Department_Originator - Faculty | ✓ |
| Add | Department_Originator - Staff | ✓ |
| Add | Department_Originator - Student | ✓ |

Organization Security

UNMJobs Organizations
Employee Organizational Developme (730E) (Non-Hierarchical)

No roles in this request can have proxies.

Training Status

COMPLETE. According to EOD's records, you have taken all of the courses which are required for the access roles you are requesting.

< Back
Withdraw Request
Save Request
Submit Request

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.