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.

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Table of Contents

Introduction **4**

UNMJobs Terms **5**

UNMJobs User Types **6**

Process Flows **7**

Explanation of Action Types **7**

Getting Started **9**

Logging into UNMJobs **10**

Explanation of Menu **10**

Job Postings 11
Position Descriptions 11
Admin 11

Position Description Request and Posting **12**

Request a New Position/Posting or Modify Existing Position/Posting 12
Change Classification 16
Copy Position 18
Creating Multiple Positions and Hiring for Multiple Positions from a Posting 19
Closing Your Position 20
External Competitive Request 21
Internal Competitive Request 33
Internal Non-Competitive Request 45
External Competitive TPT Request 57
Internal Non-Competitive TPT Request 68
Viewing Reports for Posting 81
Managing Your Posting 82
Sorting & Filtering Applicants by Different Criteria 86
Viewing and Printing Applications 88
Viewing and Printing Documents 90
Change Applicant Status 92
Selection Reason 98
Department Reasonable Assessment (DRA) Process 100

Creating a Hiring Proposal **103**

Hiring Proposal 103
Funding 109
Documents 110
Hiring Proposal Comments 111
Submitting the Hiring Proposal for Approval to the Department Approver 112
Cleaning up Pending Actions Queue 113
Logging Out 114

Requesting a UNMJobs Security Role **114**

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.

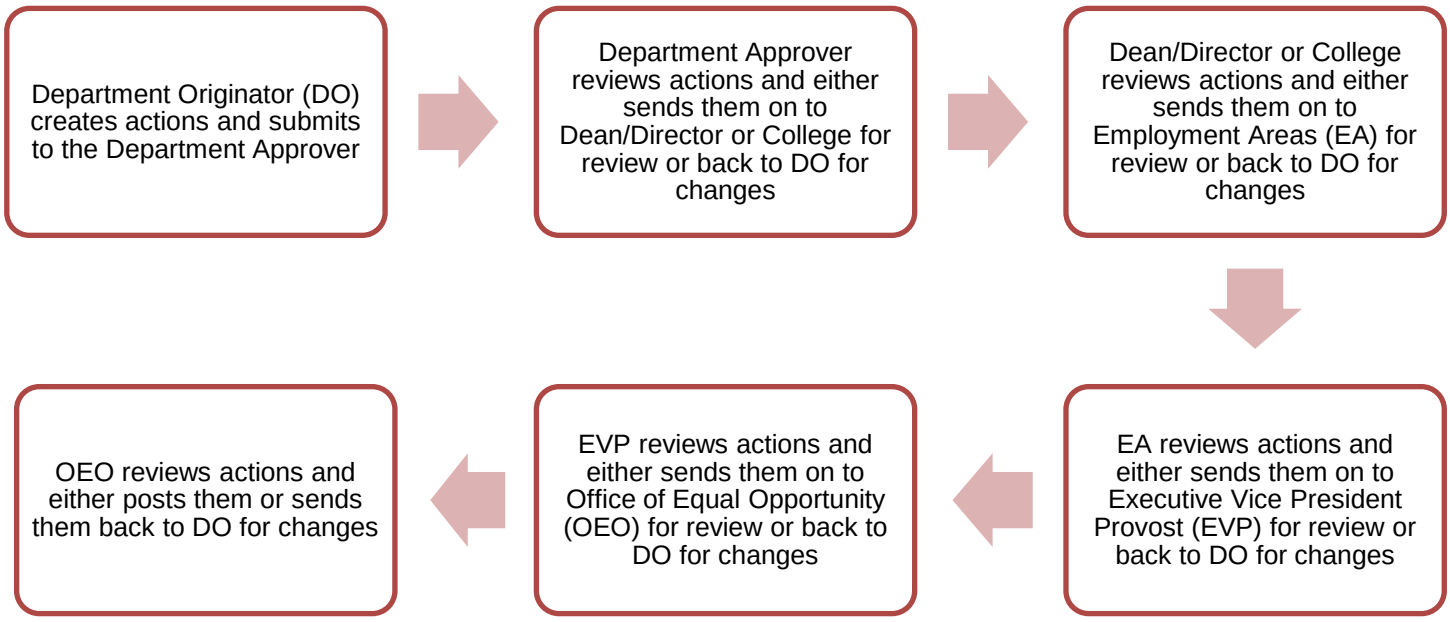
Hiring Proposal
When you have an accepted offer, the department will complete a Hiring Proposal and submit for approval. Once all approvals have been obtained, the selected applicant will be “seated” to a position.

UNMJobs User Types

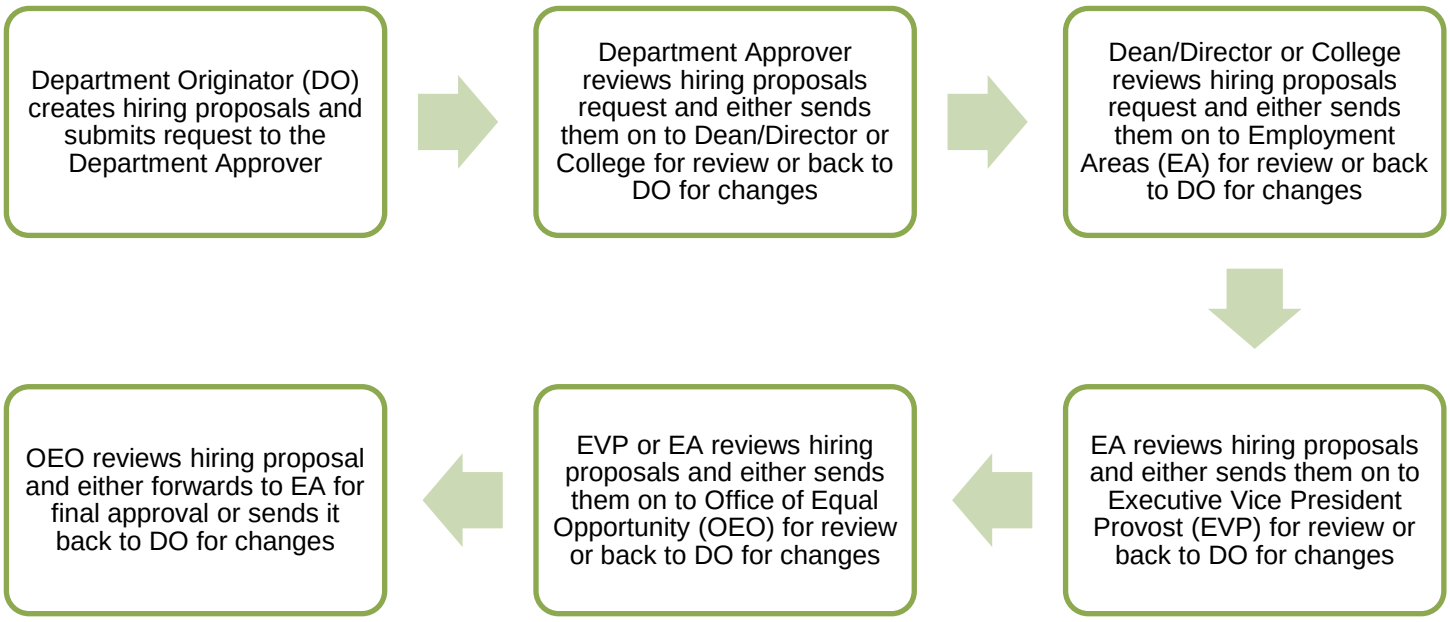
Search Coordinator:	Person who serves as a non-voting member of the search committee for Faculty searches. The Search Coordinator provides administrative support to the search committee. He or she does not screen applicants for minimum or preferred qualifications. If the Search Coordinator is to also 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:	HSC Faculty Contracts, Main Campus Faculty Contracts and Services Office. 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:	Office of Equal Opportunity. 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

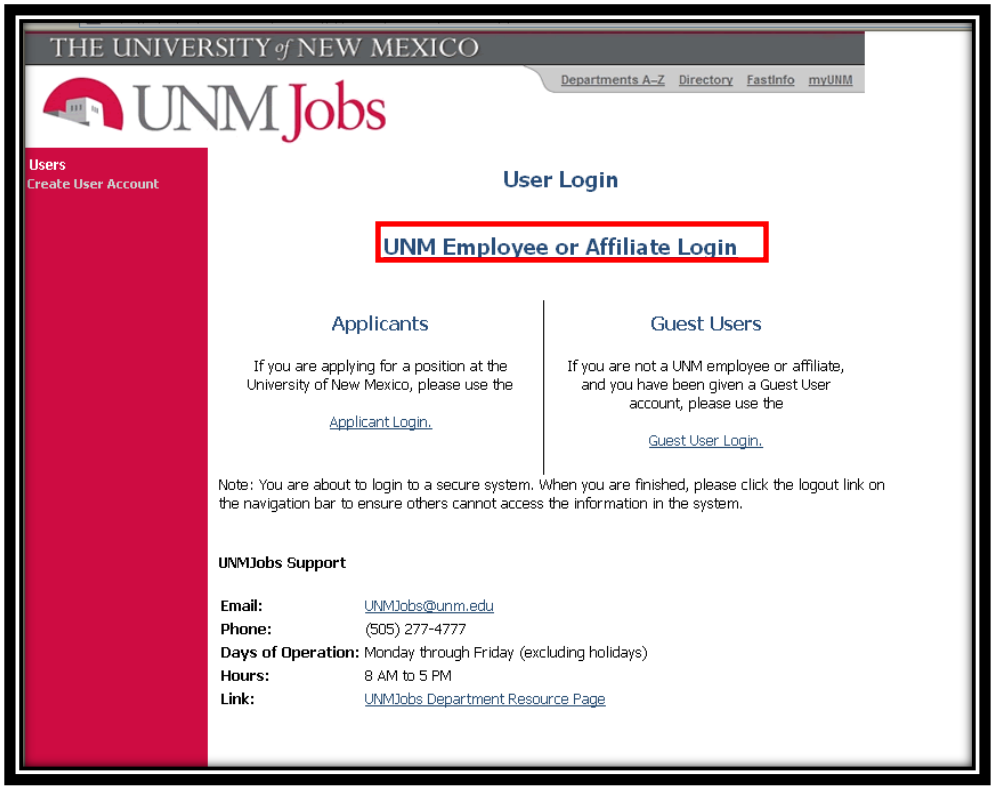
Prior to logging into UNMJobs, there are a few steps that should be taken. Completing these steps in their entirety prior to creating an action request to post for a faculty position will help to ensure a smooth and trouble-free process from posting through hiring:

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

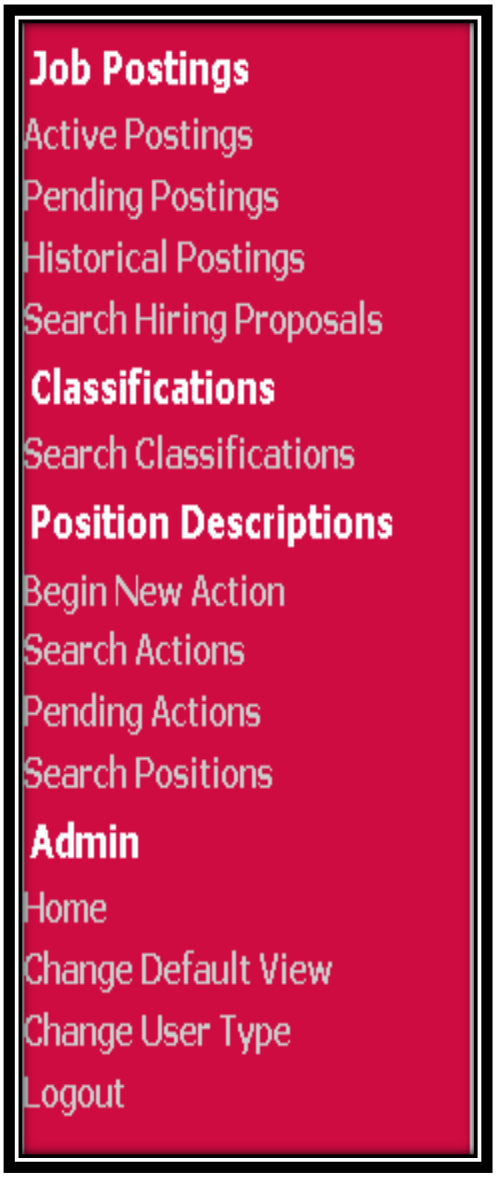
Note: Verify that your Current Group is: **Department Originator**

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.

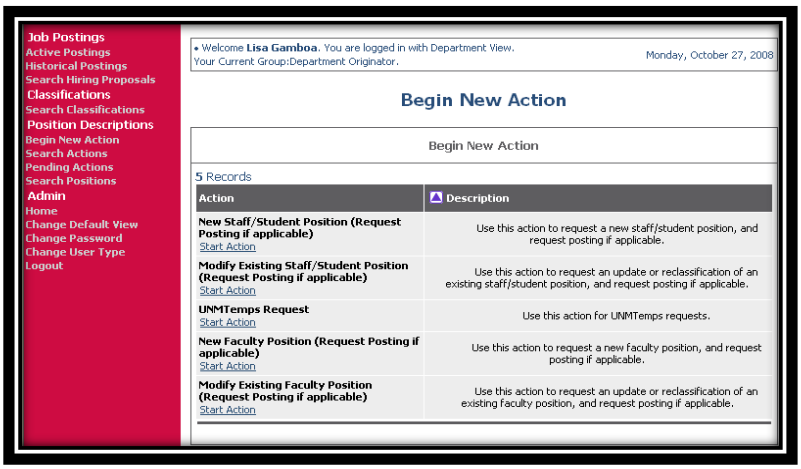
Position Descriptions

- 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.

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).

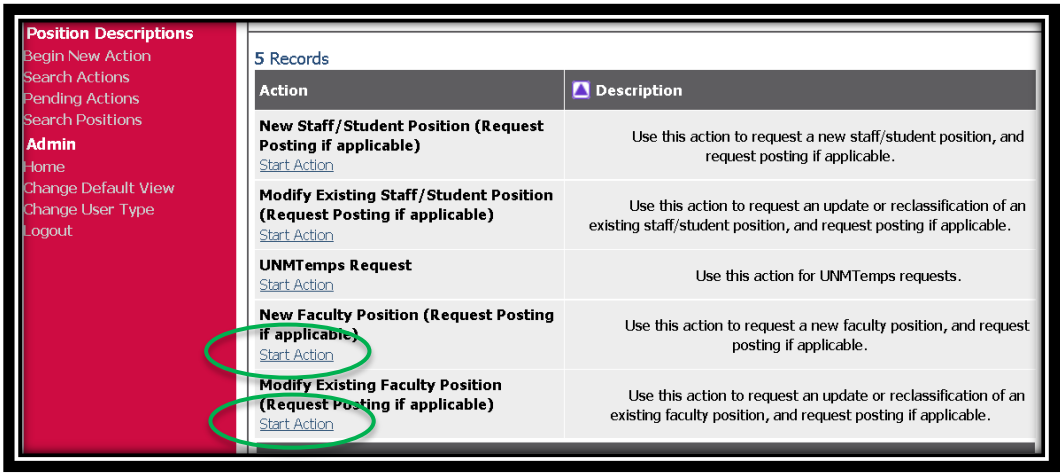
Request a New Position or Modify Existing Position

For All Faculty Positions

Set-up

1. Click on Begin New Action

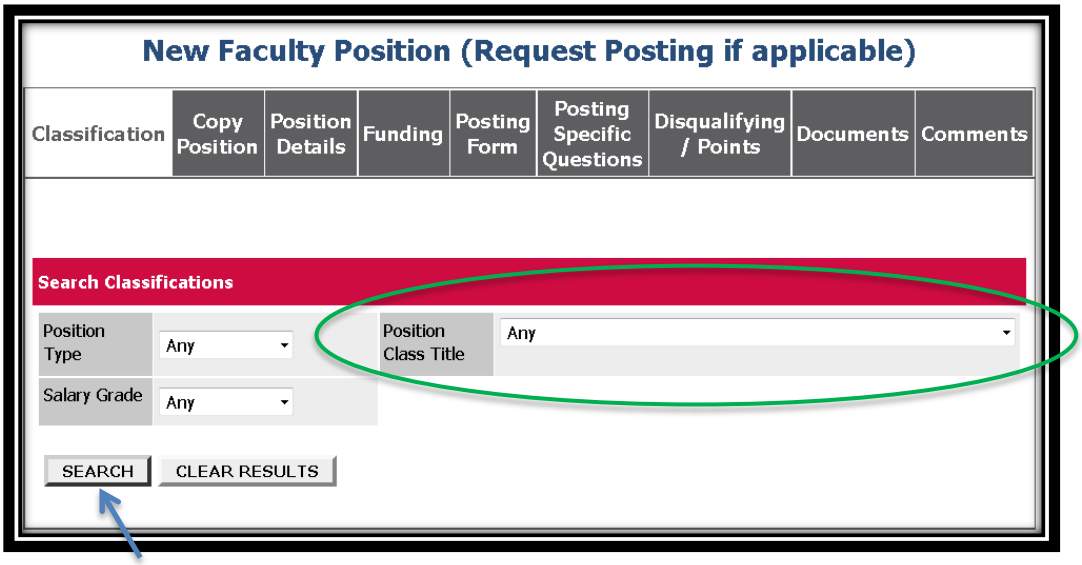
2. Select either New Faculty Position or Modify Existing Faculty Position
    - This should have been determined prior to logging in to UNMJobs – see page 9
3. Click on the appropriate Start Action link



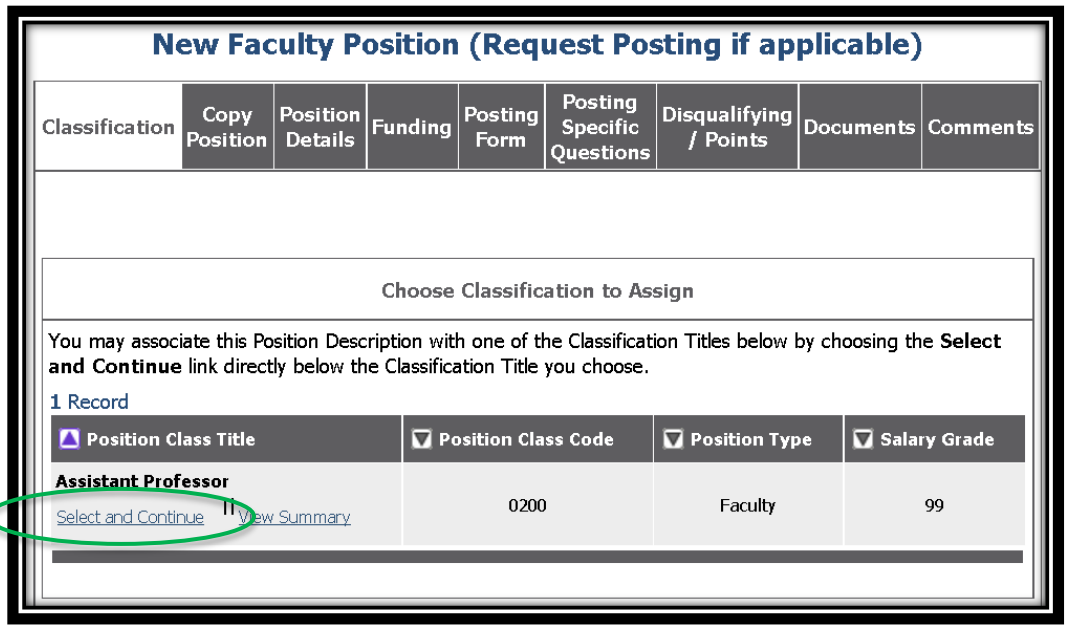
(Skip to the relevant set up instructions below for "creating a New Faculty Position" or to "Modify Existing Faculty Position)

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

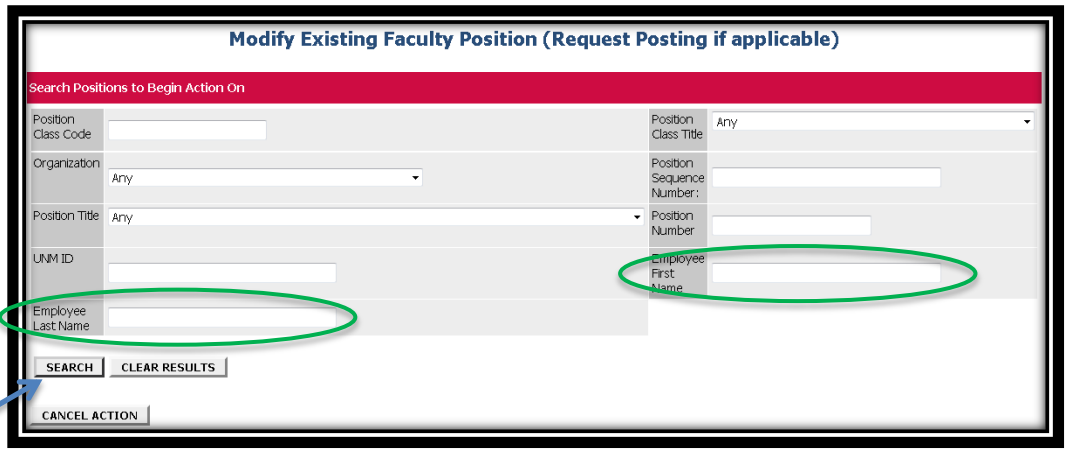


3. Click on Select and Continue when the position appears



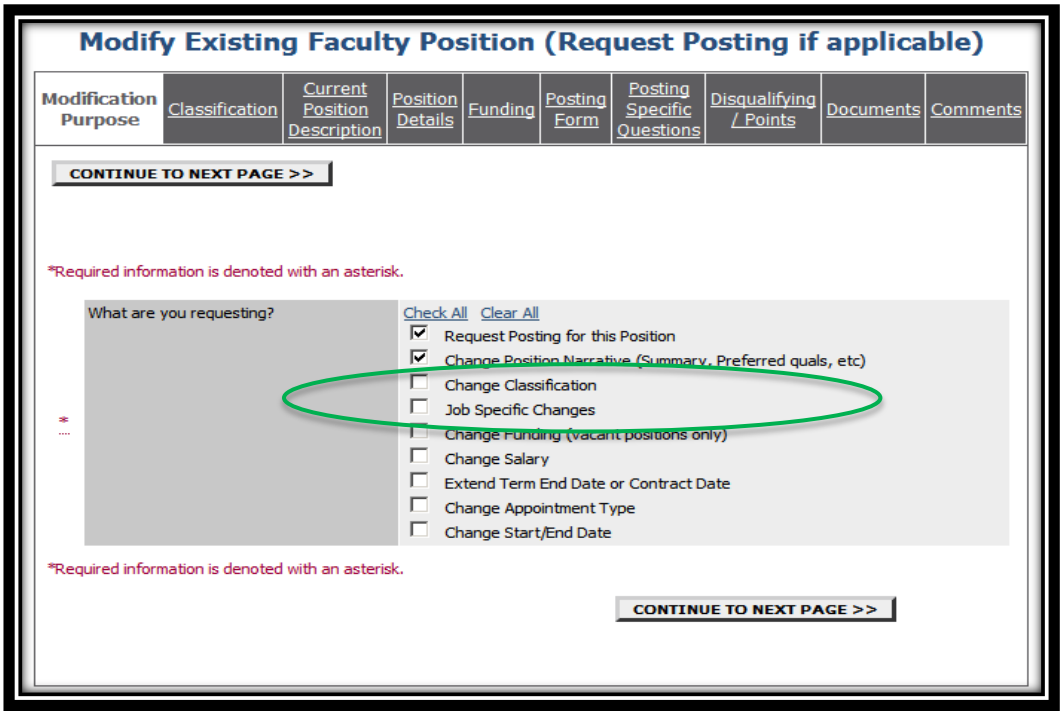
To Modify Existing Faculty Position

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



3. Click on Start Action when the position appears

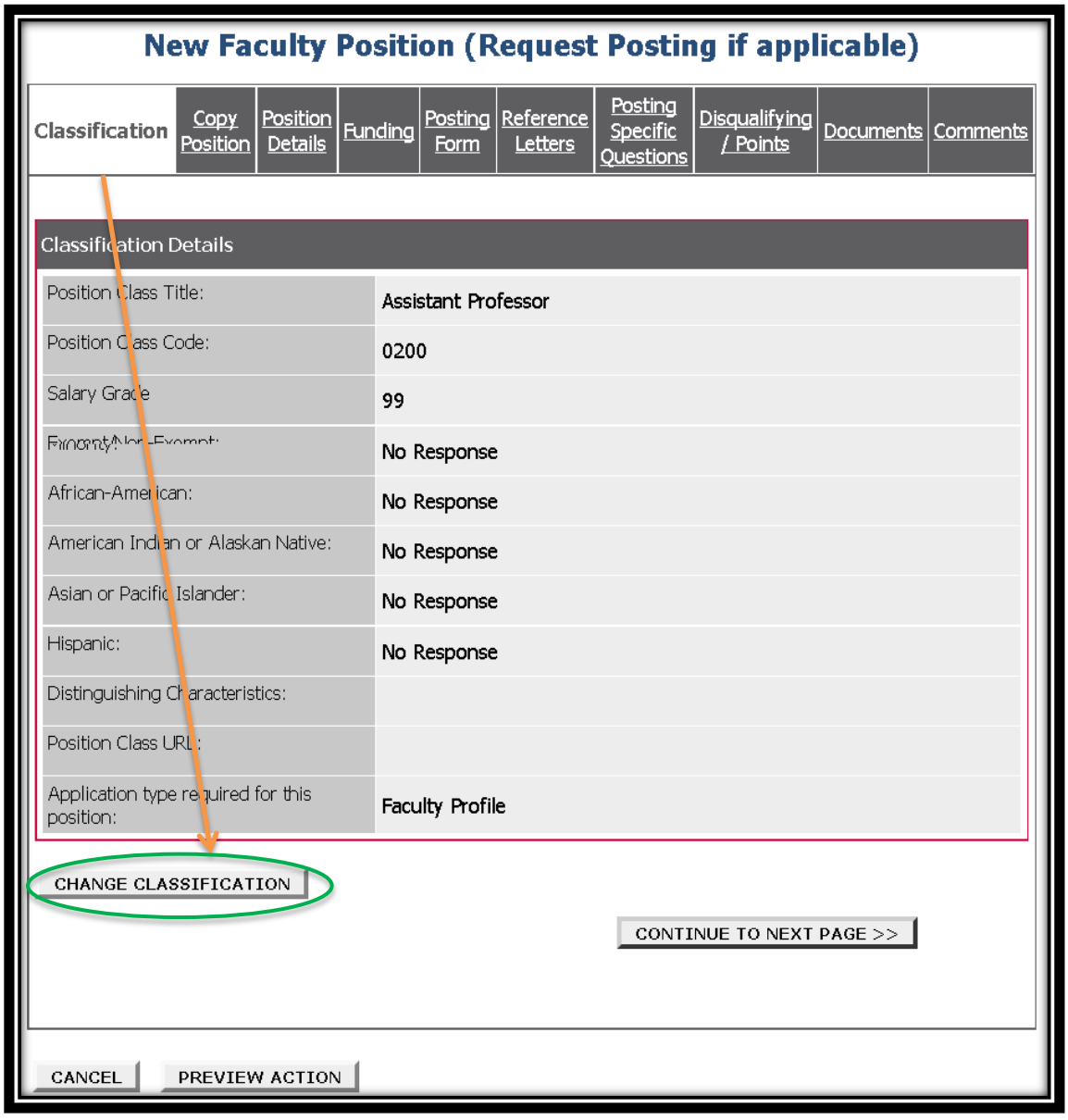
4. You are now in the Modification Purpose tab
5. Always check Request Posting for this Position and Change Position Narrative (Summary, Preferred quals, etc)
6. Check any others if applicable (i.e. if the modified position will be a different classification than the original)



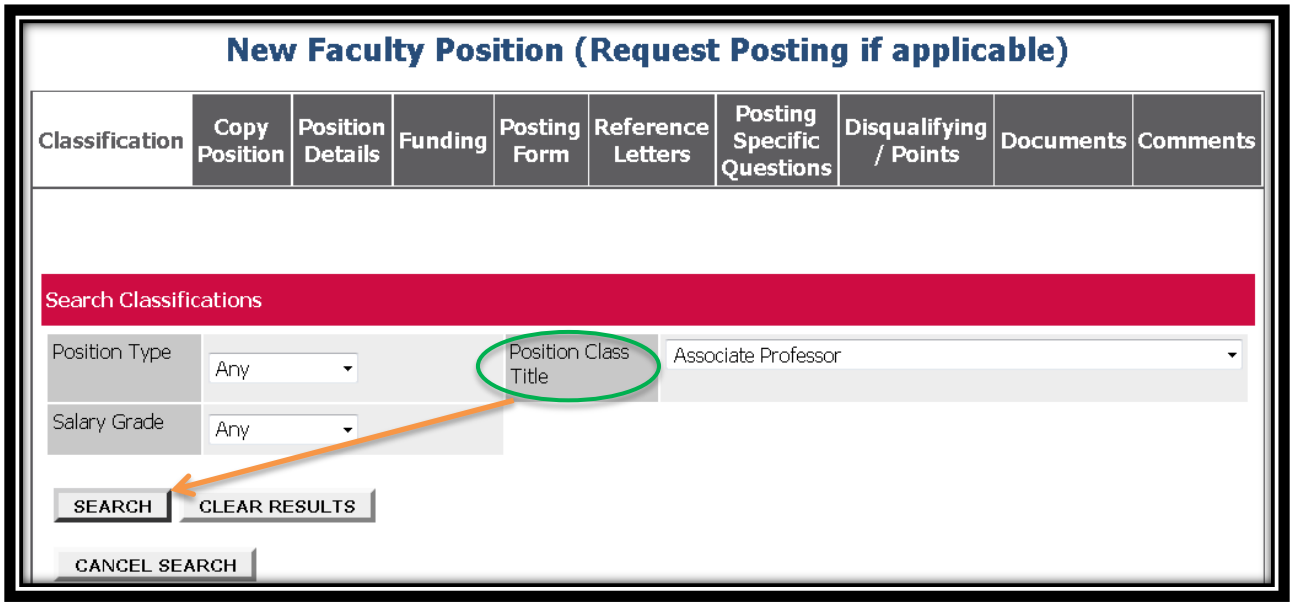
Change Classification

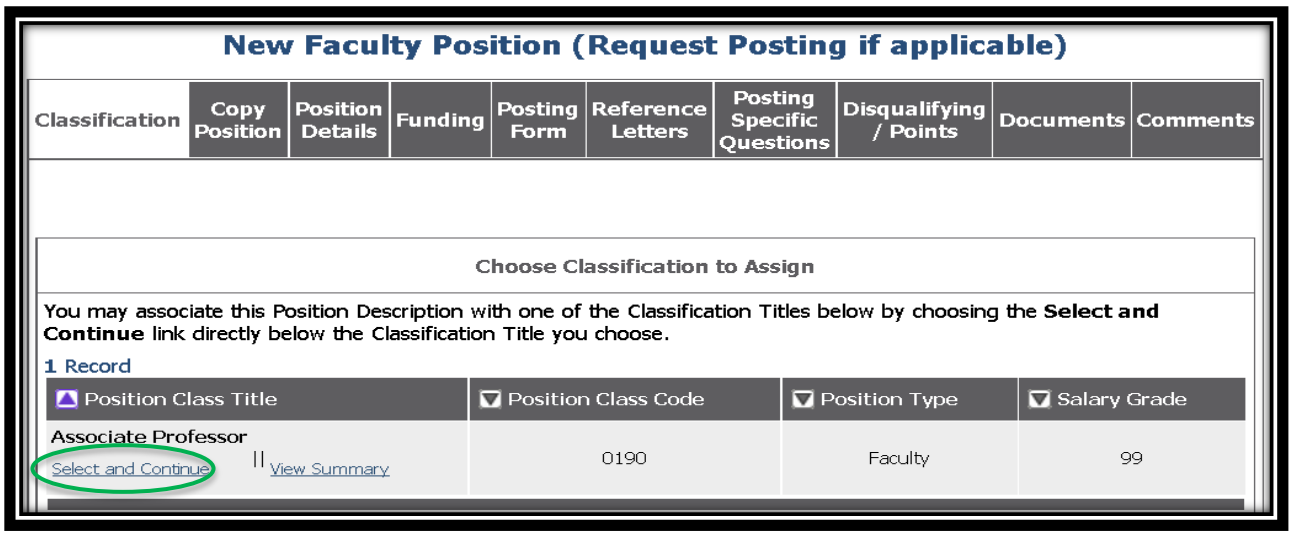
Note: If you completed entering all the information into the action request but forgot to change the classification make sure to save the position summary and qualifications to a Word document so you can just copy and paste the information. Otherwise, the system will wipe out all the information already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



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





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.
	Information about the Copy Position Screen	

The Department Originator has the ability to copy an existing position description in order to avoid having to create a new position that is very similar to another one in their department.

Example:
Recently posted and hired an Assistant Professor and now you need to post for another Assistant Professor (new position).

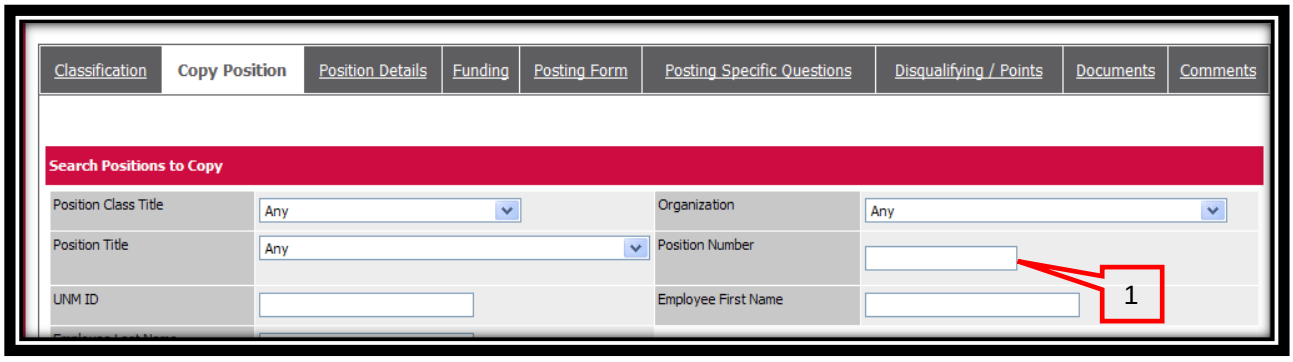
After you select a Proposed Position Title and continue to the next page of your action, you will come to the "Copy Position" page.

1. You can then search for the position you want to copy in order to create a new similar position. Once you find your position, you simply select it and follow the prompts on the screen. The Position Details will appear on the screen, populated with the data from the position you copy.

The Position Details page may need editing to define the attributes of the new position.

TAKE YOUR TIME – EDIT THIS PAGE CAREFULLY!

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.



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.

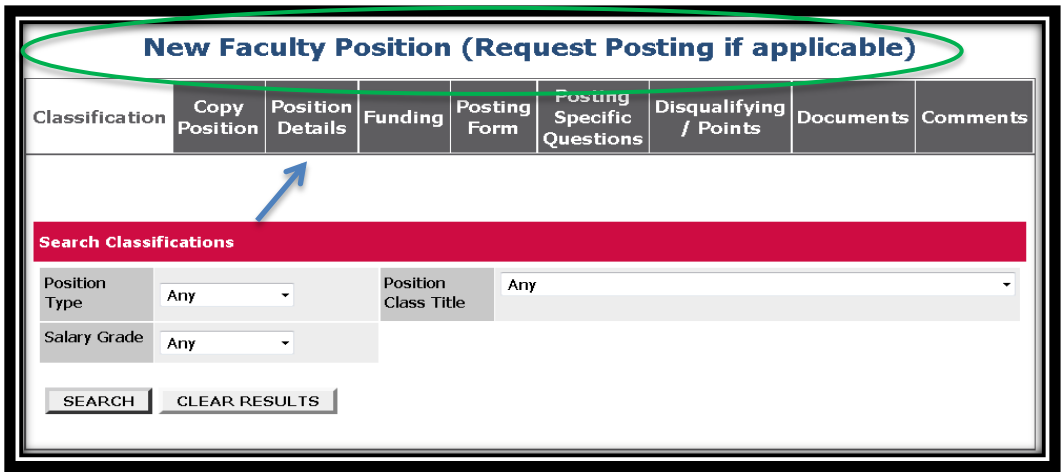
Now skip ahead to the instructions for your specific hiring posting need:

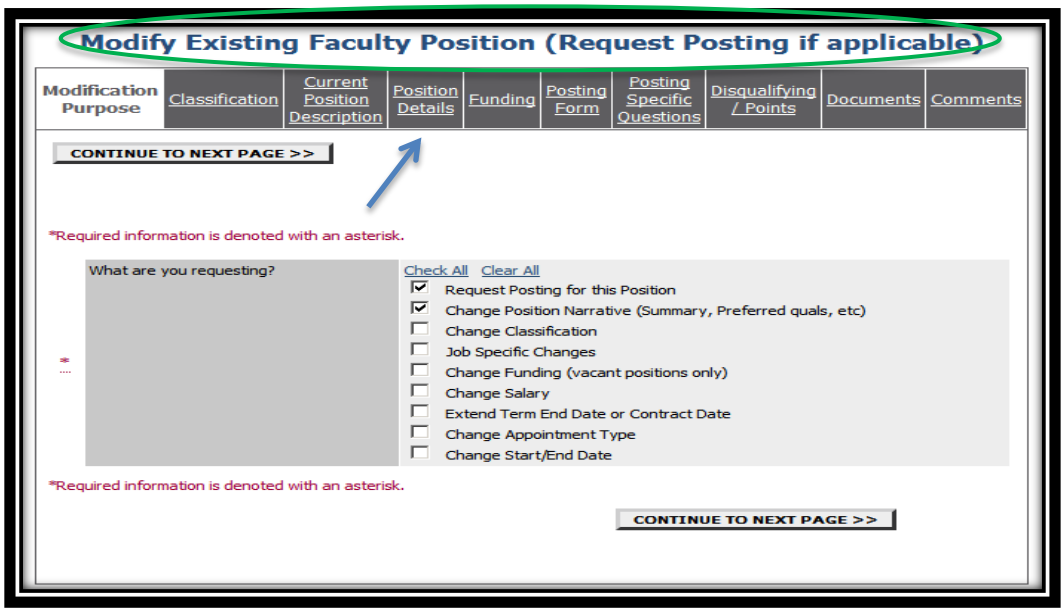
- Regular Faculty
  - External Competitive pg 21
  - Internal Competitive pg 33
  - Internal Non-Competitive pg 45
- Temporary Part-Time Faculty
  - External Competitive pg 57
  - Internal Non-Competitive pg 68

[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

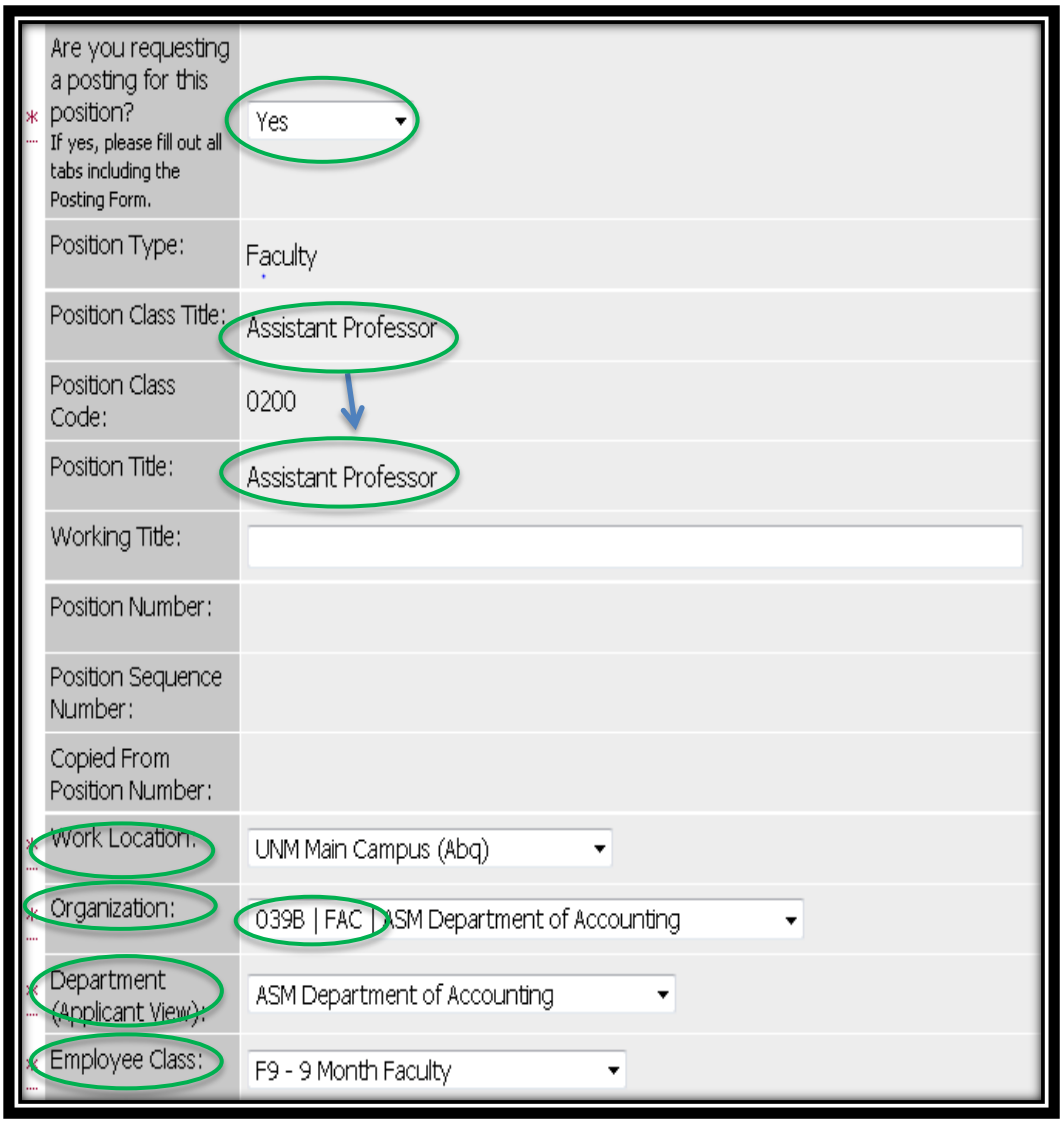
1. Click on the Position Details tab near the top of the page
   - Note: Double-check that you are entering the correct request by confirming the header above the tabs displays either New Faculty Position or Modify Existing Faculty Position



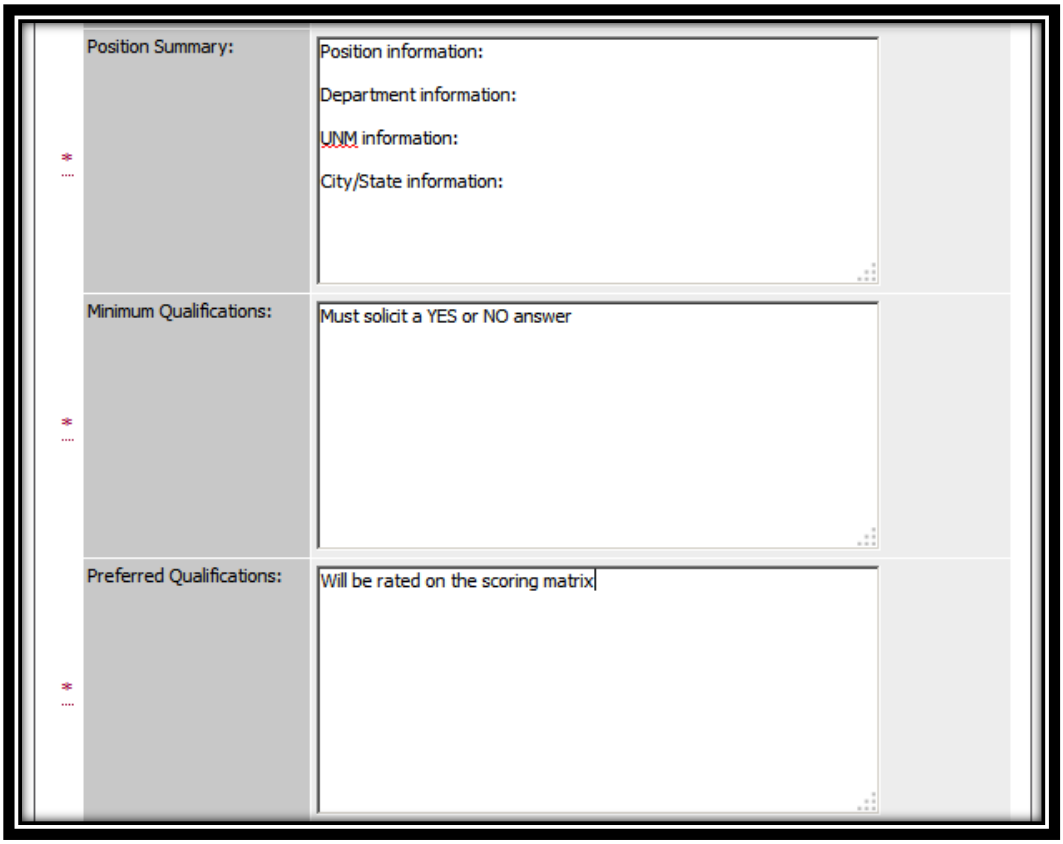


Position Details

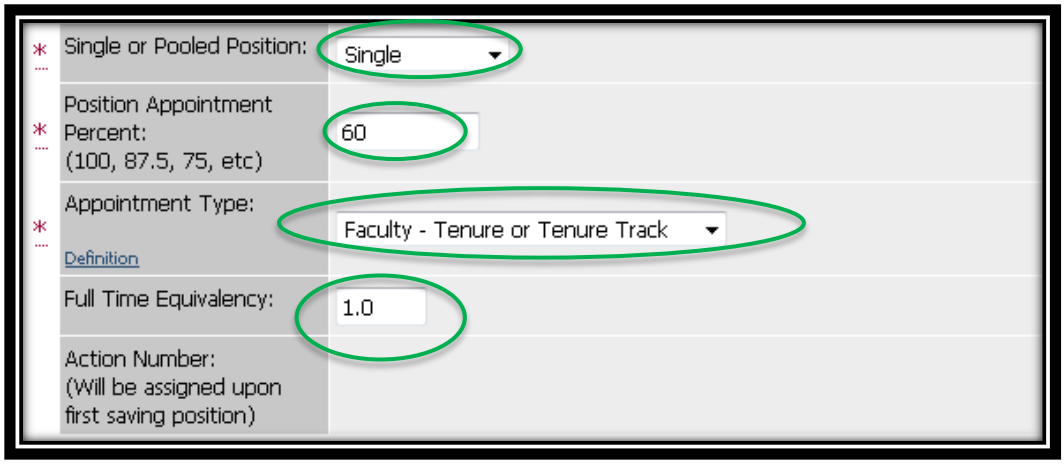
1. Select Yes for Are you requesting a posting for this position?
    - Note: Many fields will already be completed if modifying an existing position – the following steps will ensure that all of the information is correctly updated
2. Confirm that the Position Class Title and Position Title are exactly 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



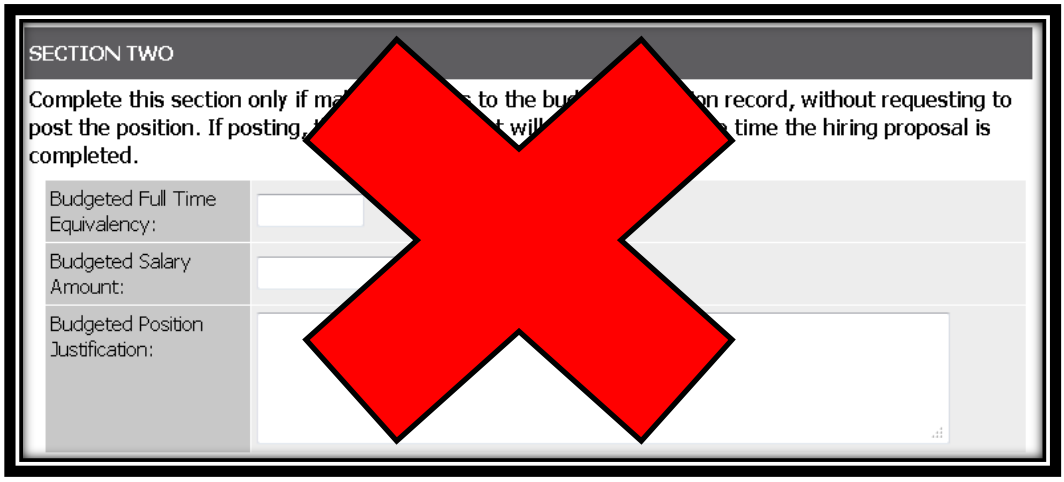
8. Complete Position Summary
    - Position Information, department information, UNM information, city/state information
9. Complete Minimum Qualifications
    - These must solicit a yes or no answer
10. Complete Preferred Qualifications
    - To be rated on a scoring matrix, must be measurable



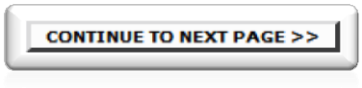
11. Choose Single from the dropdown menu
12. Enter Appointment Percent
    - Note: This is the amount of time that incumbent will spend in his or her job
    - If the position is approved for a .50 appointment (half time appointment), enter 50 and not .50
13. Select the appropriate Appointment Type
    - 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



Skip Section Two

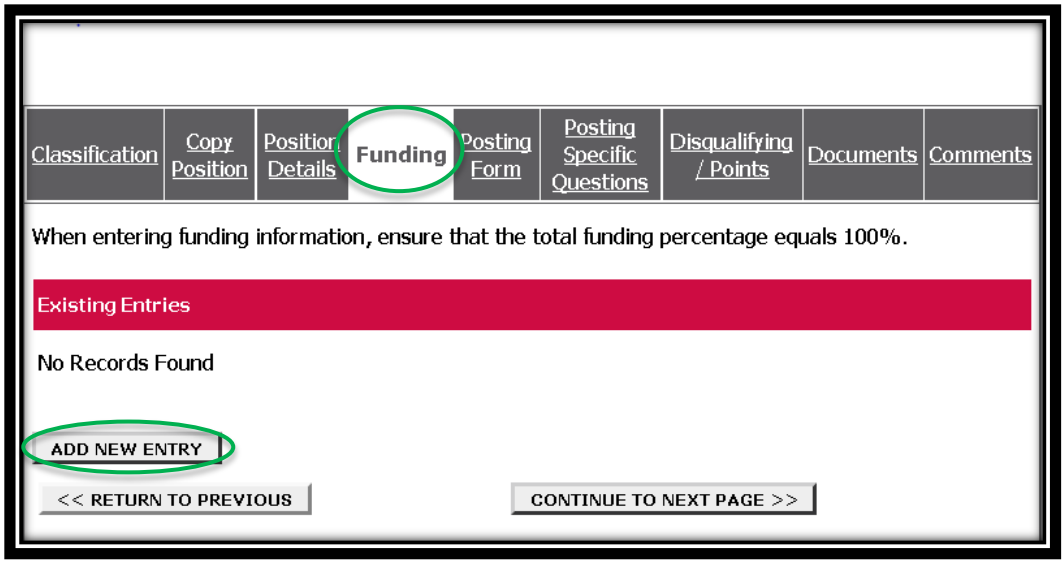


Click on Continue to Next Page or scroll up to the top of the page and click on the Funding tab



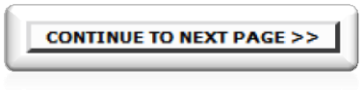
Funding

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



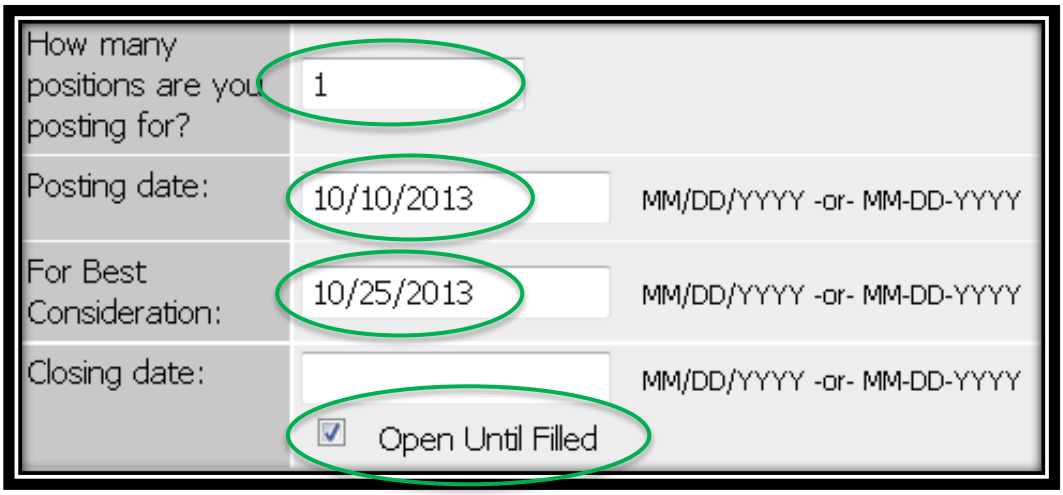
Repeat if using multiple Index Codes, otherwise…

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

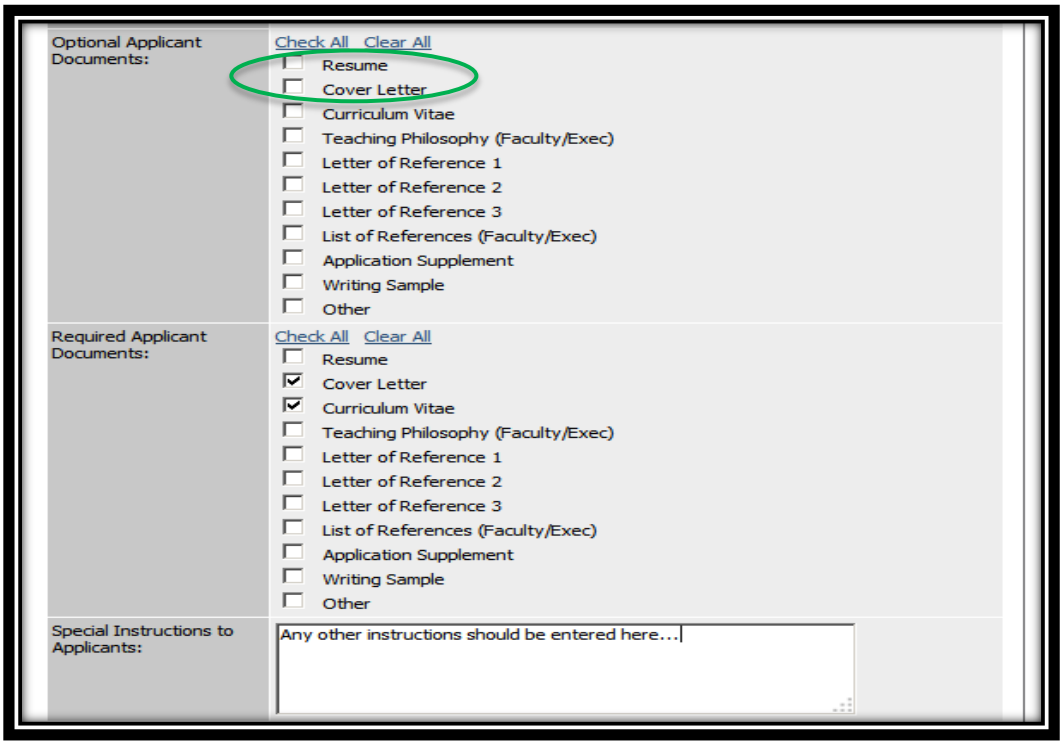


Posting Form

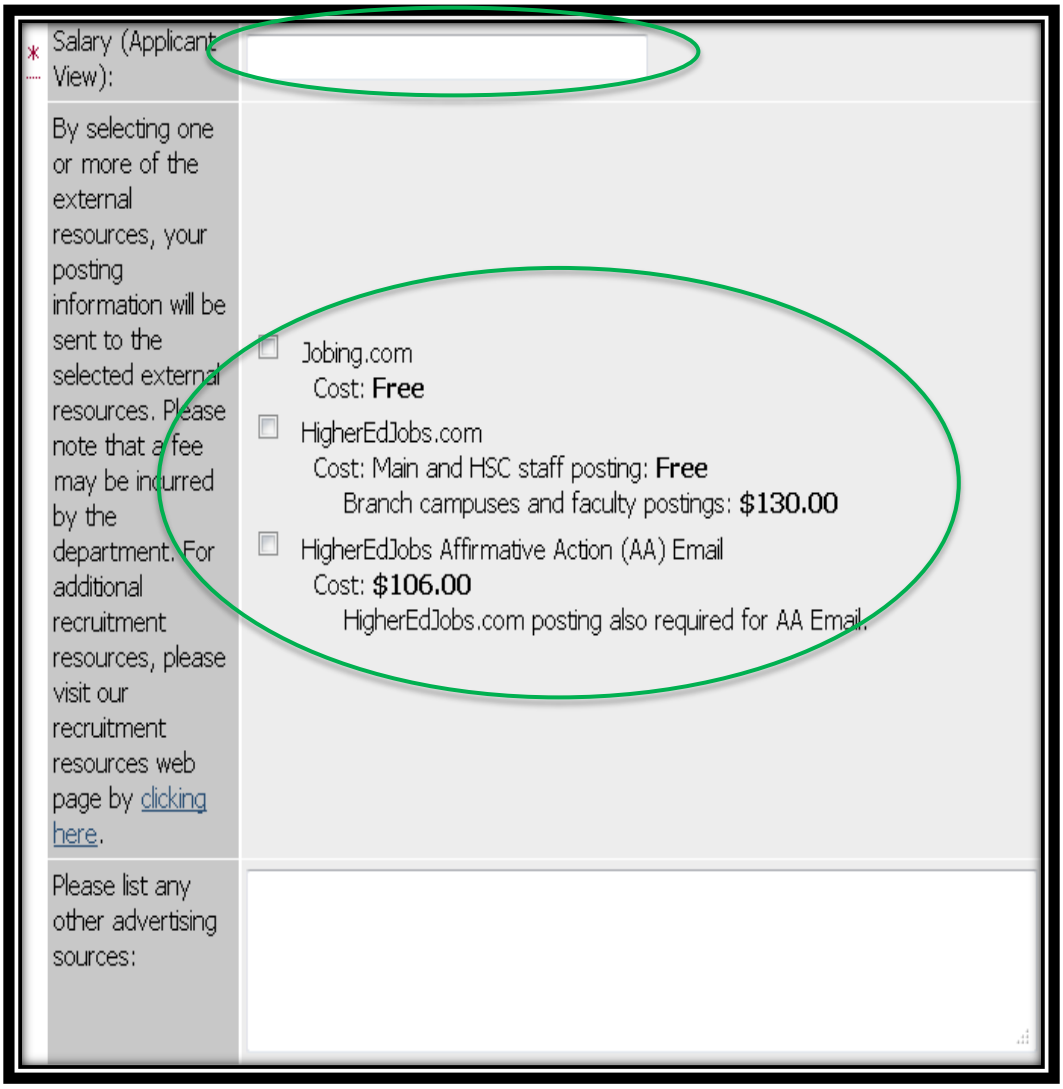
1. Enter the number of positions that you are posting
2. Enter the Posting Date
    - Note: Pick at least three weeks from the date you initiate the action in order to account for processing time
    - OEO will confirm the date with you prior to posting the position
3. Enter the For Best Consideration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



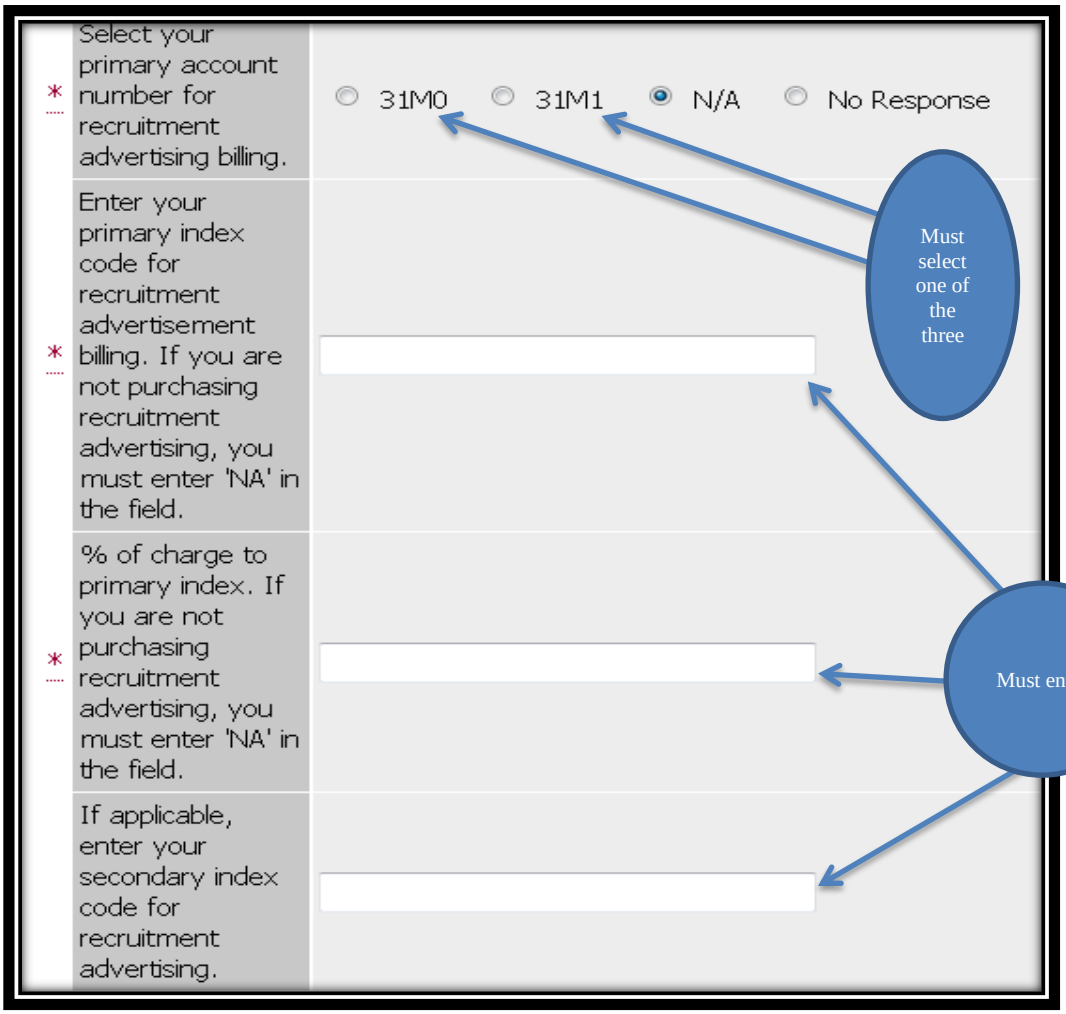
6. Select Optional Applicant Documents, if applicable
    - Generally, optional documents are not used
    - The search committee should provide this information to the Department Originator
7. If not, unselect the automatically checked items (Resume, Cover Letter)
    - Note: Documents cannot be Optional 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



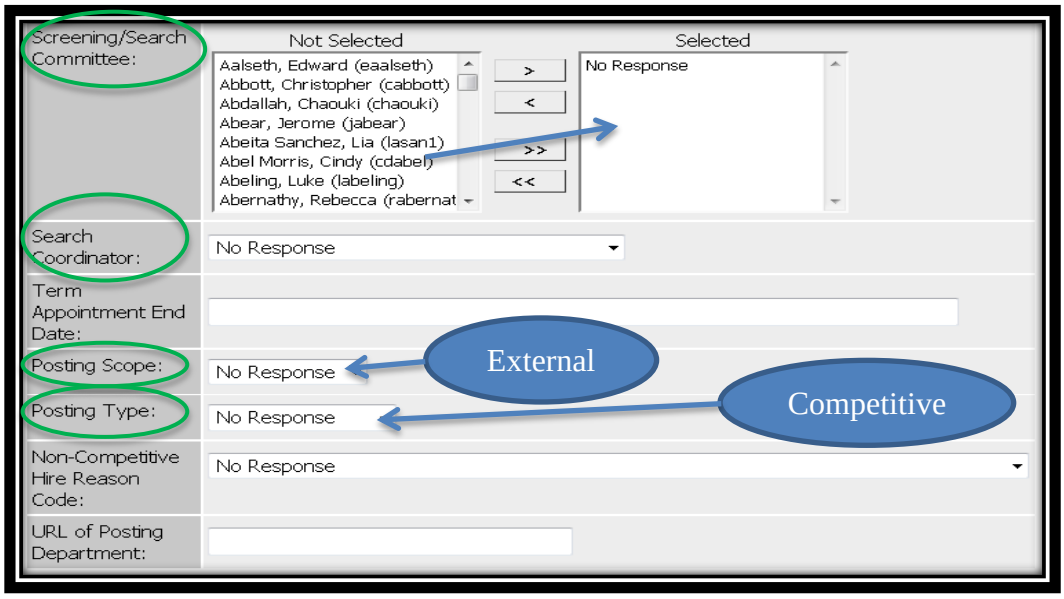
10. Enter Salary information
    - Best practice is to write “Negotiable” or “Commensurate with experience” in order to give the department some flexibility
    - If a specific salary amount is provided, the department must hire at (or very near) the posted amount
11. Enter Advertising resources information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



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.”



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



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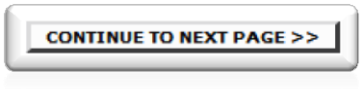
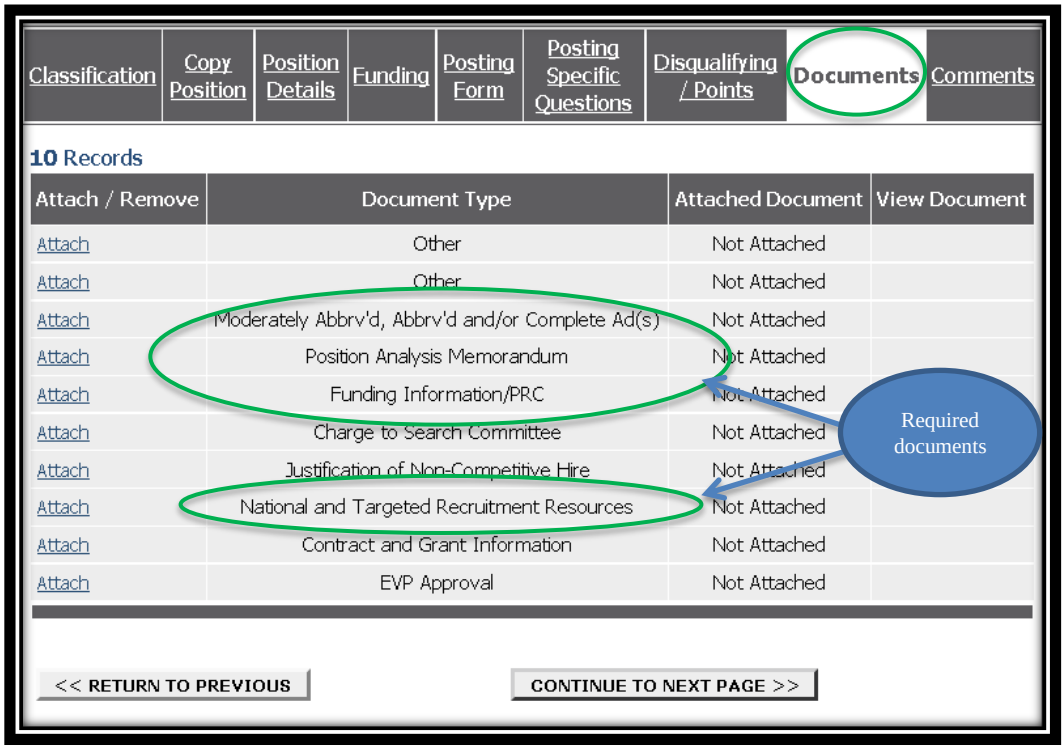


You can skip the Posting Specific Questions, and Disqualifying/Points tabs – they are only for Staff Positions

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



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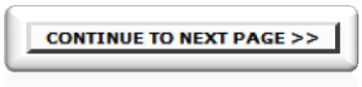
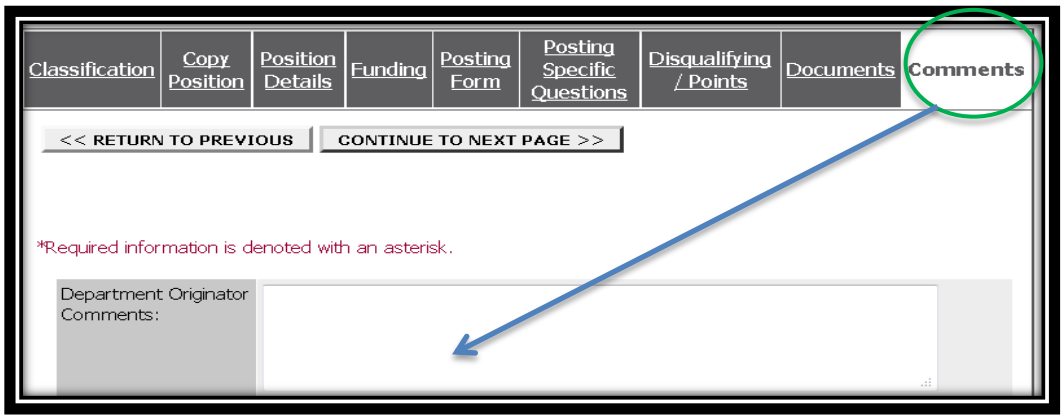


Comments

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."



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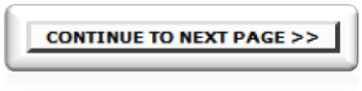
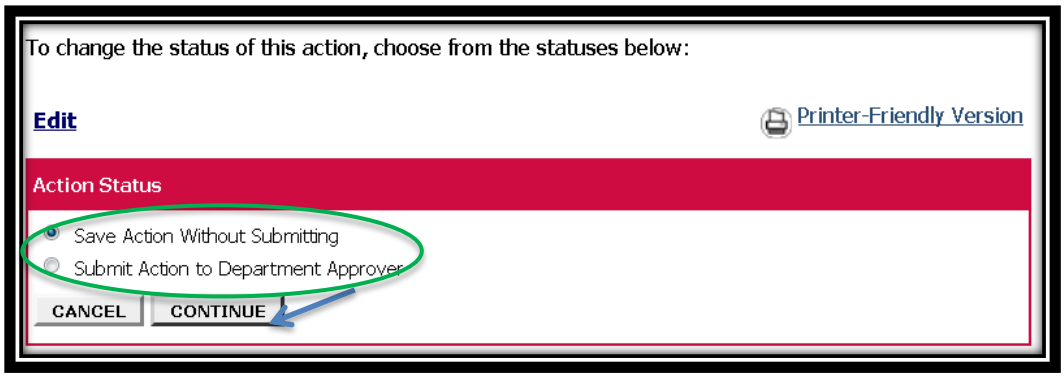


You may now review your posting request and either:

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

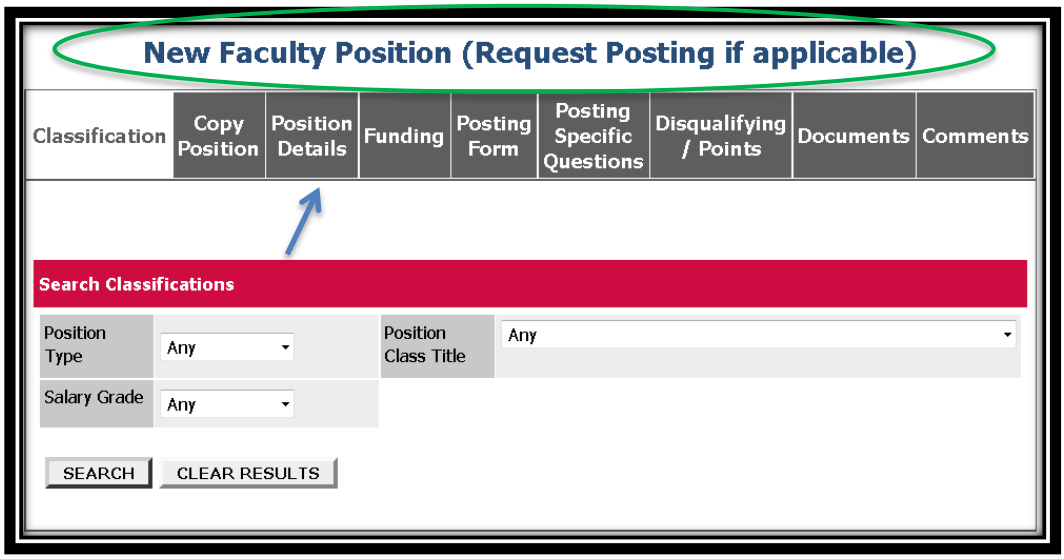
Click on Continue and then Confirm

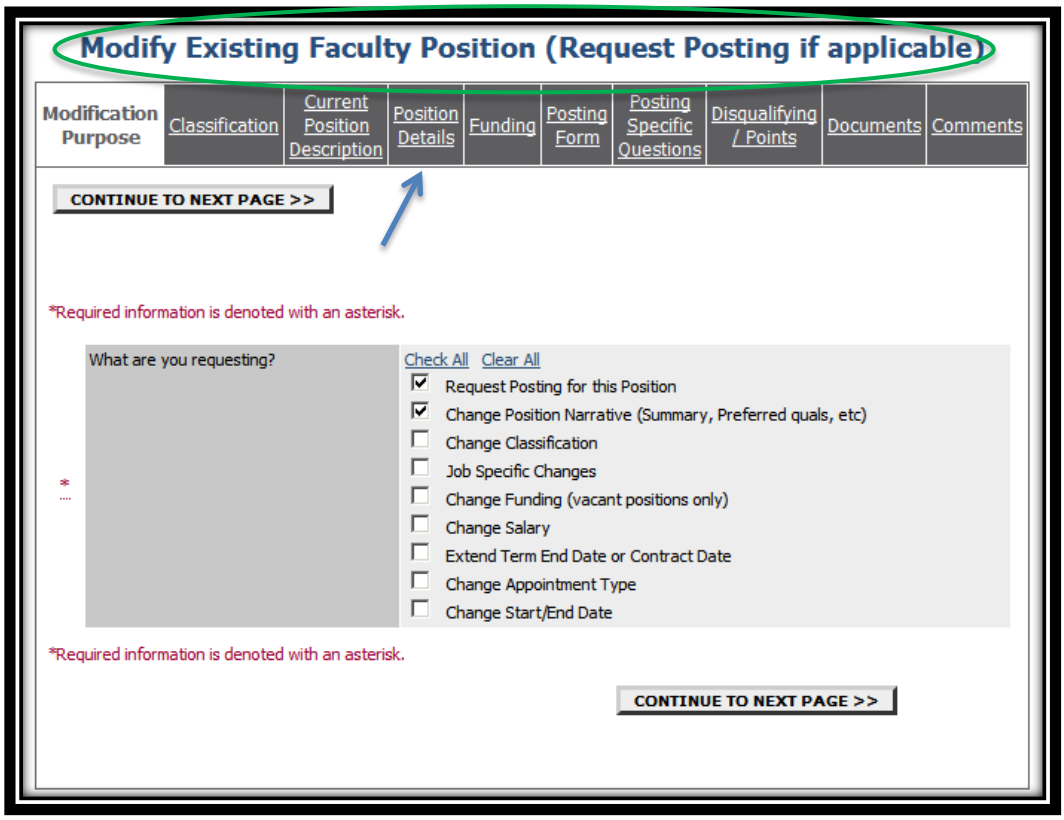


Internal Competitive Regular Faculty Posting Request

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

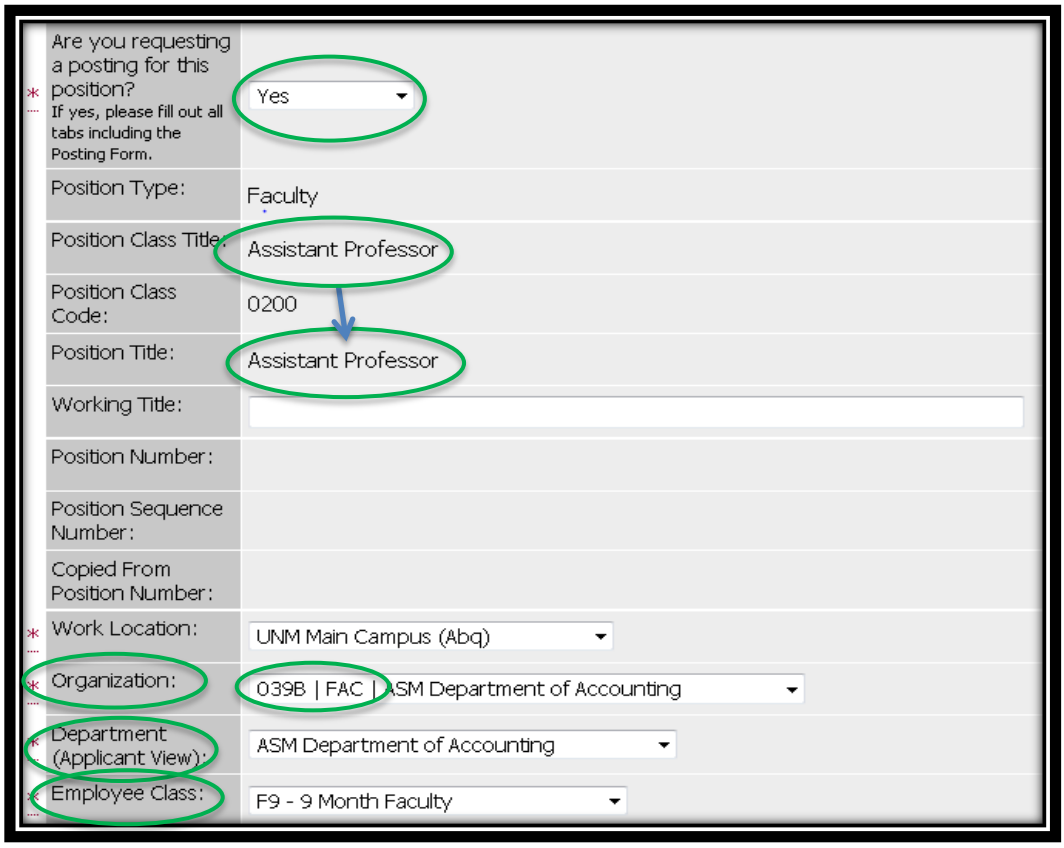
1. Click on the Position Details tab near the top of the page
   - Note: Double-check that you are entering the correct request by confirming the header above the tabs displays either New Faculty Position or Modify Existing Faculty Position



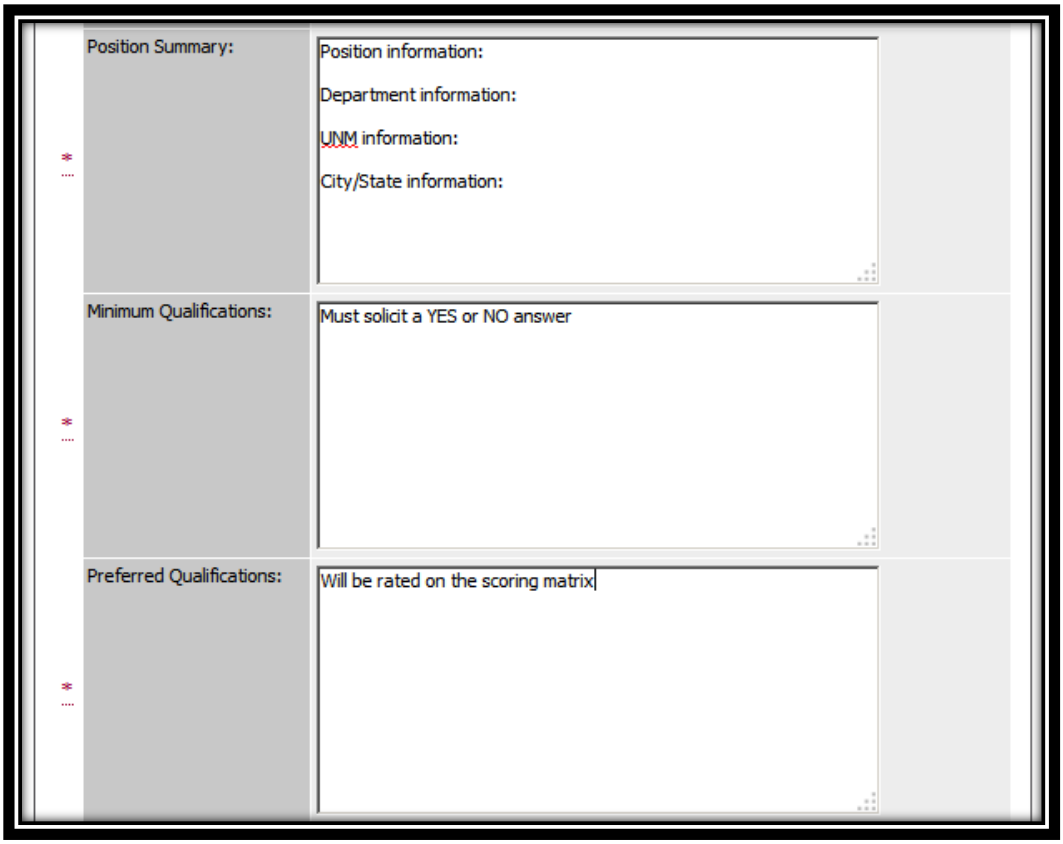


Position Details

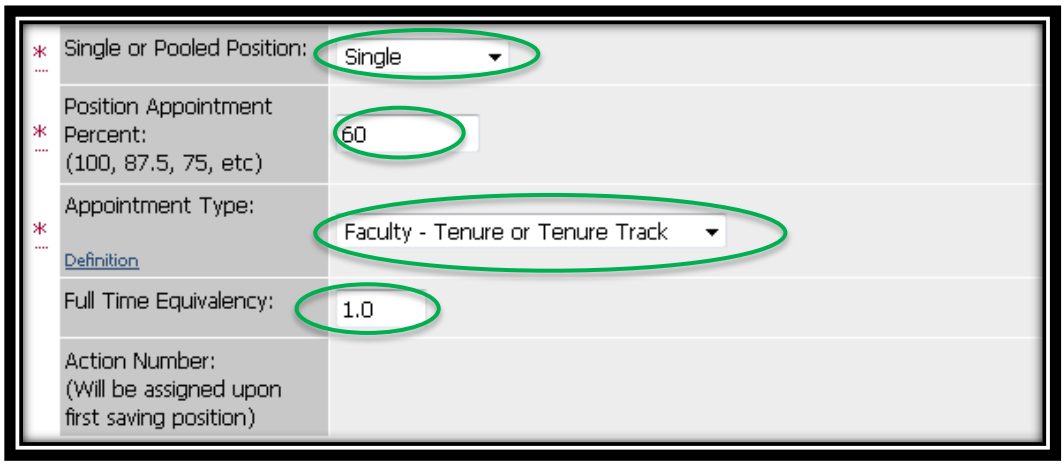
1. Select Yes for Are you requesting a posting for this position?
    - Note: Many fields will already be completed if modifying an existing position – the following steps will ensure that all of the information is correctly updated
2. Confirm that the Position Class Title and Position Title are exactly 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



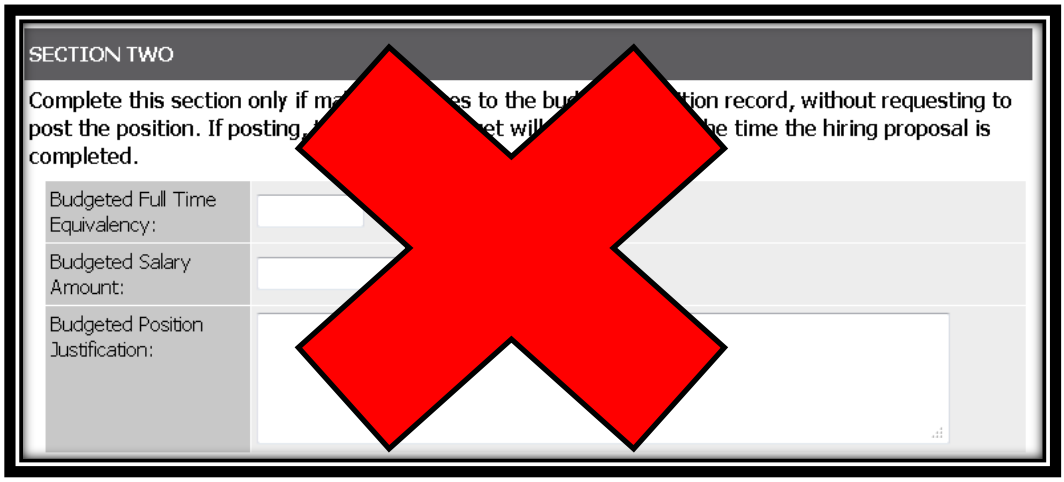
8. Complete Position Summary
    - Position Information, department information, UNM information, city/state information
9. Complete Minimum Qualifications
    - These must solicit a yes or no answer
10. Complete Preferred Qualifications
    - To be rated on a scoring matrix, must be measurable



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



Skip Section Two



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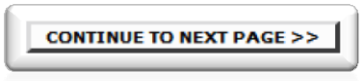
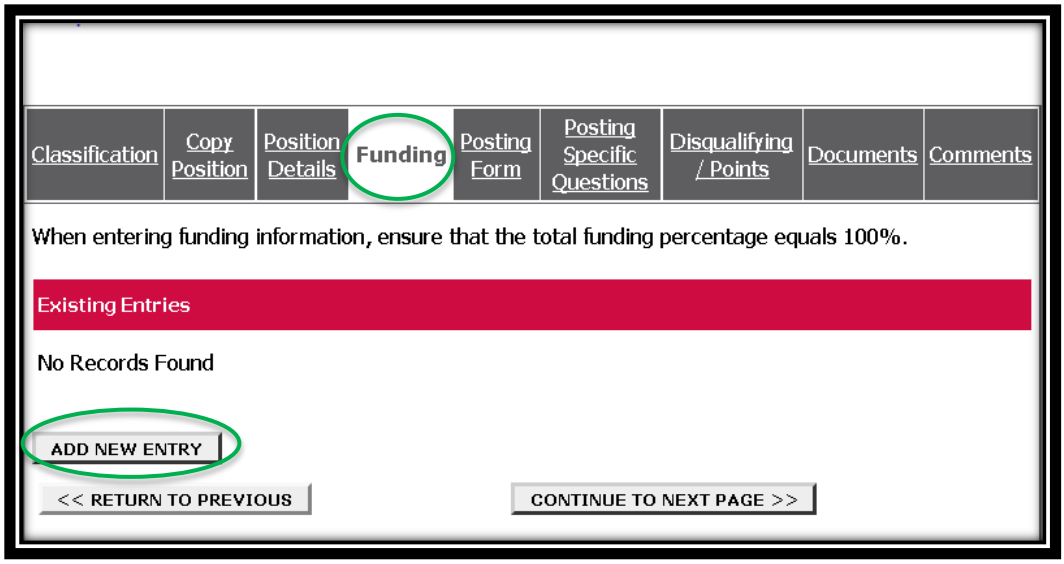


Funding

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



Repeat if using multiple Index Codes, otherwise…

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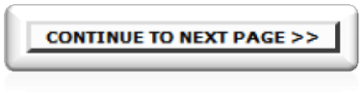

Posting Form

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
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3. Enter the For Best Consideration Date
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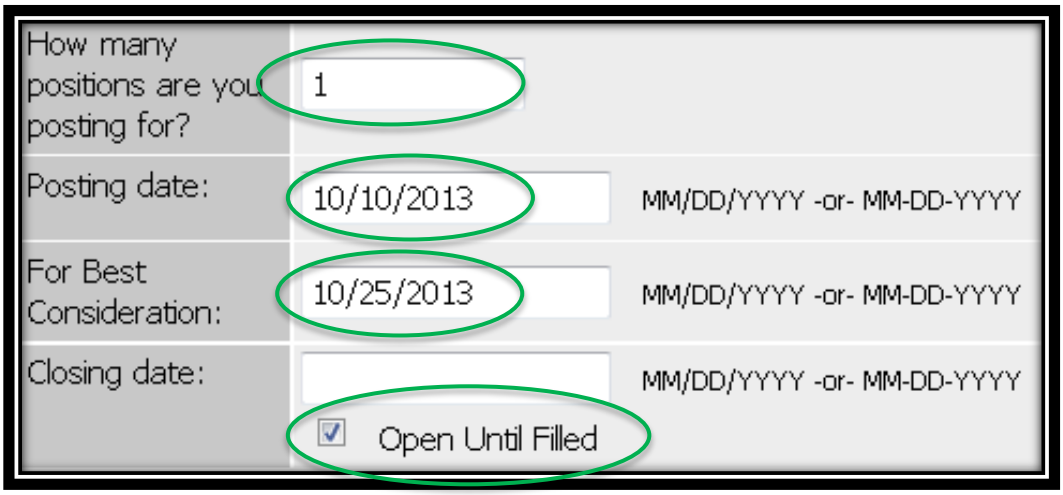

6. Select Optional Applicant Documents, if applicable
    a. Generally, optional documents are not used
    b. The search committee should provide this information to the Department Originator
7. If not, unselect the automatically checked items (Resume, Cover Letter)
    - Note: Documents cannot be Optional AND Required
8. Select Required Applicant Documents as needed
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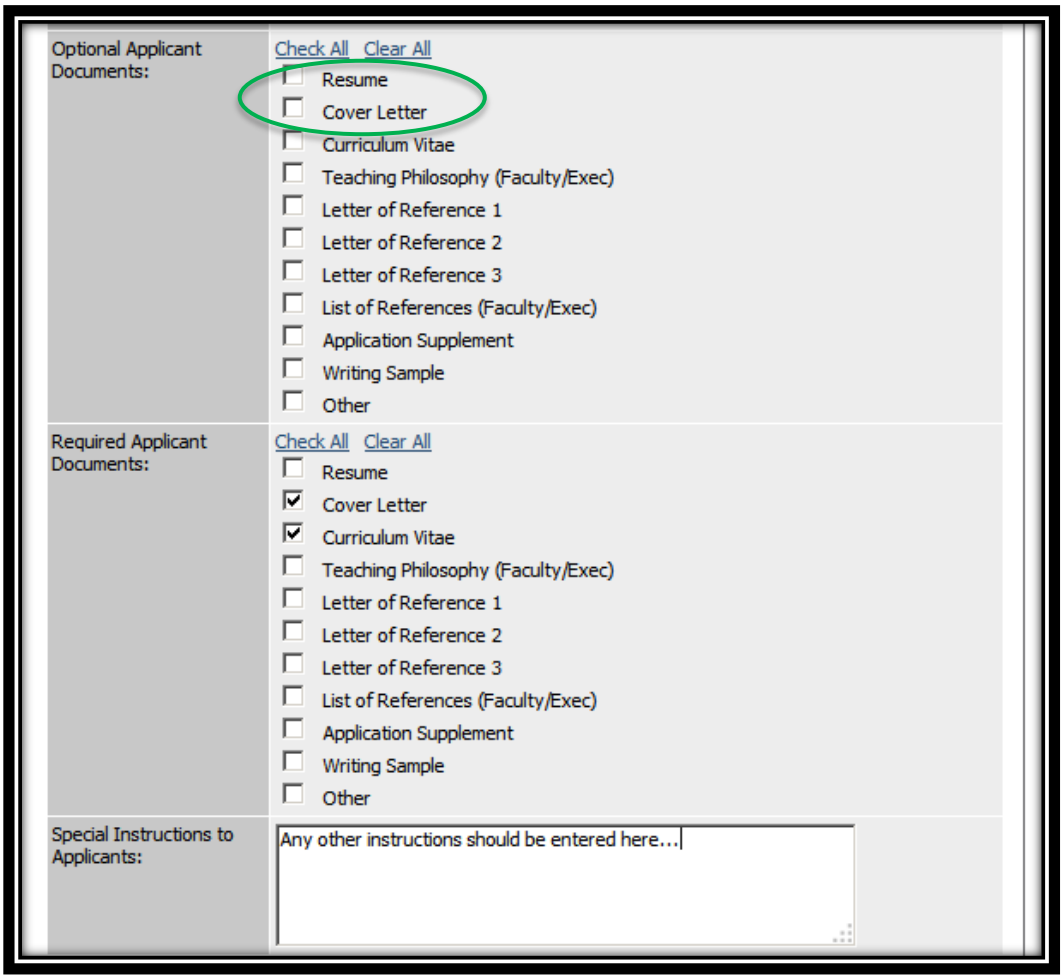
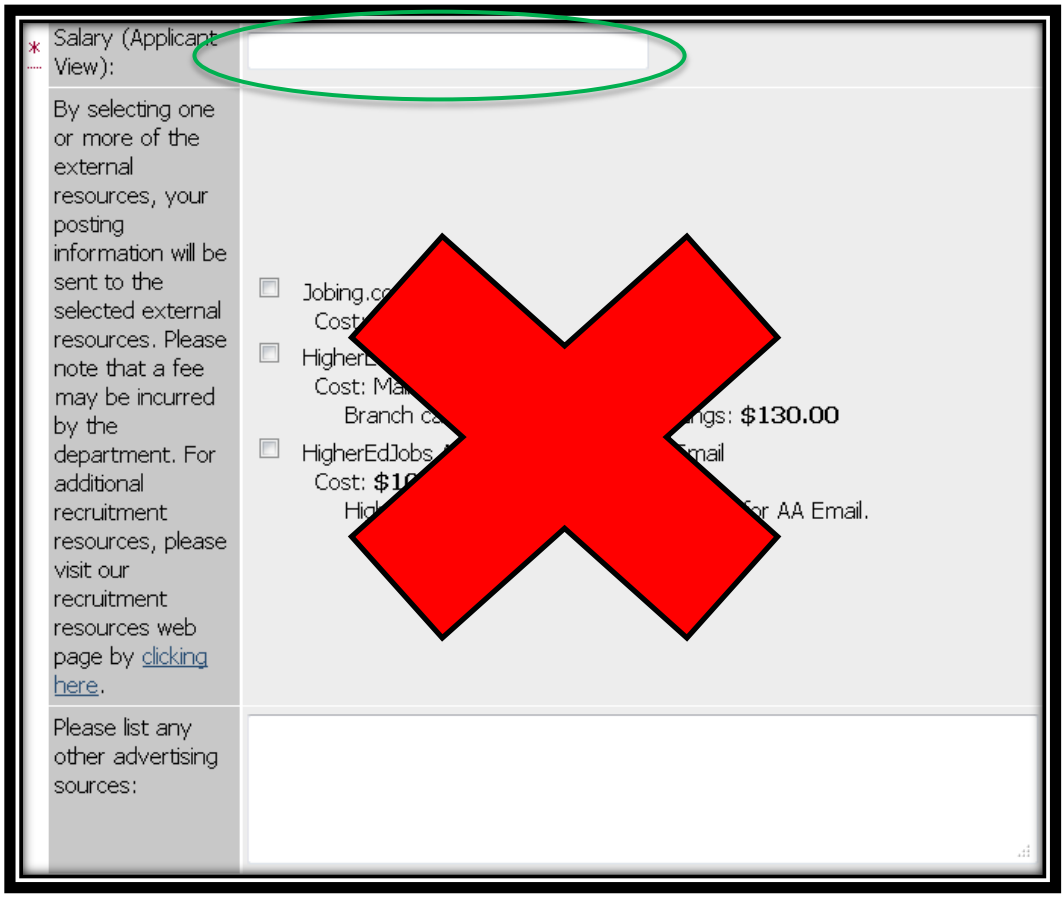
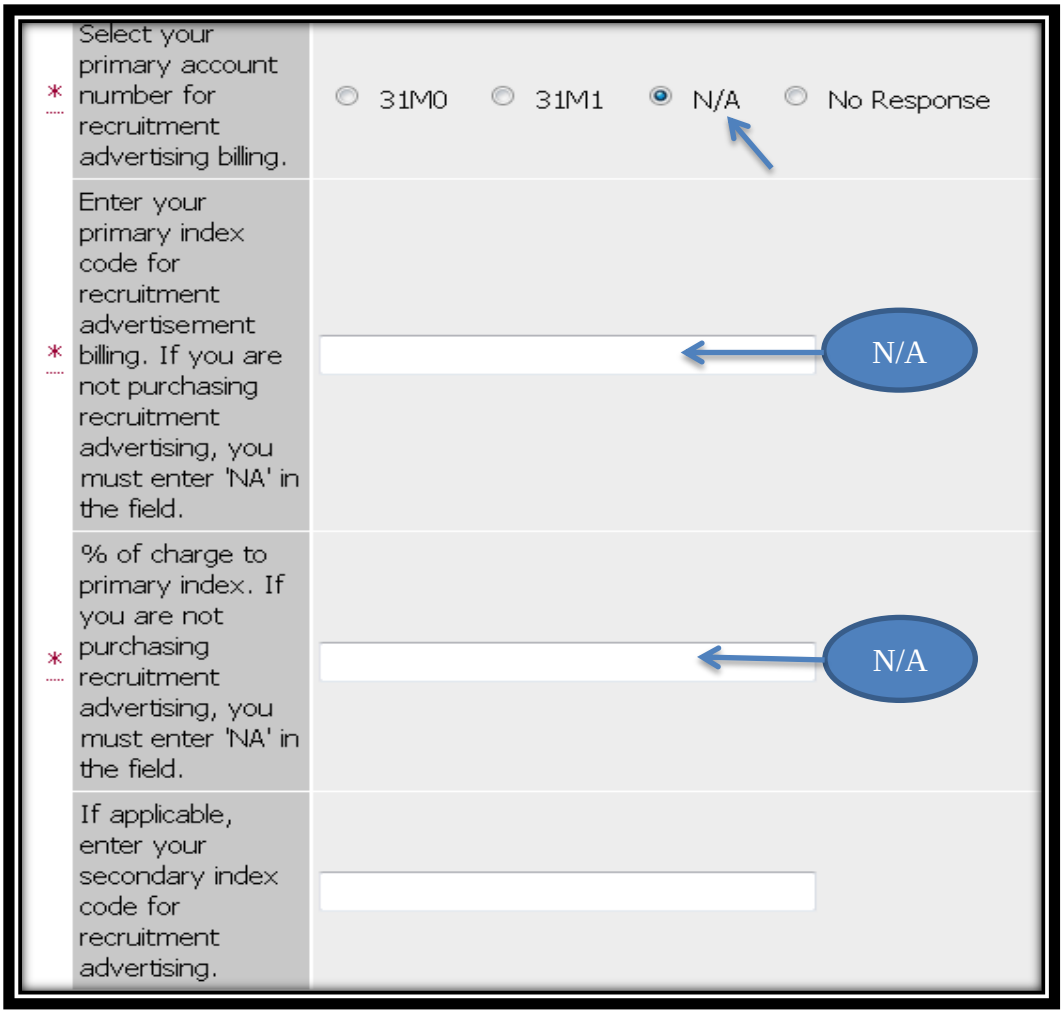


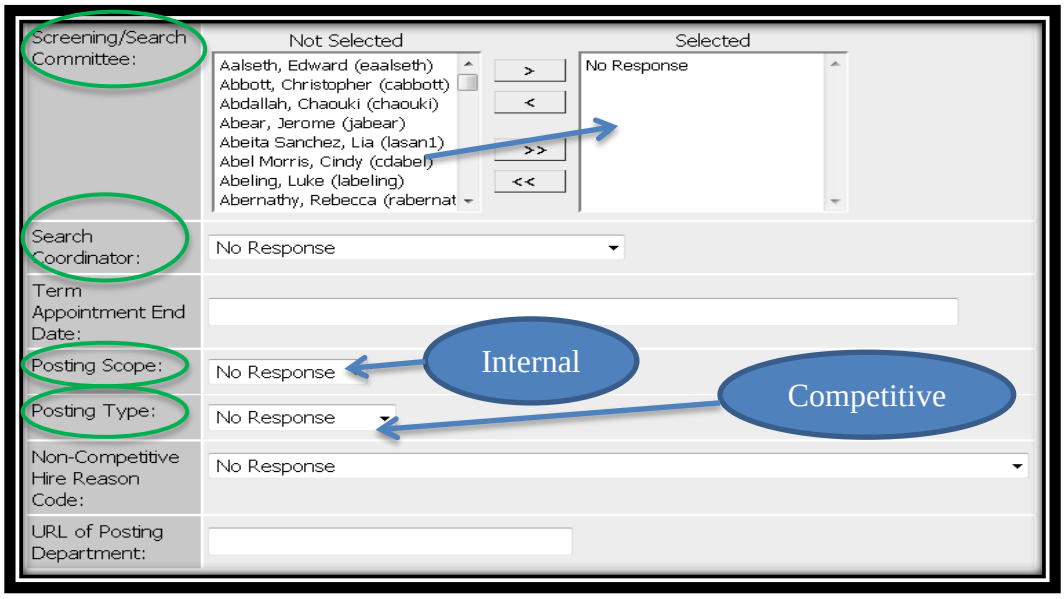
10. Enter Salary information
    - Best practice is to write “Negotiable” or “Commensurate with experience” in order to give the department some flexibility
    - If a specific salary amount is provided, the department must hire at (or very near) the posted amount
11. Enter Advertising resources information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



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."



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



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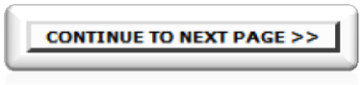

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Documents

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1. Moderately Abbrv'd, Abbrv'd and/or Complete Ad(s) – this includes any ads that will be used
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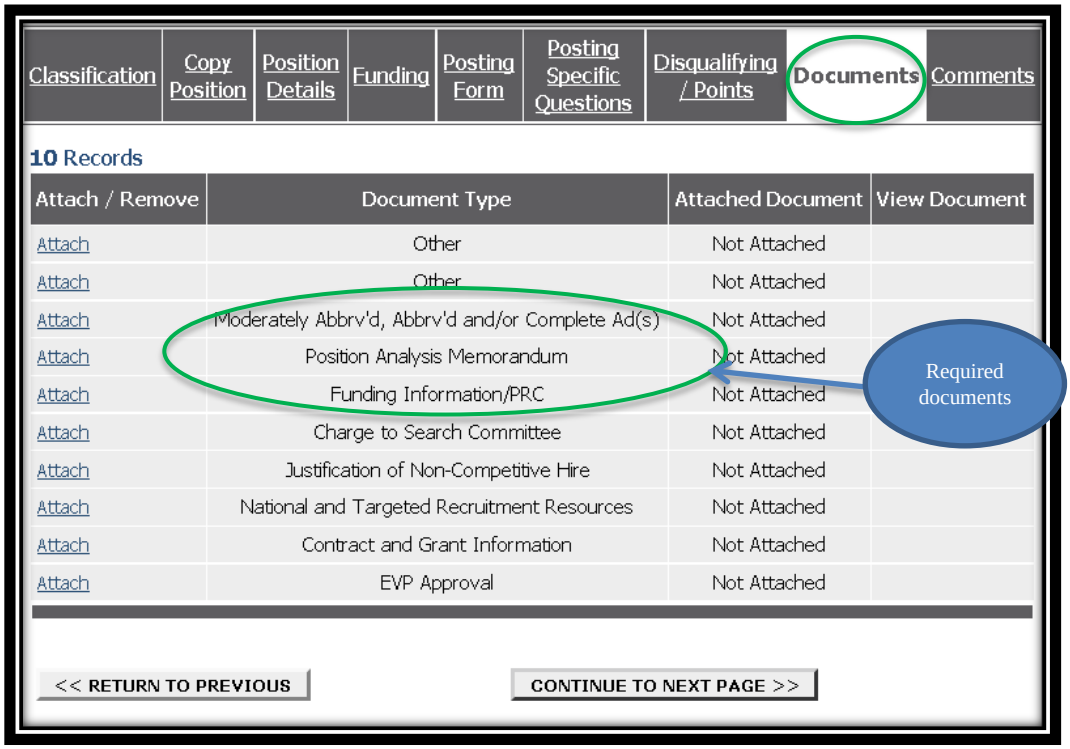

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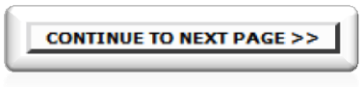

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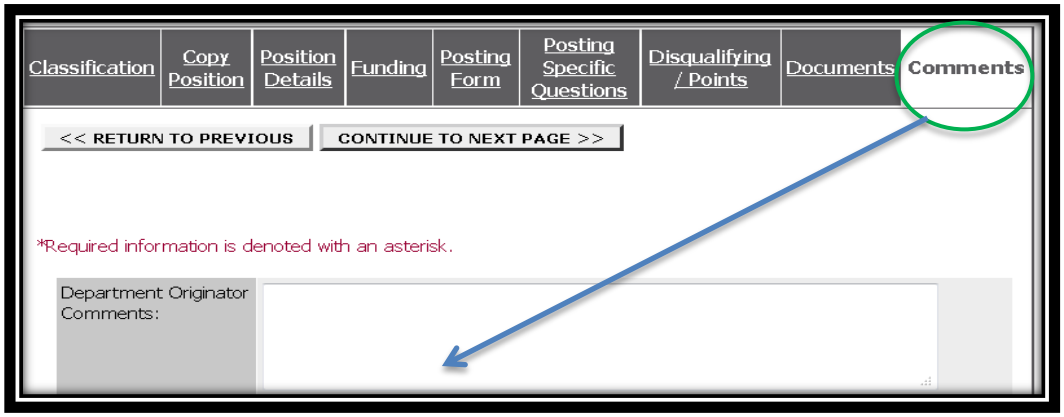
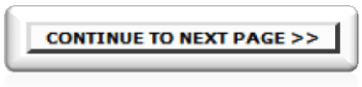


Click on Continue to Next Page



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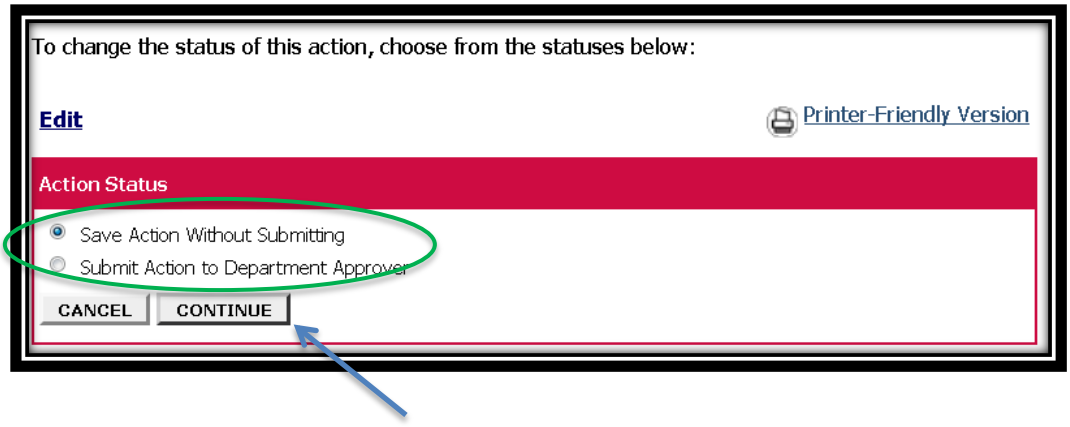
2. Submit Action to Department Approver

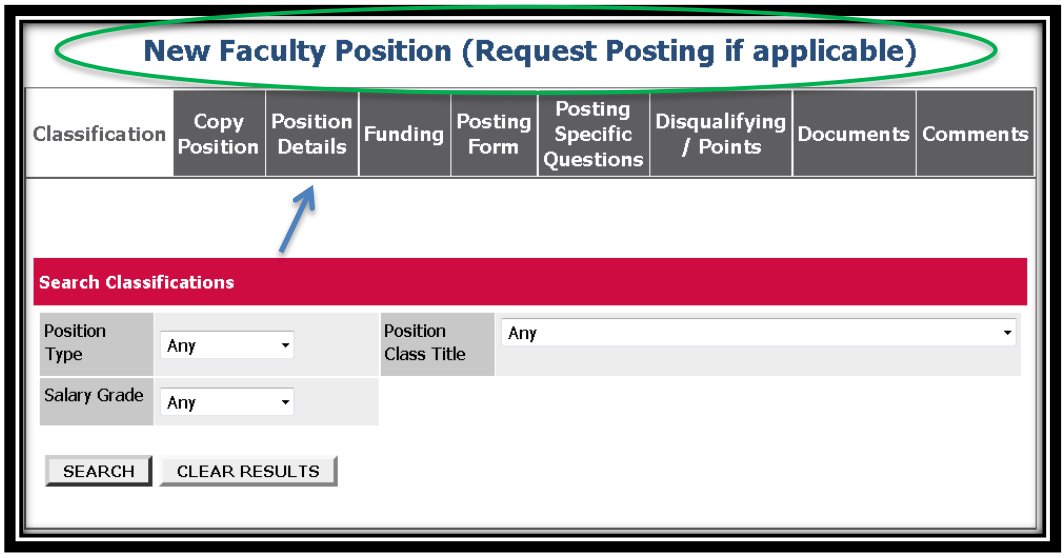
Click on Continue and then Confirm

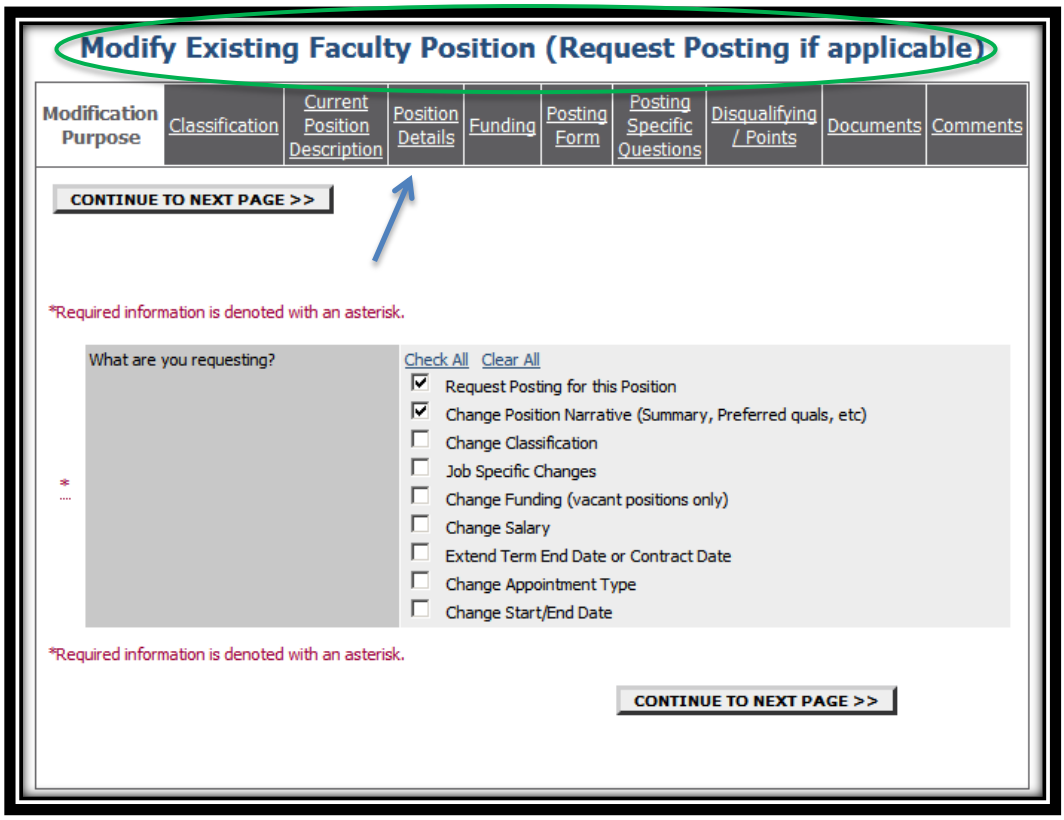


Internal Non-Competitive Regular Faculty Posting Request

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

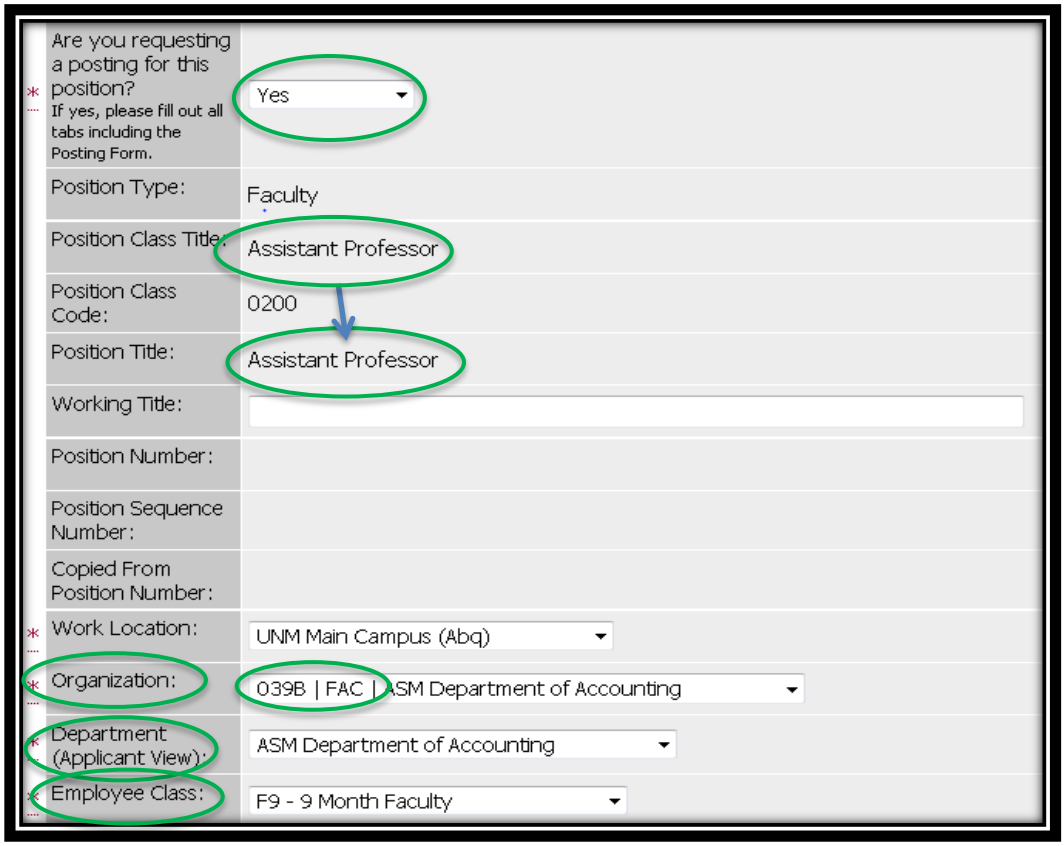
1. Click on the Position Details tab near the top of the page
   - Note: Double-check that you are entering the correct request by confirming the header above the tabs displays either New Faculty Position or Modify Existing Faculty Position





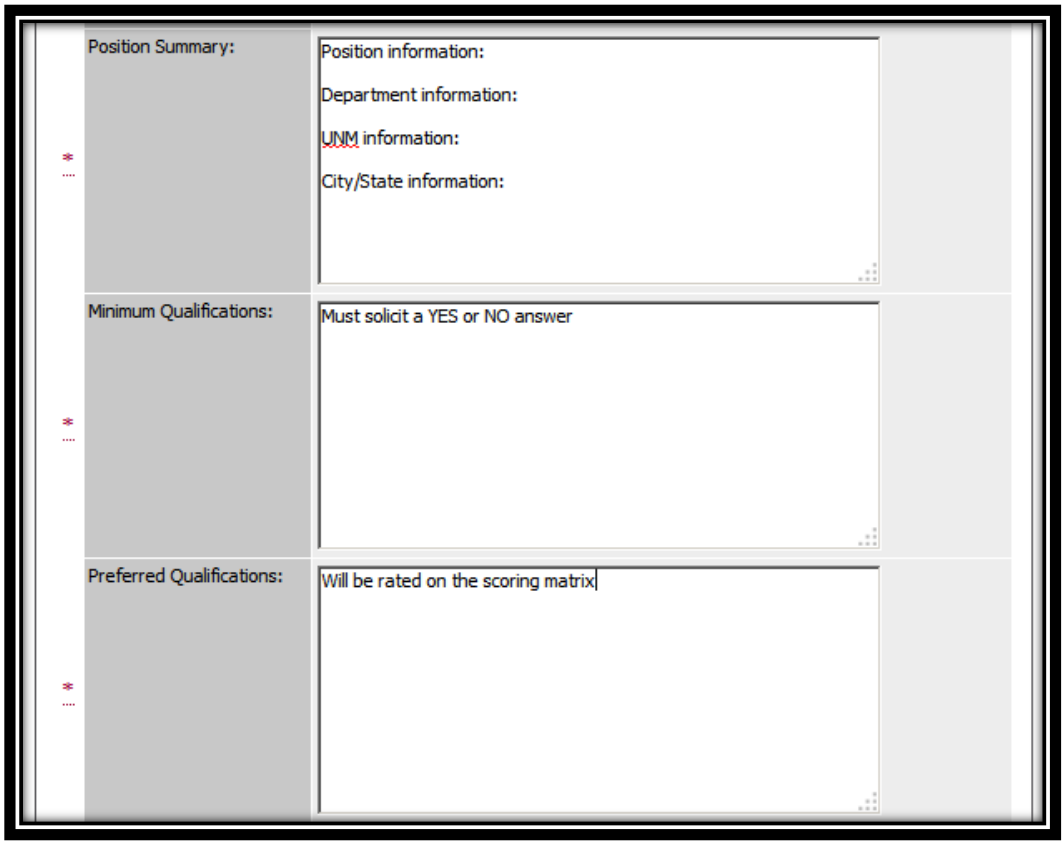
Position Details

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



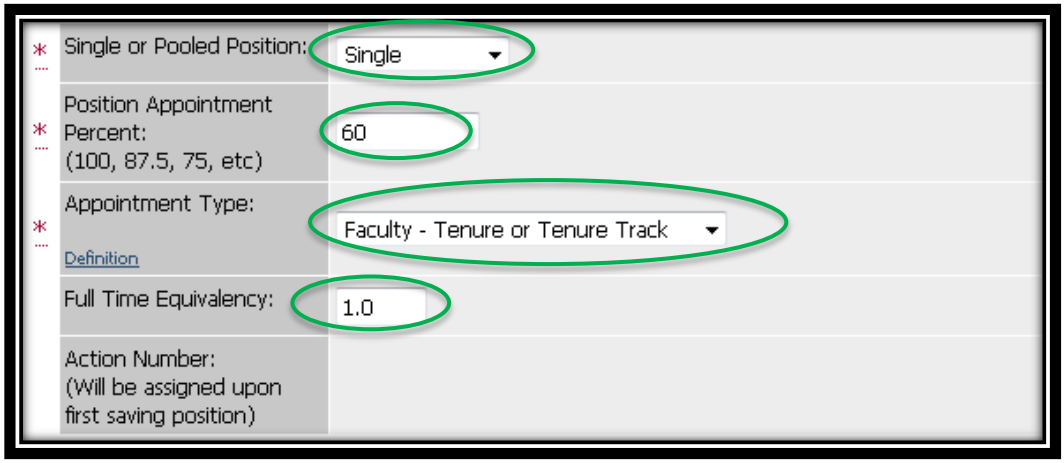
8. Complete Position Summary
    - Position Information, department information, UNM information, city/state information
9. Complete Minimum Qualifications
    - These must solicit a yes or no answer
10. Complete Preferred Qualifications
    - To be rated on a scoring matrix, must be measurable

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

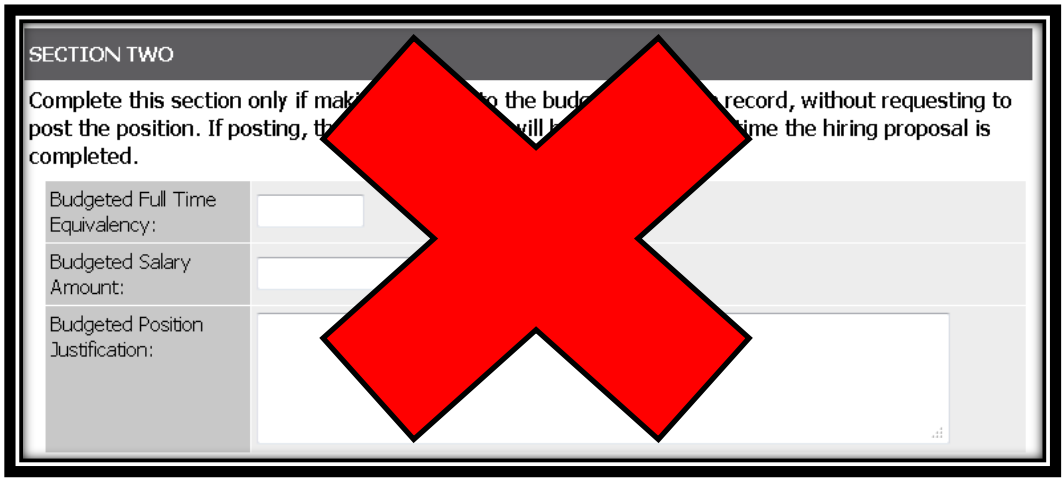


11. Choose Single from the dropdown menu

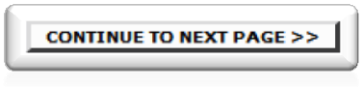
12. Enter Appointment Percent
    - Note: This is the amount of time that incumbent will spend in his or her job
    - If the position is approved for a .50 appointment (half time appointment), enter 50 and not .50
13. Select the appropriate Appointment Type
    a. Is the position a tenure track position? 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



Skip Section Two

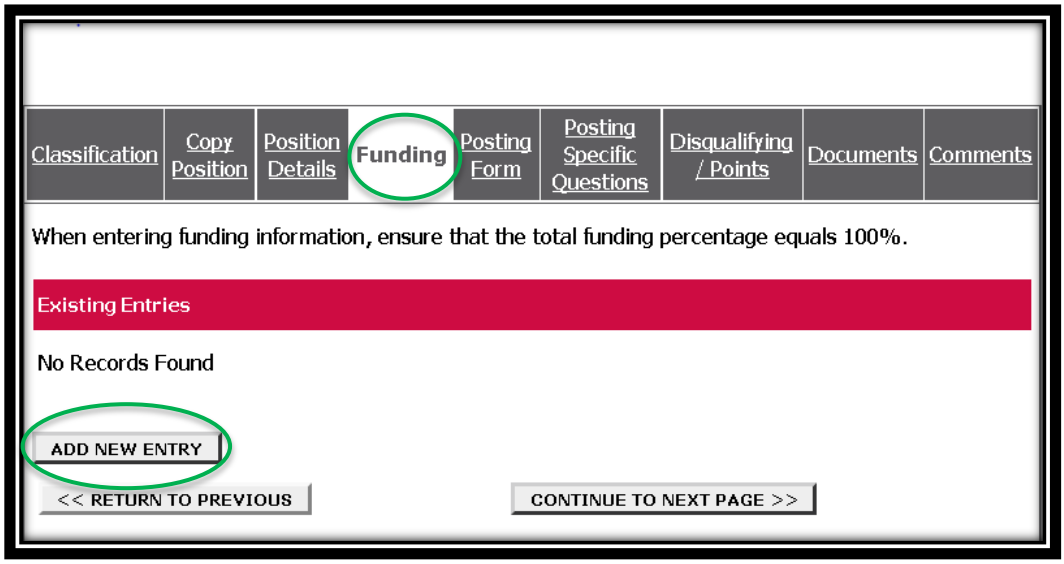


Click on Continue to Next Page or scroll up to the top of the page and click on the Funding tab



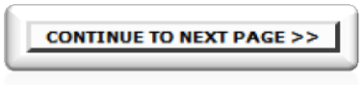
Funding

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



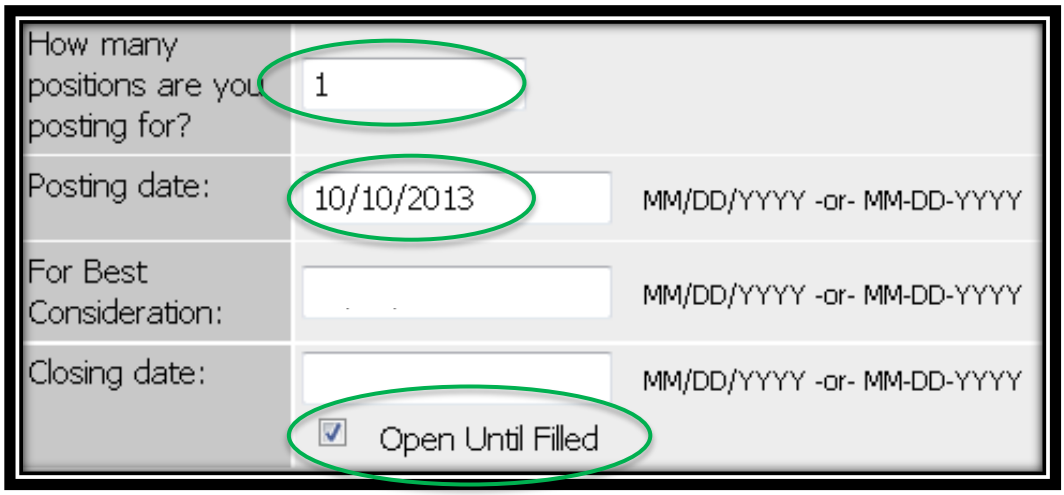
Repeat if using multiple Index Codes, otherwise…

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

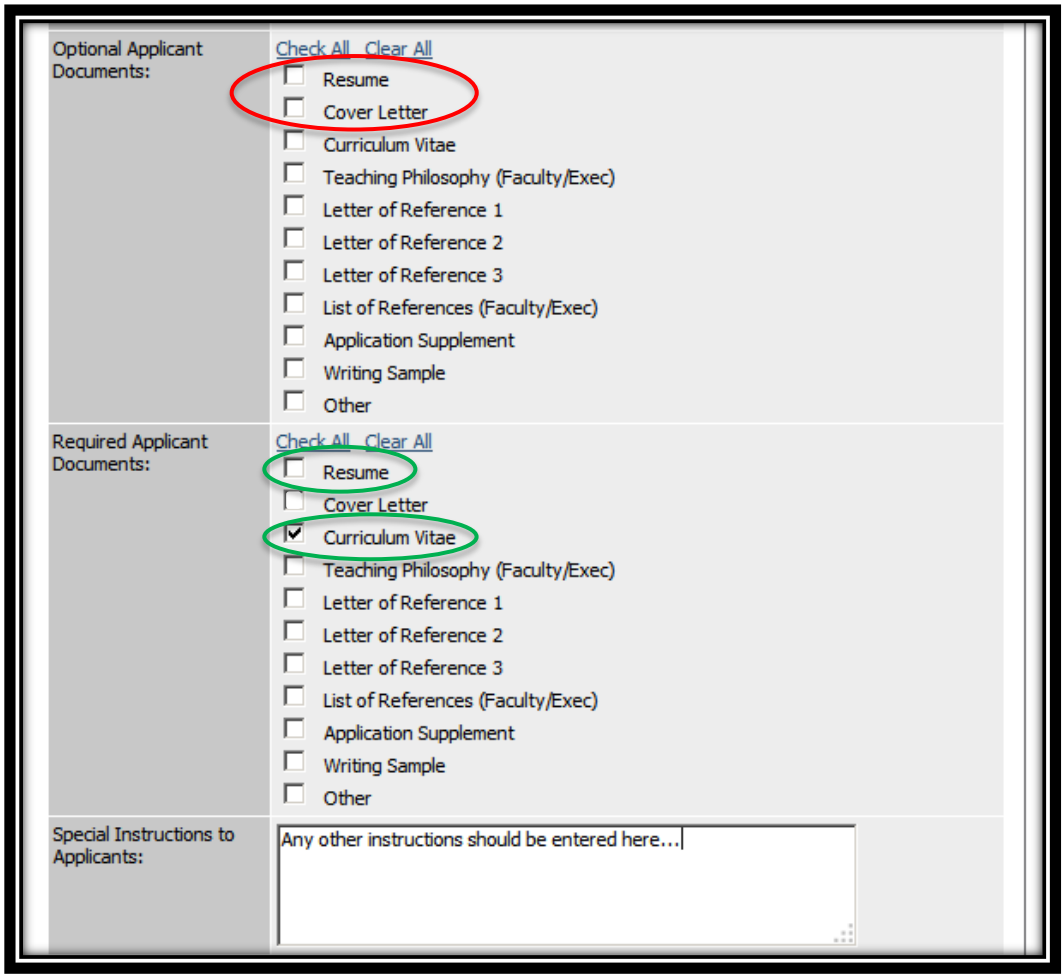


Posting Form

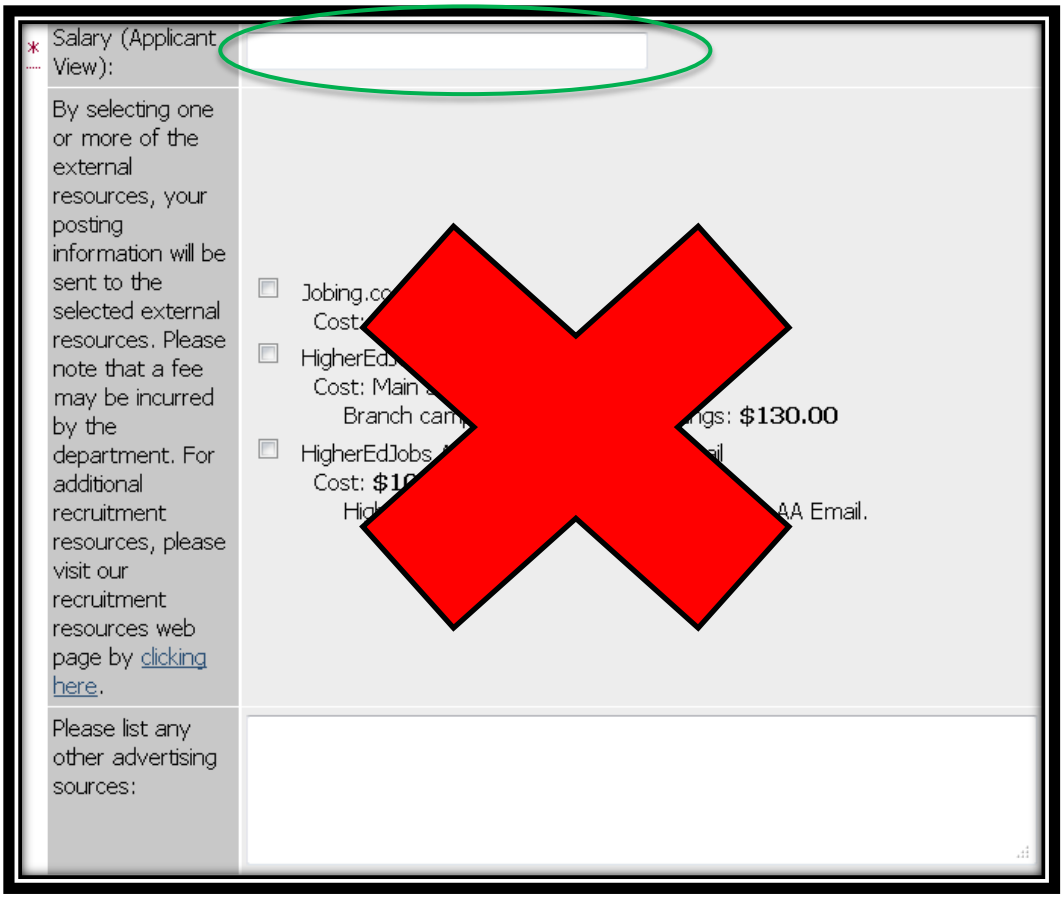
1. Enter the number of positions that you are posting
2. Enter the Posting Date
    - Note: Pick at least three weeks from the date you initiate the action in order to account for processing time
3. OEO will confirm the date with you prior to posting the position
4. Enter the For Best Consideration Date
    - 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



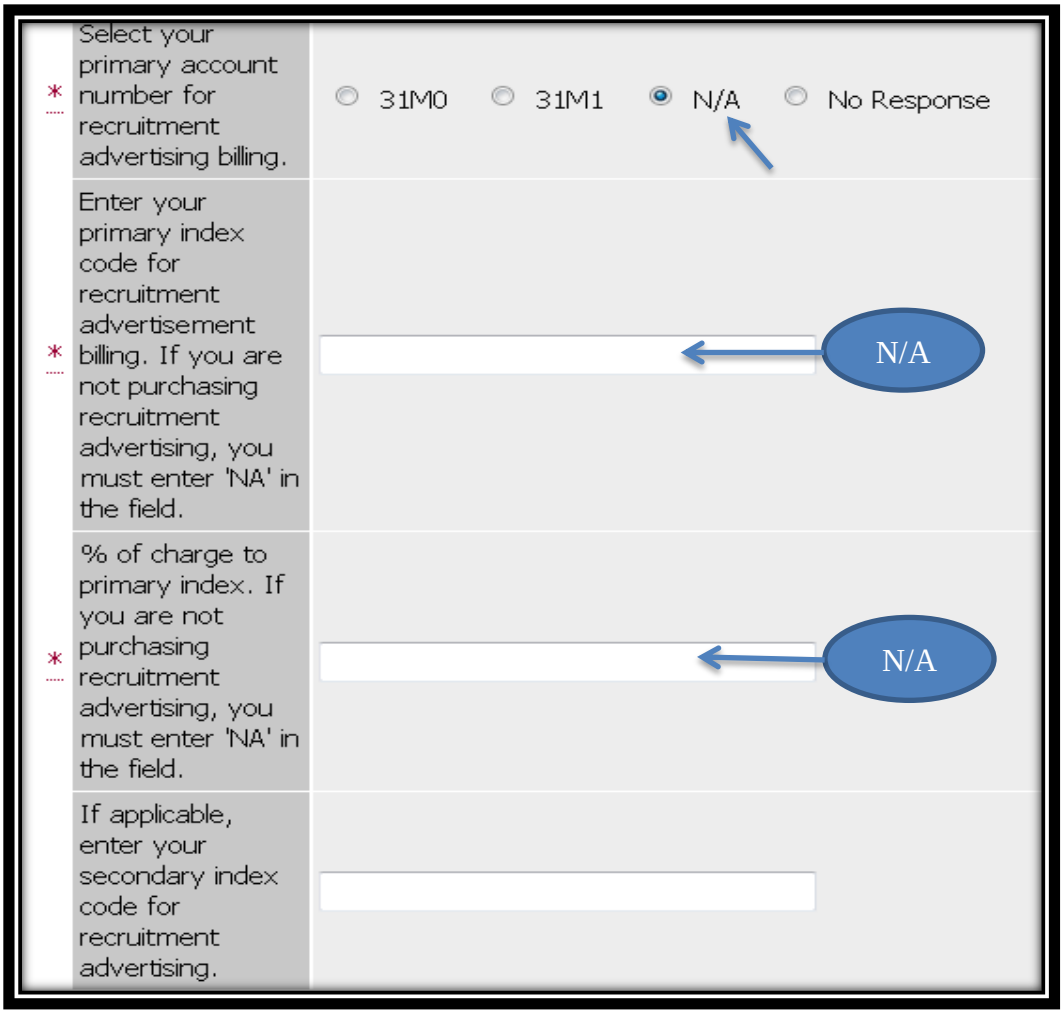
6. Do not select Optional Applicant Documents
7. Unselect the automatically checked items (Resume, Cover Letter)
8. Only select CV or Resume for required Applicant Documents
    - This is required so that it is evident that the candidate meets the minimum qualifications



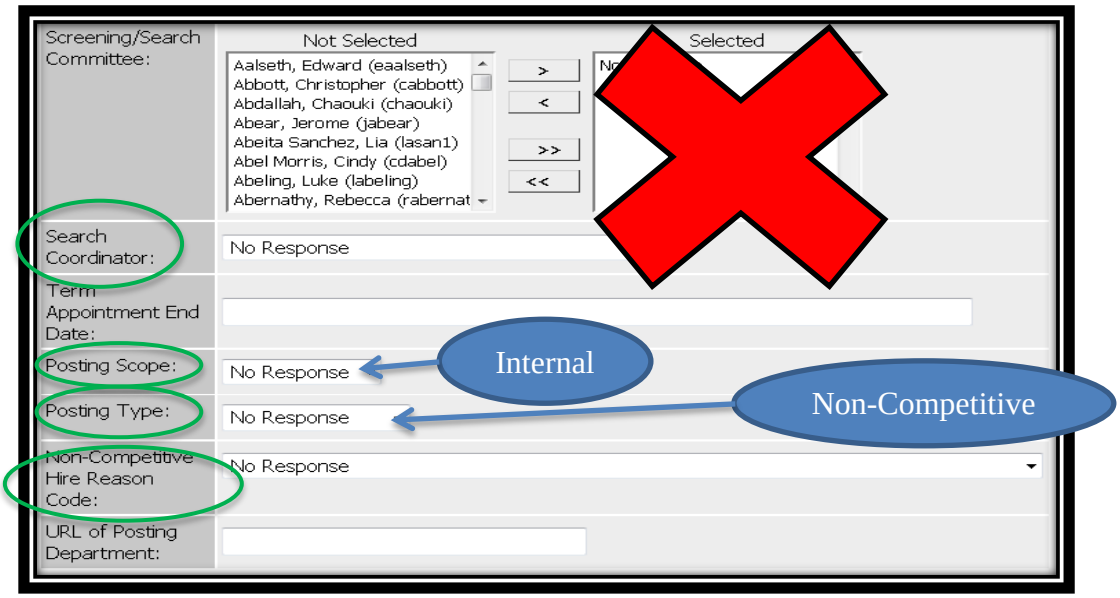
9. Enter Salary information or “Commensurate with Experience and Education”
10. Do not enter Advertising resources information



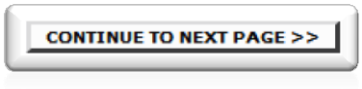
11. Select N/A for the following fields:
    - "Select your primary and account number for recruitment advertising billing."
    - "Enter your primary index code for recruitment advertisement billing. If you are not purchasing recruitment advertising, you must enter 'NA' in the field."
    - "Enter the percent of charge to the primary index. If you are not purchasing recruitment advertising, you must enter 'NA' in the field."



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



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

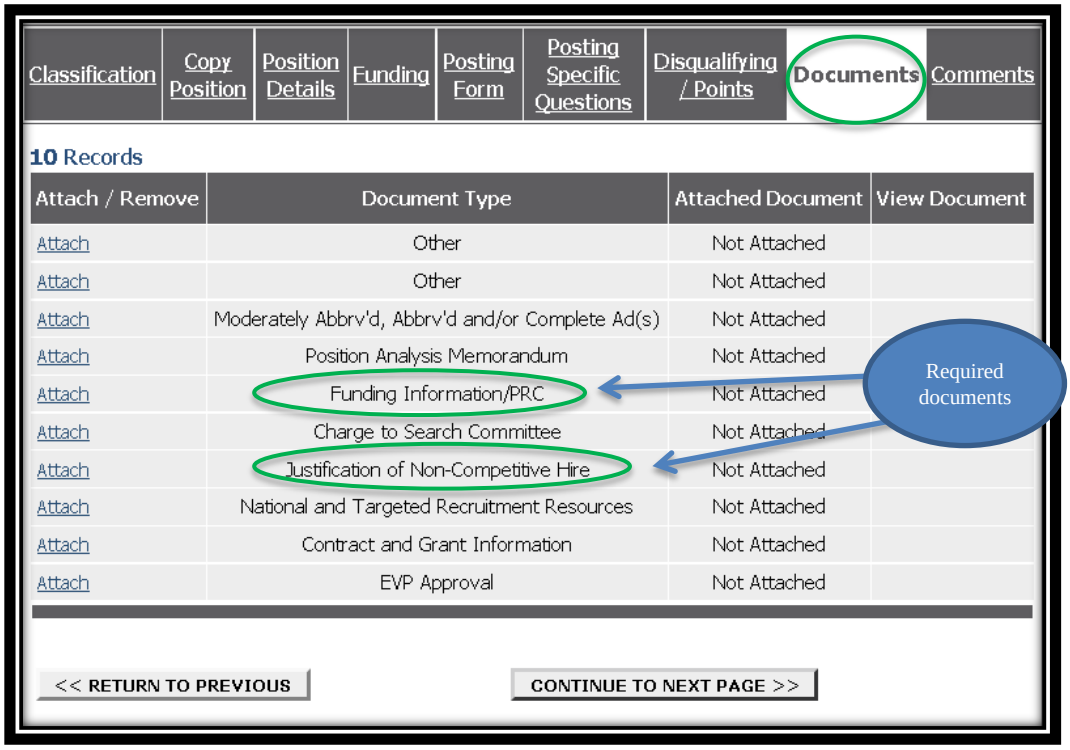


You can skip the Posting Specific Questions, and Disqualifying/Points tabs – they are only for Staff Positions

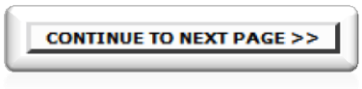
Documents

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

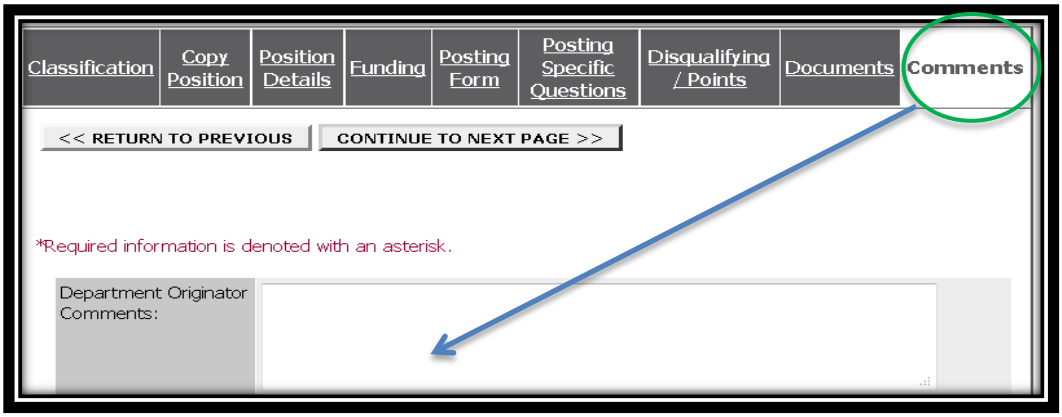


Click on Continue to Next Page or scroll up to the top of the page and click on the Comments tab

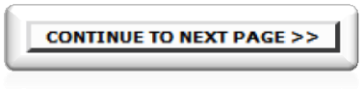


Comments

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



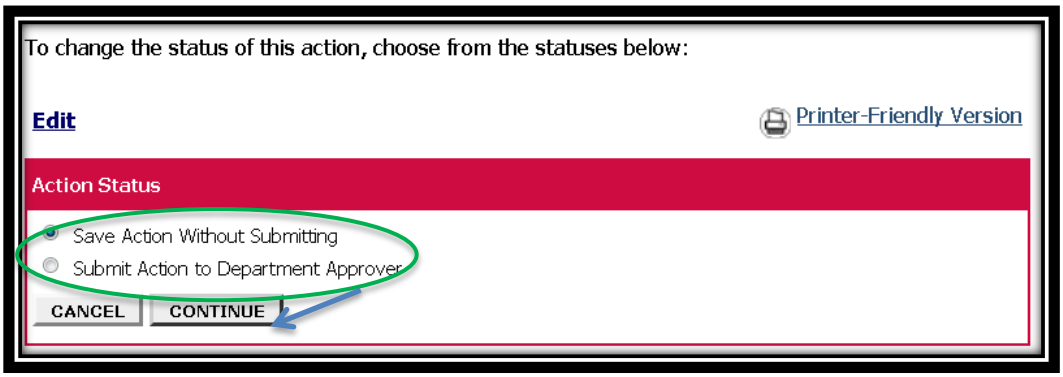
Click on Continue to Next Page



You may now review your posting request and either:

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

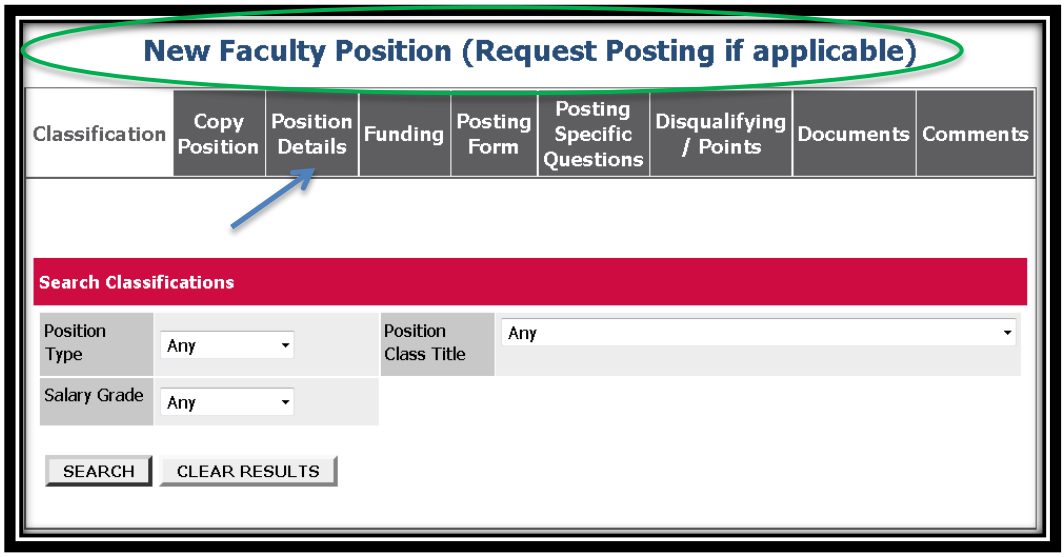
Click on Continue and then Confirm

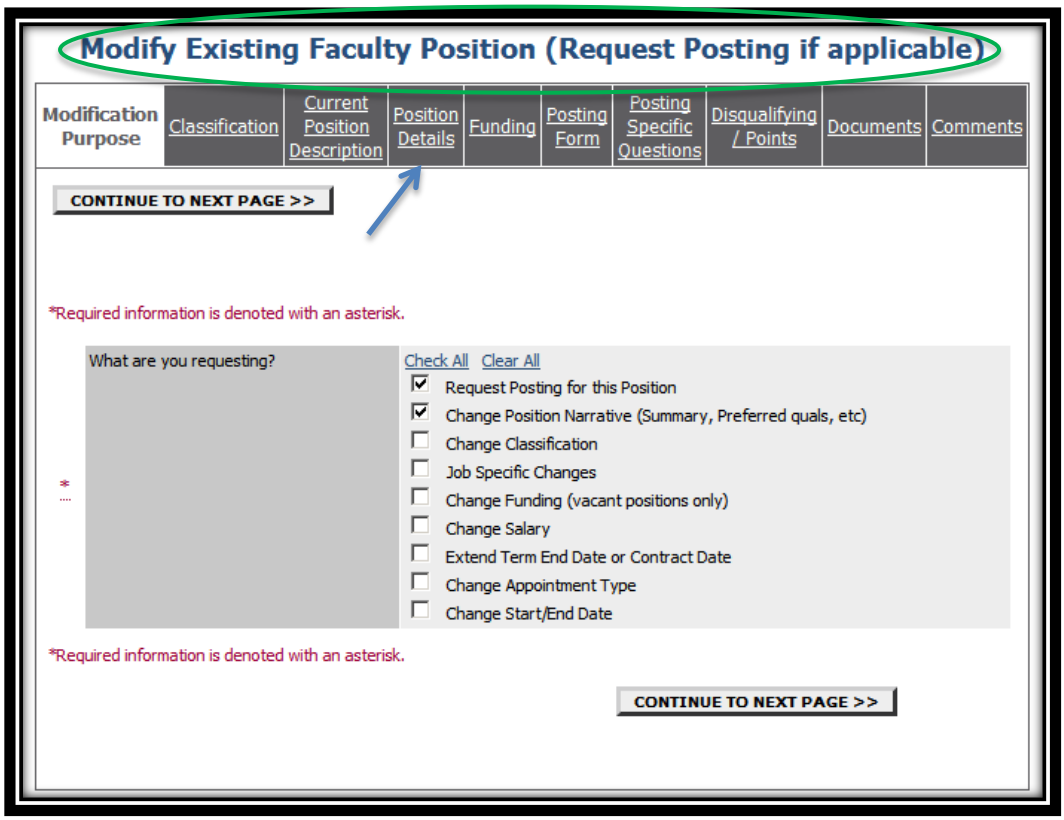


External Competitive TPT (Temporary Part-time Faculty) Posting Request

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

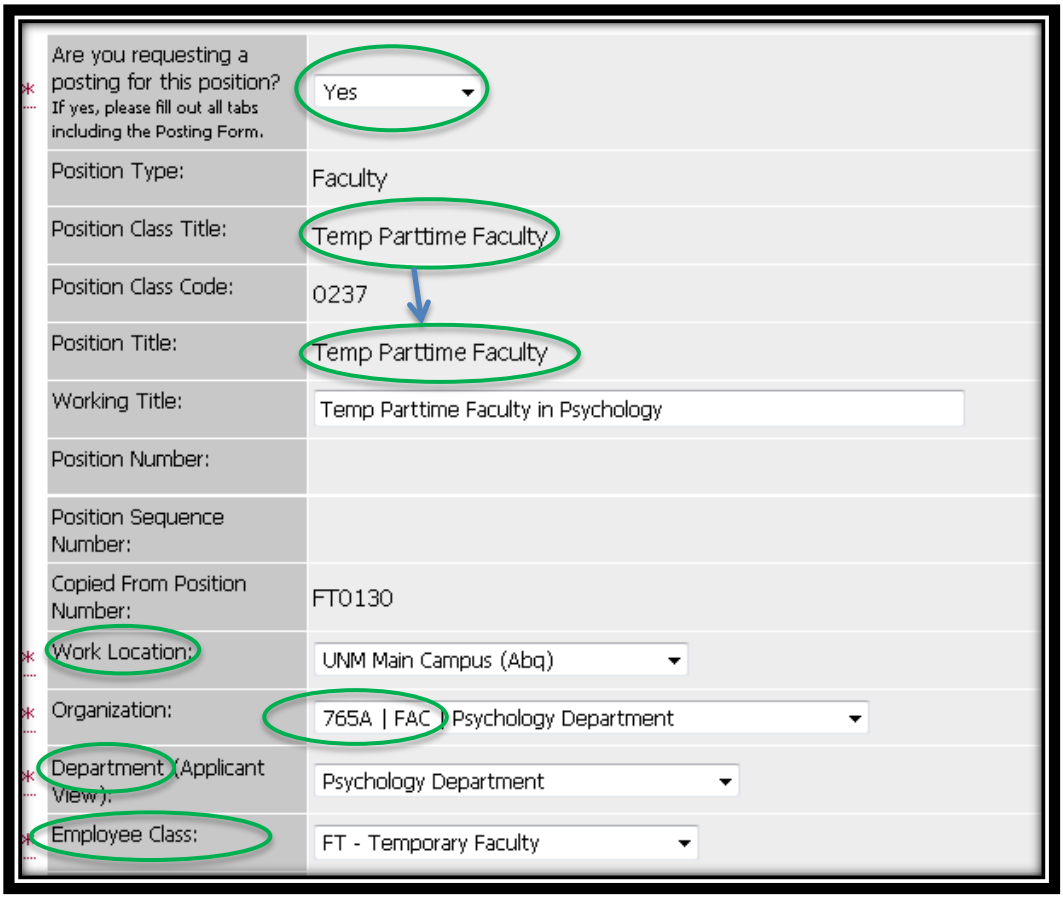
1. Click on the Position Details tab near the top of the page
   - Note: Double-check that you are entering the correct request by confirming the header above the tabs displays either New Faculty Position or Modify Existing Faculty Position



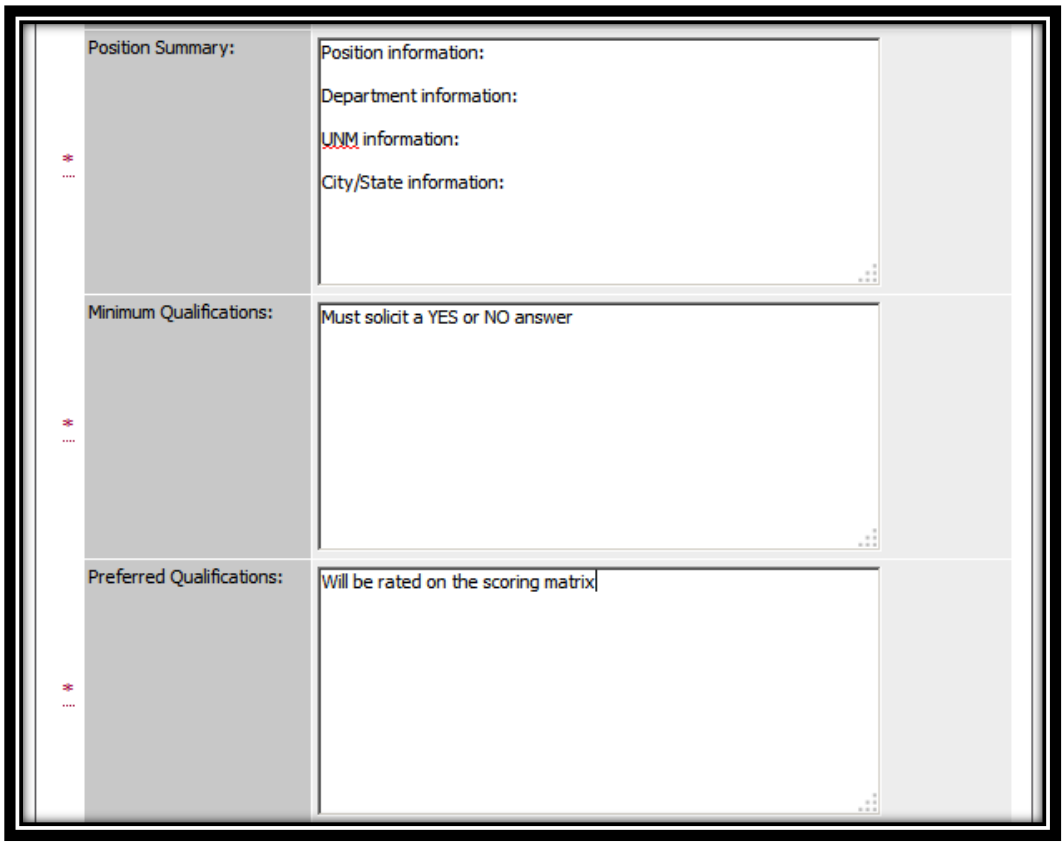


Position Details

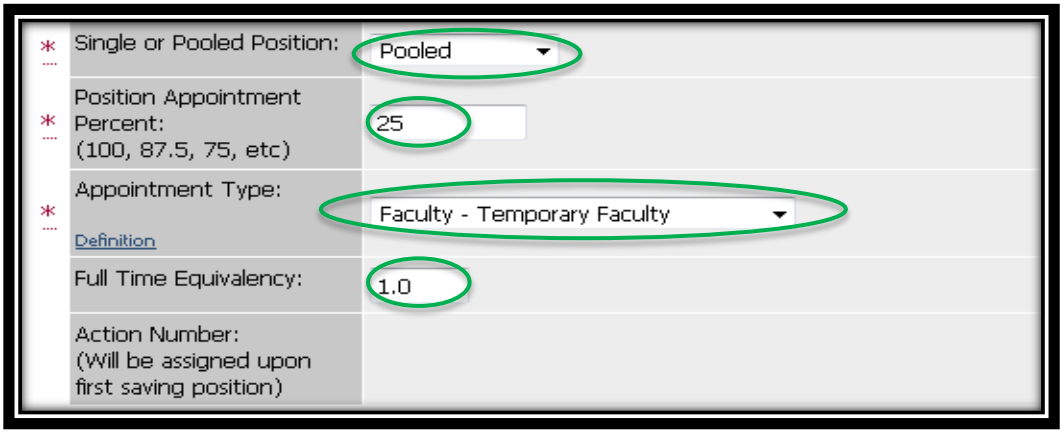
1. Select Yes for Are you requesting a posting for this position?
    - Note: Many fields will already be completed if modifying an existing position – the following steps will ensure that all of the information is correctly updated
2. Confirm that the Position Class Title and Position Title are exactly 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)



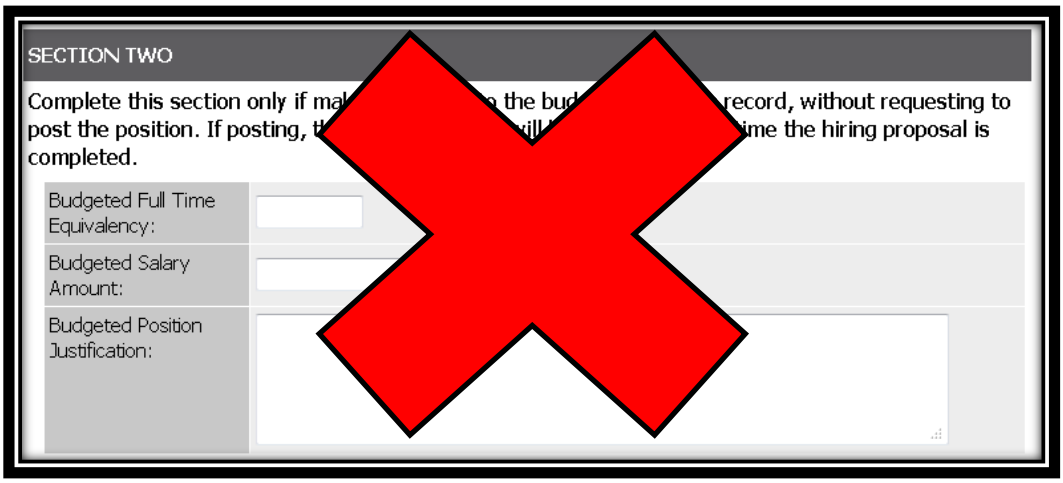
8. Complete Position Summary
    - Position Information, department information, UNM information, city/state information
9. Complete Minimum Qualifications
    - These must solicit a yes or no answer
10. Complete Preferred Qualifications
    - To be rated on a scoring matrix, must be measurable



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



Skip Section Two



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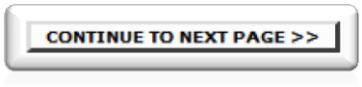
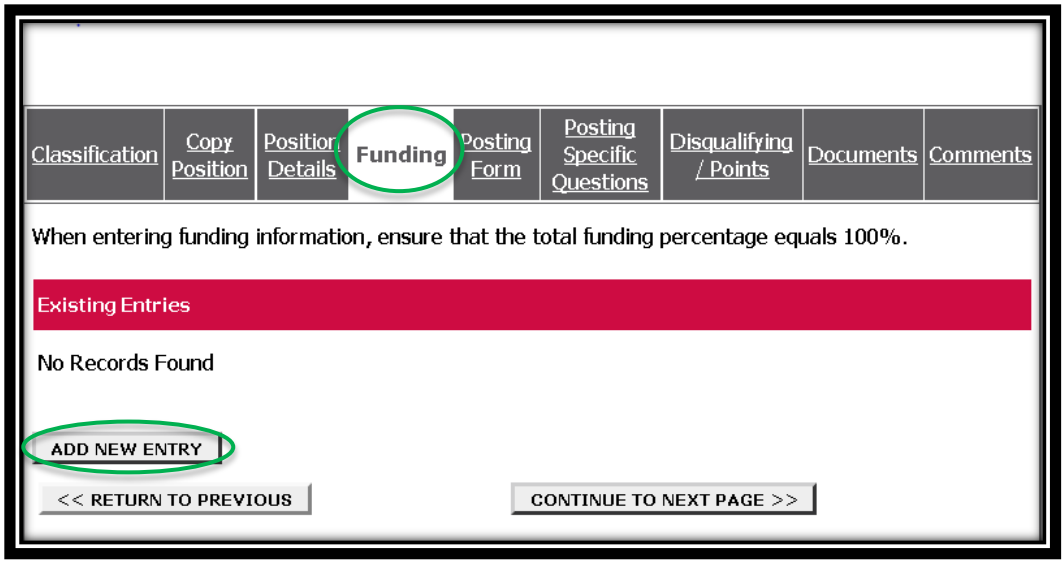


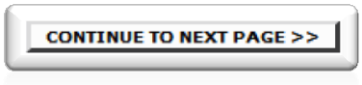
Funding

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



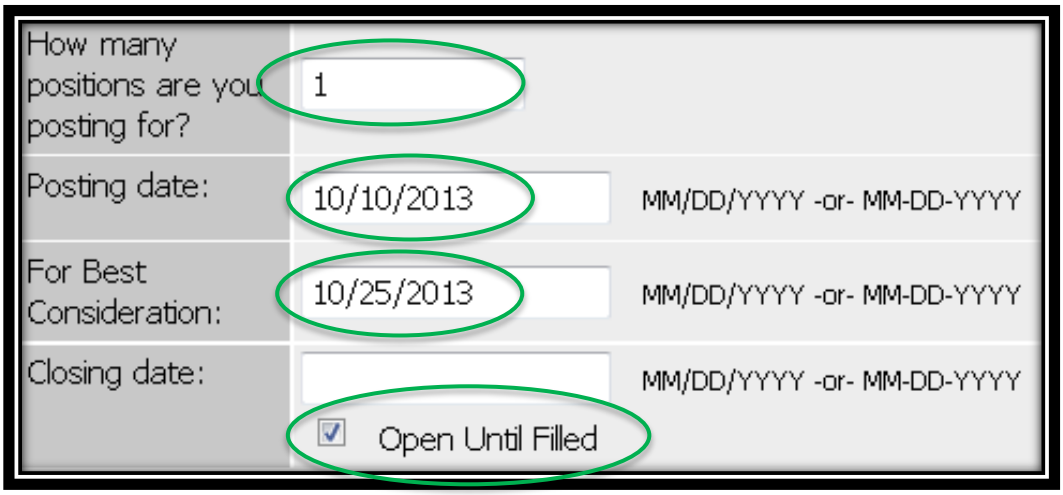
Repeat if using multiple Index Codes, otherwise…

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

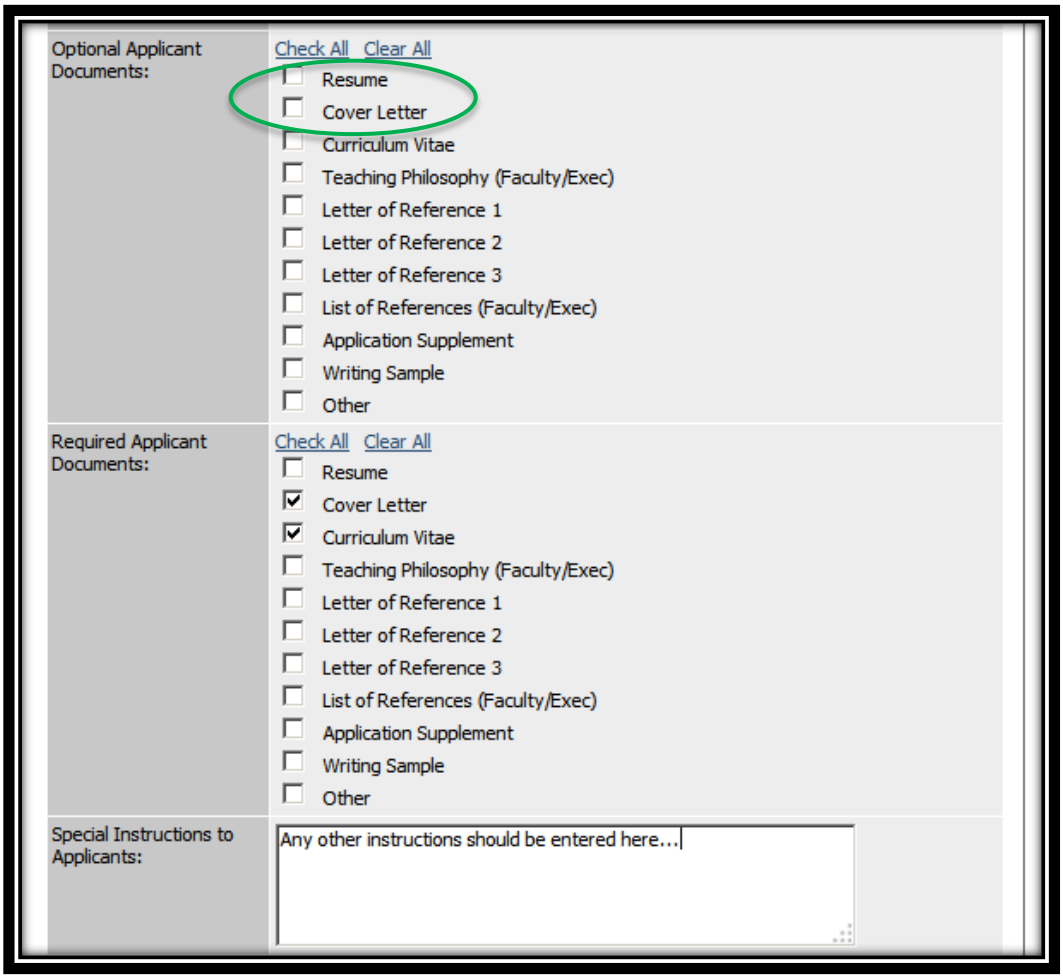


Posting Form

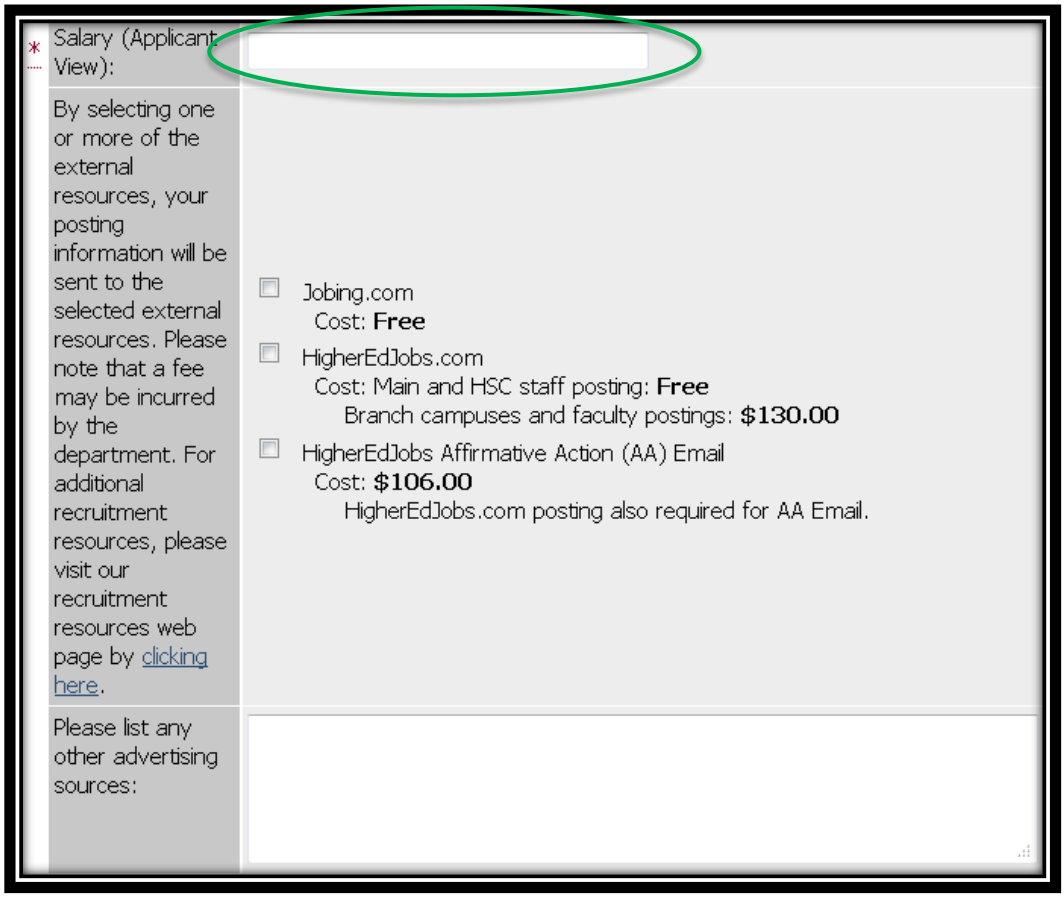
1. Enter the number of positions that you are posting
2. Enter the Posting Date
    - Note: Pick at least three weeks from the date you initiate the action in order to account for processing time
    - OEO will confirm the date with you prior to posting the position
3. Enter the For Best Consideration 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



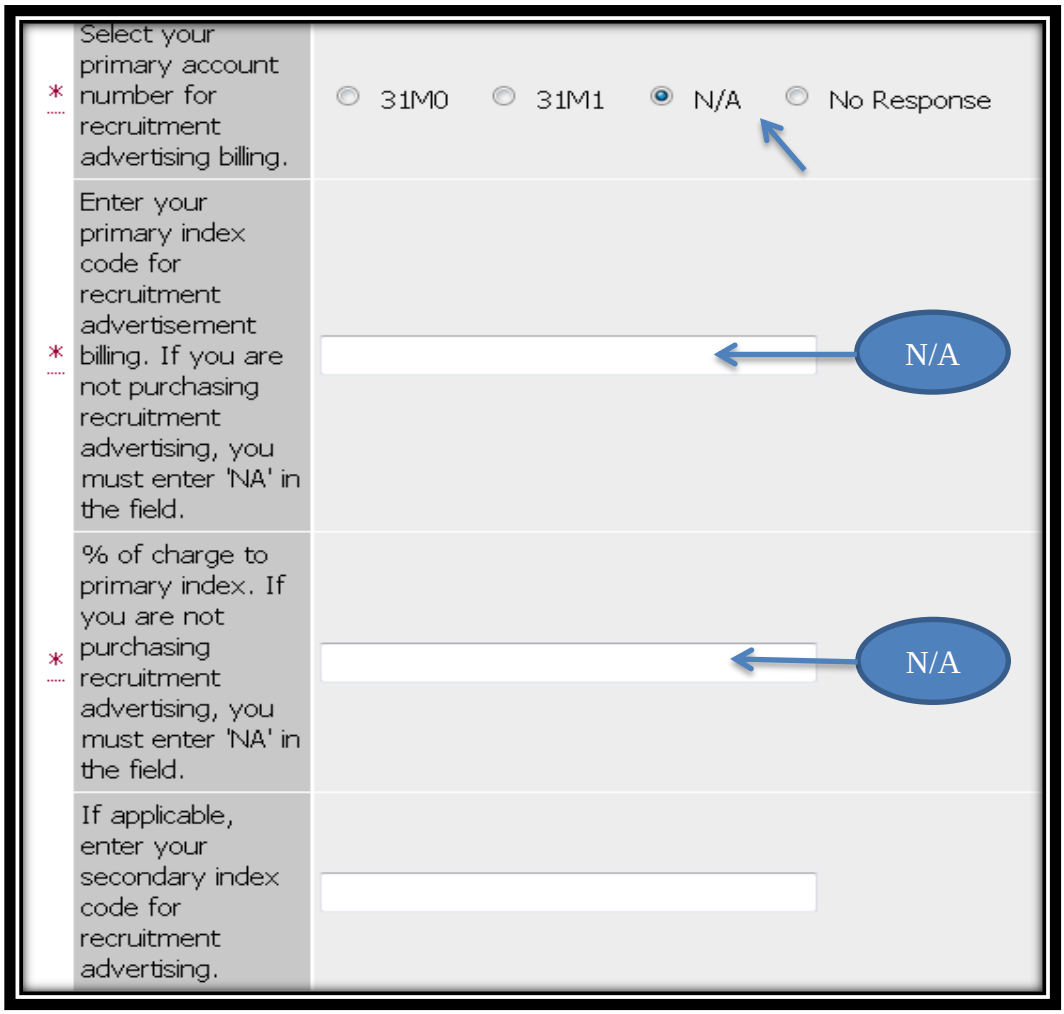
6. Select Optional Applicant Documents, if applicable
    a. Generally, optional documents are not used
    b. The search committee should provide this information to the Department Originator
7. If not, unselect the automatically checked items (Resume, Cover Letter)
    - Note: Documents cannot be Optional 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



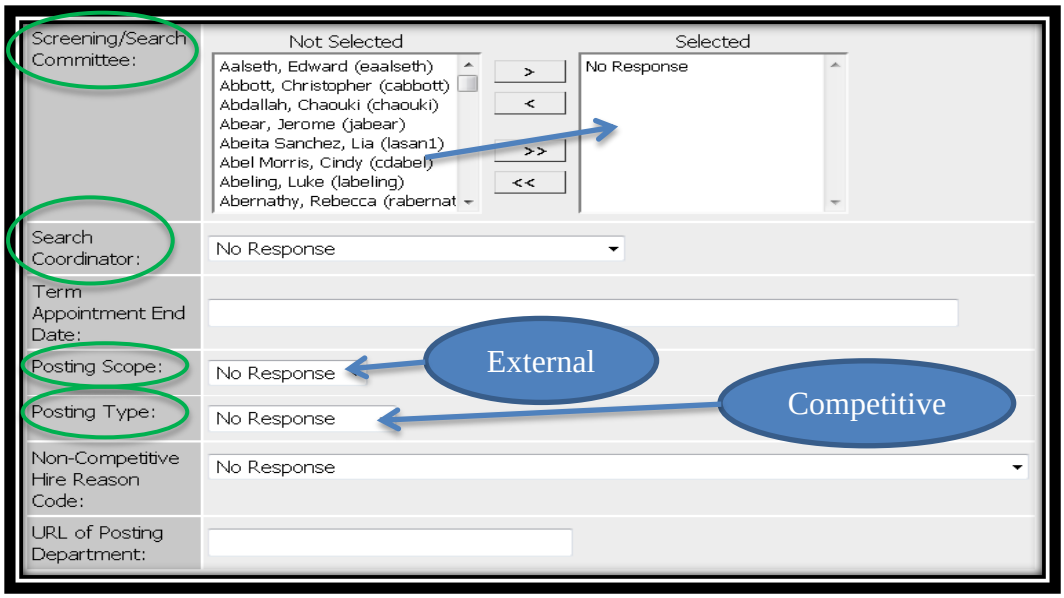
10. Enter Salary information
    - Best practice is to write “Negotiable” or “Commensurate with experience” in order to give the department some flexibility
    - If a specific salary amount is provided, the department must hire at (or very near) the posted amount
11. Enter Advertising resources information
    - Required advertising NM workforce Solutions
    - TPTs should not be advertised nationally



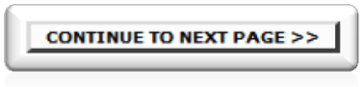
12. Enter N/A for the following fields:
    - “Select your primary and account number for recruitment advertising billing.”
    - “Enter your primary index code for recruitment advertisement billing. If you are not purchasing recruitment advertising, you must enter 'NA' in the field.”
    - “Enter the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



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



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

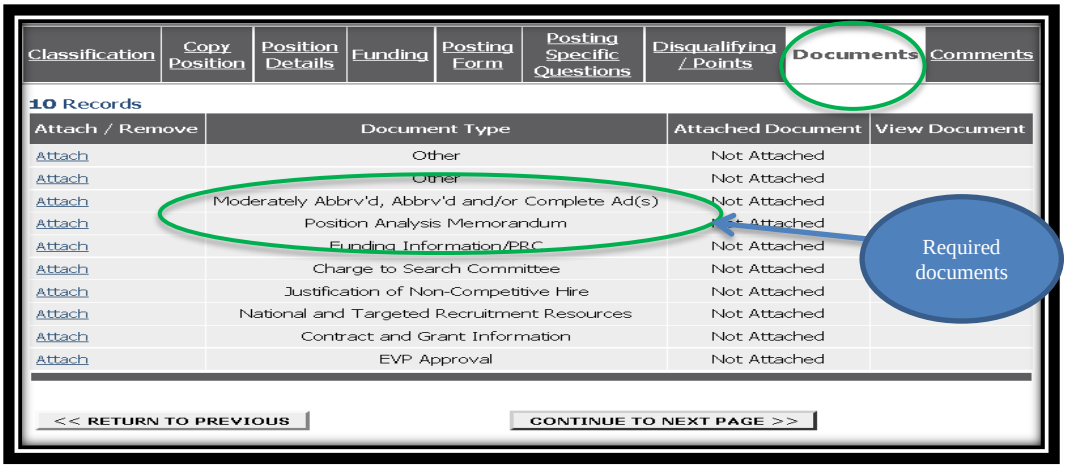


You can skip the Posting Specific Questions, and Disqualifying/Points tabs – they are only for Staff Positions

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



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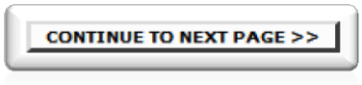
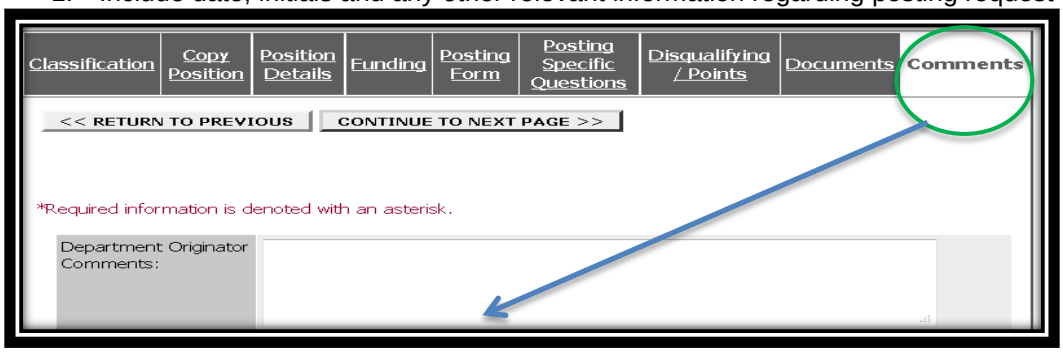
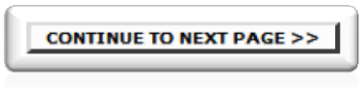


Comments

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



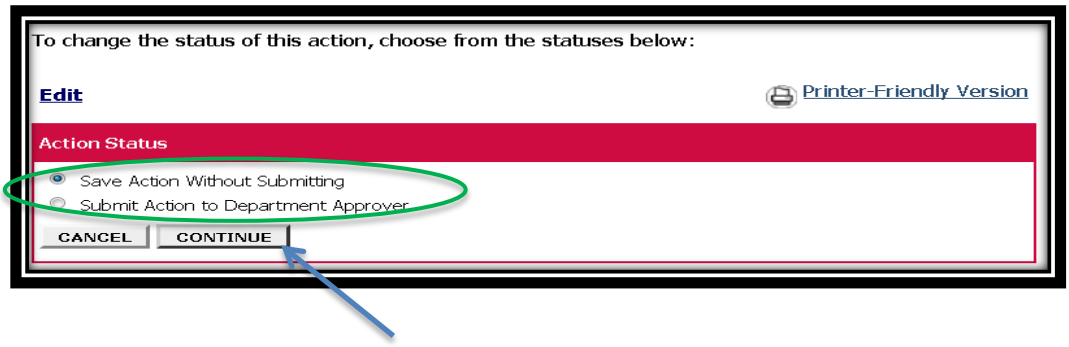
Click on Continue to Next Page



You may now review your posting request and either:

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

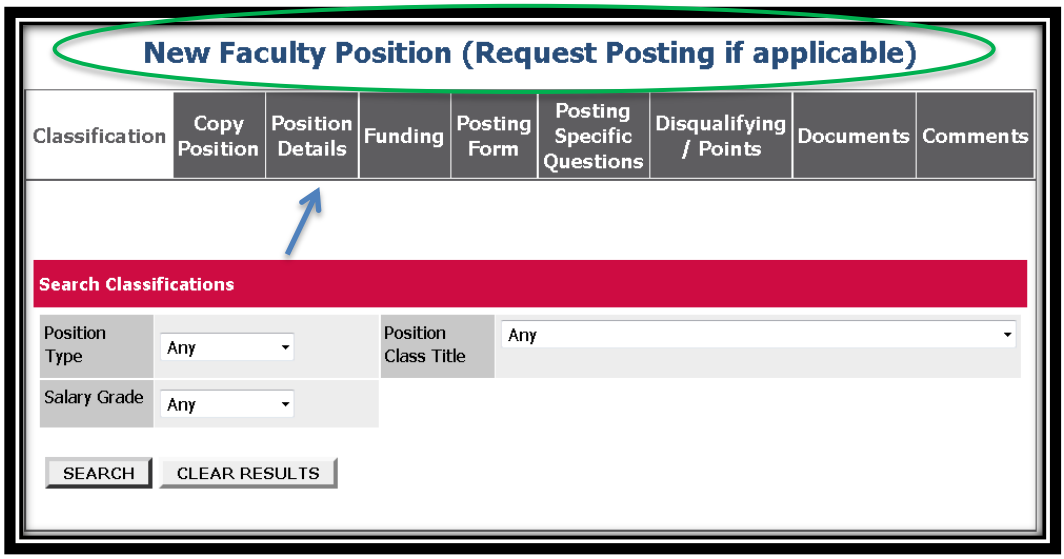
Click on Continue and then Confirm

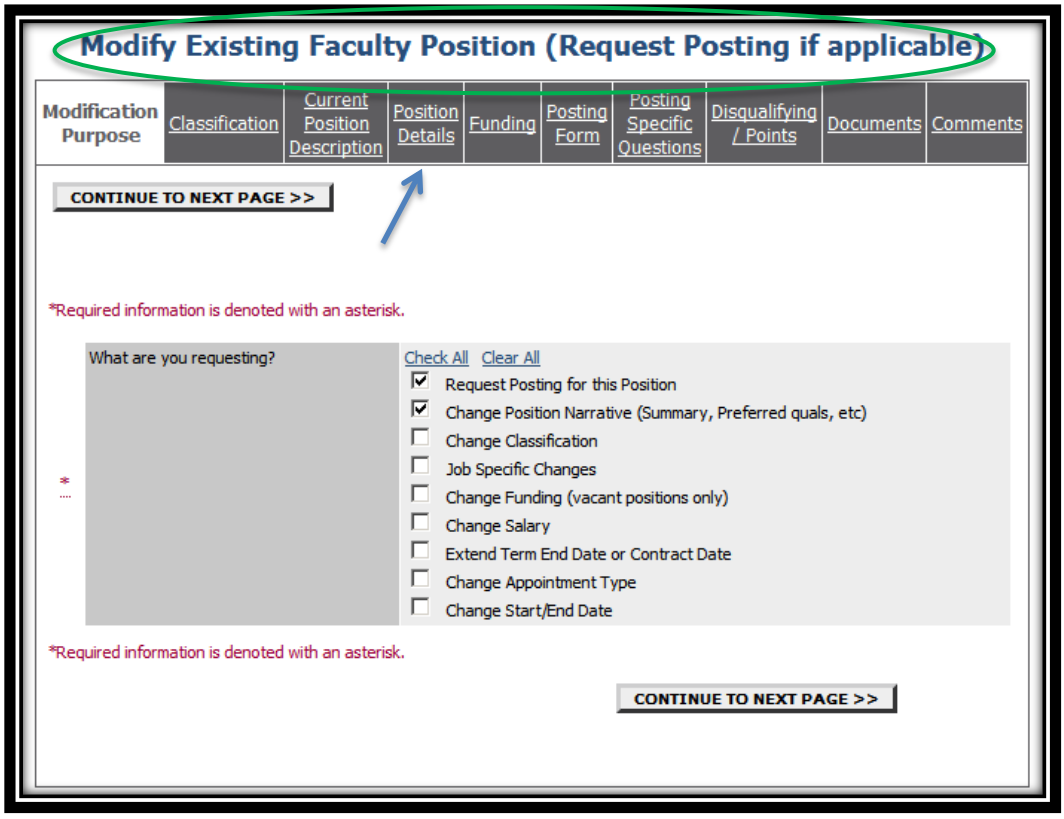


Internal Non-Competitive TPT (Temporary Part-time Faculty) Posting Request

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

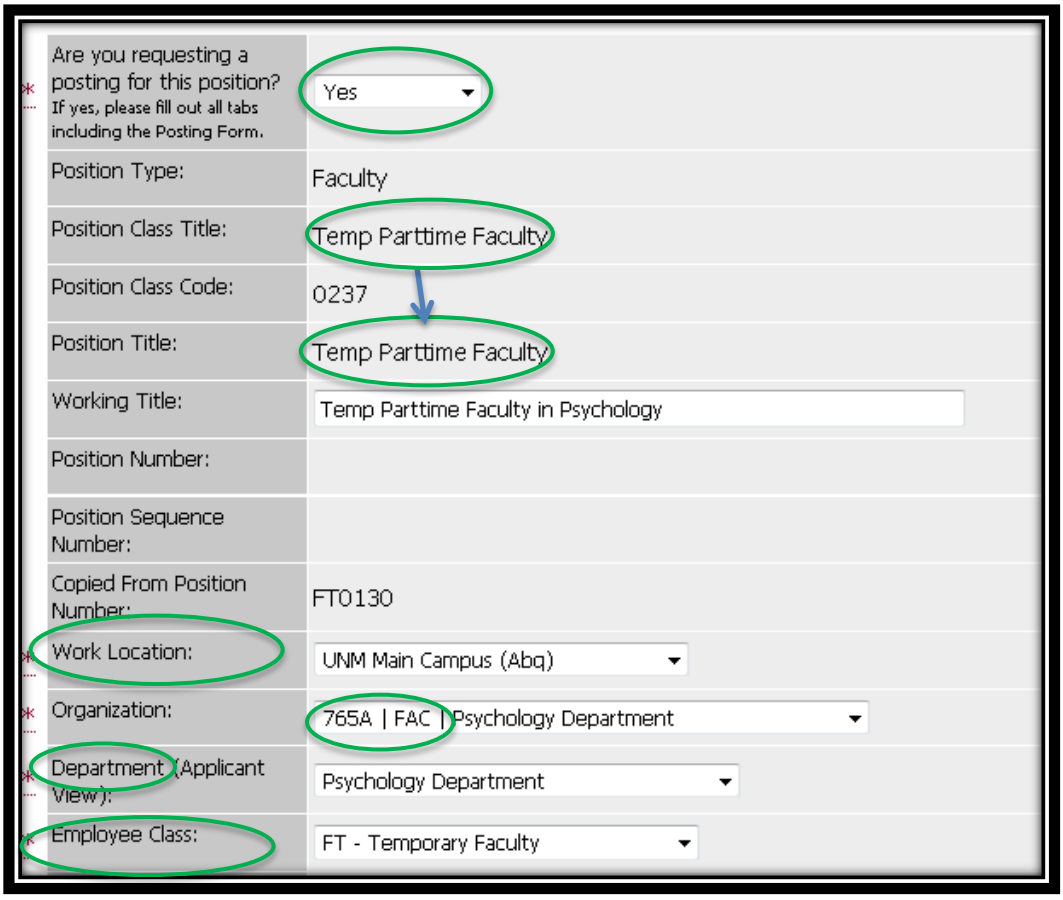
1. Click on the Position Details tab near the top of the page
   - Note: Double-check that you are entering the correct request by confirming the header above the tabs displays either New Faculty Position or Modify Existing Faculty Position





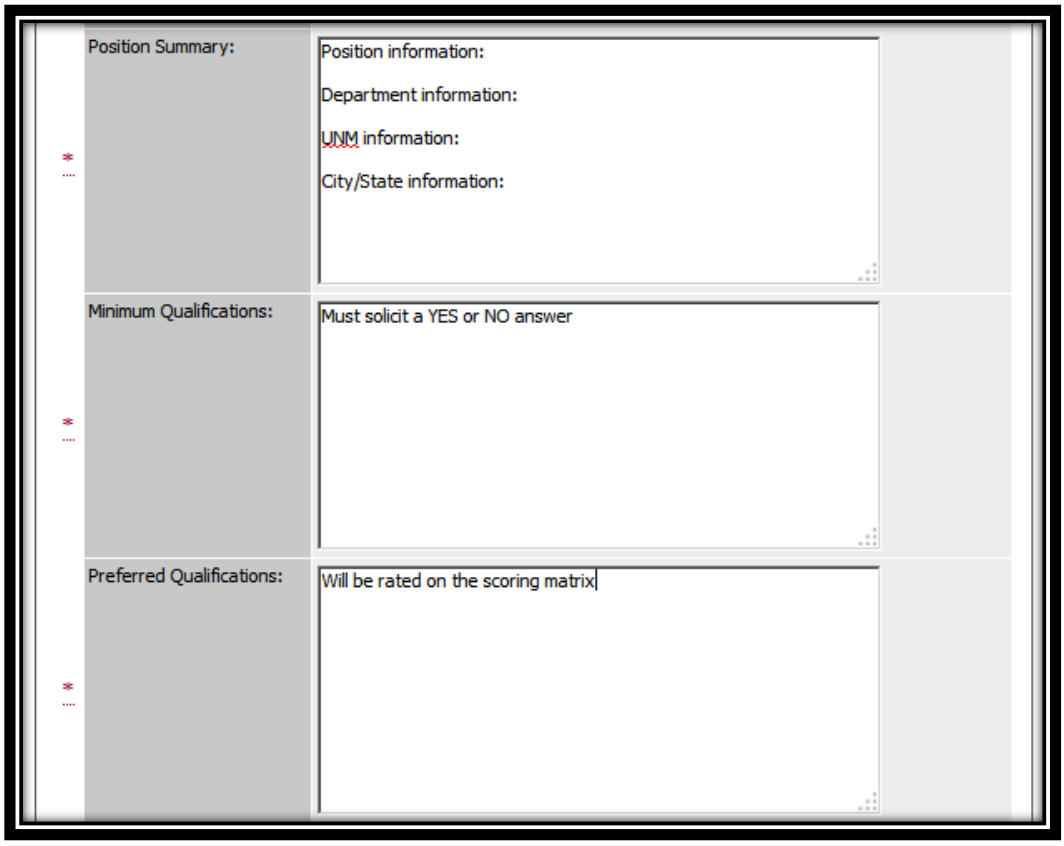
Position Details

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)

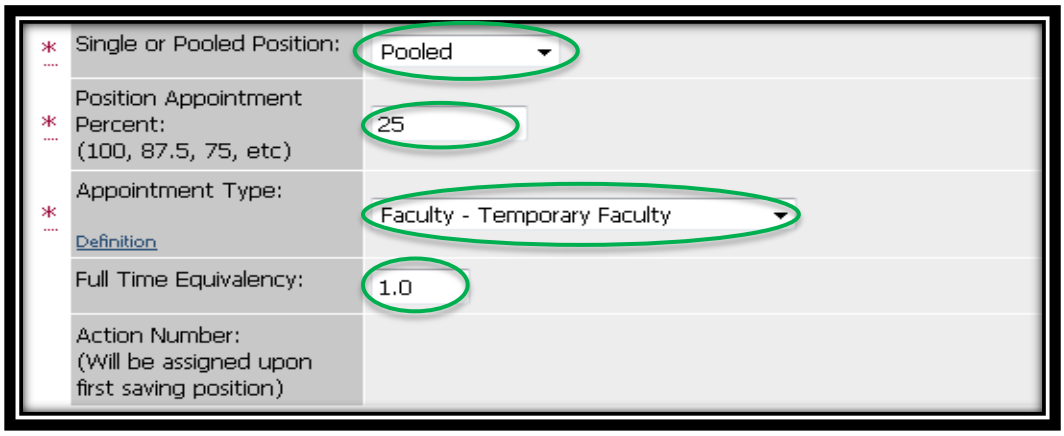


8. Complete Position Summary
    - Position Information, department information, UNM information, city/state information
9. Complete Minimum Qualifications
    - These must solicit a yes or no answer
10. Complete Preferred Qualifications
    - If competitive, would be rated on a scoring matrix, must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

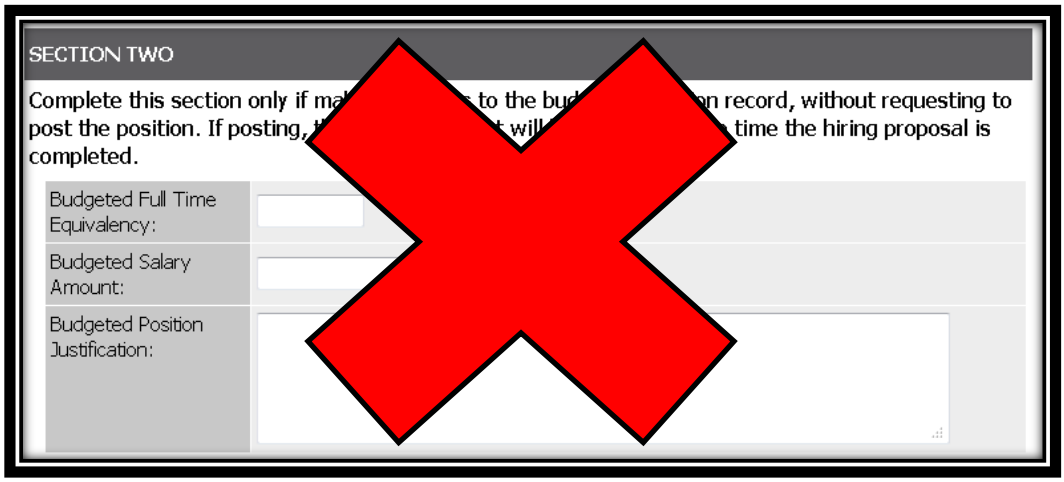
Note: All qualifications should reflect the position, not the person being hired into it



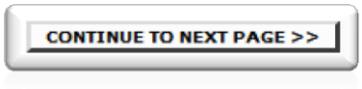
11. Choose Pooled from the dropdown menu
12. Select Appointment Percent
    - Note: This is the amount of time that incumbent will spend in his or her job
    - If the position is approved for a .25 appointment, enter 25 and not .25
13. Select Faculty- Temporary Faculty for the Appointment Type
14. Enter "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



Skip Section Two

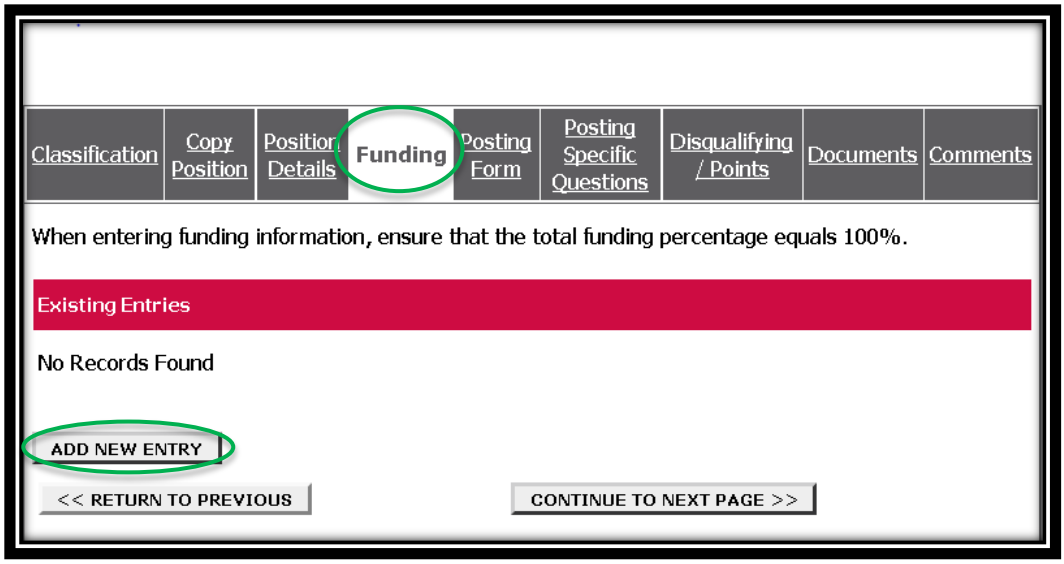


Click on Continue to Next Page or scroll up to the top of the page and click on the Funding tab



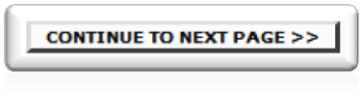
Funding

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



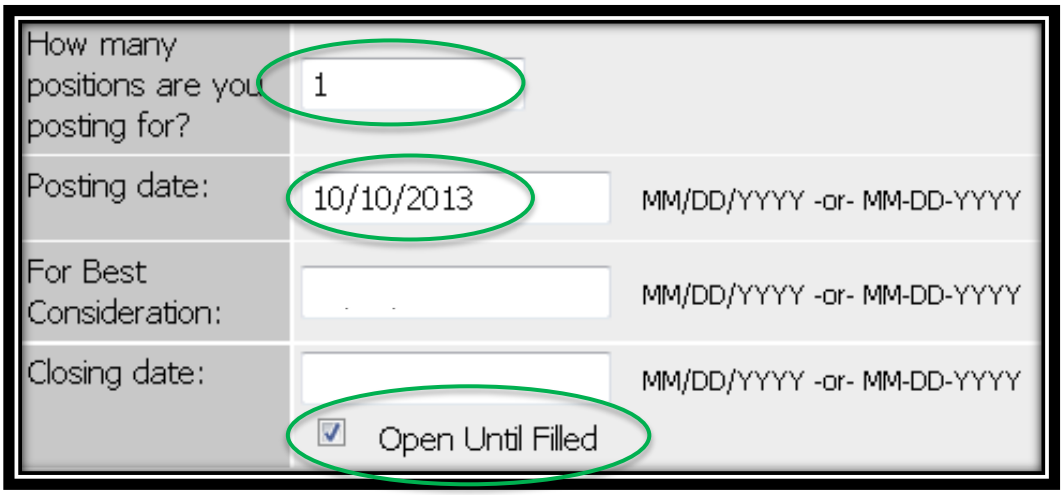
Repeat if using multiple Index Codes, otherwise…

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

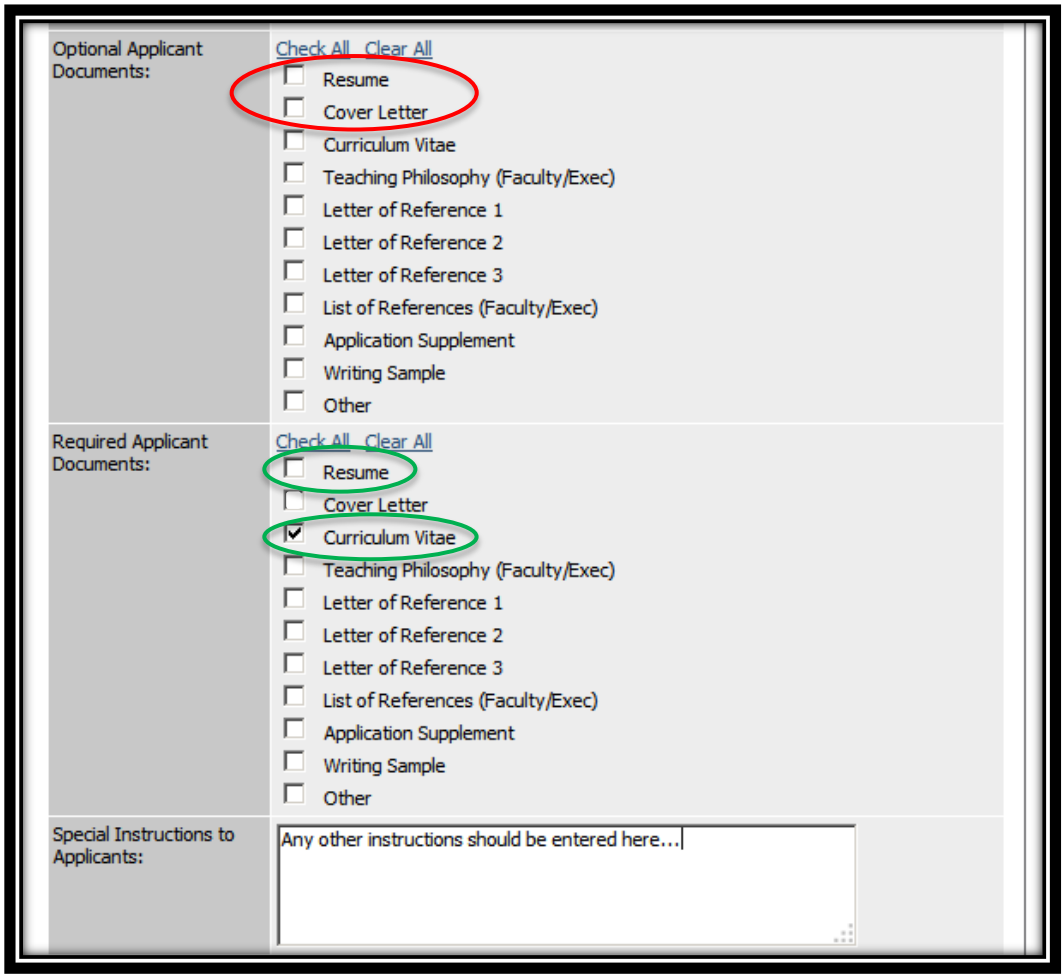


Posting Form

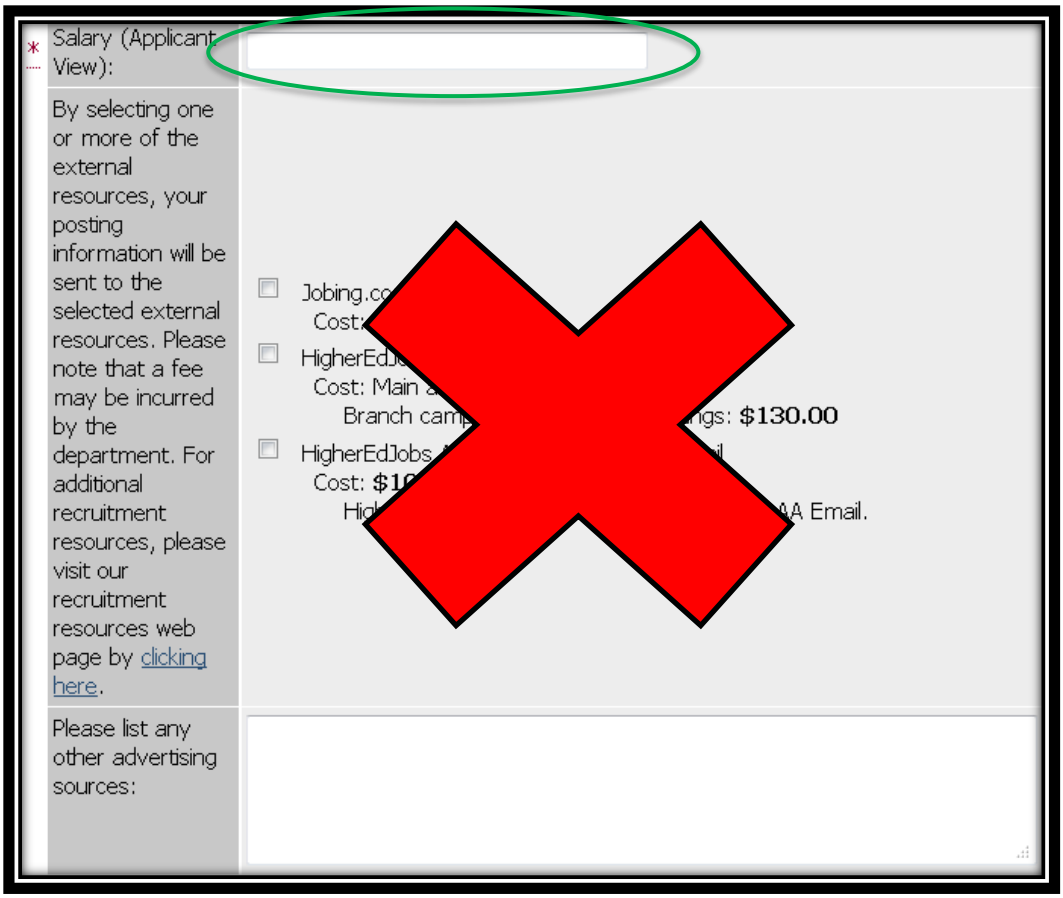
1. Enter the number of positions that you are posting
2. Enter the Posting Date
    - Note: Pick at least three weeks from the date you initiate the action in order to account for processing time
    - OEO will confirm the date with you prior to posting the position
3. Enter the For Best Consideration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



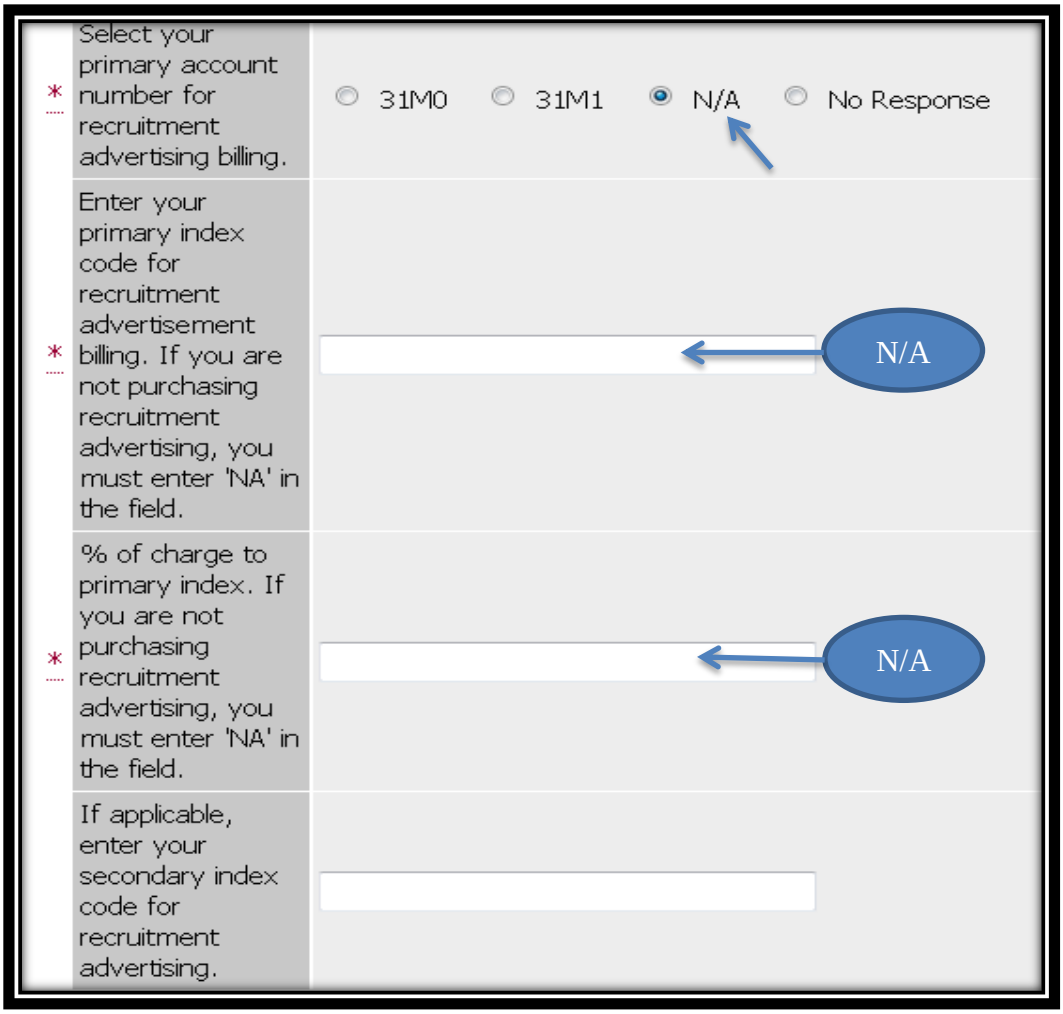
6. Do not select Optional Applicant Documents
7. Unselect the automatically checked items (Resume, Cover Letter)
8. Only select CV or Resume for required Applicant Documents
    - This is required so that it is evident that the candidate meets the minimum qualifications



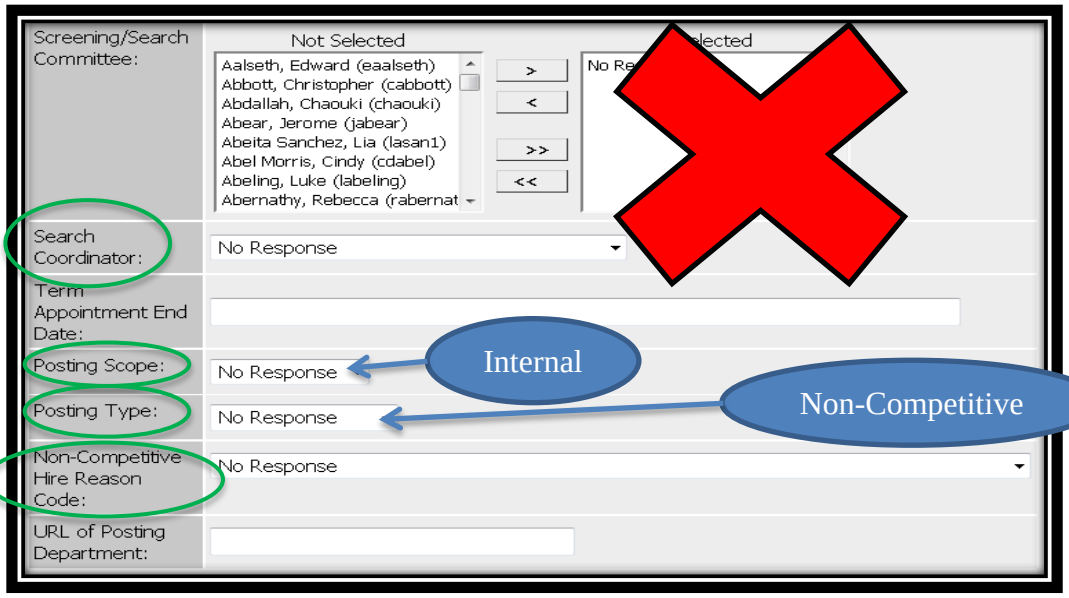
9. Enter Salary information
10. Do not enter Advertising resources information



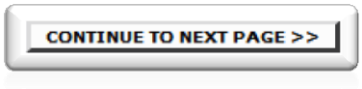
11. Select N/A for the following:
    - "Select your primary and account number for recruitment advertising billing."
    - "Enter your primary index code for recruitment advertisement billing. If you are not purchasing recruitment advertising, you must enter 'NA' in the field."
    - "Enter the percent of charge to the primary index. If you are not purchasing recruitment advertising, you must enter 'NA' in the field."



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)



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

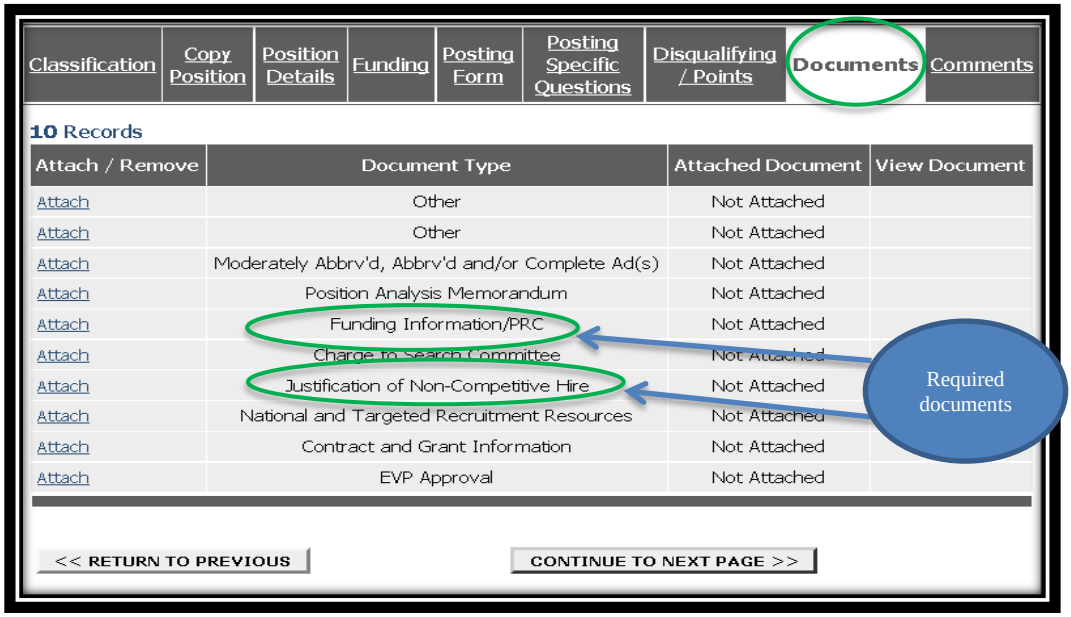


You can skip the Posting Specific Questions, and Disqualifying/Points tabs – they are only for Staff Positions

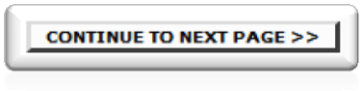
Documents

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")

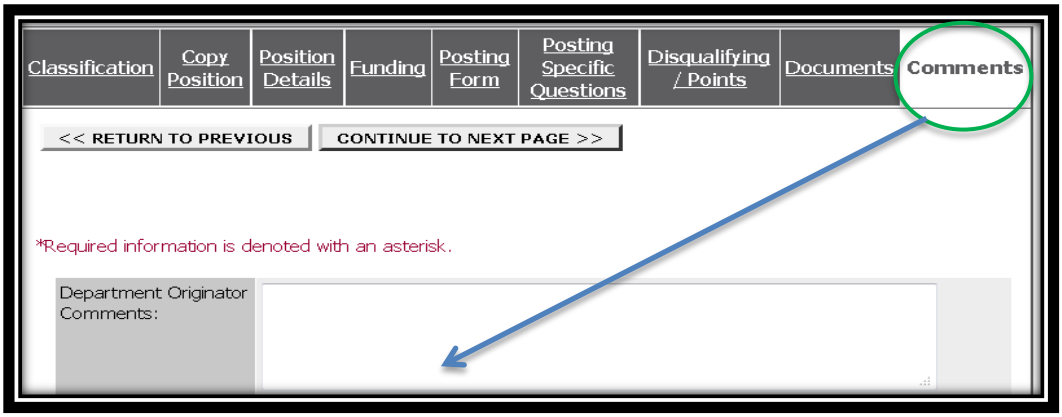


Click on Continue to Next Page or scroll up to the top of the page and click on the Comments tab

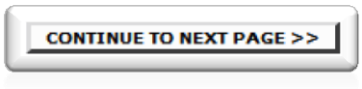


Comments

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



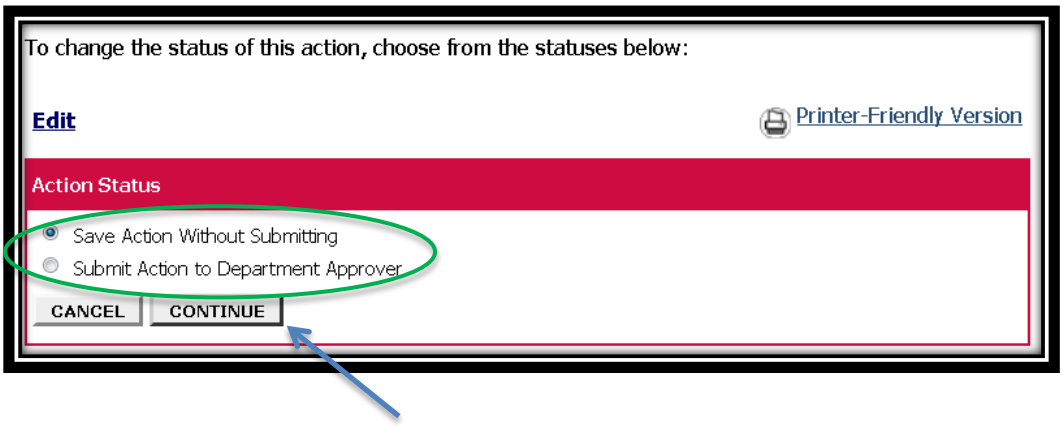
Click on Continue to Next Page



You may now review your posting request and either:

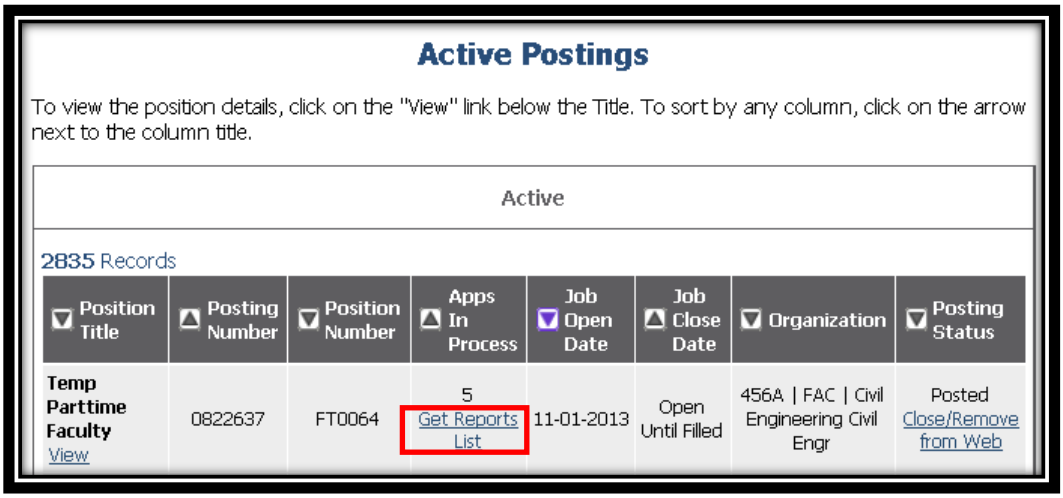
3. Save Action Without Submitting or
4. Submit Action to Department Approver

Click on Continue and then Confirm



Viewing Reports for a Posting

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



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.

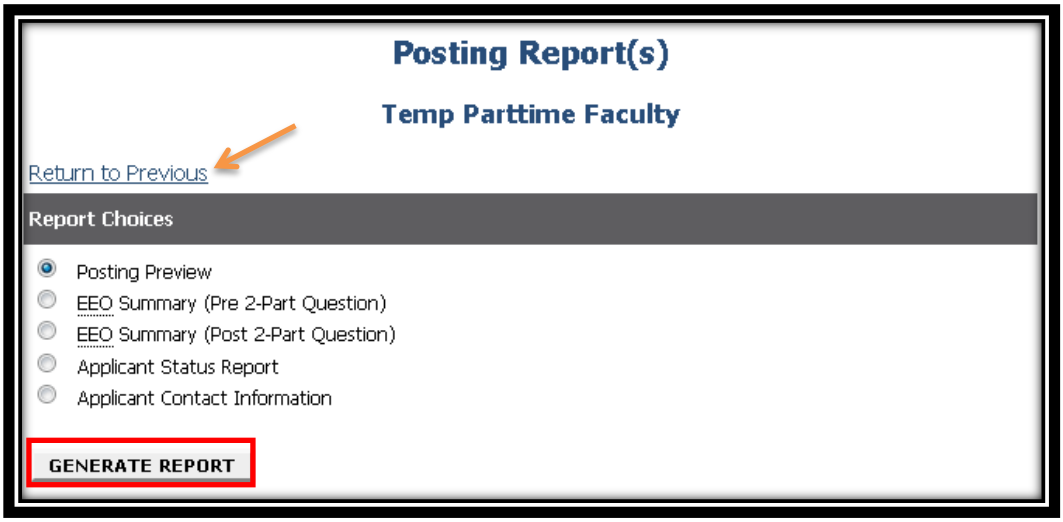
- **Note:** If applicants who were interviewed through Skype or on-campus (are the same) interview and did not self-identify their gender and ethnicity within one of these two reports, DRA must be completed see page 100

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**



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.

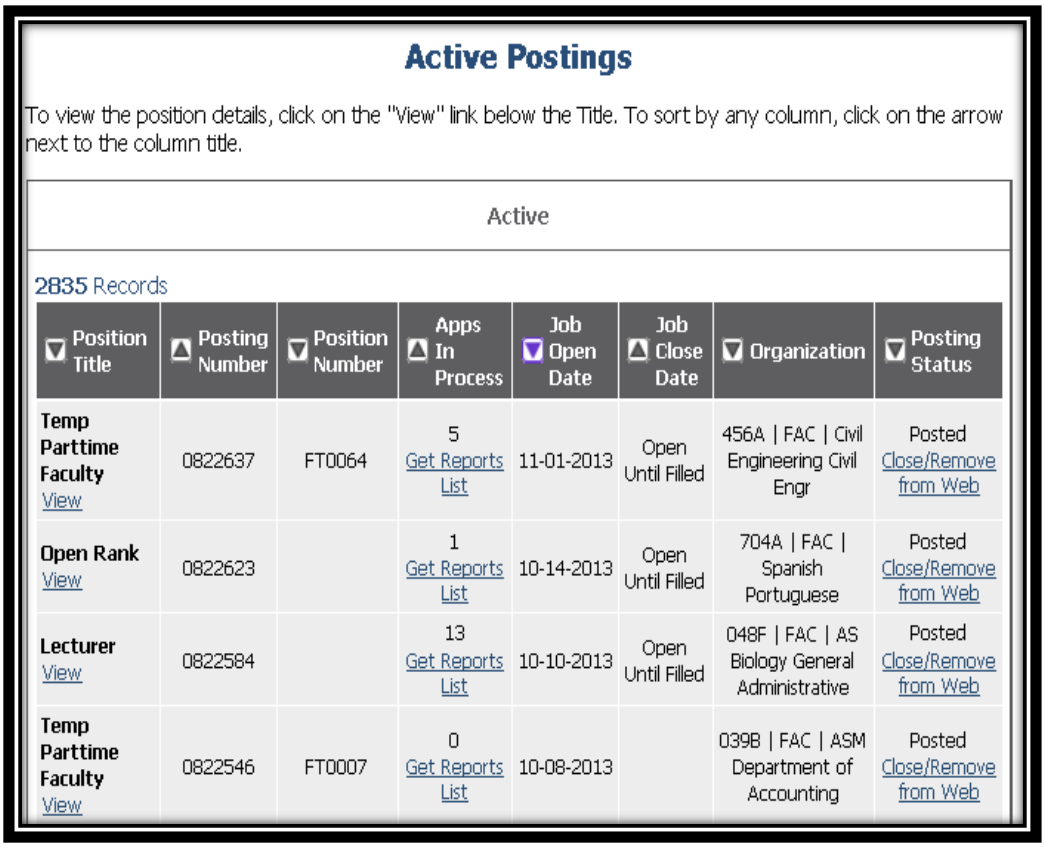
The **Apps In Process** column shows the number of applicants that have applied to the posting.

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.



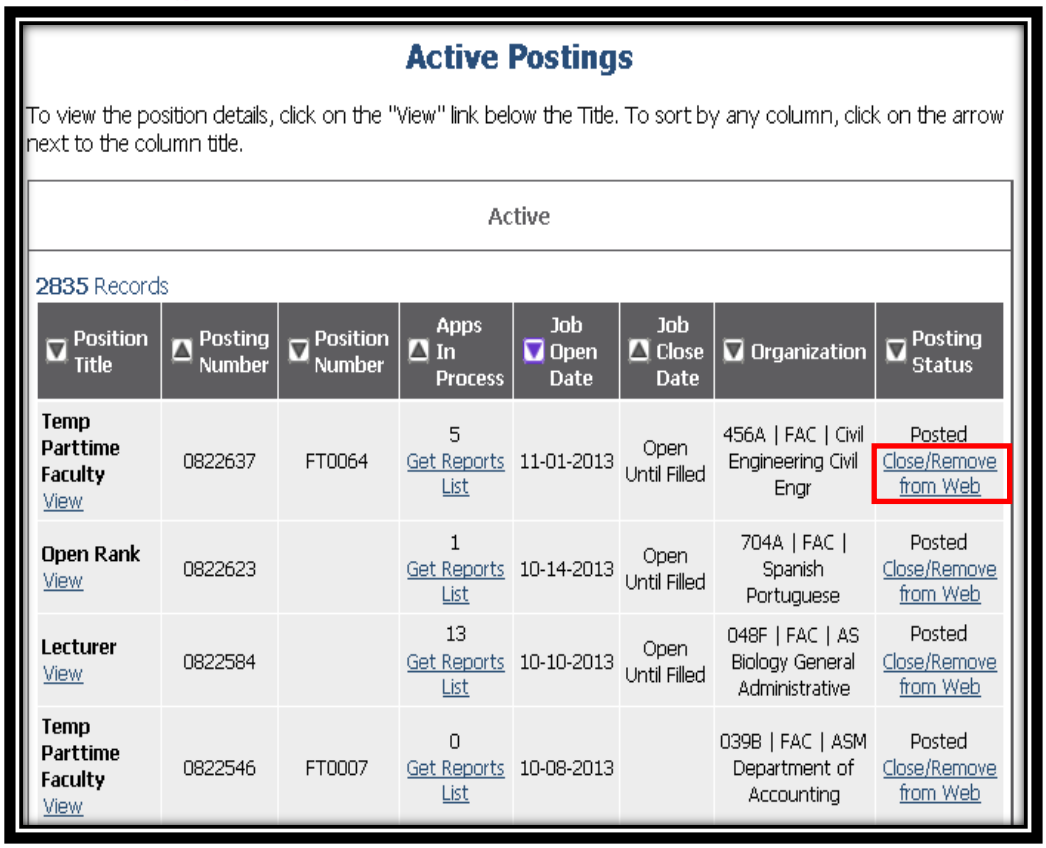
Active Postings

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



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2835 Records

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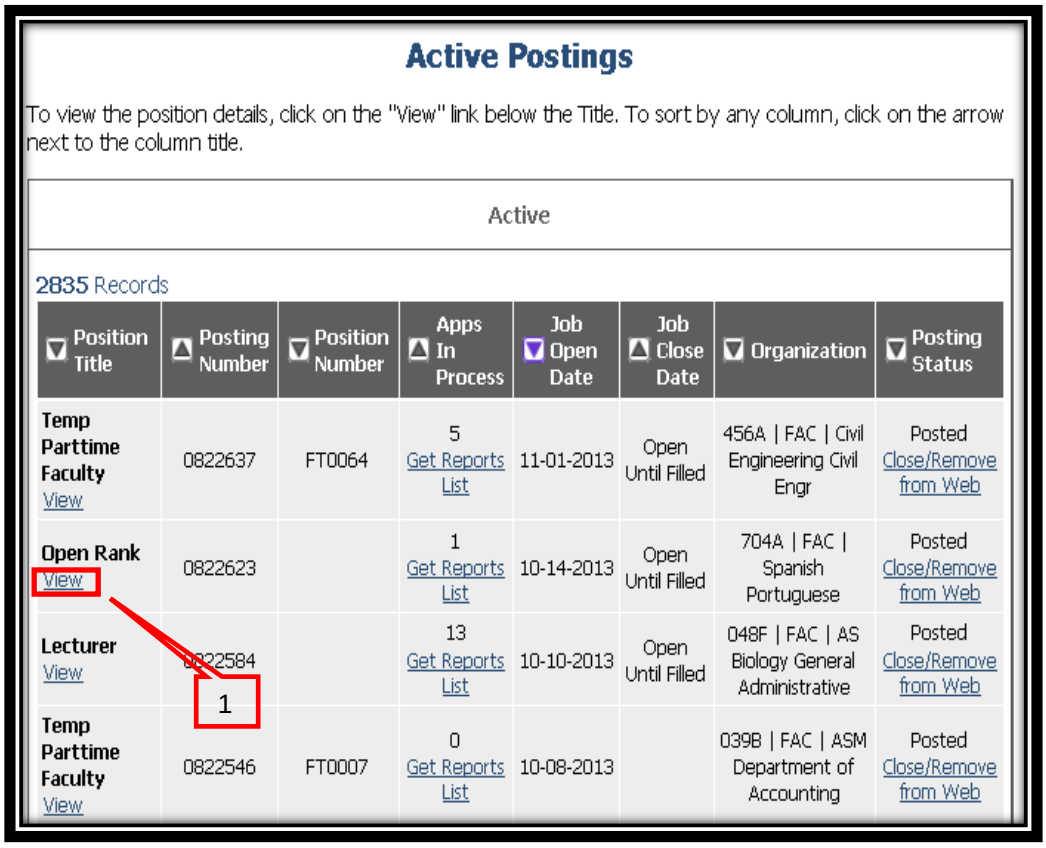
Lecturer View	0822584		13 Get Reports List	10-10-2013	Open Until Filled	048F | FAC | AS Biology General Administrative	Posted Close/Remove from Web
Temp Parttime Faculty View	0822546	FT0007	0 Get Reports List	10-08-2013		039B | FAC | ASM Department of Accounting	Posted Close/Remove from Web

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
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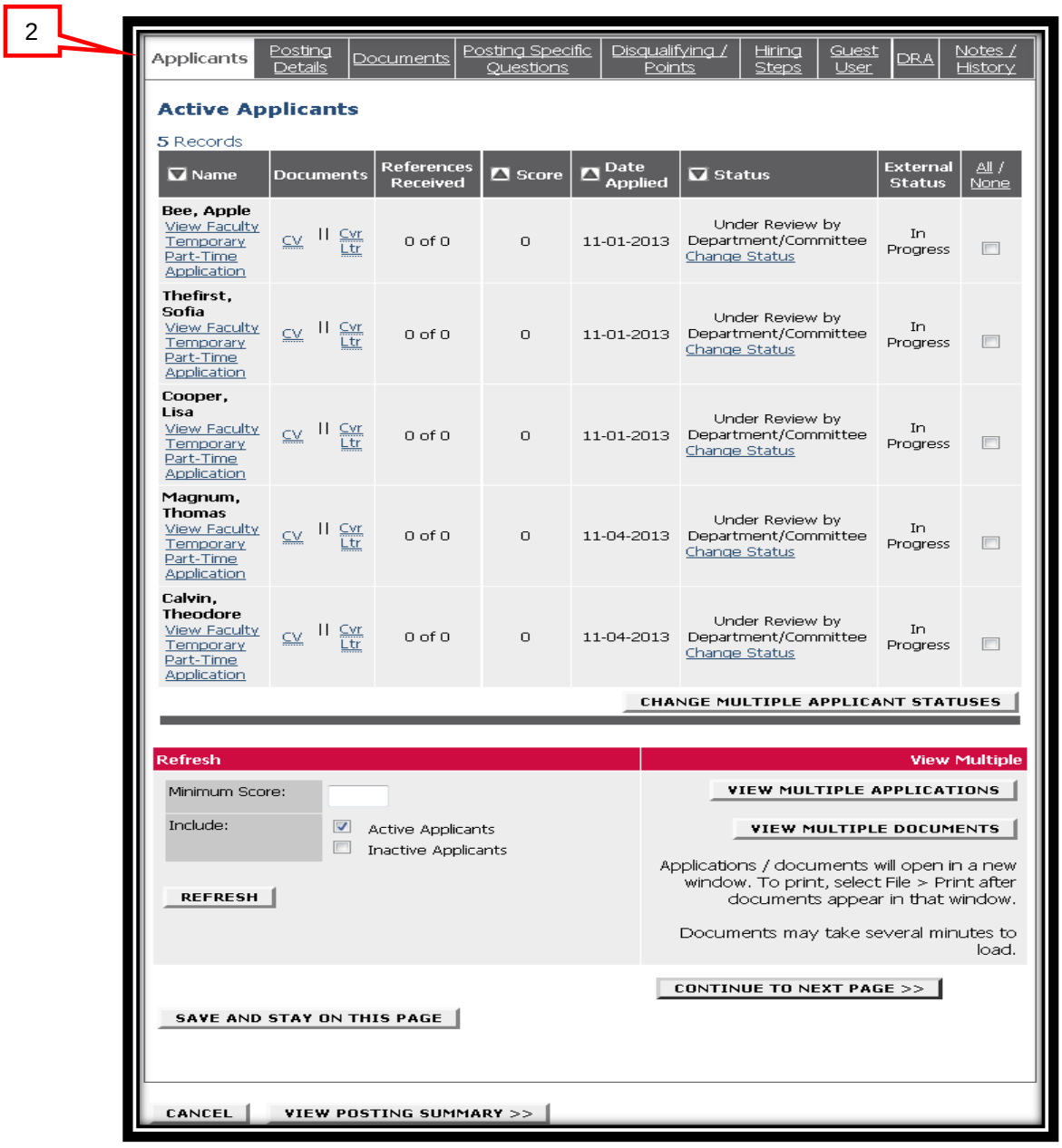
Lecturer View	0822584		13 Get Reports List	10-10-2013	Open Until Filled	048F | FAC | AS Biology General Administrative	Posted Close/Remove from Web
Temp Parttime Faculty View	0822546	FT0007	0 Get Reports List	10-08-2013		039B | FAC | ASM Department of Accounting	Posted Close/Remove from Web

1

The **Active Applicants** screen will display.

2. 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.



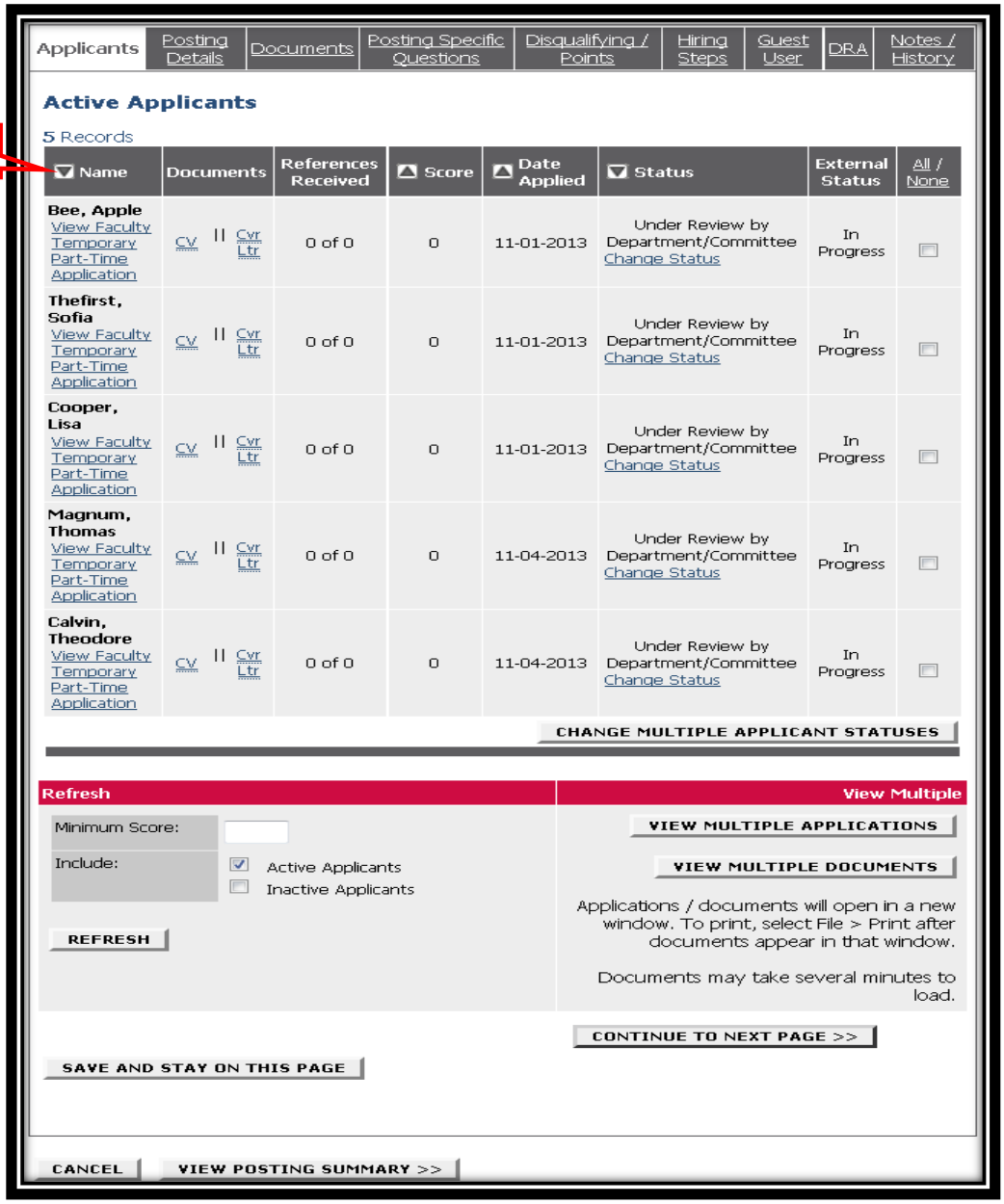
From the screen shown above you may perform a number of tasks, including:

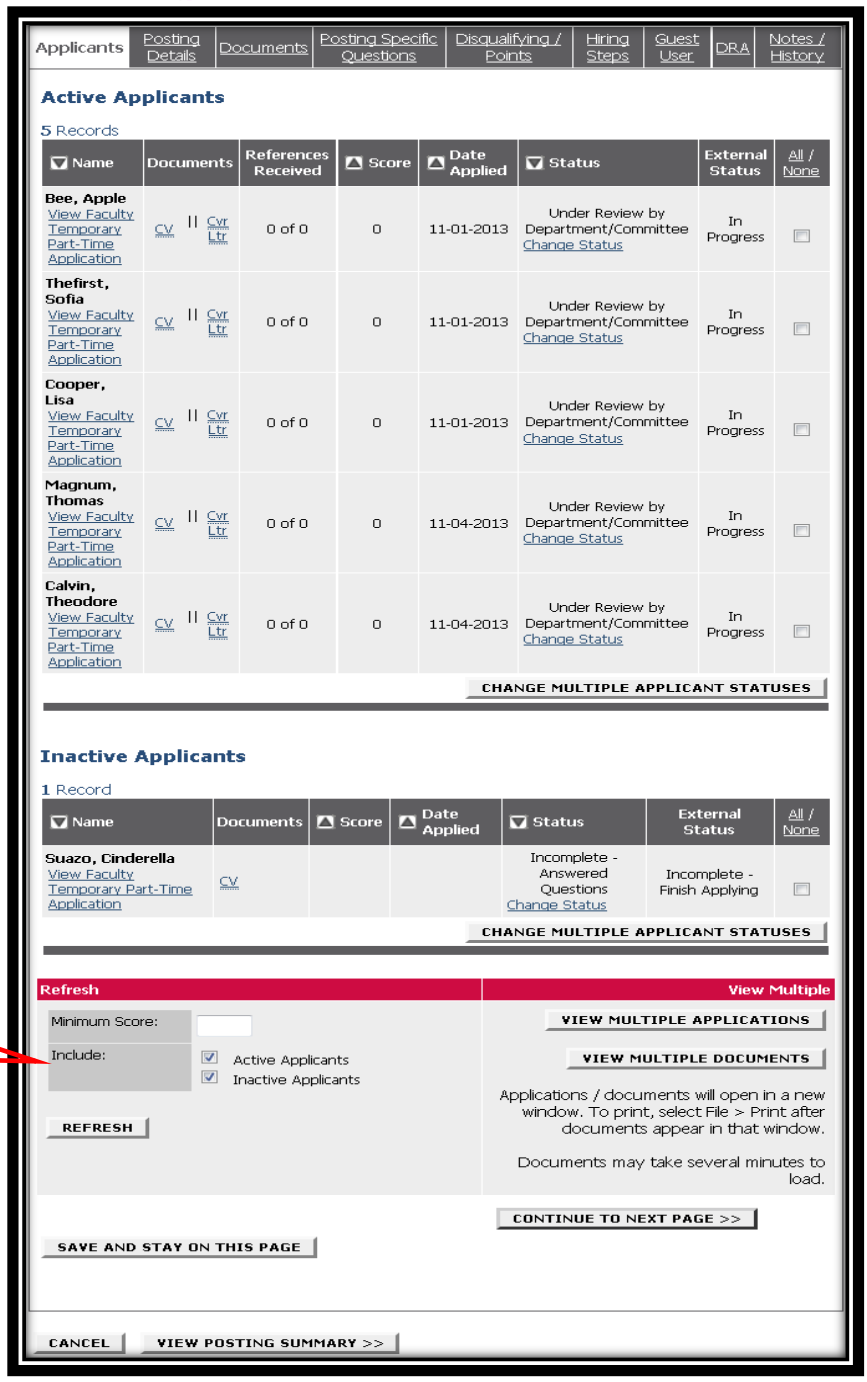
- Sort and view applicants by different criteria by clicking on ▼ to the left of Name.
- Print applications and documents.
- Change an applicant’s status.

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.



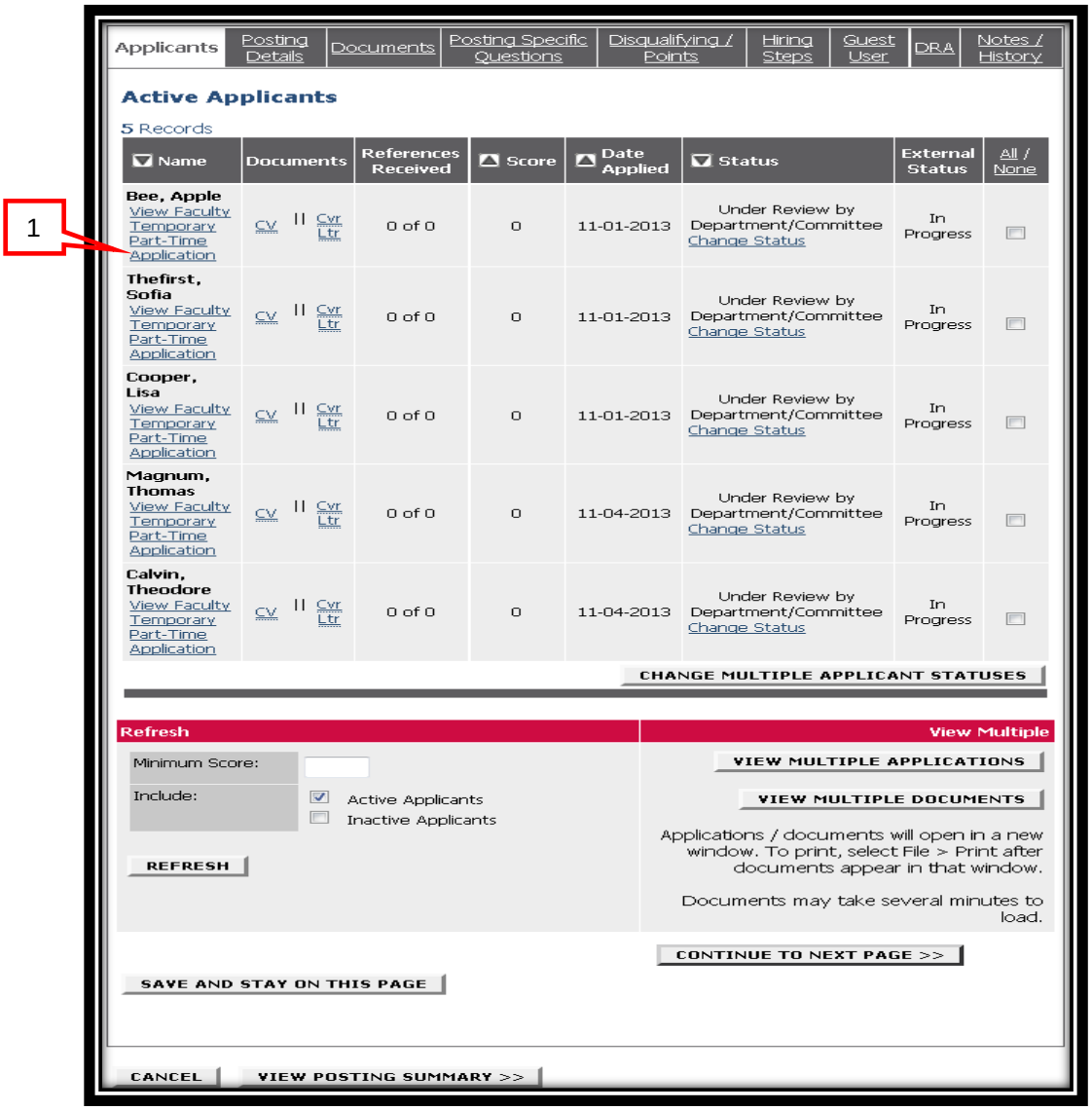


To choose to show Active Applicants, Inactive Applicants, or both:

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.



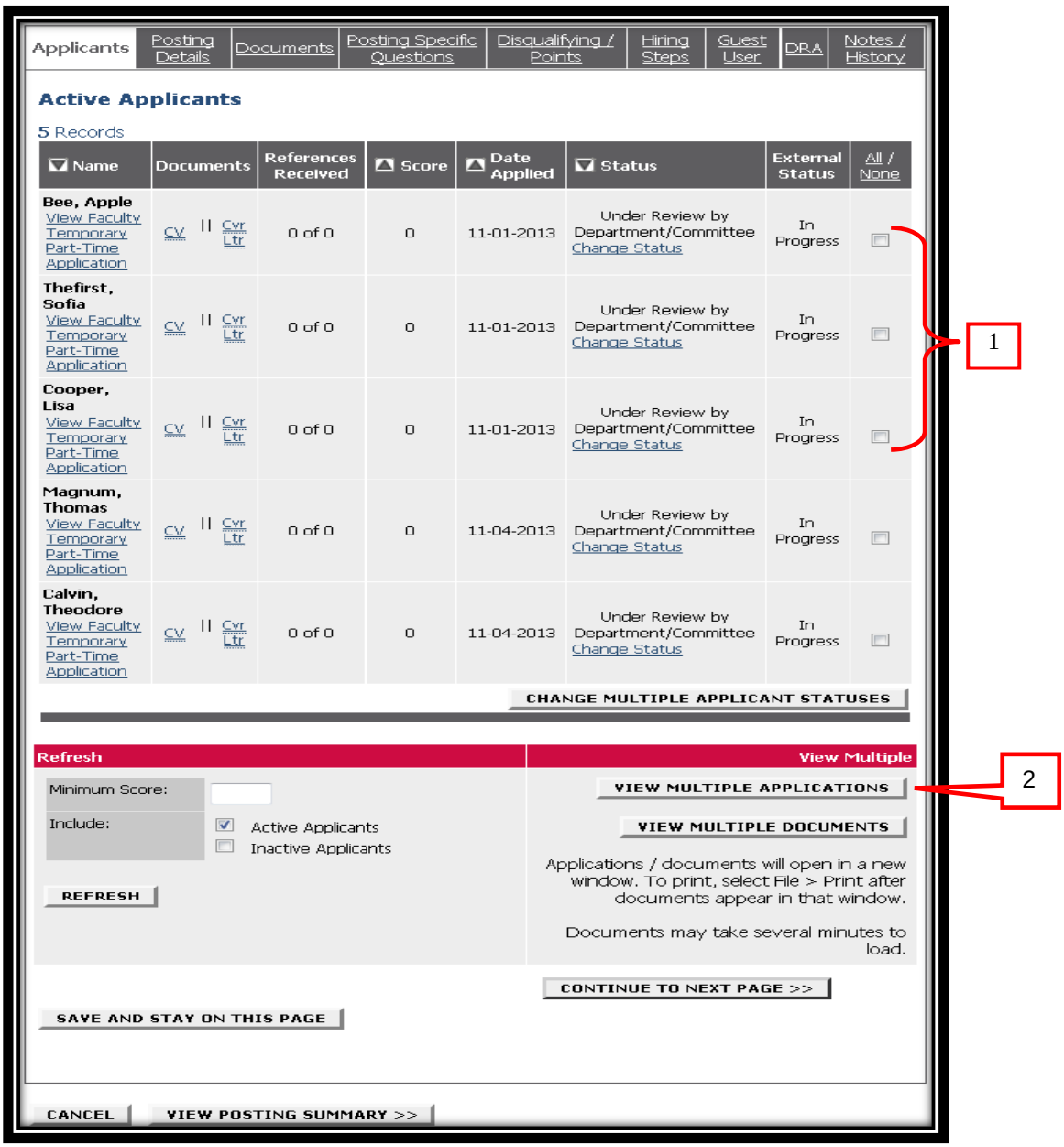
2. After clicking on this link, a screen will appear in a new browser window. It may take a few moments for the information to load into the new window.

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).

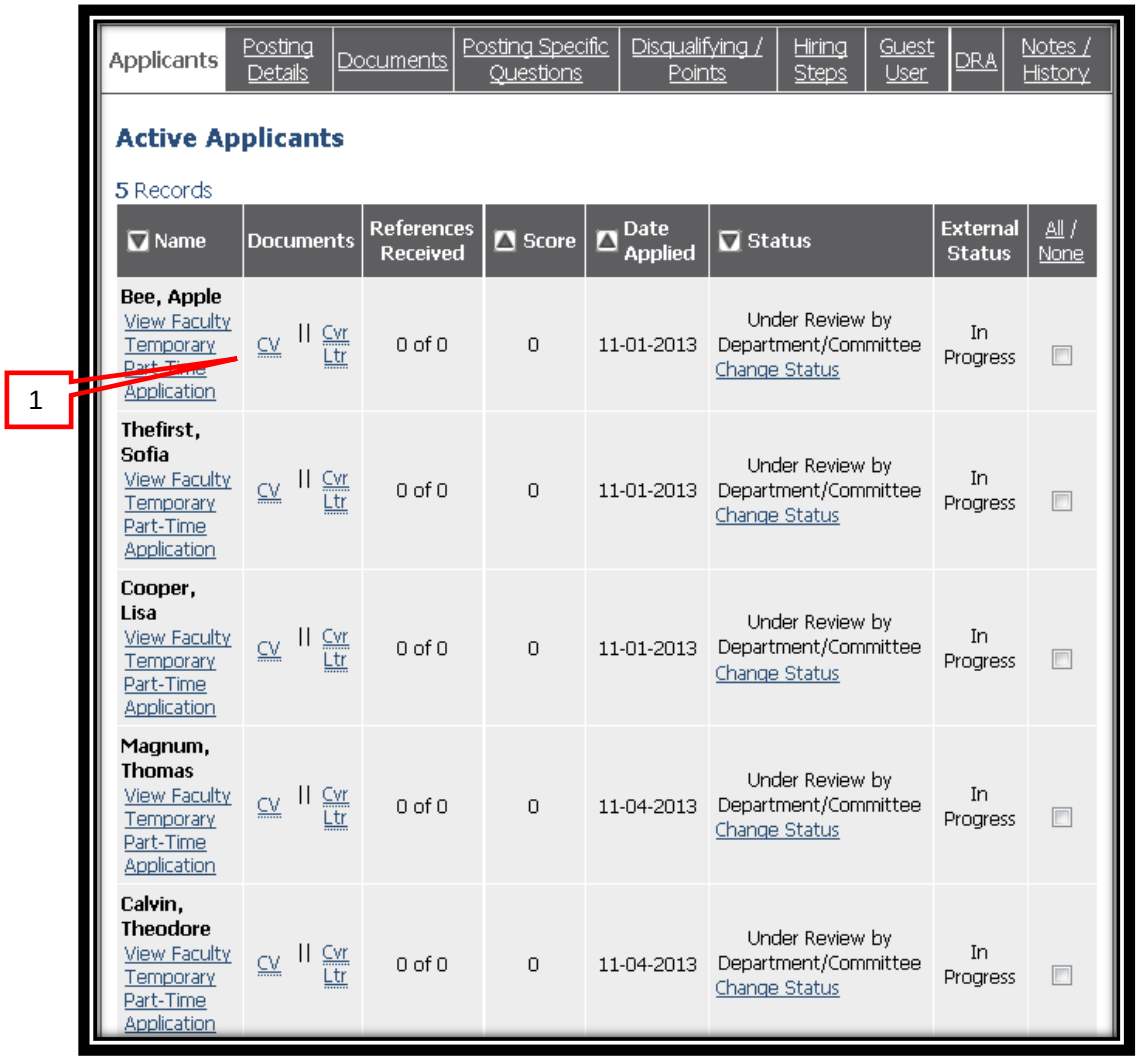


Viewing and Printing Documents

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

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

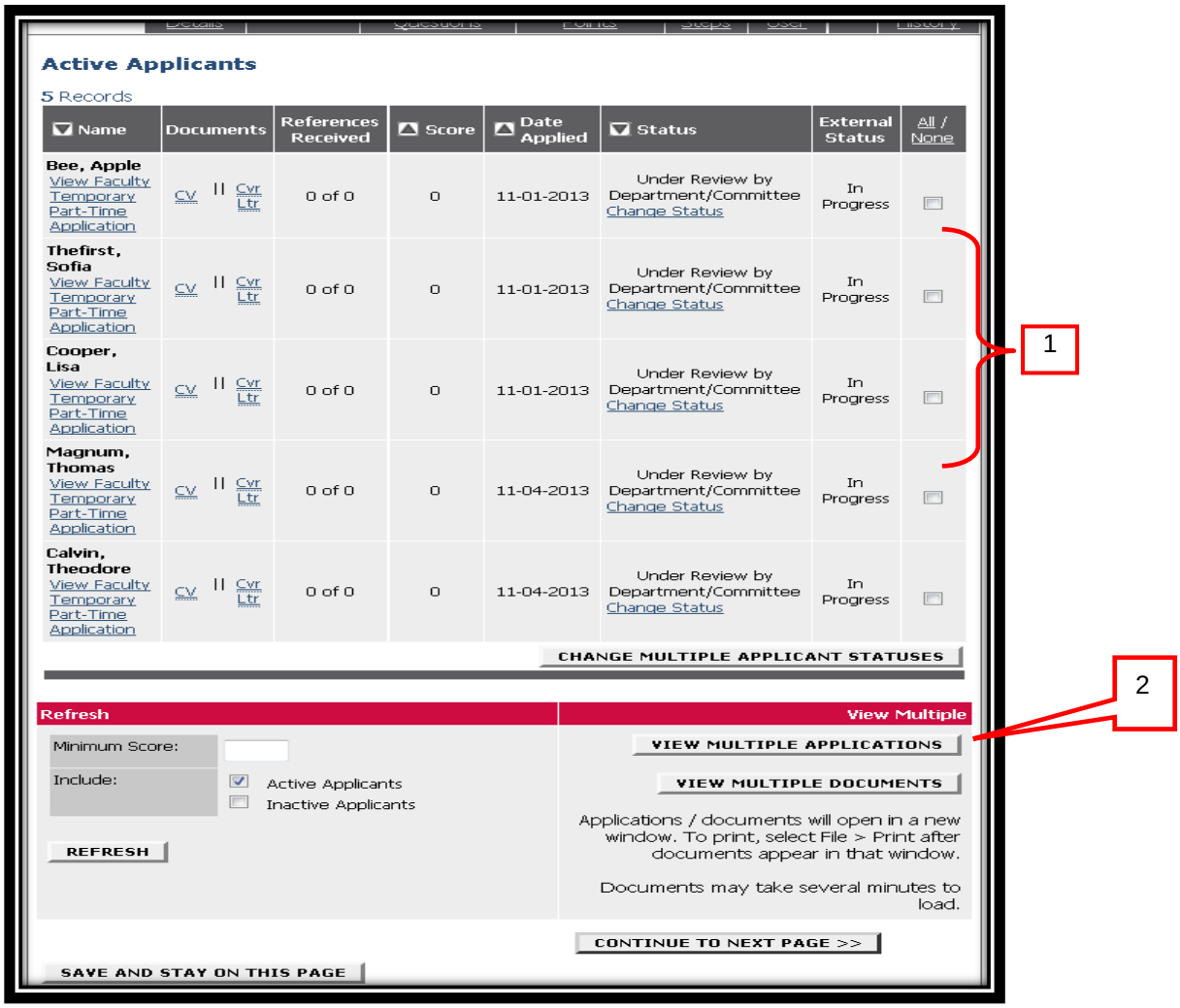
1. Click the link of the document under the column labeled **Documents** from the "Active Applicants" screen.



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

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

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



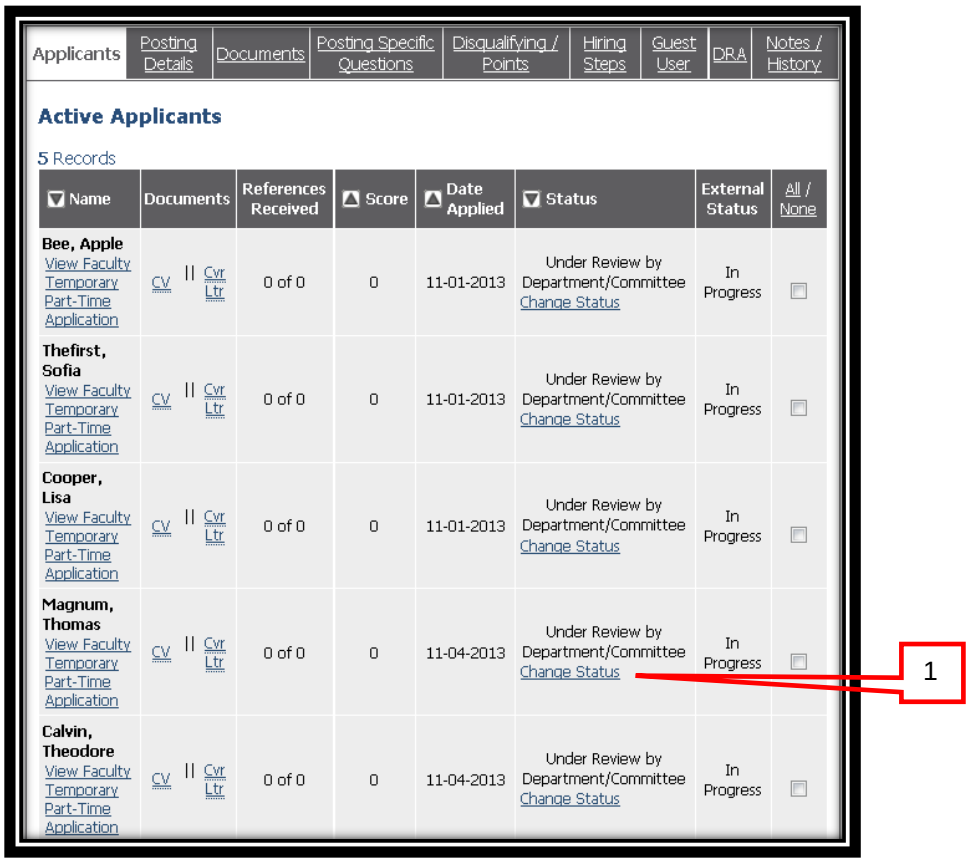
To see reports again, go to Get Reports List under Applications in Process on your posting. Select the Applicant Contact Information report and copy the information. Open an Excel spreadsheet and paste the applicant contact information into it. You now can add columns for your minimum and preferred qualifications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

Change Applicant Status

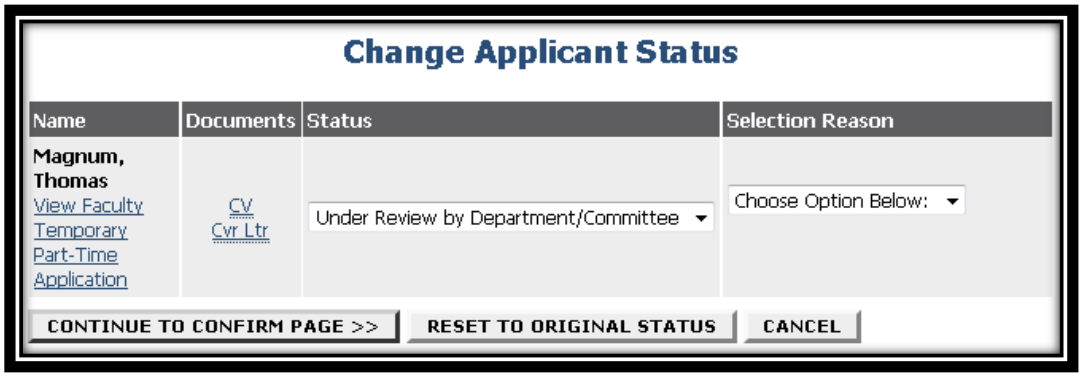
(The applicant status must reflect, as closely as possible, the actual process. This data is pivotal to the University's required federal reporting obligations and must be as accurate as possible.)

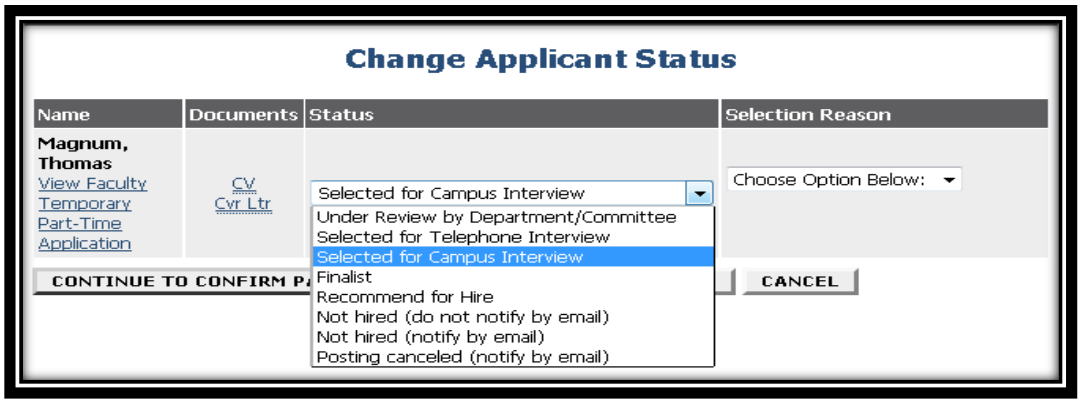
To change status on a single applicant performs the following steps:

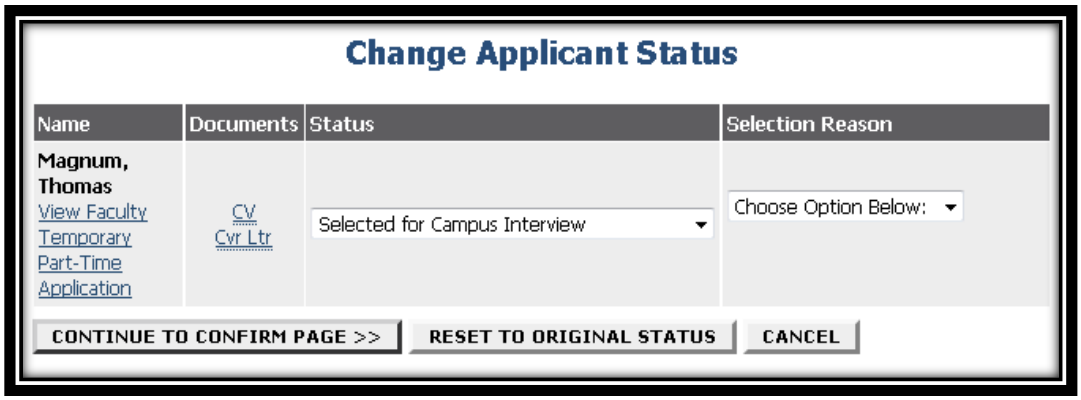
1. Select the '**Change Status'** link for the applicant requiring the status change.

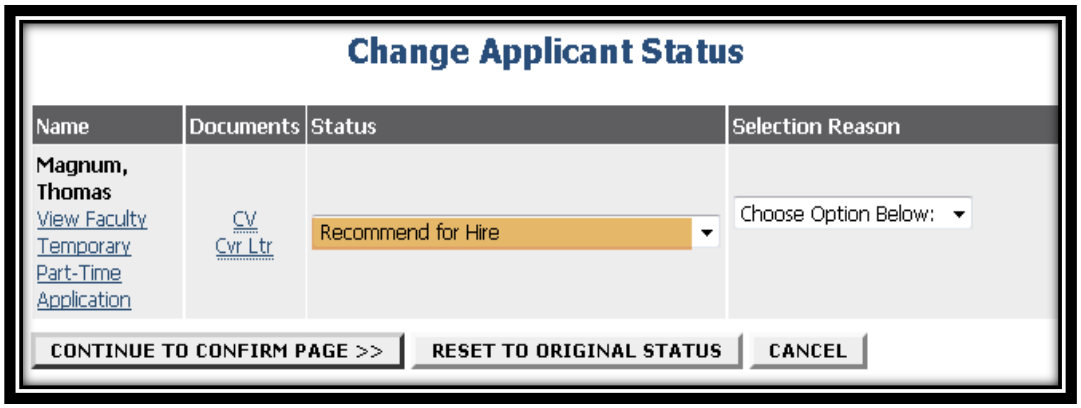


The **Change Applicant Status** screen will display.



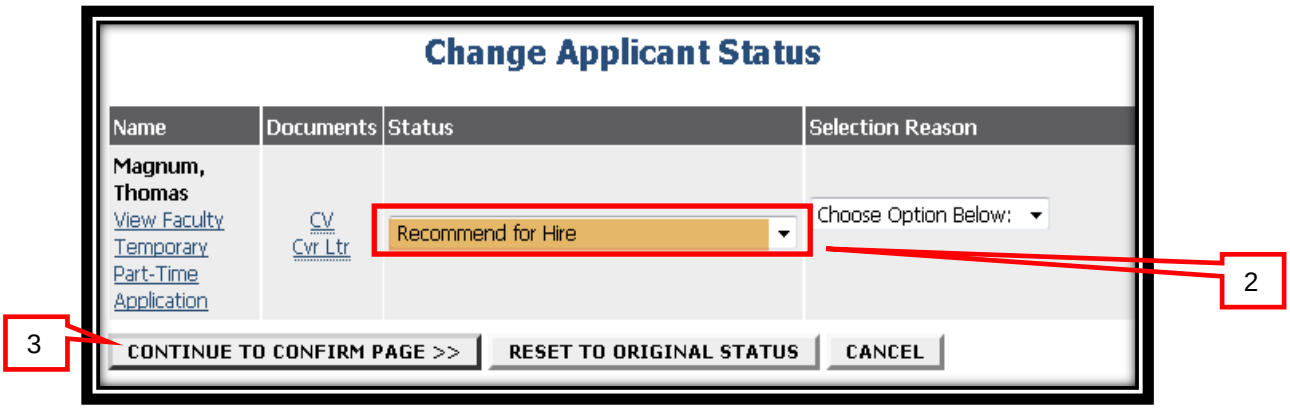




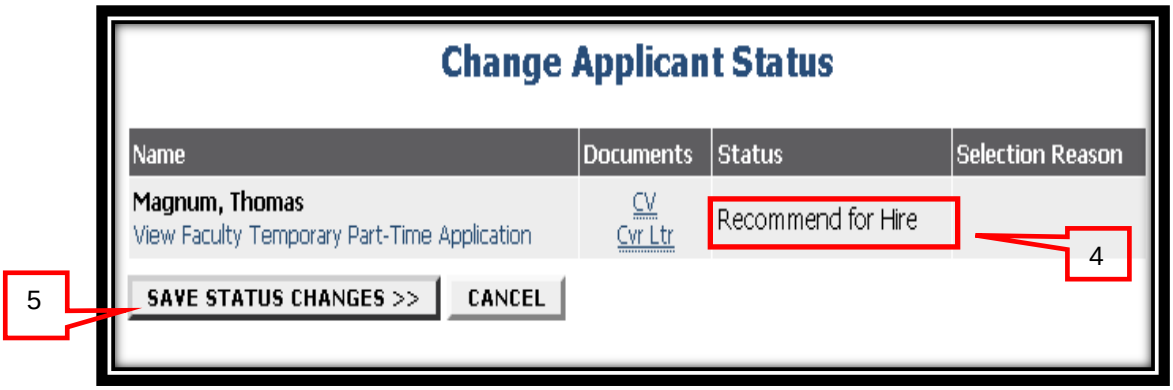


Note: It is important to update the status of all finalists to Finalist (including the selected candidate) prior to marking any applicants as Recommend for Hire.

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



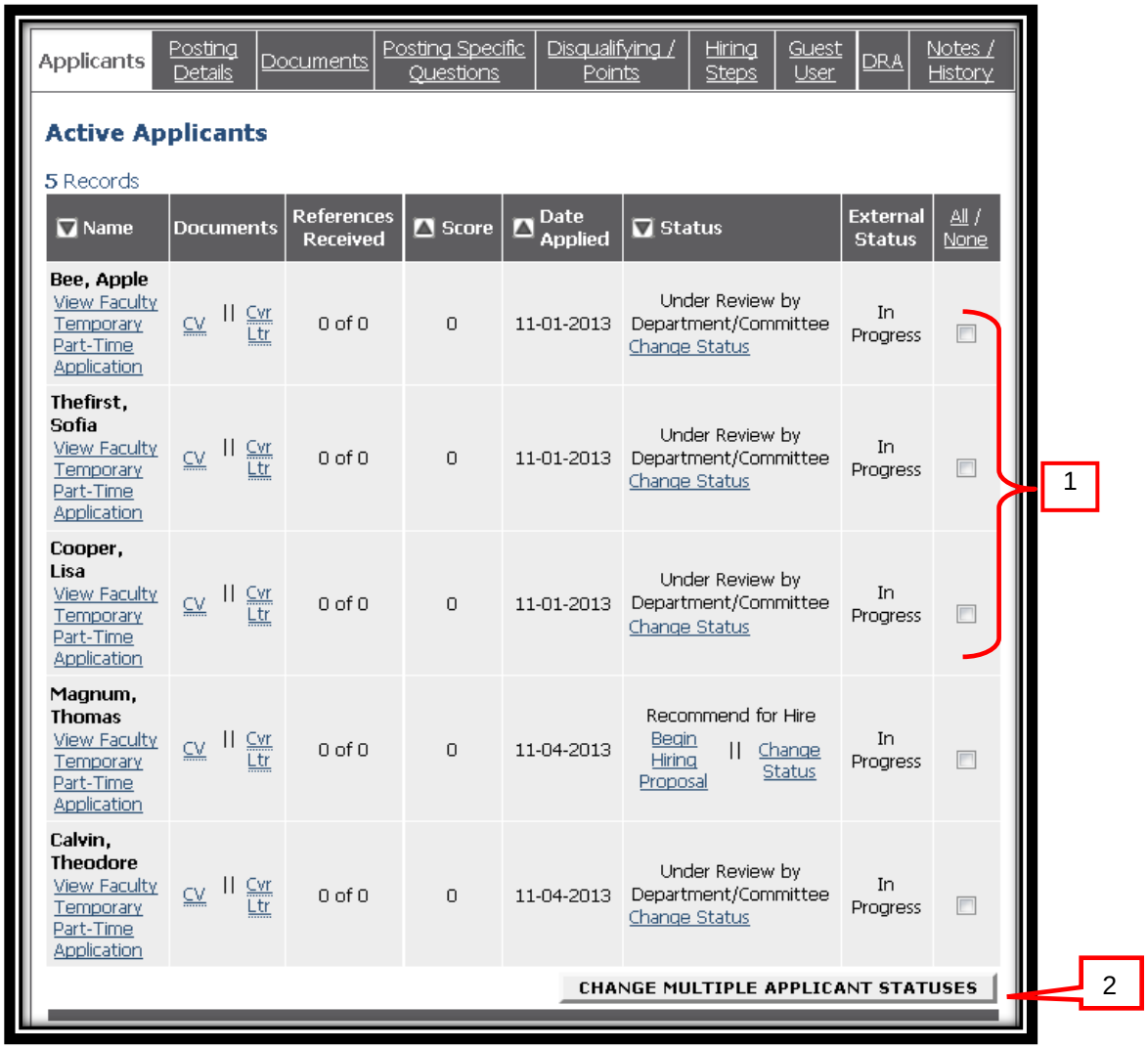
3. Click the **Continue To Confirm Page** button.
4. The status has been changed.



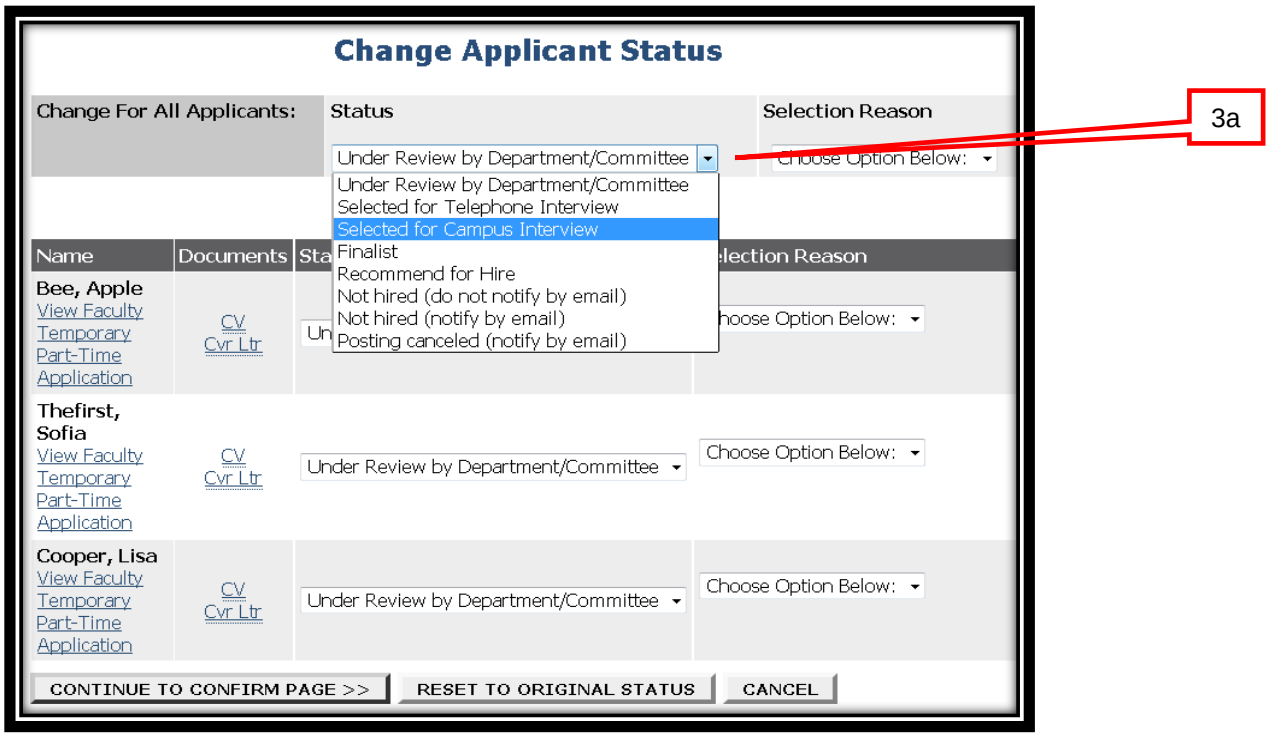
5. Click the **Save Status Changes** button.

To change status on multiple applicants perform the following steps:

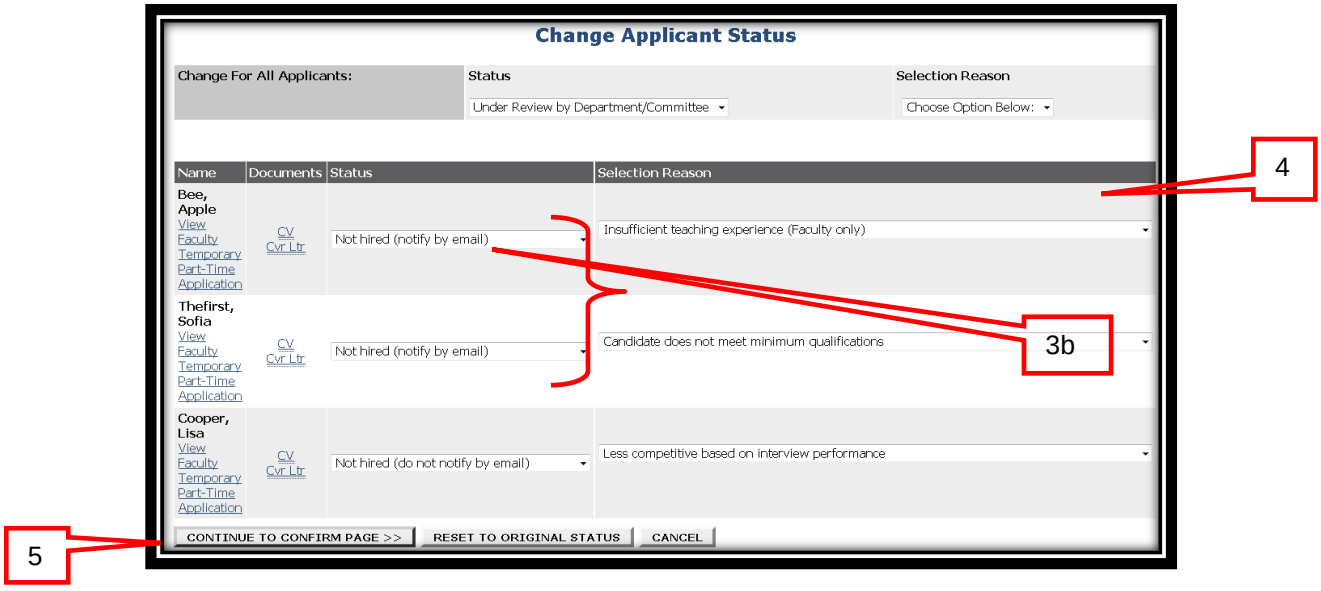
1. Check the boxes for the applicants requiring a status change.
2. Click on the **Change Multiple Applicant Statuses** button.



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



3. 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.

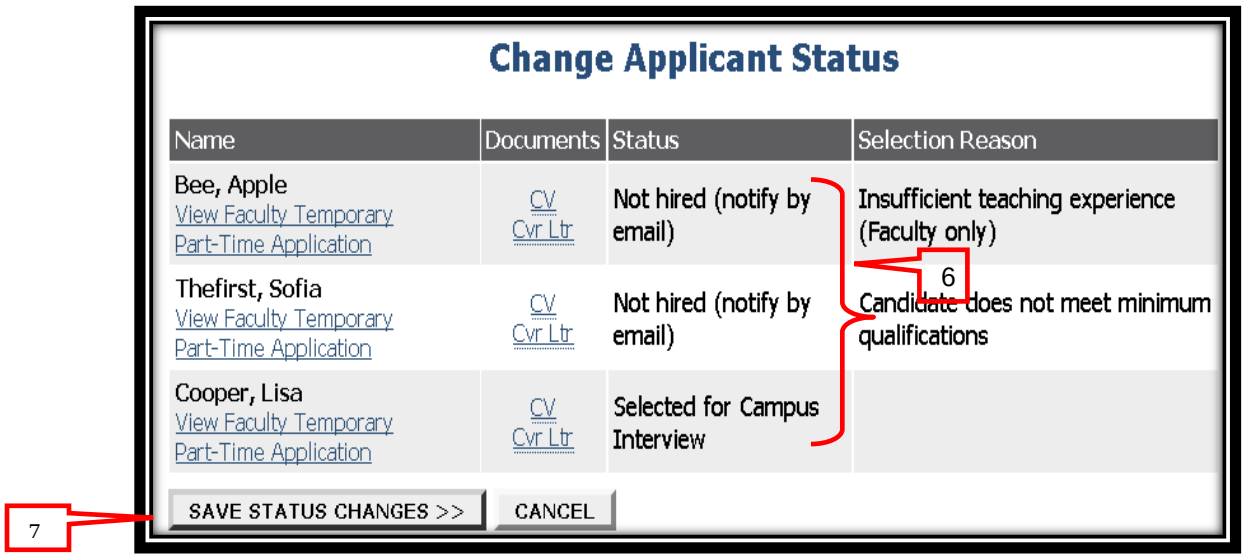


4. If "**Not Hired"** is selected as a status, you must also add a selection reason (this should come from the screening committee). See selection reasons on page 98.
   - Note: you may choose to automatically notify applicants of their status via email or to contact them directly

5. Click the **CONTINUE TO CONFIRM PAGE** button.

The status has been changed.

6. 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.



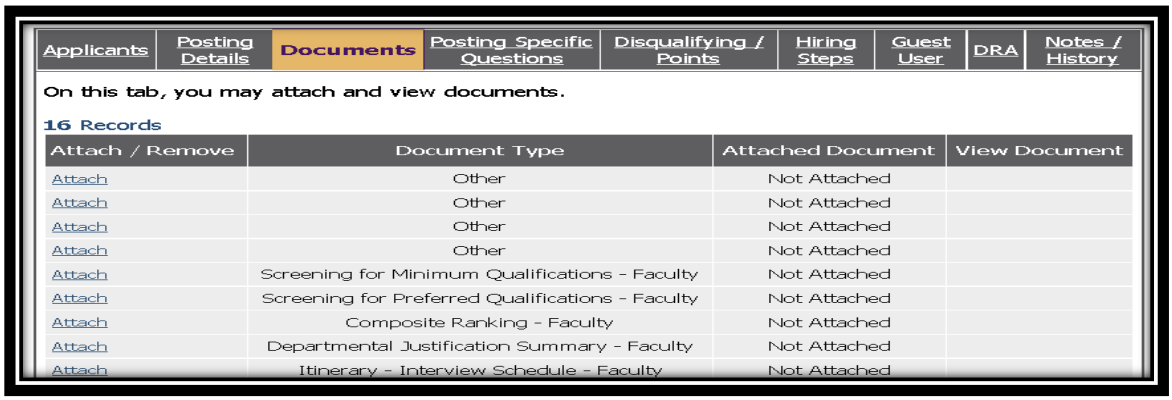
7. Click the **SAVE STATUS CHANGES** button.

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.

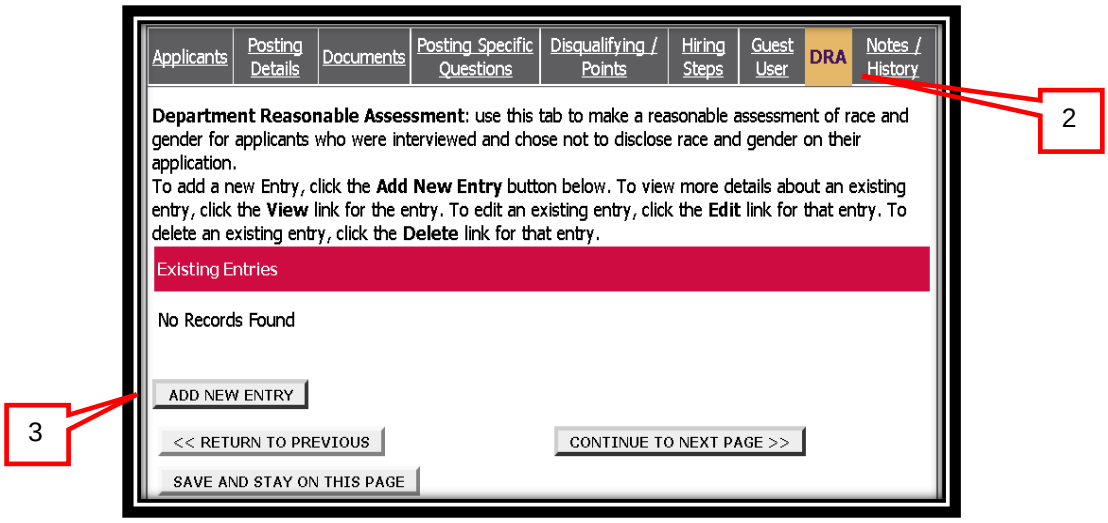
Department Reasonable Assessment (DRA) Process

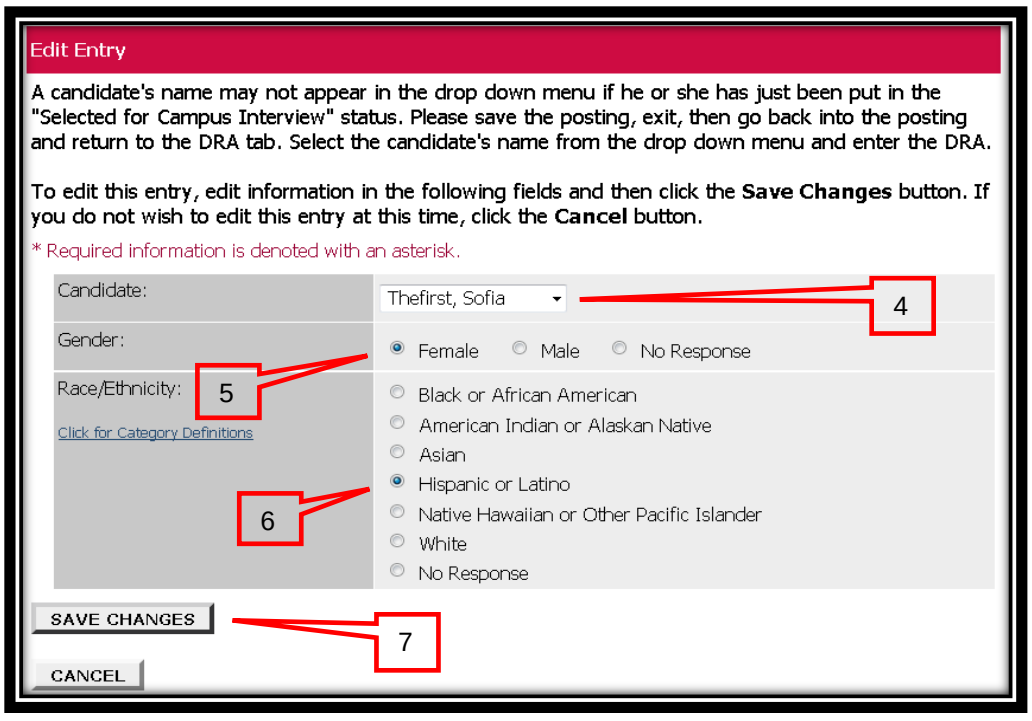
Use this tab to make a reasonable assessment of ethnicity and gender for all applicants who were interviewed and did not self-identify their ethnicity and gender on their application.

- **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.

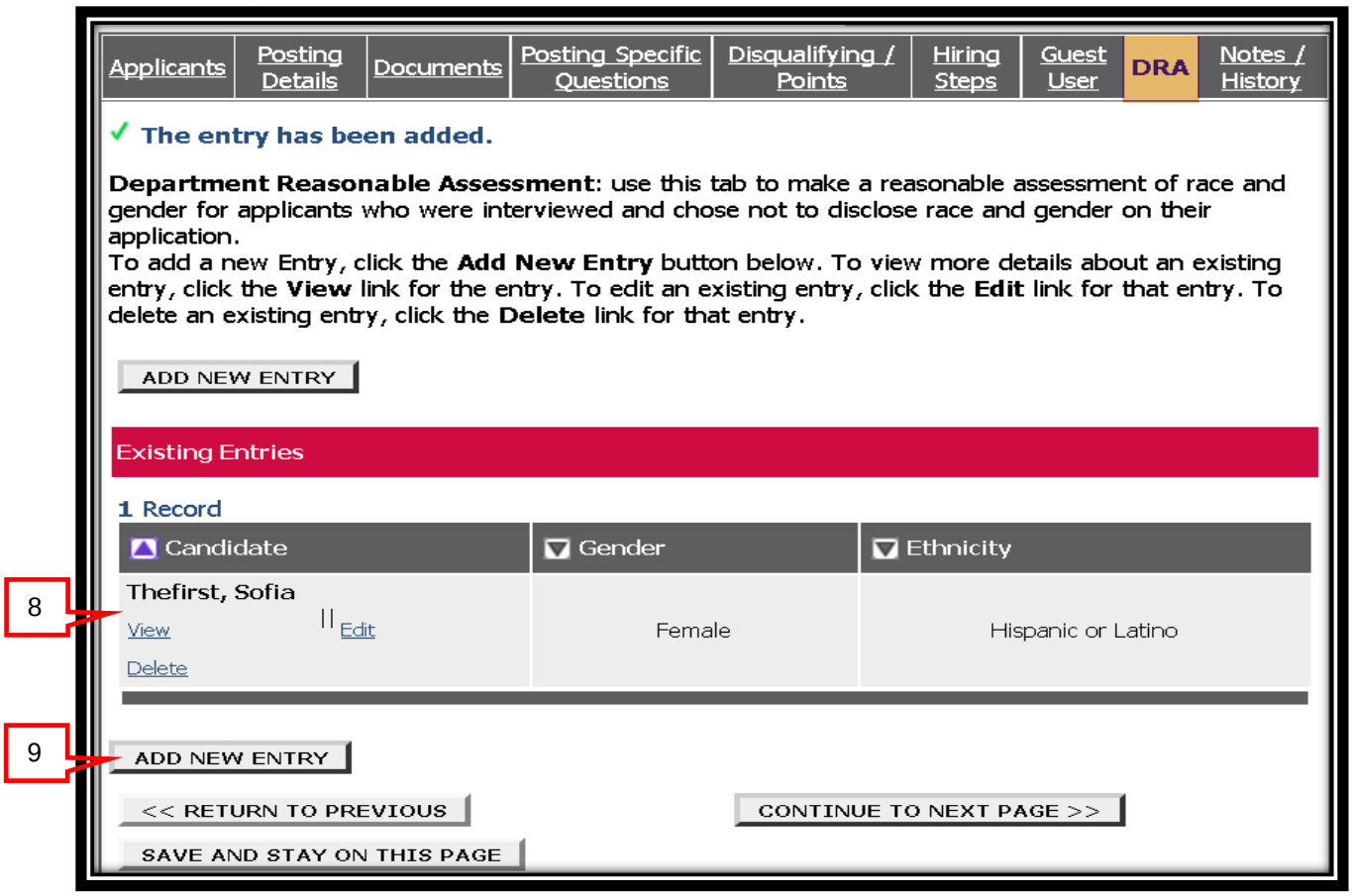
1. In order to populate applicants into the DRA Tab, the department must change the applicant status to "Selected for Campus Interview." The only applicants who will appear in the drop-down menu at the DRA tab are those who have been "Selected for Campus Interview." DRA information that is entered without being attached to an applicant's name is incorrect and this will need to be corrected before the Hiring Proposal will be approved.

2. Click on the **DRA** Tab.
3. Click on the **ADD NEW ENTRY** button.





4. Click on the **Drop Down arrow** next to the Candidate field. You should see all of the applicants who you previously changed their status to “Selected for Campus Interview. Select the appropriate candidate for which you want to create a record.
5. Select the appropriate gender based on your reasonable assessment during the interview process.
6. Select the appropriate ethnicity based on your reasonable assessment during the interview process.
7. Click the **ADD ENTRY** button.



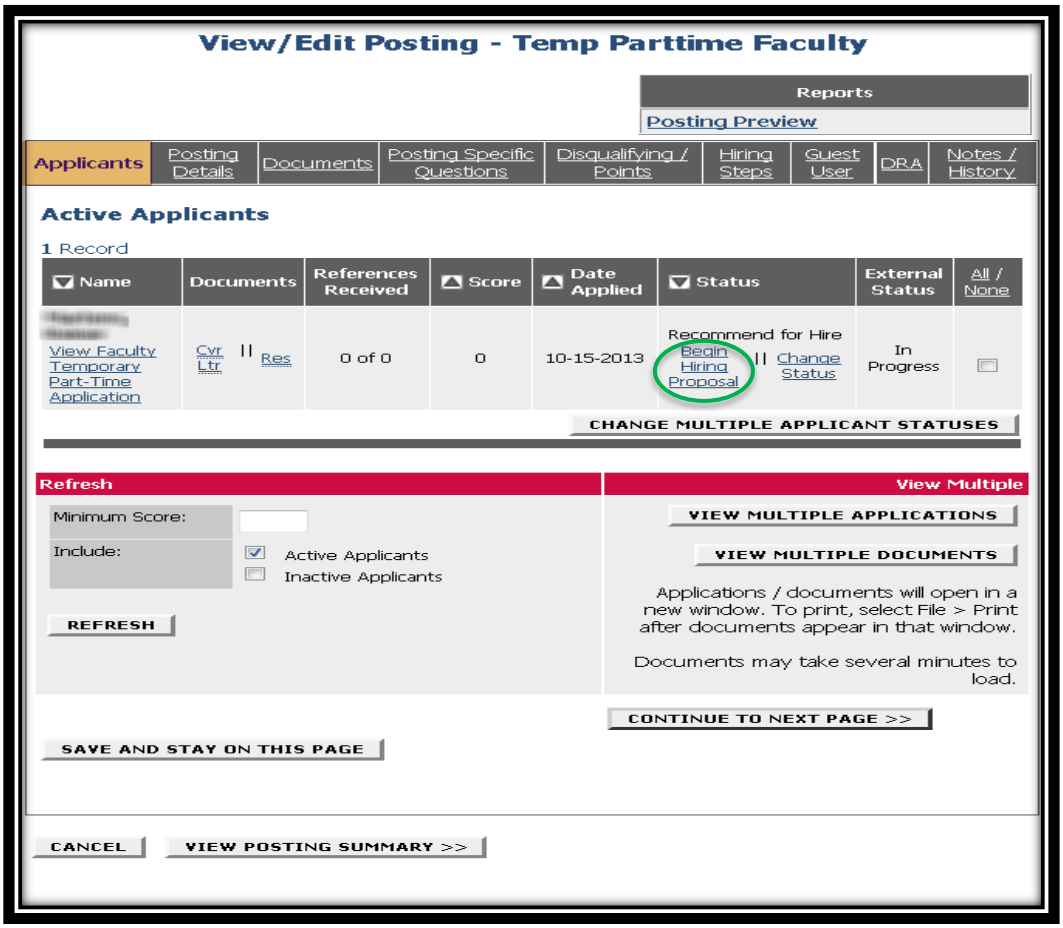
8. The record you created will appear. You can View, Edit, or Delete this record.
9. Click **ADD NEW ENTRY** to continue the DRA process for all of the applicants you interviewed.

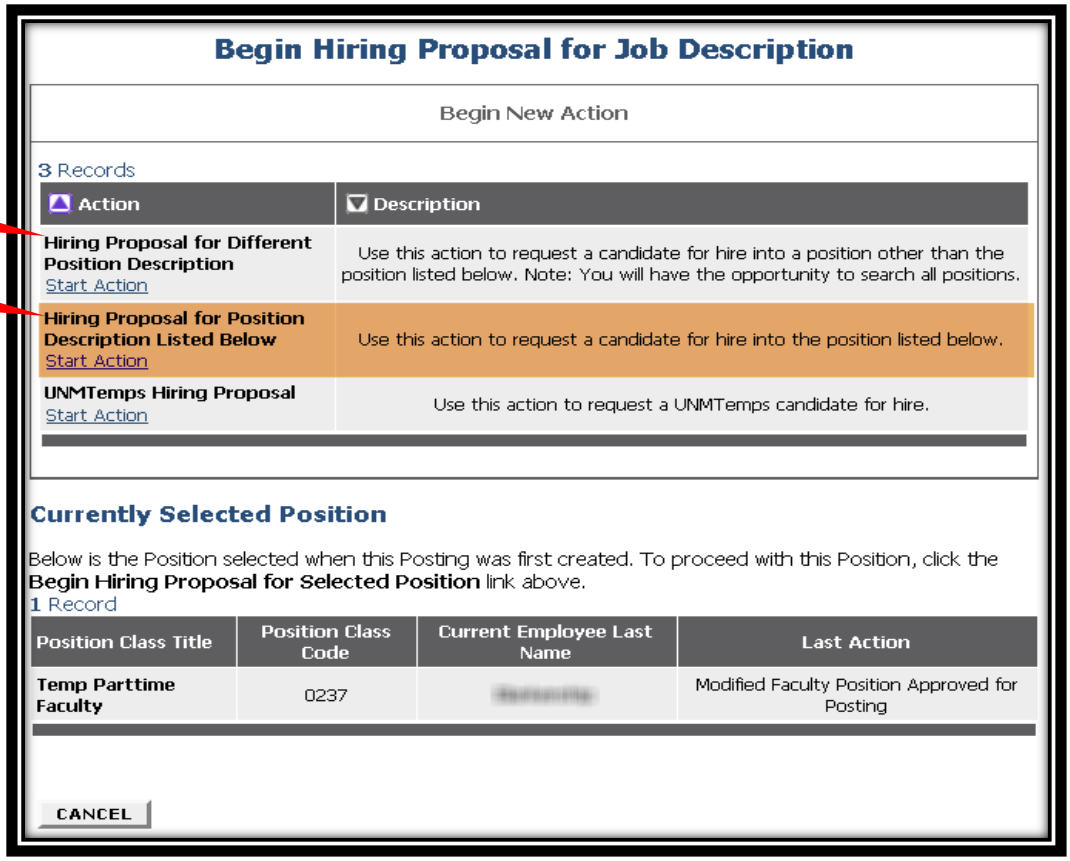
For more information on the DRA, please see the DRA Changes and Instructions (http://unmjobsresources.unm.edu/docs/dra-instructions.doc) job aid.

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

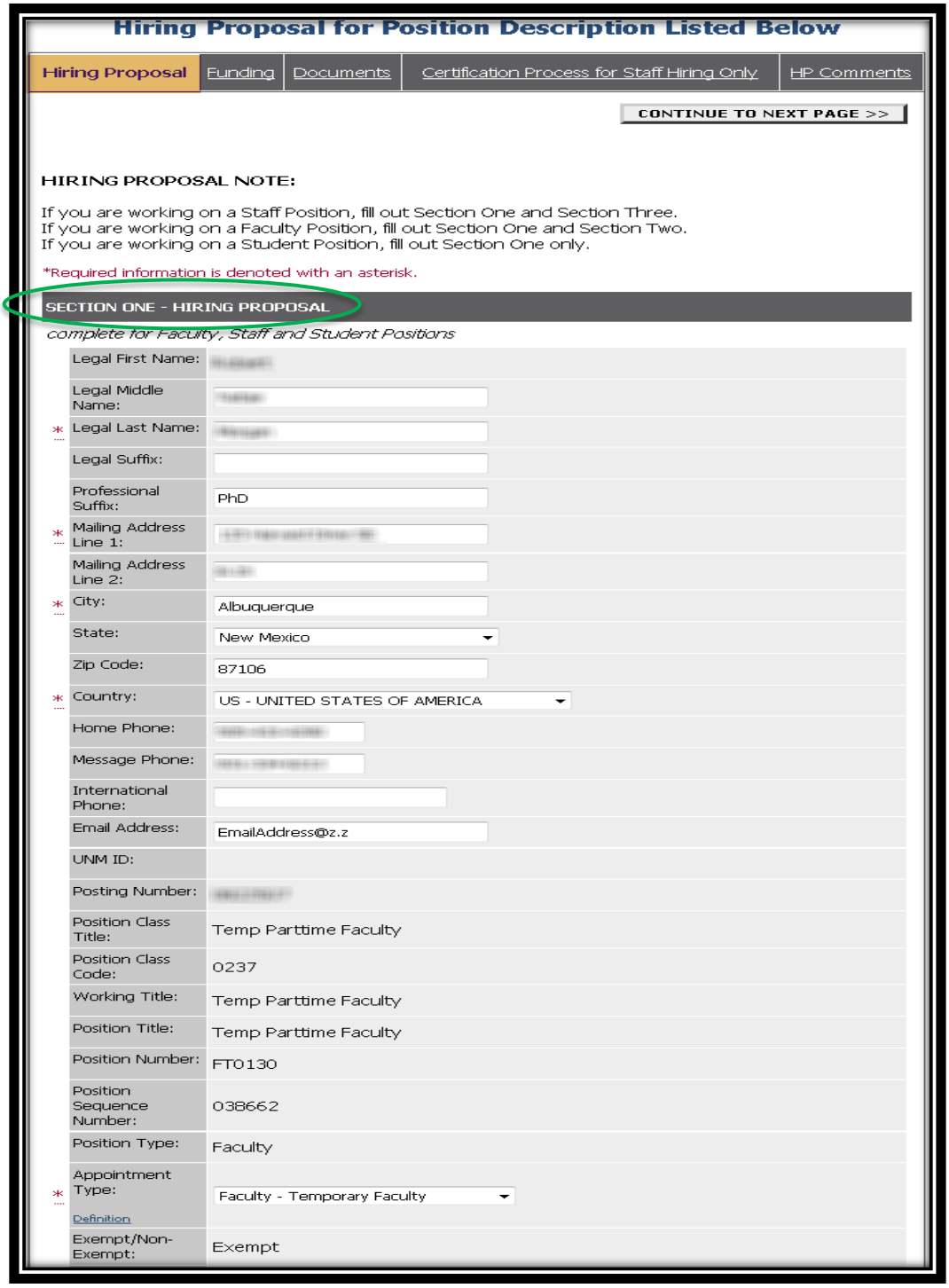
5. The applicant pool must be dispensed appropriately (The only candidate left in the pool must be the candidate selected to be hired for the position unless you are hiring more than one candidate)
6. The candidate must be put into the Recommend for Hire status
    - **Note: Make sure you save the posting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



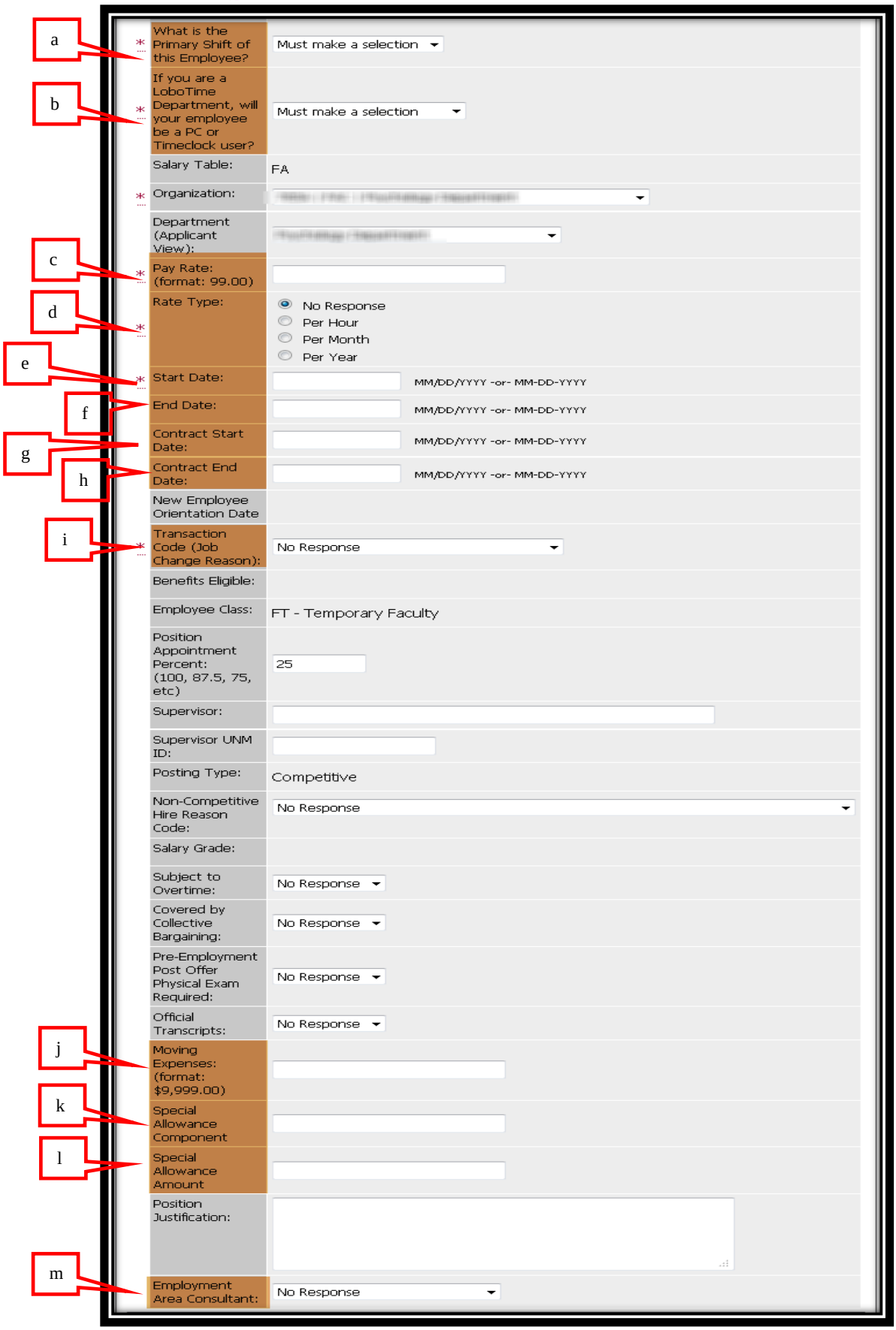


8. Choose appropriate Hiring Proposal option
   a) *Hiring Proposal for Different Position Description* is only used when you are hiring more than one candidate from the pool
   b) *Hiring Proposal for Position Description Listed* Below is used when you are hiring one candidate from your posting *OR* 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



1. 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
b
c
d
e
f
g
h
i
j
k
l
m
What is the Primary Shift of this Employee?
Must make a selection
If you are a LoboTime Department, will your employee be a PC or Timeclock user?
Must make a selection
Salary Table:
FA
Organization:
Department (Applicant View):
Pay Rate: (format: 99.00)
Rate Type:
No Response
Per Hour
Per Month
Per Year
Start Date:
MM/DD/YYYY -or- MM-DD-YYYY
End Date:
MM/DD/YYYY -or- MM-DD-YYYY
Contract Start Date:
MM/DD/YYYY -or- MM-DD-YYYY
Contract End Date:
MM/DD/YYYY -or- MM-DD-YYYY
New Employee Orientation Date
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
Moving Expenses: (format: $9,999.00)
Special Allowance Component
Special Allowance Amount
Position Justification:
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)
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..

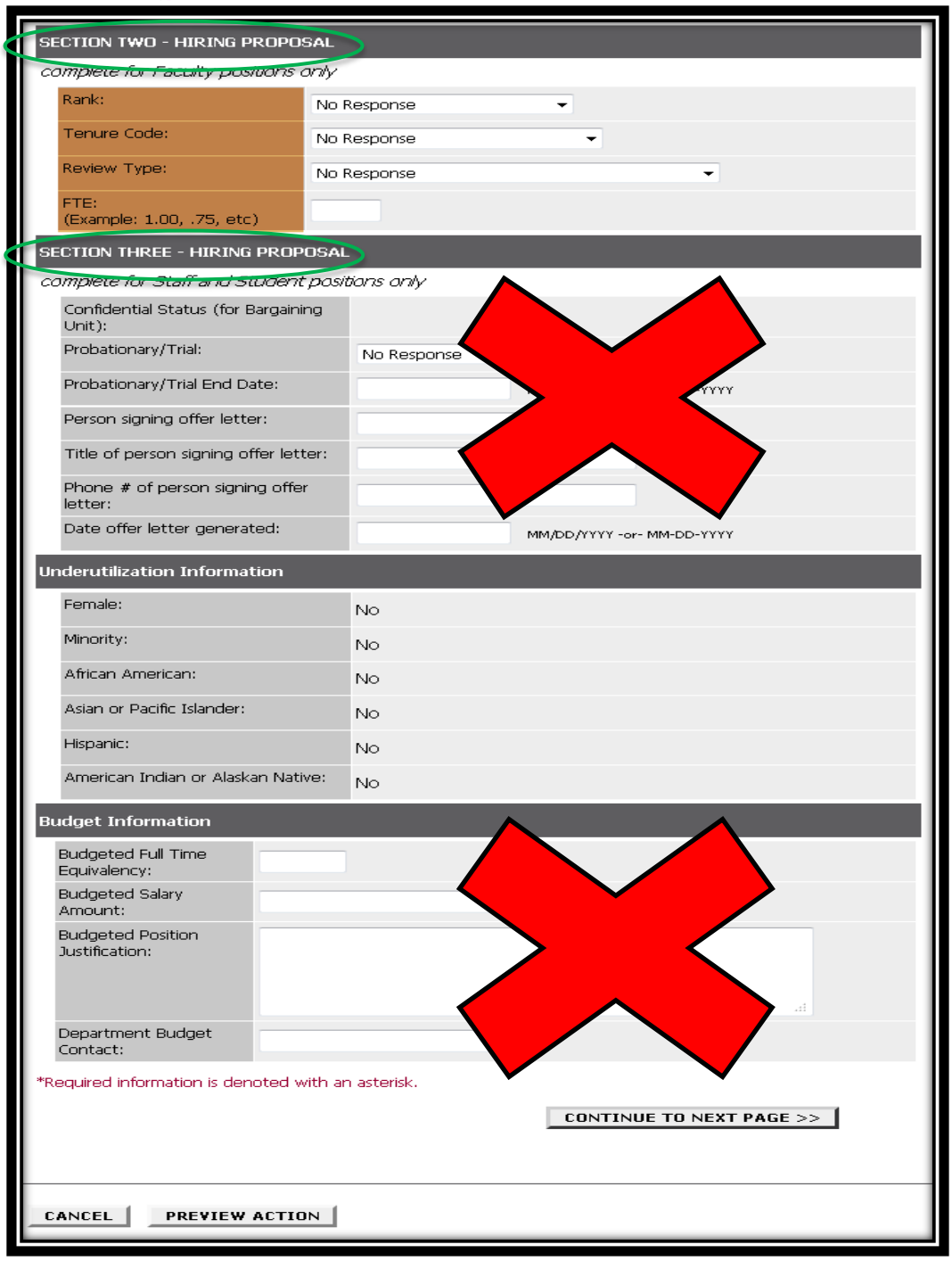
Skip Position Justification

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)

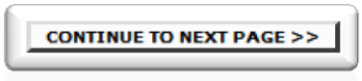
2. Complete Section Two of the hiring proposal. For questions regarding this section, contact the appropriate Faculty Contracts Representative for your department.
    a) Rank – Select the appropriate rank from the drop down menu
    b) Tenure Code – Select the appropriate tenure code from the drop down 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



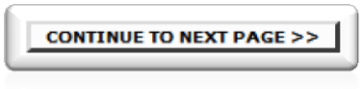
Click on Continue to Next Page or scroll up to the top of the page and click on the Funding tab



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

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

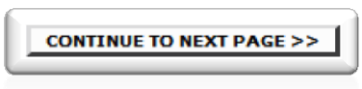
Other documents that may be required include:

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).

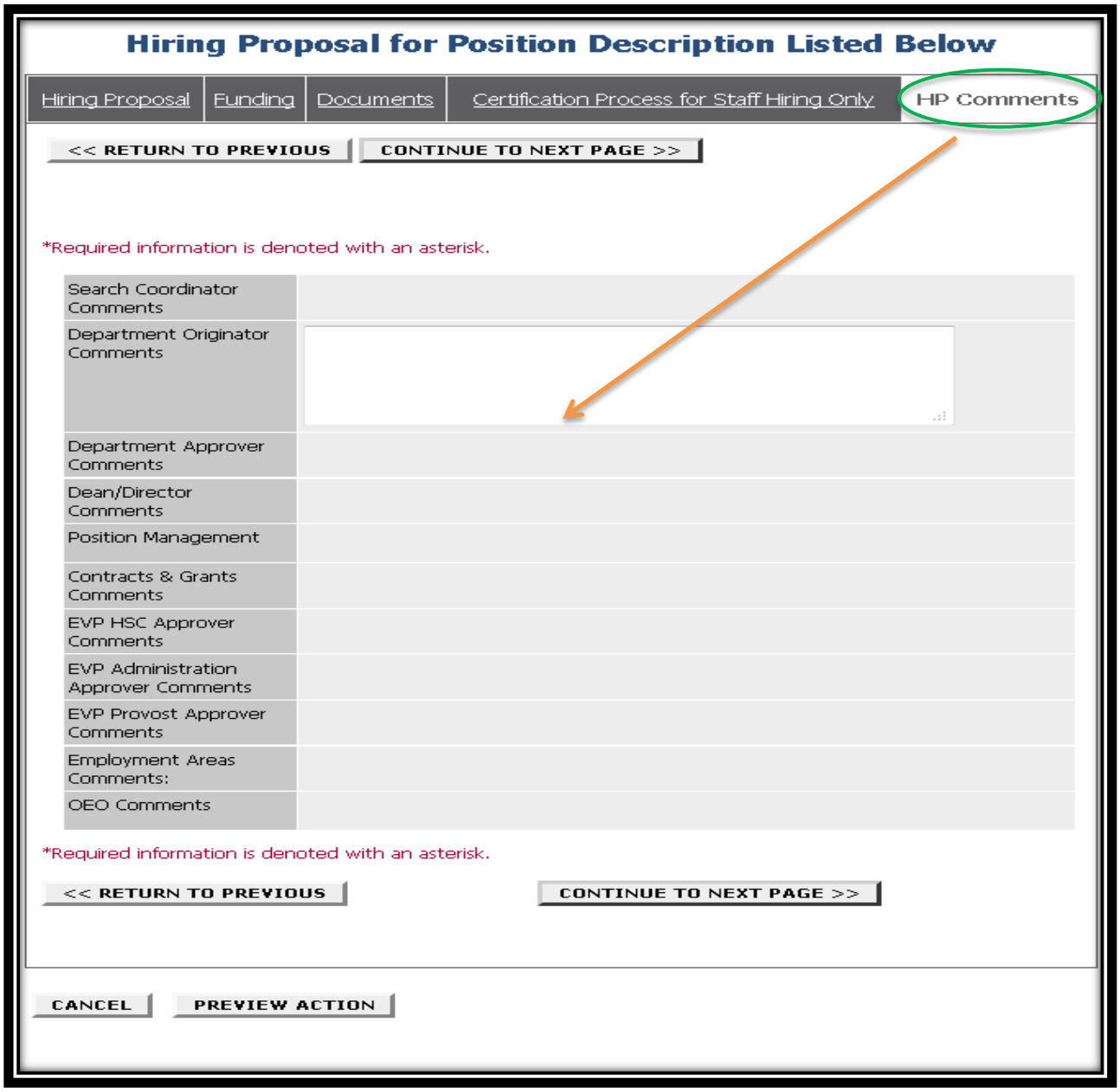
Skip the Certification Process tab (This tab is staff hiring only)

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

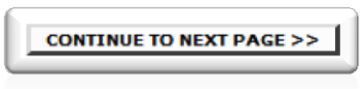


Hiring Proposal Comments

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.



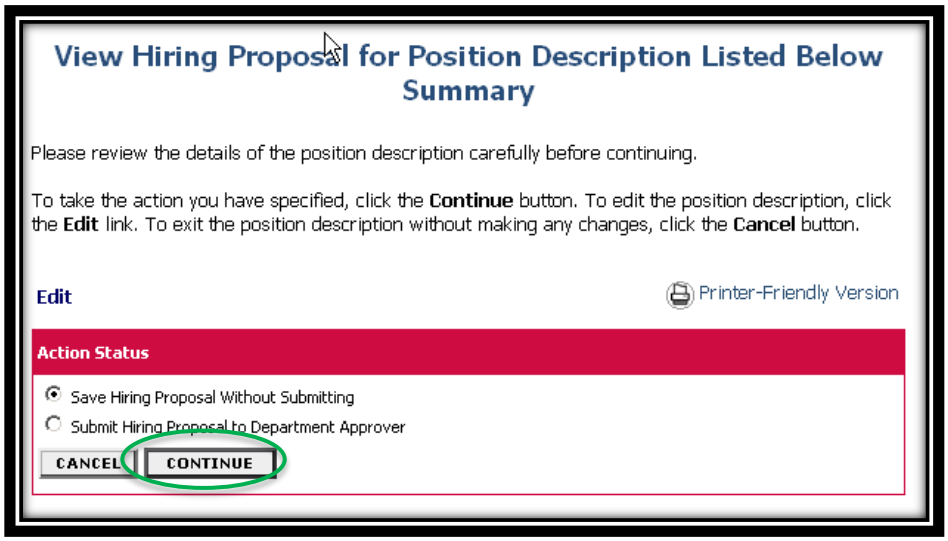
Click on Continue to Next Page



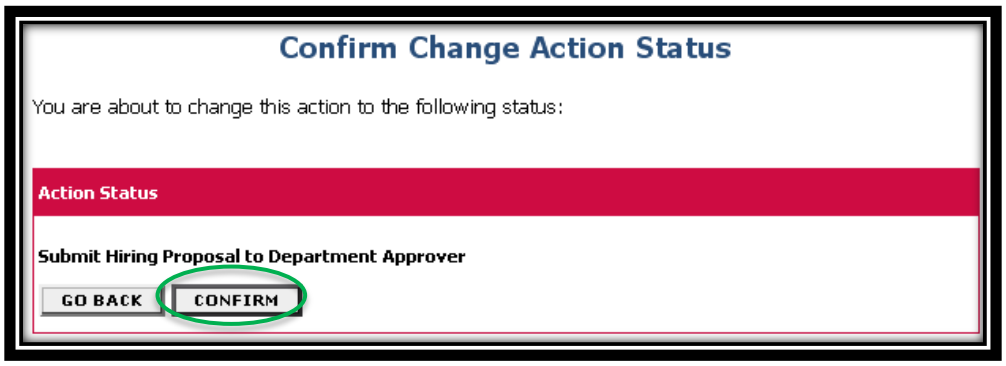
You may now review your hiring proposal request and either:

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

Click on Continue



Click on Confirm



Note:

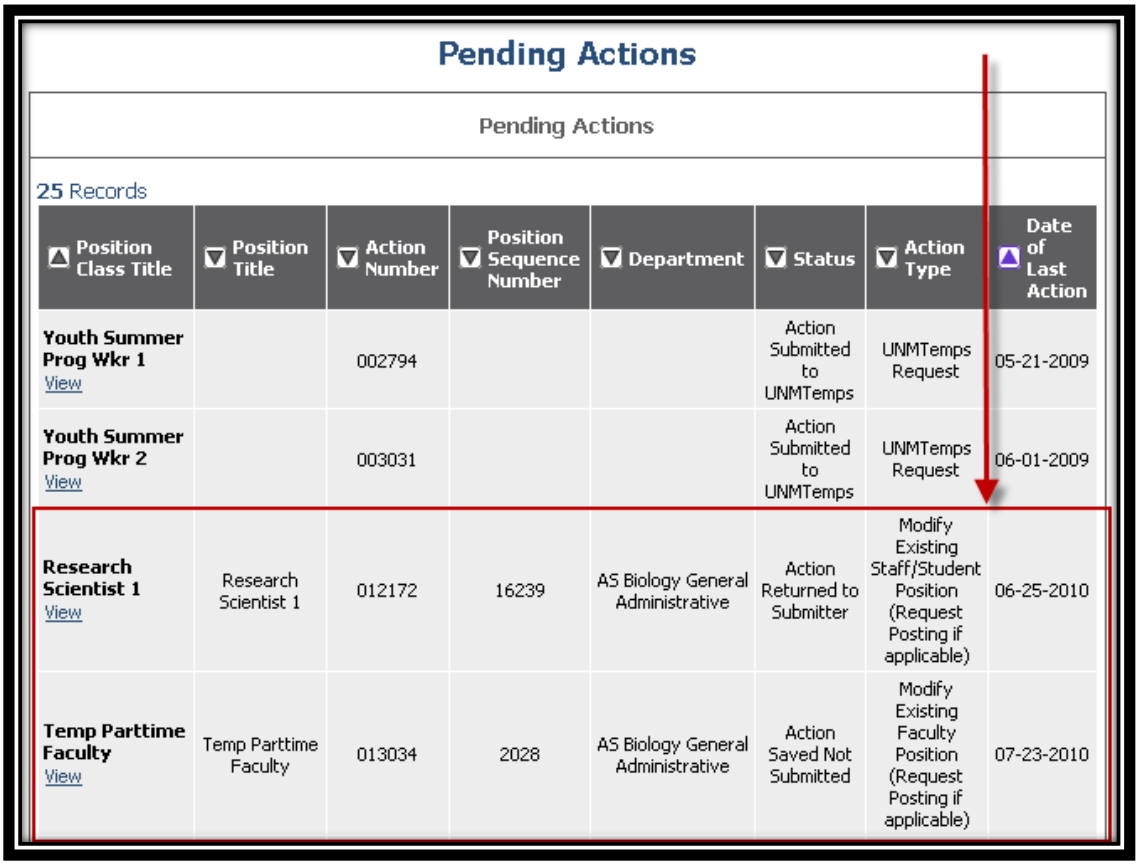
<u>The details of the hiring proposal are NOT SAVED until you confirm the action.</u>

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

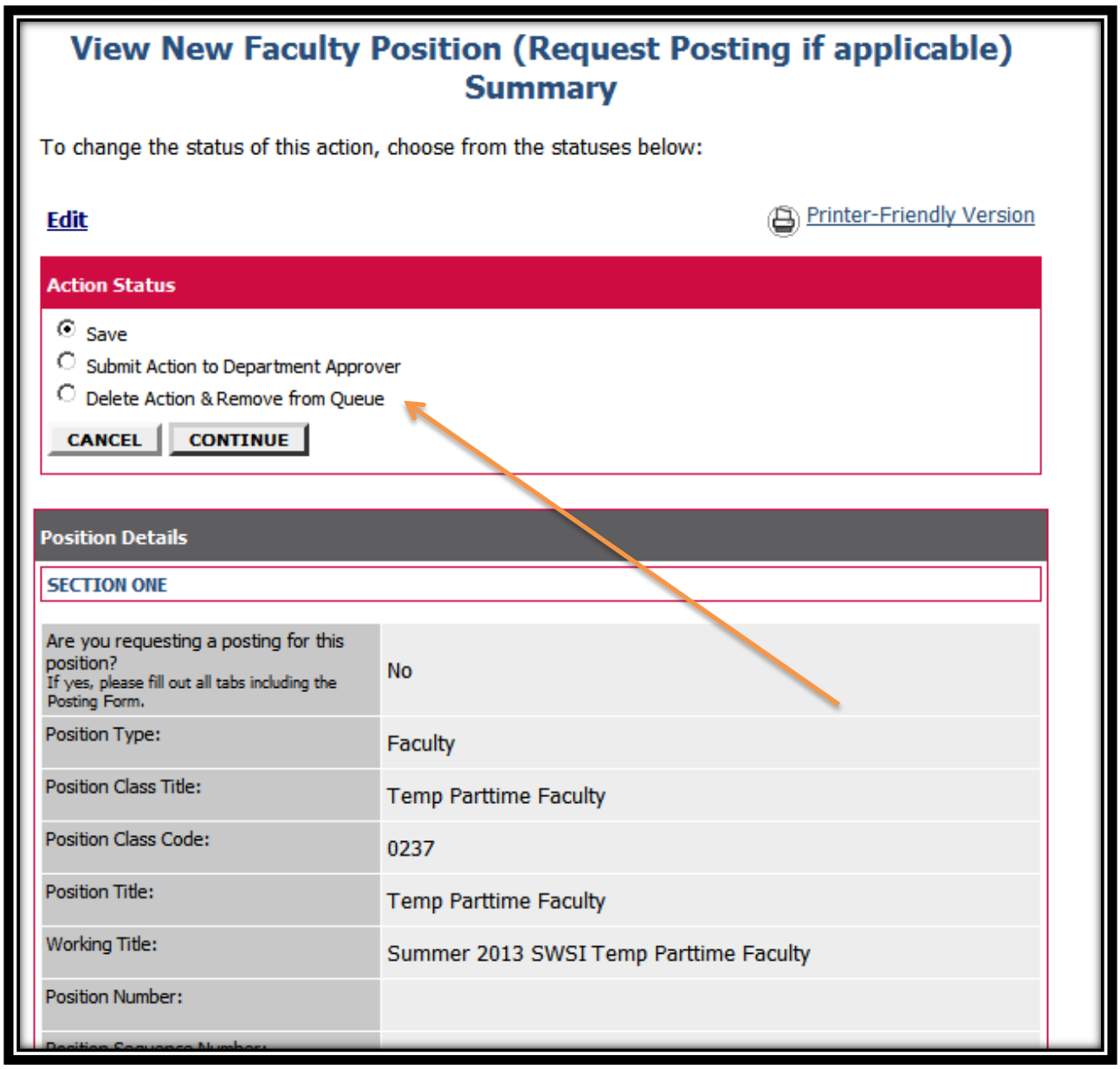


Pending Actions

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 View		002794			Action Submitted to UNMTemps	UNMTemps Request	05-21-2009
Youth Summer Prog Wkr 2 View		003031			Action Submitted to UNMTemps	UNMTemps Request	06-01-2009
Research Scientist 1 View	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 View	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

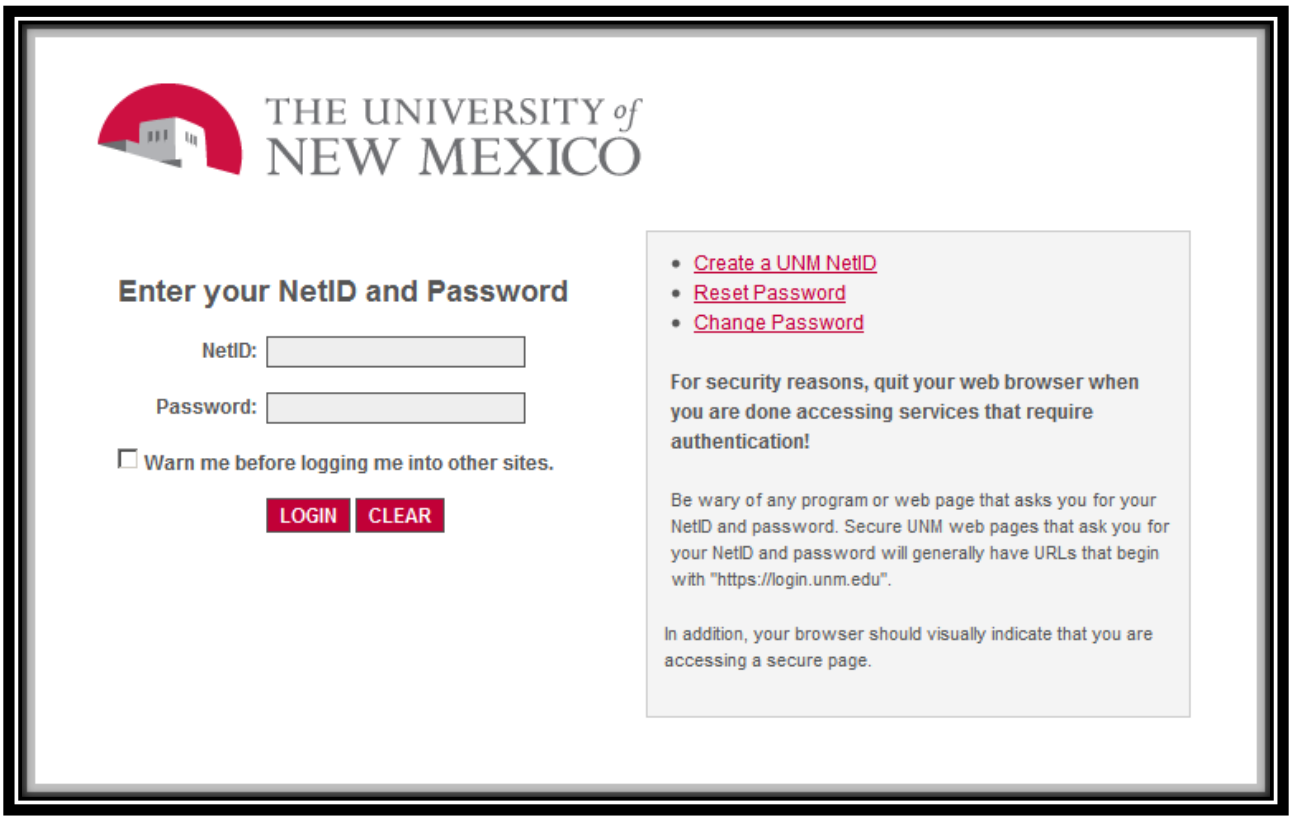
To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link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

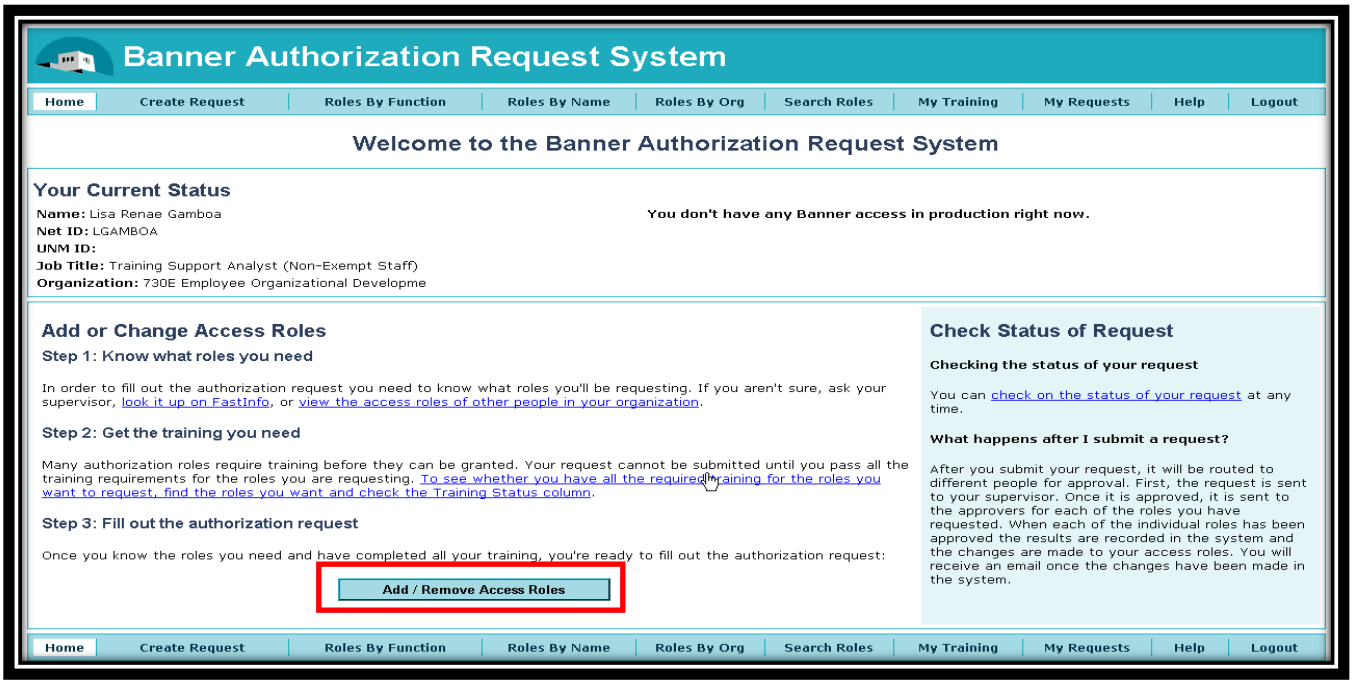
4. A Security Alert popup may appear. Click 'Yes.'

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



Start an authorizations request

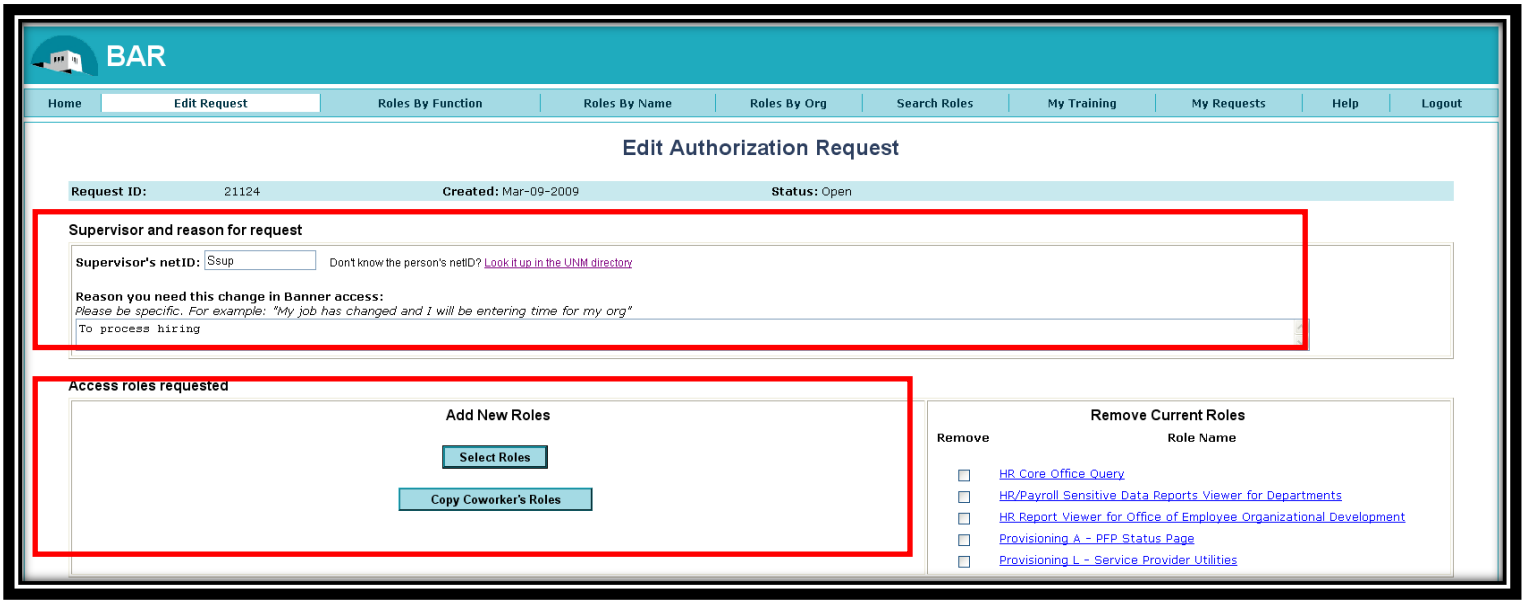
1. Verify all information regarding your position at the University is correct.
2. If you currently have an incomplete request you will see an **Open Saved Access Request** button. Click on the button.
3. If you do not have an existing request you will see an **Add/Remove Access Roles** button. Click on the button.



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

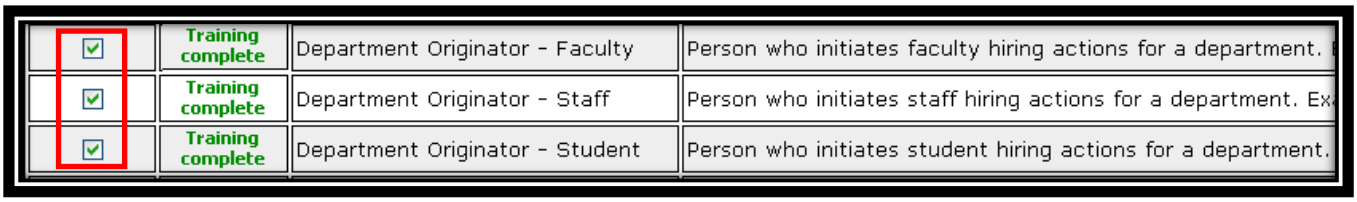
Select UNMJobs role

1. Enter your supervisor's NetID. If you do not know your supervisor's NetID, please use the hotlink to the UNM Directory to look it up.
2. Explain the business reason for this role.
3. Click on the **ADD Roles** or **Select Roles** button.



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

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



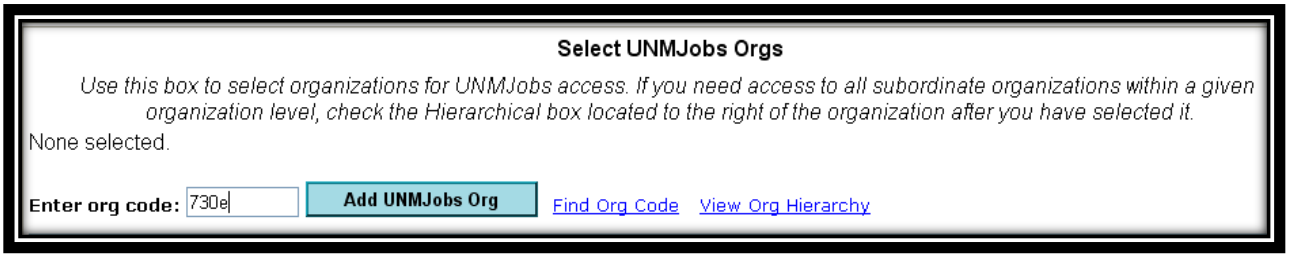
6. Click on the **Add Selected Roles to My Request** button on the bottom of the page.

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

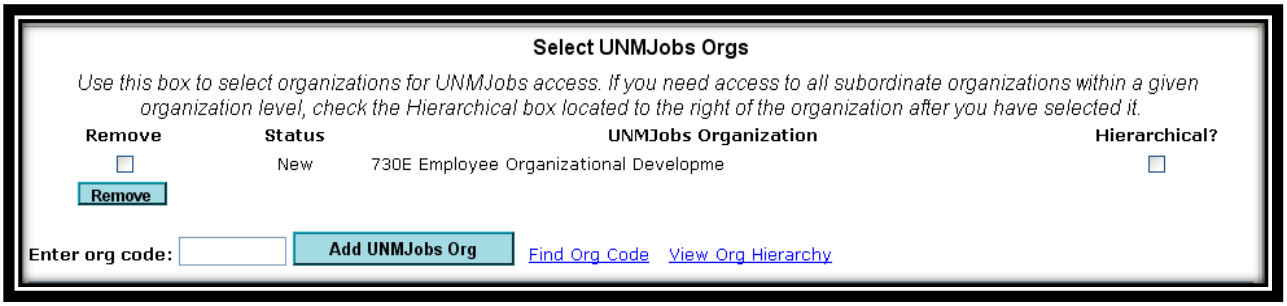
Select UNMJobs orgs

Role Specific Settings section displays.

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

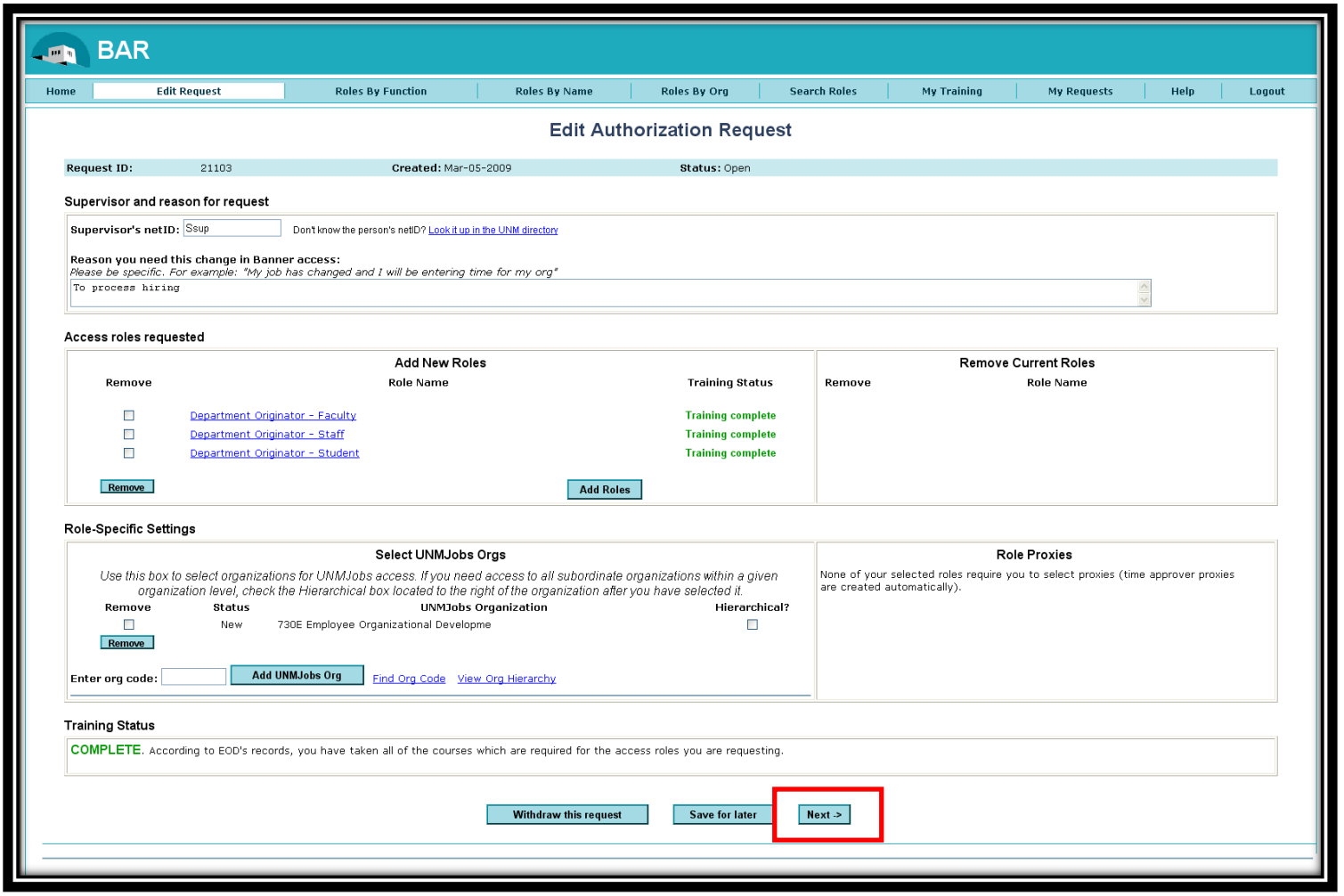


3. If the org code is recognized, it will display in that section. If not, you see an error message display.
4. Check the 'Hierarchical' box located to the right of the organization if you need access to a hiring org within a higher level org.

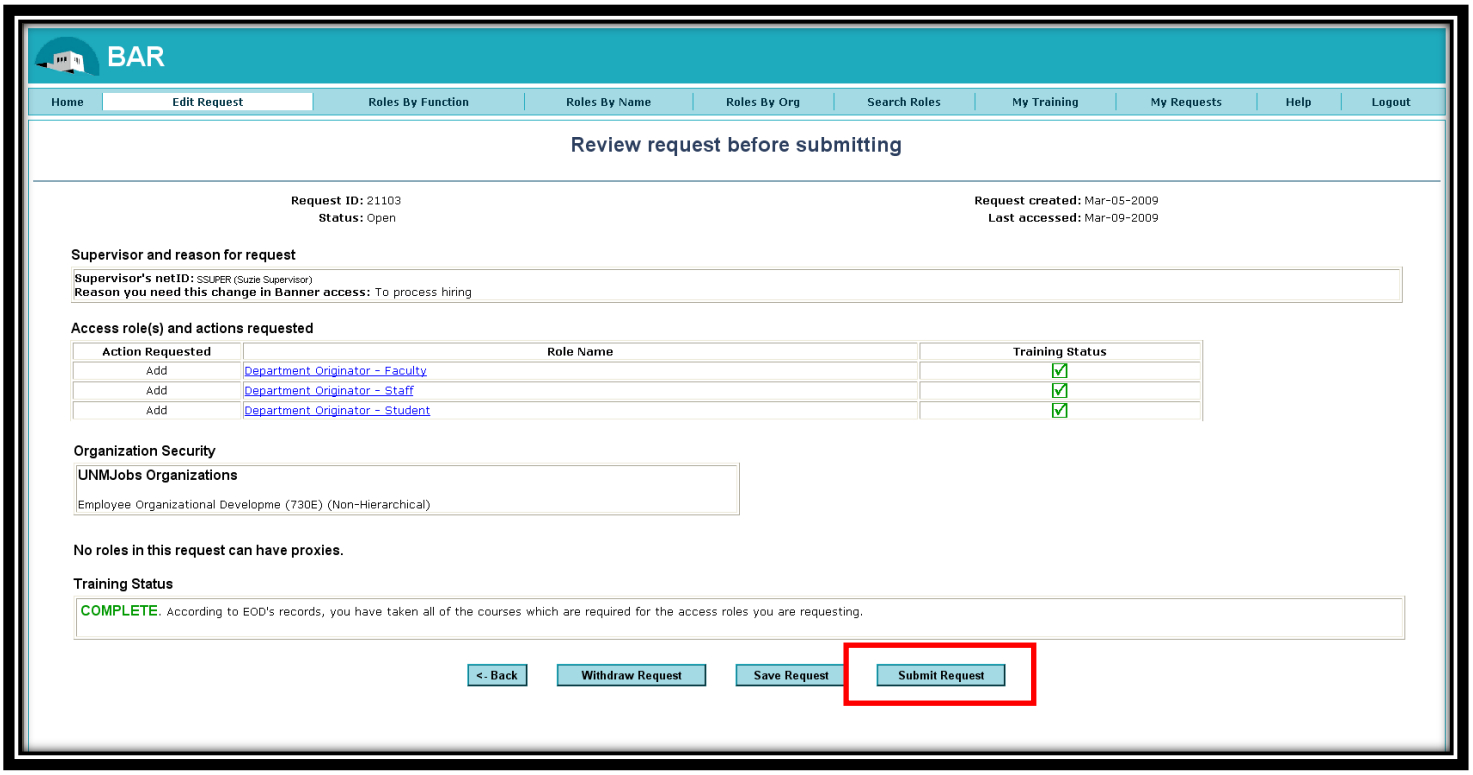


Review and submit

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



3. On the “Review request before submitting” page, confirm that all the information on your BAR is correct.
4. Click **Submit Request** button, if all information on the page is correct.
5. Click the **Back** button if the information is incorrect. Correct as necessary.



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