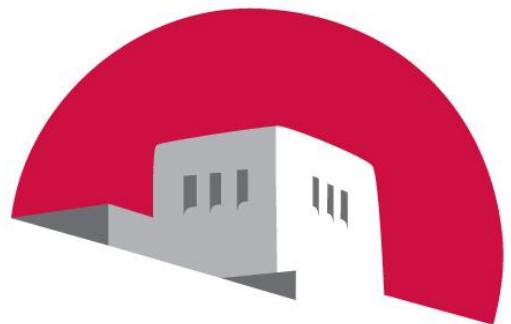


Department Originator User Guide

Faculty



UNM **Jobs**

Role of the Office of Equal Opportunity

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

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

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

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

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

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

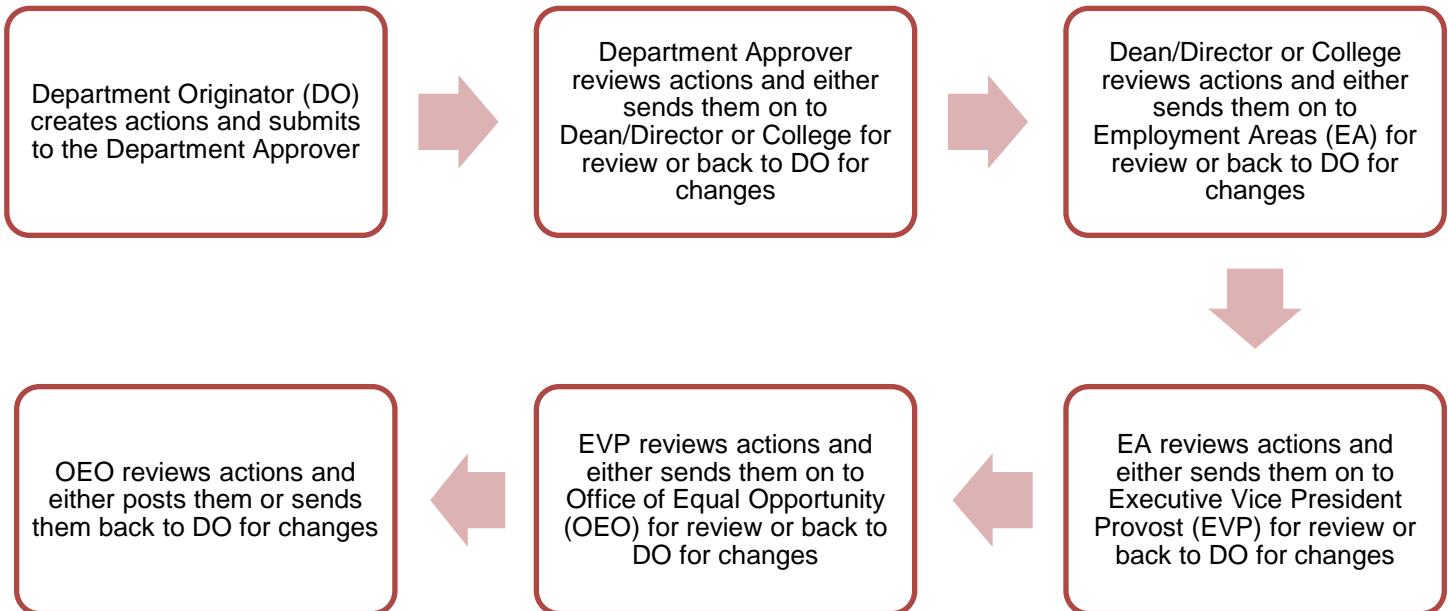
When you have an accepted offer, the department will complete a Hiring Proposal and submit for approval. Once all approvals have been obtained, the selected applicant will be "seated" to a position.

UNMJobs User Types

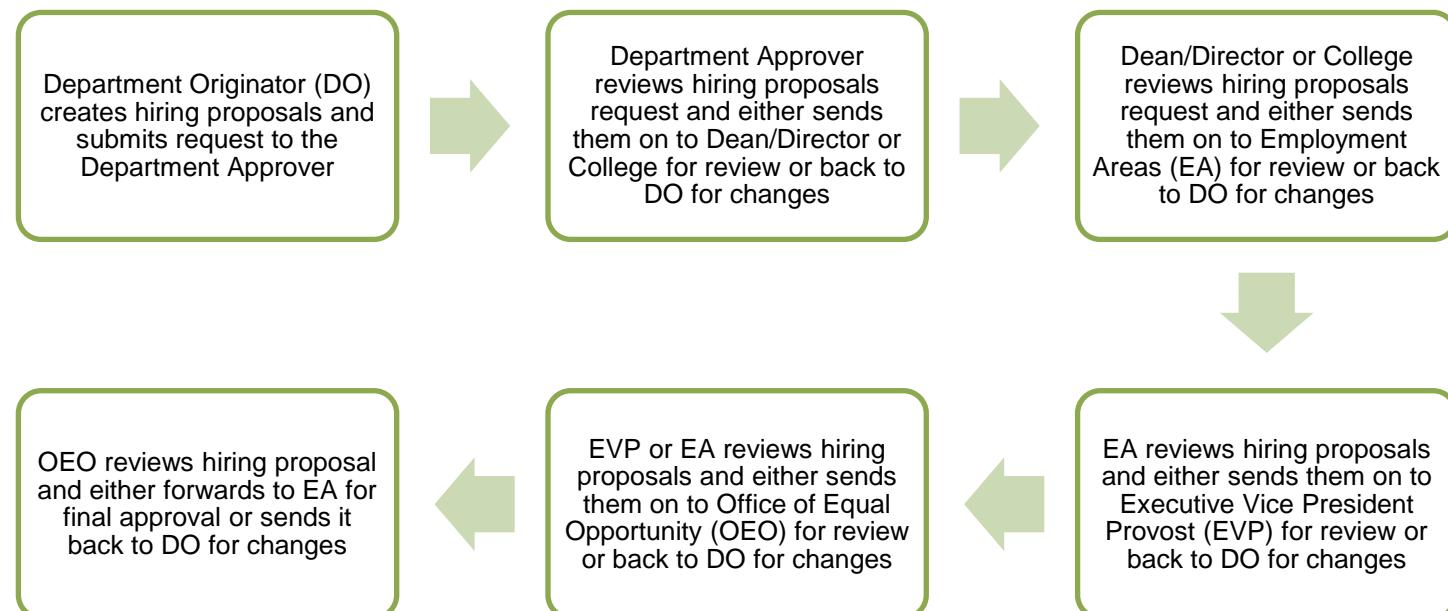
Search Coordinator:	Person who serves as a non-voting member of the search committee for Faculty searches. The Search Coordinator provides administrative support to the search committee. He or she does not screen applicants for minimum or preferred qualifications. If the Search Coordinator is to also 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:	<u>HSC Faculty Contracts</u> , <u>Main Campus Faculty Contracts and Services Office</u> . Role: Review, monitor and approve actions and hiring proposals submitted through UNMJobs.
EVP Provost Area Approver:	Person who represents the Provost and who can approve any type of hiring at the university level.
EVP HSC Area Approver:	Person who represents the HSC EVP office and who can approve any type of hiring at the university level.
OEO:	<u>Office of Equal Opportunity</u> . Role: review and monitor actions and hiring proposals submitted through UNMJobs for EEO/AA compliance.

Process Flow Charts

Actions Request to Post



Hiring Proposal Request





Explanation of Action Types

New Faculty Position (Request Posting if applicable)

Use this action to request a new faculty position, and request posting if applicable. Select "Create New Position" if position currently does not exist within the department – department does not have an established position number and/or budget.

Modify Existing Faculty Position (Request Posting if applicable)

Use this action to request an update or reclassification of an existing faculty position, and request posting if applicable. Select "Modify Existing Position" when filling an existing position (i.e., vacant position with an established position number, incumbent leaving, etc.).

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

Getting Started

First Steps

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

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

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



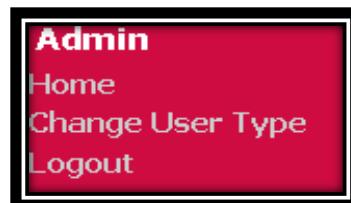
Logging into UNMJobs

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

4. Click on the **Login** button

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

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





Explanation of Menu

Job Postings

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

Classifications

- Search Classifications – you will not use this option.

Position Descriptions

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

Admin

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

Job Postings

Active Postings

Pending Postings

Historical Postings

Search Hiring Proposals

Classifications

Search Classifications

Position Descriptions

Begin New Action

Search Actions

Pending Actions

Search Positions

Admin

Home

Change Default View

Change User Type

Logout



Position Request and Posting

The screenshot shows a sidebar with navigation links like Job Postings, Active Postings, Historical Postings, Search Hiring Proposals, Classifications, and Position Descriptions. The main area displays a table titled "Begin New Action" with 5 records. The columns are "Action" and "Description". The actions listed are: "New Staff/Student Position (Request Posting if applicable)", "Modify Existing Staff/Student Position (Request Posting if applicable)", "UNMTemps Request", "New Faculty Position (Request Posting if applicable)", and "Modify Existing Faculty Position (Request Posting if applicable)". Each action has a "Start Action" link below it.

Begin New Action	
5 Records	
Action	Description
New Staff/Student Position (Request Posting if applicable) Start Action	Use this action to request a new staff/student position, and request posting if applicable.
Modify Existing Staff/Student Position (Request Posting if applicable) Start Action	Use this action to request an update or reclassification of an existing staff/student position, and request posting if applicable.
UNMTemps Request Start Action	Use this action for UNMTemps requests.
New Faculty Position (Request Posting if applicable) Start Action	Use this action to request a new faculty position, and request posting if applicable.
Modify Existing Faculty Position (Request Posting if applicable) Start Action	Use this action to request an update or reclassification of an existing faculty position, and request posting if applicable.

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

The screenshot shows a sidebar with navigation links like Job Postings, Search Hiring Proposals, Search Postings, Create Posting, From Position, Classifications, Search Classifications, Create Classifications, From Classification, From Scratch, Applicants, Search Applicants, Position Descriptions, and Position Actions. The "Position Descriptions" link is circled in green. The main area displays a table titled "Online System" with 4548 records. The columns are "Position Title", "Posting Number", "Apps In Process", "Job Open Date", "Job Close Date", "Organization", and "Posting Status". The table lists several positions such as "TRIO Writing Peer Tutor", "Program Staff Support", and "Accounting Technician". Each row includes a "View" link, a "Get Reports List" link, and buttons for "Close/Remove from Web", "Designate Position as Filled", and "Cancel Posting".

Active						
4548 Records						
Position Title	Posting Number	Apps In Process	Job Open Date	Job Close Date	Organization	Posting Status
TRIO Writing Peer Tutor View	0822576	0 Get Reports List	10-10-2013	01-09-2014	742A STU Gallup Deans Office	Posted Close/Remove from Web Designate Position as Filled Cancel Posting
Program Staff Support View	0822577	6 Get Reports List	10-10-2013	01-09-2014	099L STU CRTC Clinic Rnch Data Management	Posted Close/Remove from Web Designate Position as Filled Cancel Posting
Accounting Technician View	0822578	4 Get Reports List	10-10-2013	01-09-2014	271A STU Electrical Computer Engineering	Posted Close/Remove from Web Designate Position as Filled Cancel Posting
Planerarium		0			4548 LCELL OFF	Posted Close/Remove from Web Designate Position as Filled Cancel Posting



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

Position Descriptions	
Begin New Action	
Search Actions	
Pending Actions	
Search Positions	
Admin	
Home	
Change Default View	
Change User Type	
Logout	

5 Records	
Action	Description
New Staff/Student Position (Request Posting if applicable) Start Action	Use this action to request a new staff/student position, and request posting if applicable.
Modify Existing Staff/Student Position (Request Posting if applicable) Start Action	Use this action to request an update or reclassification of an existing staff/student position, and request posting if applicable.
UNMTemps Request Start Action	Use this action for UNMTemps requests.
New Faculty Position (Request Posting if applicable) Start Action	Use this action to request a new faculty position, and request posting if applicable.
Modify Existing Faculty Position (Request Posting if applicable) Start Action	Use this action to request an update or reclassification of an existing faculty position, and request posting if applicable.

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

To create a New Faculty Position

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

New Faculty Position (Request Posting if applicable)																				
Classification	Copy Position	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments												
Search Classifications <table border="1"> <tr> <td>Position Type</td> <td>Any</td> <td>Position Class Title</td> <td>Any</td> </tr> <tr> <td>Salary Grade</td> <td>Any</td> <td colspan="2"></td> </tr> <tr> <td colspan="2"> <input type="button" value="SEARCH"/> <input type="button" value="CLEAR RESULTS"/> </td> <td colspan="2"></td> </tr> </table>									Position Type	Any	Position Class Title	Any	Salary Grade	Any			<input type="button" value="SEARCH"/> <input type="button" value="CLEAR RESULTS"/>			
Position Type	Any	Position Class Title	Any																	
Salary Grade	Any																			
<input type="button" value="SEARCH"/> <input type="button" value="CLEAR RESULTS"/>																				



3. Click on Select and Continue when the position appears

New Faculty Position (Request Posting if applicable)

Classification	Copy Position	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments												
<p style="text-align: center;">Choose Classification to Assign</p> <p>You may associate this Position Description with one of the Classification Titles below by choosing the Select and Continue link directly below the Classification Title you choose.</p> <p>1 Record</p> <table border="1"> <tr> <td><input checked="" type="checkbox"/> Position Class Title</td> <td><input checked="" type="checkbox"/> Position Class Code</td> <td><input checked="" type="checkbox"/> Position Type</td> <td><input checked="" type="checkbox"/> Salary Grade</td> </tr> <tr> <td>Assistant Professor</td> <td>0200</td> <td>Faculty</td> <td>99</td> </tr> <tr> <td>Select and Continue</td> <td>View Summary</td> <td colspan="2"></td> </tr> </table>									<input checked="" type="checkbox"/> Position Class Title	<input checked="" type="checkbox"/> Position Class Code	<input checked="" type="checkbox"/> Position Type	<input checked="" type="checkbox"/> Salary Grade	Assistant Professor	0200	Faculty	99	Select and Continue	View Summary		
<input checked="" type="checkbox"/> Position Class Title	<input checked="" type="checkbox"/> Position Class Code	<input checked="" type="checkbox"/> Position Type	<input checked="" type="checkbox"/> Salary Grade																	
Assistant Professor	0200	Faculty	99																	
Select and Continue	View Summary																			

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

Modify Existing Faculty Position (Request Posting if applicable)

Search Positions to Begin Action On

Position Class Code	Position Class Title
Organization	Position Sequence Number:
Position Title	Position Number
UNM ID	Employee First Name
Employee Last Name	
<input type="button" value="SEARCH"/> <input type="button" value="CLEAR RESULTS"/>	
<input type="button" value="CANCEL ACTION"/>	

3. Click on Start Action when the position appears

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



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

Modify Existing Faculty Position (Request Posting if applicable)

Modification Purpose	Classification	Current Position Description	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments
CONTINUE TO NEXT PAGE >>									

*Required information is denoted with an asterisk.

What are you requesting?

* ...

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

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

*Required information is denoted with an asterisk.

CONTINUE TO NEXT PAGE >>



Change Classification

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

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

New Faculty Position (Request Posting if applicable)																															
Classification	Copy Position	Position Details	Funding	Posting Form	Reference Letters	Posting Specific Questions	Disqualifying / Points	Documents	Comments																						
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Classification Details <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Position Class Title:</td> <td style="width: 70%;">Assistant Professor</td> </tr> <tr> <td>Position Class Code:</td> <td>0200</td> </tr> <tr> <td>Salary Grade</td> <td>99</td> </tr> <tr> <td>Female/Male/Exempt:</td> <td>No Response</td> </tr> <tr> <td>African-American:</td> <td>No Response</td> </tr> <tr> <td>American Indian or Alaskan Native:</td> <td>No Response</td> </tr> <tr> <td>Asian or Pacific Islander:</td> <td>No Response</td> </tr> <tr> <td>Hispanic:</td> <td>No Response</td> </tr> <tr> <td>Distinguishing Characteristics:</td> <td></td> </tr> <tr> <td>Position Class URL:</td> <td></td> </tr> <tr> <td>Application type required for this position:</td> <td>Faculty Profile</td> </tr> </table> </div> <div style="text-align: center; margin-bottom: 10px;"> <input style="border: 1px solid #ccc; border-radius: 5px; padding: 5px; width: 150px; height: 30px;" type="button" value="CHANGE CLASSIFICATION"/> </div> <div style="text-align: right; margin-bottom: 10px;"> <input style="border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px; width: 150px; height: 20px;" type="button" value="CONTINUE TO NEXT PAGE >>"/> </div> <div style="text-align: center; border: 1px solid #ccc; border-radius: 5px; padding: 5px; width: fit-content; margin: auto;"> CANCEL PREVIEW ACTION </div>										Position Class Title:	Assistant Professor	Position Class Code:	0200	Salary Grade	99	Female/Male/Exempt:	No Response	African-American:	No Response	American Indian or Alaskan Native:	No Response	Asian or Pacific Islander:	No Response	Hispanic:	No Response	Distinguishing Characteristics:		Position Class URL:		Application type required for this position:	Faculty Profile
Position Class Title:	Assistant Professor																														
Position Class Code:	0200																														
Salary Grade	99																														
Female/Male/Exempt:	No Response																														
African-American:	No Response																														
American Indian or Alaskan Native:	No Response																														
Asian or Pacific Islander:	No Response																														
Hispanic:	No Response																														
Distinguishing Characteristics:																															
Position Class URL:																															
Application type required for this position:	Faculty Profile																														



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

New Faculty Position (Request Posting if applicable)

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

Search Classifications

Position Type	<input type="button" value="Any"/>	<input checked="" type="text" value="Position Class Title"/>	<input type="button" value="Associate Professor"/>
Salary Grade	<input type="button" value="Any"/>		
<input type="button" value="SEARCH"/> <input type="button" value="CLEAR RESULTS"/>		<input type="button" value="CANCEL SEARCH"/>	

New Faculty Position (Request Posting if applicable)

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

Choose Classification to Assign

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

1 Record

<input checked="" type="checkbox"/> Position Class Title Associate Professor <input type="button" value="Select and Continue"/>	<input checked="" type="checkbox"/> Position Class Code <input type="text" value="0190"/>	<input checked="" type="checkbox"/> Position Type <input type="text" value="Faculty"/>	<input checked="" type="checkbox"/> Salary Grade <input type="text" value="99"/>
<input type="button" value="View Summary"/>			

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



Copy Position

Field Name	New Faculty Position	Modify Existing Faculty Position
Search	Select the position class title to associate with your new position	Not available in modify existing position action.
	<p><u>Information about the Copy Position Screen</u></p> <p>The Department Originator has the ability to copy an existing position description in order to avoid having to create a new position that is very similar to another one in their department.</p> <p>Example: Recently posted and hired an Assistant Professor and now you need to post for another Assistant Professor (new position).</p> <p>After you select a Proposed Position Title and continue to the next page of your action, you will come to the "Copy Position" page.</p> <ol style="list-style-type: none"> 1. You can then search for the position you want to copy in order to create a new similar position. Once you find your position, you simply select it and follow the prompts on the screen. The Position Details will appear on the screen, populated with the data from the position you copy. <p>The Position Details page may need editing to define the attributes of the new position.</p> <p>TAKE YOUR TIME – EDIT THIS PAGE CAREFULLY!</p> <p>Note: You will use this function to “seat” more employees than you have vacant spots within the same Position Classification Title. For example, you posted for three Temp Parttime Faculty, but only have one vacant position. You will need to utilize the copy position function in order to create two new positions to “seat” the additional hires.</p>	

Classification	Copy Position	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments																
<p>Search Positions to Copy</p> <table border="1"> <tr> <td>Position Class Title</td> <td>Any</td> <td>Organization</td> <td>Any</td> </tr> <tr> <td>Position Title</td> <td>Any</td> <td>Position Number</td> <td><input type="text"/></td> </tr> <tr> <td>UNM ID</td> <td><input type="text"/></td> <td>Employee First Name</td> <td><input type="text"/> 1</td> </tr> <tr> <td>Employee Last Name</td> <td><input type="text"/></td> <td></td> <td></td> </tr> </table>									Position Class Title	Any	Organization	Any	Position Title	Any	Position Number	<input type="text"/>	UNM ID	<input type="text"/>	Employee First Name	<input type="text"/> 1	Employee Last Name	<input type="text"/>		
Position Class Title	Any	Organization	Any																					
Position Title	Any	Position Number	<input type="text"/>																					
UNM ID	<input type="text"/>	Employee First Name	<input type="text"/> 1																					
Employee Last Name	<input type="text"/>																							



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

<input checked="" type="checkbox"/> Position Title	<input type="checkbox"/> Posting Number	<input checked="" type="checkbox"/> Position Number	<input type="checkbox"/> Apps In Process	<input checked="" type="checkbox"/> Job Open Date	<input type="checkbox"/> Job Close Date	<input checked="" type="checkbox"/> Organization	<input checked="" type="checkbox"/> Posting Status
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

New Faculty Position (Request Posting if applicable)

Classification	Copy Position	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments								
<div style="background-color: #e6194b; color: white; padding: 5px; text-align: center;"> Search Classifications </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Position Type</td> <td style="width: 15%;"><input type="text" value="Any"/></td> <td style="width: 15%;">Position Class Title</td> <td style="width: 65%;"><input type="text" value="Any"/></td> </tr> <tr> <td>Salary Grade</td> <td><input type="text" value="Any"/></td> <td colspan="2"></td> </tr> </table> <div style="margin-top: 10px; text-align: center;"> <input type="button" value="SEARCH"/> <input type="button" value="CLEAR RESULTS"/> </div> </div>									Position Type	<input type="text" value="Any"/>	Position Class Title	<input type="text" value="Any"/>	Salary Grade	<input type="text" value="Any"/>		
Position Type	<input type="text" value="Any"/>	Position Class Title	<input type="text" value="Any"/>													
Salary Grade	<input type="text" value="Any"/>															

Modify Existing Faculty Position (Request Posting if applicable)

Modification Purpose	Classification	Current Position Description	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments
<div style="text-align: center; margin-bottom: 10px;"> <input type="button" value="CONTINUE TO NEXT PAGE >>"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>*Required information is denoted with an asterisk.</p> <p>What are you requesting?</p> <p style="font-size: small;">* ...</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0; margin-top: 10px;"> <p style="margin: 0;">Check All Clear All</p> <p style="margin: 0;"> <input checked="" type="checkbox"/> Request Posting for this Position <input checked="" type="checkbox"/> Change Position Narrative (Summary, Preferred quals, etc) <input type="checkbox"/> Change Classification <input type="checkbox"/> Job Specific Changes <input type="checkbox"/> Change Funding (vacant positions only) <input type="checkbox"/> Change Salary <input type="checkbox"/> Extend Term End Date or Contract Date <input type="checkbox"/> Change Appointment Type <input type="checkbox"/> Change Start/End Date </p> </div> </div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="CONTINUE TO NEXT PAGE >>"/> </div>									



Position Details

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

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



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

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



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

* Single or Pooled Position:	<input type="text" value="Single"/>
* Position Appointment Percent: (100, 87.5, 75, etc)	<input type="text" value="60"/>
* Appointment Type: Definition	<input type="text" value="Faculty - Tenure or Tenure Track"/>
Full Time Equivalency:	<input type="text" value="1.0"/>
Action Number: (Will be assigned upon first saving position)	

Skip Section Two

SECTION TWO

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

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

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





Funding

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

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

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

Existing Entries

No Records Found

ADD NEW ENTRY

<< RETURN TO PREVIOUS | CONTINUE TO NEXT PAGE >>

Add New Entry

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

* Required information is denoted with an asterisk.

Index Code:	
Position Labor Distribution Percent:	
* Labor Account Code:	No Response

ADD ENTRY | **CANCEL**

Repeat if using multiple Index Codes, otherwise...

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

CONTINUE TO NEXT PAGE >>



Posting Form

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

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

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

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



10. Enter Salary information

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

11. Enter Advertising resources information

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

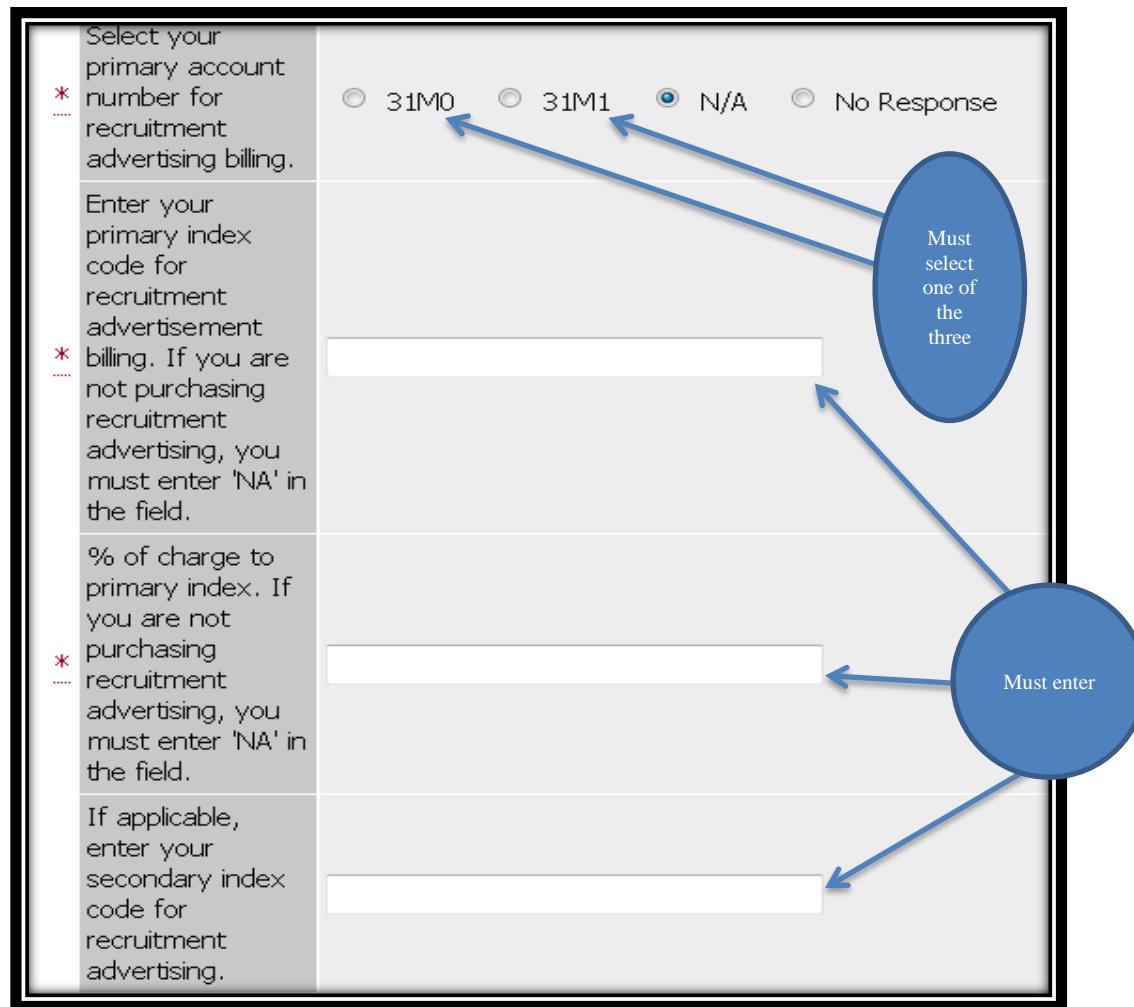
* Salary (Applicant View):	<input type="text"/>
By selecting one or more of the external resources, your posting information will be sent to the selected external resources. Please note that a fee may be incurred by the department. For additional recruitment resources, please visit our recruitment resources web page by clicking here .	<p><input type="checkbox"/> Jobing.com Cost: Free</p> <p><input type="checkbox"/> HigherEdJobs.com Cost: Main and HSC staff posting: Free Branch campuses and faculty postings: \$130.00</p> <p><input type="checkbox"/> HigherEdJobs Affirmative Action (AA) Email Cost: \$106.00 HigherEdJobs.com posting also required for AA Email.</p>
Please list any other advertising sources:	

12. If you are not using an integrated advertising resources select N/A for the following

13. If you are using one of the checked options enter the appropriate information:

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

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



The diagram illustrates validation rules for the form fields. A blue circle labeled 'Must enter' has arrows pointing to the four input fields: the primary index code field, the percentage charge field, the secondary index code field, and the NA entry field. A blue oval labeled 'Must select one of the three' has arrows pointing to the radio buttons for 31M0, 31M1, and N/A.



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

The screenshot shows a form with the following fields:

- Screening/Search Committee:** A dropdown menu titled "Not Selected" containing names like Aalseth, Edward (eaalseth), Abbott, Christopher (cabott), Abdallah, Chaouki (chaouki), etc. An arrow points from this field to the "Selected" list.
- Search Coordinator:** A dropdown menu set to "No Response".
- Term Appointment End Date:** A text input field.
- Posting Scope:** A dropdown menu set to "No Response". A blue oval labeled "External" has an arrow pointing to it.
- Posting Type:** A dropdown menu set to "No Response". A blue oval labeled "Competitive" has an arrow pointing to it.
- Non-Competitive Hire Reason Code:** A dropdown menu set to "No Response".
- URL of Posting Department:** A text input field.

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

CONTINUE TO NEXT PAGE >>

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

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

Required documents

Required documents

<< RETURN TO PREVIOUS

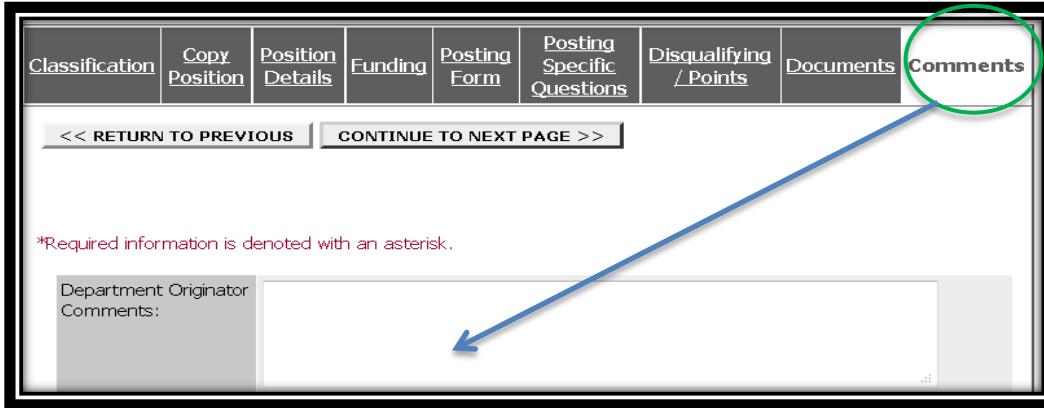
CONTINUE TO NEXT PAGE >>

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

CONTINUE TO NEXT PAGE >>

Comments

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



The screenshot shows a horizontal navigation bar with several tabs: Classification, Copy Position, Position Details, Funding, Posting Form, Posting Specific Questions, Disqualifying / Points, Documents, and Comments. The 'Comments' tab is circled in green. Below the navigation bar are two buttons: '<< RETURN TO PREVIOUS' and 'CONTINUE TO NEXT PAGE >>'. A note below the buttons states: '*Required information is denoted with an asterisk.' On the left, there is a section labeled 'Department Originator Comments:'.

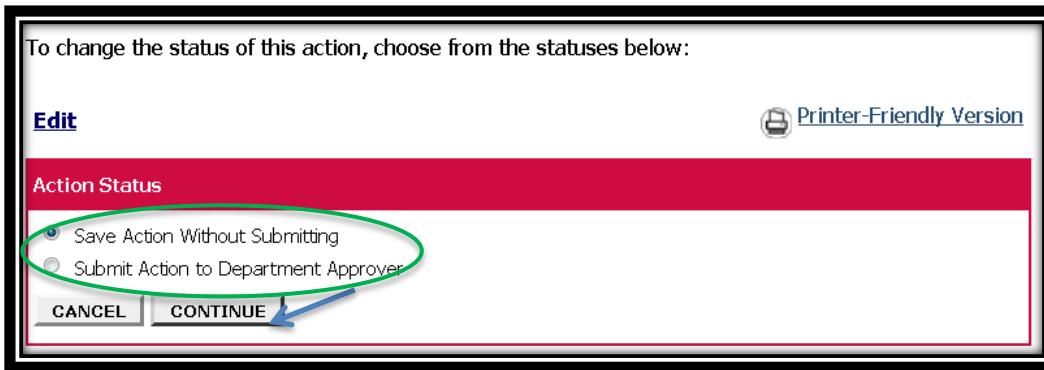
Click on Continue to Next Page

CONTINUE TO NEXT PAGE >>

You may now review your posting request and either:

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

Click on Continue and then Confirm



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

Edit [Printer-Friendly Version](#)

Action Status

Save Action Without Submitting
 Submit Action to Department Approver

CANCEL **CONTINUE**



Internal 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

New Faculty Position (Request Posting if applicable)								
Classification	Copy Position	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <input type="text" value="Search Classifications"/> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <div style="border: 1px solid #ccc; padding: 2px;">Position Type</div> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">Any</div> </div> <div style="width: 30%;"> <div style="border: 1px solid #ccc; padding: 2px;">Position Class Title</div> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">Any</div> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <div style="border: 1px solid #ccc; padding: 2px;">Salary Grade</div> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">Any</div> </div> <div style="width: 30%;"></div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> SEARCH CLEAR RESULTS </div>								

Modify Existing Faculty Position (Request Posting if applicable)									
Modification Purpose	Classification	Current Position Description	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <input type="button" value="CONTINUE TO NEXT PAGE >>"/> </div> <div style="margin-bottom: 10px;"> <small>*Required information is denoted with an asterisk.</small> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <p>What are you requesting?</p> <p style="color: red; font-size: small;">*</p> <p>...</p> </div> </div> <div style="width: 50%;"> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Check All Clear All </div> <div style="list-style-type: none; padding-left: 0;"> <input checked="" type="checkbox"/> Request Posting for this Position <input checked="" type="checkbox"/> Change Position Narrative (Summary, Preferred quals, etc) <input type="checkbox"/> Change Classification <input type="checkbox"/> Job Specific Changes <input type="checkbox"/> Change Funding (vacant positions only) <input type="checkbox"/> Change Salary <input type="checkbox"/> Extend Term End Date or Contract Date <input type="checkbox"/> Change Appointment Type <input type="checkbox"/> Change Start/End Date </div> </div> </div> </div> <div style="margin-top: 10px;"> <small>*Required information is denoted with an asterisk.</small> </div> <div style="text-align: right;"> <input type="button" value="CONTINUE TO NEXT PAGE >>"/> </div>									

Position Details

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

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



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

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



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

* Single or Pooled Position:	<input type="text" value="Single"/>
* Position Appointment Percent: (100, 87.5, 75, etc)	<input type="text" value="60"/>
* Appointment Type: Definition	<input type="text" value="Faculty - Tenure or Tenure Track"/>
Full Time Equivalency:	<input type="text" value="1.0"/>
Action Number: (Will be assigned upon first saving position)	

Skip Section Two

SECTION TWO

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

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

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

CONTINUE TO NEXT PAGE >>



Funding

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

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

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

Existing Entries

No Records Found

ADD NEW ENTRY (circled)

<< RETURN TO PREVIOUS | **CONTINUE TO NEXT PAGE >>**

Add New Entry

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

* Required information is denoted with an asterisk.

Index Code:	
Position Labor Distribution Percent:	
* Labor Account Code:	No Response

ADD ENTRY | **CANCEL**

Repeat if using multiple Index Codes, otherwise...

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

CONTINUE TO NEXT PAGE >>



Posting Form

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

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



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

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



10. Enter Salary information

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

11. Enter Advertising resources information

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

The screenshot shows a job application form with a large red 'X' drawn over the advertising resources section. The form includes fields for salary information and advertising resources.

* Salary (Applicant View):	<input type="text"/>
By selecting one or more of the external resources, your posting information will be sent to the selected external resources. Please note that a fee may be incurred by the department. For additional recruitment resources, please visit our recruitment resources web page by clicking here .	
Please list any other advertising sources:	<input type="text"/>

Salary (Applicant View):

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

Please list any other advertising sources:

Jobbing.com
Cost: \$10.00

HigherEdJobs
Cost: Mail Branch cost
Email

HigherEdJobs
Cost: \$10.00
HigherEdJobs Email

Other Advertising Resources: **Cost:** **Comments:**
For AA Email.

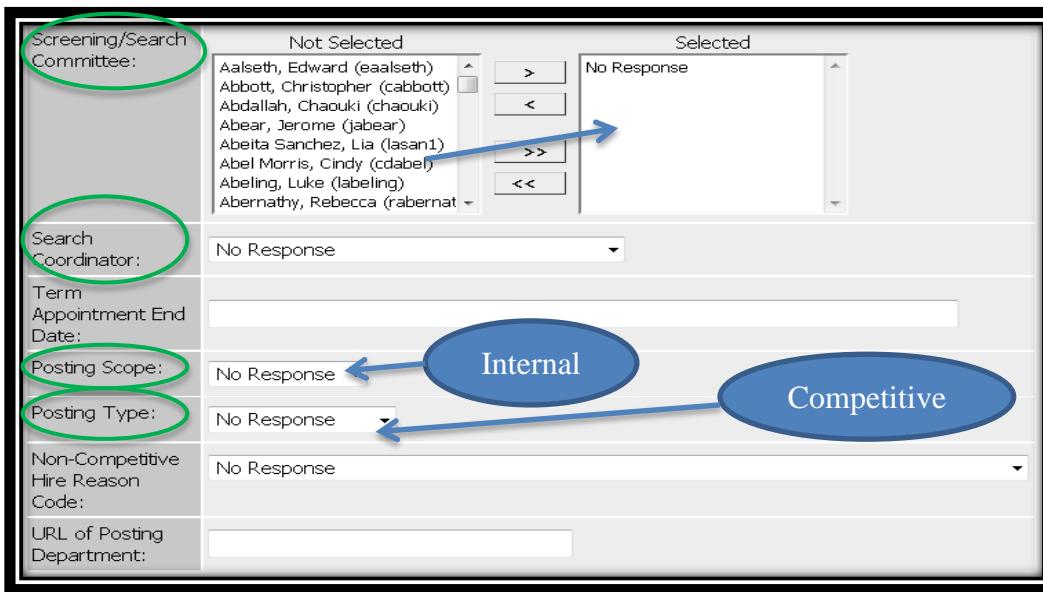
Other Advertising Resources: **Cost:** **Comments:**
For AA Email.

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.”

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

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



The screenshot shows a form for selecting a search committee and defining posting parameters. A green oval highlights the 'Screening/Search Committee:' field, which contains a dropdown menu listing names. A blue arrow points from this field to the 'Selected' list on the right, which currently shows 'No Response'. Another green oval highlights the 'Posting Scope:' field, which also shows 'No Response'. A blue oval labeled 'Internal' has an arrow pointing to it from the 'Posting Scope:' field. A blue oval labeled 'Competitive' has an arrow pointing to it from the 'Posting Type:' field, which also shows 'No Response'. Other fields visible include 'Search Coordinator:', 'Term Appointment End Date:', 'Posting Type:', and 'Non-Competitive Hire Reason Code:'.

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

CONTINUE TO NEXT PAGE >>

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

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

<< RETURN TO PREVIOUS
CONTINUE TO NEXT PAGE >>
Required documents

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

CONTINUE TO NEXT PAGE >>



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.”

Classification	Copy Position	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments
<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>								
<small>*Required information is denoted with an asterisk.</small>								
Department Originator Comments:	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>							

Click on Continue to Next Page

[CONTINUE TO NEXT PAGE >>](#)

You may now review your posting request and either:

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

Click on Continue and then Confirm

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

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

Action Status

Save Action Without Submitting
 Submit Action to Department Approver

[CANCEL](#)
[CONTINUE](#)



Internal Non-Competitive Regular Faculty Posting Request

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

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

New Faculty Position (Request Posting if applicable)

Classification	Copy Position	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments														
<div style="border: 1px solid #ccc; padding: 10px;"> <p>Search Classifications</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Position Type</td> <td style="width: 15%;"><input type="text" value="Any"/></td> <td style="width: 15%;">Position Class Title</td> <td style="width: 15%;"><input type="text" value="Any"/></td> </tr> <tr> <td>Salary Grade</td> <td><input type="text" value="Any"/></td> <td colspan="3"></td> </tr> <tr> <td colspan="5" style="text-align: center;"> <input type="button" value="SEARCH"/> <input type="button" value="CLEAR RESULTS"/> </td> </tr> </table> </div>									Position Type	<input type="text" value="Any"/>	Position Class Title	<input type="text" value="Any"/>	Salary Grade	<input type="text" value="Any"/>				<input type="button" value="SEARCH"/> <input type="button" value="CLEAR RESULTS"/>				
Position Type	<input type="text" value="Any"/>	Position Class Title	<input type="text" value="Any"/>																			
Salary Grade	<input type="text" value="Any"/>																					
<input type="button" value="SEARCH"/> <input type="button" value="CLEAR RESULTS"/>																						

Modify Existing Faculty Position (Request Posting if applicable)

Modification Purpose	Classification	Current Position Description	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments
<div style="border: 1px solid #ccc; padding: 10px; text-align: center;"> <p>CONTINUE TO NEXT PAGE >></p> </div>									

*Required information is denoted with an asterisk.

What are you requesting?

*

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

*Required information is denoted with an asterisk.

CONTINUE TO NEXT PAGE >>



Position Details

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

The screenshot shows a web-based form for entering position details. Several fields are highlighted with green circles:

- * Are you requesting a posting for this position? (Yes)
- * Position Class Title: Assistant Professor
- * Position Code: 0200
- * Position Title: Assistant Professor
- * Work Location: UNM Main Campus (Abq)
- * Organization: 039B | FAC | ASM Department of Accounting
- * Department (Applicant View): ASM Department of Accounting
- * Employee Class: F9 - 9 Month Faculty

A blue arrow points from the Position Class Title field down to the Position Title field.



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

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

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

11. Choose Single from the dropdown menu



12. Enter Appointment Percent

- Note: This is the amount of time that incumbent will spend in his or her job
- If the position is approved for a .50 appointment (half time appointment), enter 50 and not .50

13. Select the appropriate Appointment Type

- a. Is the position a tenure track position? Is it a clinician educator? Flex track?

14. Enter "1.0" for Full Time Equivalency

- Note: This field should always be 1.0
- The percentage of FTE that the position will encompass is entered above under Select Appointment Percent

* Single or Pooled Position:	<input type="text" value="Single"/>
* Position Appointment Percent: (100, 87.5, 75, etc)	<input type="text" value="60"/>
* Appointment Type: Definition	<input type="text" value="Faculty - Tenure or Tenure Track"/>
Full Time Equivalency:	<input type="text" value="1.0"/>
Action Number: (Will be assigned upon first saving position)	

Skip Section Two

SECTION TWO

Complete this section only if making changes to the budgeted position record, without requesting to post the position. If posting, the position will be posted at the time the hiring proposal is completed.

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

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

CONTINUE TO NEXT PAGE >>

Funding



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

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

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

Repeat if using multiple Index Codes, otherwise...

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

CONTINUE TO NEXT PAGE >>



Posting Form

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

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

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

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

9. Enter Salary information or "Commensurate with Experience and Education"

10. Do not enter Advertising resources information

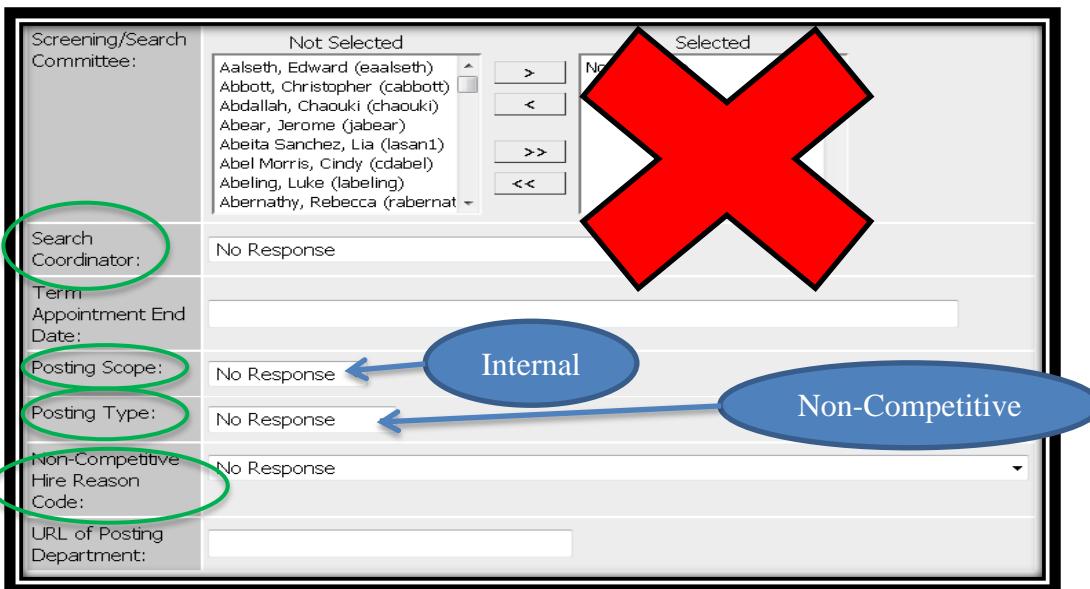
* Salary (Applicant View):	<input type="text"/>
By selecting one or more of the external resources, your posting information will be sent to the selected external resources. Please note that a fee may be incurred by the department. For additional recruitment resources, please visit our recruitment resources web page by clicking here.	<input type="checkbox"/> Jobing.com Cost: \$100.00 <input type="checkbox"/> HigherEdJobs.com Cost: Main campus: \$100.00 Branch campuses: \$130.00 <input type="checkbox"/> HigherEdJobs.com Cost: \$100.00 HigherEdJobs.com AA Email.
Please list any other advertising sources:	

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.”

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

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



The screenshot shows a portion of the UNM Jobs application form. On the left, there's a sidebar titled 'Screening/Search Committee:' listing names under 'Not Selected' and 'Selected'. Below this, several fields are listed:

- Search Coordinator:** Circled in green.
- Term Appointment End Date:** Text input field.
- Posting Scope:** Circled in green.
- Posting Type:** Circled in green.
- Non-Competitive Hire Reason Code:** Circled in green.
- URL of Posting Department:** Text input field.

On the right, there are two large blue ovals labeled 'Internal' and 'Non-Competitive'. Arrows point from the circled fields to their respective labels. A large red 'X' is overlaid on the interface, centered over the 'Selected' list and the bottom section of the form.

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



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

Documents

The following must be attached:

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

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

<< RETURN TO PREVIOUS
CONTINUE TO NEXT PAGE >>

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

CONTINUE TO NEXT PAGE >>



Comments

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

Classification	Copy Position	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments
<div style="text-align: center;"> << RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >> </div> <p>*Required information is denoted with an asterisk.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Department Originator Comments:</div> <div style="width: 50%;"></div> </div>								

Click on Continue to Next Page

[CONTINUE TO NEXT PAGE >>](#)

You may now review your posting request and either:

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

Click on Continue and then Confirm

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

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

Action Status
<input checked="" type="radio"/> Save Action Without Submitting <input type="radio"/> Submit Action to Department Approver
CANCEL CONTINUE



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

New Faculty Position (Request Posting if applicable)

Classification	Copy Position	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments								
<div style="background-color: #e6194b; color: white; padding: 5px; text-align: center;"> Search Classifications </div> <div style="background-color: #f0f0f0; padding: 5px; margin-top: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Position Type</td> <td style="width: 25%; text-align: center;">Any</td> <td style="width: 25%;">Position Class Title</td> <td style="width: 25%; text-align: center;">Any</td> </tr> <tr> <td>Salary Grade</td> <td style="text-align: center;">Any</td> <td colspan="2"></td> </tr> </table> <div style="margin-top: 10px; text-align: center;"> <input type="button" value="SEARCH"/> <input type="button" value="CLEAR RESULTS"/> </div> </div>									Position Type	Any	Position Class Title	Any	Salary Grade	Any		
Position Type	Any	Position Class Title	Any													
Salary Grade	Any															

Modify Existing Faculty Position (Request Posting if applicable)

Modification Purpose	Classification	Current Position Description	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments
<div style="background-color: #e6194b; color: white; padding: 5px; text-align: center;"> CONTINUE TO NEXT PAGE >> </div>									

*Required information is denoted with an asterisk.

What are you requesting?

* ...

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

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

*Required information is denoted with an asterisk.

[CONTINUE TO NEXT PAGE >>](#)

Position Details

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

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



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

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



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

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

Skip Section Two

SECTION TWO

Complete this section only if making a proposal in the budget. This will add the record, without requesting to post the position. If posting, the position will be posted at the same time the hiring proposal is completed.

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

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

CONTINUE TO NEXT PAGE >>



Funding

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

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

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

Existing Entries

No Records Found

ADD NEW ENTRY

<< RETURN TO PREVIOUS **CONTINUE TO NEXT PAGE >>**

Add New Entry

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

* Required information is denoted with an asterisk.

Index Code:	
Position Labor Distribution Percent:	
* Labor Account Code:	No Response

ADD ENTRY **CANCEL**

Repeat if using multiple Index Codes, otherwise...

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

CONTINUE TO NEXT PAGE >>



Posting Form

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

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

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

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



10. Enter Salary information

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

11. Enter Advertising resources information

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

* Salary (Applicant View):	<input type="text"/>
By selecting one or more of the external resources, your posting information will be sent to the selected external resources. Please note that a fee may be incurred by the department. For additional recruitment resources, please visit our recruitment resources web page by clicking here .	<p><input type="checkbox"/> Jobing.com Cost: Free</p> <p><input type="checkbox"/> HigherEdJobs.com Cost: Main and HSC staff posting: Free Branch campuses and faculty postings: \$130.00</p> <p><input type="checkbox"/> HigherEdJobs Affirmative Action (AA) Email Cost: \$106.00 HigherEdJobs.com posting also required for AA Email.</p>
Please list any other advertising sources:	<input type="text"/>

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.”

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

13. Select Search Committee members

- You may choose a Search Committee or a Single Hiring Official
- Note: This must match the PAM
- See [Faculty Search Committee Procedures Handbook](#) for guidance on Search Committees

14. Select the Search Coordinator

15. Enter External for the Posting Scope

16. Enter Competitive for the Posting Type

17. Skip Non-competitive Hire Reason Code as this is for an External Competitive request

Screening/Search Committee:	Not Selected Aalseth, Edward (eaalseth) Abbott, Christopher (cabrott) Abdallah, Chaouki (chaouki) Abear, Jerome (jabear) Abeita Sanchez, Lia (lasan1) Abel Morris, Cindy (cdabel) Abeling, Luke (labeling) Abernathy, Rebecca (rabernat)	<input type="button" value=">"/> <input type="button" value="<"/> <input type="button" value=">>"/> <input type="button" value="<<"/>	Selected No Response
Search Coordinator:	No Response		
Term Appointment End Date:	No Response		
Posting Scope:	No Response <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  External </div> <div style="text-align: center;">  Competitive </div> </div>		
Posting Type:	No Response		
Non-Competitive Hire Reason Code:	No Response		
URL of Posting Department:	No Response		

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

CONTINUE TO NEXT PAGE >>

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

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

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

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

[**CONTINUE TO NEXT PAGE >>**](#)



Comments

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

Classification	Copy Position	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments
<input type="button" value="<< RETURN TO PREVIOUS"/> <input type="button" value="CONTINUE TO NEXT PAGE >>"/>								
<small>*Required information is denoted with an asterisk.</small> Department Originator Comments:								

Click on Continue to Next Page

You may now review your posting request and either:

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

Click on Continue and then Confirm

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

Edit	Printer-Friendly Version
Action Status	
<input checked="" type="radio"/> Save Action Without Submitting <input type="radio"/> Submit Action to Department Approver	
<input type="button" value="CANCEL"/>	<input type="button" value="CONTINUE"/>



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

New Faculty Position (Request Posting if applicable)																
Classification	Copy Position	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents	Comments								
Search Classifications <div style="margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Position Type</td> <td style="width: 15%; text-align: center;">Any</td> <td style="width: 15%;">Position Class Title</td> <td style="width: 55%;">Any</td> </tr> <tr> <td>Salary Grade</td> <td style="text-align: center;">Any</td> <td colspan="2"></td> </tr> </table> <div style="margin-top: 10px; border: 1px solid #ccc; padding: 5px; width: fit-content;"> <input type="button" value="SEARCH"/> <input type="button" value="CLEAR RESULTS"/> </div> </div>									Position Type	Any	Position Class Title	Any	Salary Grade	Any		
Position Type	Any	Position Class Title	Any													
Salary Grade	Any															

Modify Existing Faculty Position (Request Posting if applicable)										
Modification Purpose	Classification	Current Position Description	Position Details	Funding	Posting Form	Posting Specific Questions	Disqualifying / Points	Documents		
<div style="display: flex; justify-content: space-between;"> CONTINUE TO NEXT PAGE >>  </div>										
<p>*Required information is denoted with an asterisk.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 40%; vertical-align: top;"> <div style="background-color: #f0f0f0; padding: 5px;"> <p>What are you requesting?</p> <p style="font-size: small;">*</p> <p>...</p> </div> </td> <td style="width: 60%; vertical-align: top; padding-left: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <input type="checkbox"/> Check All <input type="checkbox"/> Clear All </div> <div style="list-style-type: none; padding-left: 0;"> <input checked="" type="checkbox"/> Request Posting for this Position <input checked="" type="checkbox"/> Change Position Narrative (Summary, Preferred quals, etc) <input type="checkbox"/> Change Classification <input type="checkbox"/> Job Specific Changes <input type="checkbox"/> Change Funding (vacant positions only) <input type="checkbox"/> Change Salary <input type="checkbox"/> Extend Term End Date or Contract Date <input type="checkbox"/> Change Appointment Type <input type="checkbox"/> Change Start/End Date </div> </td> </tr> </table> <p>*Required information is denoted with an asterisk.</p> <div style="text-align: right; margin-top: 10px;"> CONTINUE TO NEXT PAGE >> </div>									<div style="background-color: #f0f0f0; padding: 5px;"> <p>What are you requesting?</p> <p style="font-size: small;">*</p> <p>...</p> </div>	<div style="display: flex; justify-content: space-between; align-items: center;"> <input type="checkbox"/> Check All <input type="checkbox"/> Clear All </div> <div style="list-style-type: none; padding-left: 0;"> <input checked="" type="checkbox"/> Request Posting for this Position <input checked="" type="checkbox"/> Change Position Narrative (Summary, Preferred quals, etc) <input type="checkbox"/> Change Classification <input type="checkbox"/> Job Specific Changes <input type="checkbox"/> Change Funding (vacant positions only) <input type="checkbox"/> Change Salary <input type="checkbox"/> Extend Term End Date or Contract Date <input type="checkbox"/> Change Appointment Type <input type="checkbox"/> Change Start/End Date </div>
<div style="background-color: #f0f0f0; padding: 5px;"> <p>What are you requesting?</p> <p style="font-size: small;">*</p> <p>...</p> </div>	<div style="display: flex; justify-content: space-between; align-items: center;"> <input type="checkbox"/> Check All <input type="checkbox"/> Clear All </div> <div style="list-style-type: none; padding-left: 0;"> <input checked="" type="checkbox"/> Request Posting for this Position <input checked="" type="checkbox"/> Change Position Narrative (Summary, Preferred quals, etc) <input type="checkbox"/> Change Classification <input type="checkbox"/> Job Specific Changes <input type="checkbox"/> Change Funding (vacant positions only) <input type="checkbox"/> Change Salary <input type="checkbox"/> Extend Term End Date or Contract Date <input type="checkbox"/> Change Appointment Type <input type="checkbox"/> Change Start/End Date </div>									

Position Details

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

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



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

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

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



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

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

Skip Section Two

SECTION TWO

Complete this section only if making changes to the budgeted position record, without requesting to post the position. If posting, the position will be posted at the time the hiring proposal is completed.

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

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





Funding

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

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

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

Existing Entries

No Records Found

ADD NEW ENTRY

<< RETURN TO PREVIOUS **CONTINUE TO NEXT PAGE >>**

Add New Entry

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

* Required information is denoted with an asterisk.

Index Code:	
Position Labor Distribution Percent:	
* Labor Account Code:	No Response

ADD ENTRY **CANCEL**

Repeat if using multiple Index Codes, otherwise...

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

CONTINUE TO NEXT PAGE >>



Posting Form

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

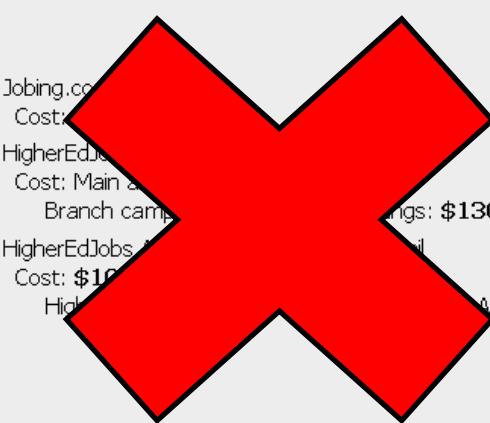
How many positions are you posting for?	<input type="text" value="1"/>
Posting date:	<input type="text" value="10/10/2013"/> MM/DD/YYYY -or- MM-DD-YYYY
For Best Consideration:	<input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY
Closing date:	<input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY <input checked=""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

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

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



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

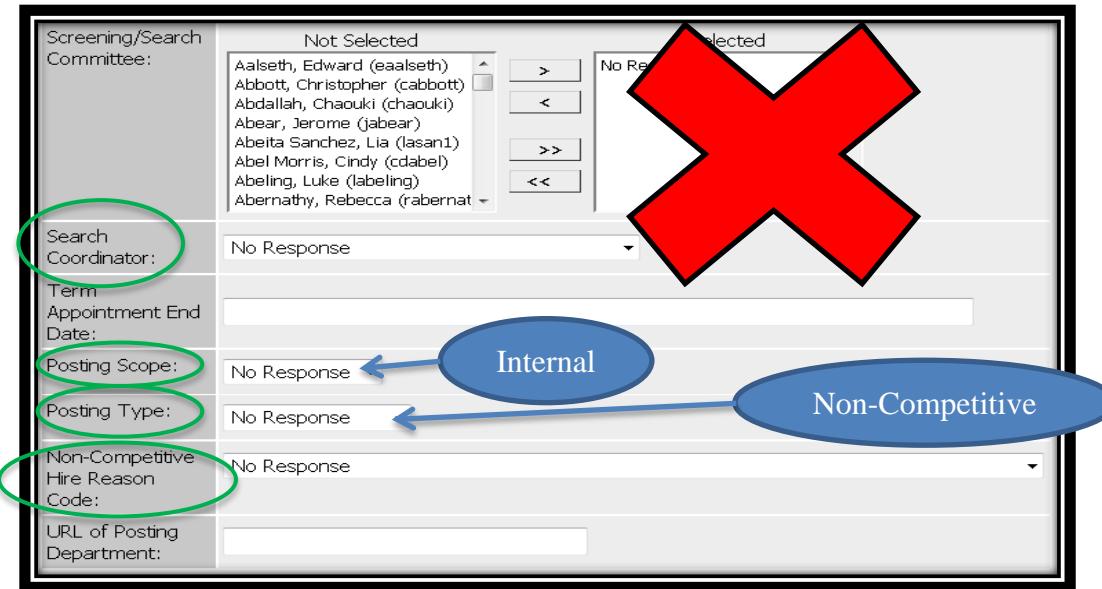
* Salary (Applicant View):	<input type="text"/>
By selecting one or more of the external resources, your posting information will be sent to the selected external resources. Please note that a fee may be incurred by the department. For additional recruitment resources, please visit our recruitment resources web page by clicking here .	<p><input type="checkbox"/> Jobing.com Cost: \$100.00</p> <p><input type="checkbox"/> HigherEdJobs.com Cost: Main and Branch campuses: \$130.00</p> <p><input type="checkbox"/> HigherEdJobs.com Cost: \$100.00</p> <p>HigherEdJobs.com fees include AA Email.</p> 
Please list any other advertising sources:	<input type="text"/>

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.”

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

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



The screenshot shows a form with the following fields:

- Screening/Search Committee:** A list of names under "Not Selected".
- Search Coordinator:** Set to "No Response".
- Term Appointment End Date:** An empty input field.
- Posting Scope:** Set to "No Response".
- Posting Type:** Set to "No Response".
- Non-Competitive Hire Reason Code:** Set to "No Response".
- URL of Posting Department:** An empty input field.

A large red X is overlaid on the "Non-Competitive" field. Green circles highlight the "Search Coordinator", "Posting Scope", and "Posting Type" fields. Blue ovals labeled "Internal" and "Non-Competitive" point to the respective dropdown menus.

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



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



Documents

The following must be attached:

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

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

Required documents

<div style="position: absolute; left: 260px; top: 3710px; border-radius: 50%; width: 100px; height: 100px; background-color: #4682



Comments

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

The screenshot shows a horizontal navigation bar with several tabs: Classification, Copy Position, Position Details, Funding, Posting Form, Posting Specific Questions, Disqualifying / Points, Documents, and Comments. The 'Comments' tab is circled in green. Below the navigation bar are two buttons: '<< RETURN TO PREVIOUS' and 'CONTINUE TO NEXT PAGE >>'. A note below the buttons states: '*Required information is denoted with an asterisk.' In the main content area, there is a text input field labeled 'Department Originator Comments:'.

Click on Continue to Next Page



You may now review your posting request and either:

- Save Action Without Submitting or
- Submit Action to Department Approver

Click on Continue and then Confirm

The screenshot shows a dialog box with the title 'To change the status of this action, choose from the statuses below:'. It contains an 'Edit' link and a 'Printer-Friendly Version' link. Below that is a red header bar with the text 'Action Status'. Underneath is a list of options with radio buttons: 'Save Action Without Submitting' (selected) and 'Submit Action to Department Approver'. At the bottom are 'CANCEL' and 'CONTINUE' buttons.



Viewing Reports for a Posting

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

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

You may choose to view the following Reports:

Posting Preview: Provides brief information of the posting.

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

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

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

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

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

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

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

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



Managing Your Posting

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

Active Postings: Postings that are Active are either:

- Currently posted on the applicant site.
- Or, no longer posted but contain applicants still under review.

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

Historical Postings: Postings that are Historical are either:

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



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

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

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

Active Postings

To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

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

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

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



Managing Your Posting

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



The Active Applicants screen will display.

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.

2

Applicants	Posting Details	Documents	Posting Specific Questions	Disqualifying / Points	Hiring Steps	Guest User	DRA	Notes / History
Active Applicants								
5 Records								
<input checked="" type="checkbox"/> Name	Documents	References Received	<input type="checkbox"/> Score	<input type="checkbox"/> Date Applied	<input checked="" type="checkbox"/> Status	External Status	All / None	
Bee, Apple View Faculty Temporary Part-Time Application	CV Cvr Ltr	0 of 0	0	11-01-2013	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>	
Thefirst, Sofia View Faculty Temporary Part-Time Application	CV Cvr Ltr	0 of 0	0	11-01-2013	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>	
Cooper, Lisa View Faculty Temporary Part-Time Application	CV Cvr Ltr	0 of 0	0	11-01-2013	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>	
Magnum, Thomas View Faculty Temporary Part-Time Application	CV Cvr Ltr	0 of 0	0	11-04-2013	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>	
Calvin, Theodore View Faculty Temporary Part-Time Application	CV Cvr Ltr	0 of 0	0	11-04-2013	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>	
CHANGE MULTIPLE APPLICANT STATUSES								
<input type="button" value="Refresh"/> <input type="button" value="View Multiple"/> Minimum Score: <input type="text"/> Include: <input checked="" type="checkbox"/> Active Applicants <input type="checkbox"/> Inactive Applicants <input type="button" value="REFRESH"/>					<input type="button" value="VIEW MULTIPLE APPLICATIONS"/> <input type="button" value="VIEW MULTIPLE DOCUMENTS"/> <small>Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.</small> <small>Documents may take several minutes to load.</small> <input type="button" value="CONTINUE TO NEXT PAGE >>"/>			
<input type="button" value="SAVE AND STAY ON THIS PAGE"/>								
<input type="button" value="CANCEL"/> <input type="button" value="VIEW POSTING SUMMARY >>"/>								

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

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



Sorting & Filtering Applicants by Different Criteria

To sort applicants by Name, Date Applied, etc:

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

Applicants	Posting Details	Documents	Posting Specific Questions	Disqualifying / Points	Hiring Steps	Guest User	DRA	Notes / History
Active Applicants								
5 Records								
<input checked="" type="checkbox"/> Name	Documents	References Received	<input type="triangle-up"/> Score	<input type="triangle-up"/> Date Applied	<input checked="" type="checkbox"/> Status	External Status	All / None	
Bee, Apple View Faculty Temporary Part-Time Application	CV Cvr Ltr	0 of 0	0	11-01-2013	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>	
Thefirst, Sofia View Faculty Temporary Part-Time Application	CV Cvr Ltr	0 of 0	0	11-01-2013	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>	
Cooper, Lisa View Faculty Temporary Part-Time Application	CV Cvr Ltr	0 of 0	0	11-01-2013	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>	
Magnum, Thomas View Faculty Temporary Part-Time Application	CV Cvr Ltr	0 of 0	0	11-04-2013	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>	
Calvin, Theodore View Faculty Temporary Part-Time Application	CV Cvr Ltr	0 of 0	0	11-04-2013	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>	
CHANGE MULTIPLE APPLICANT STATUSES								
Refresh <input type="text"/> Minimum Score: Include: <input checked="" type="checkbox"/> Active Applicants <input type="checkbox"/> Inactive Applicants <input type="button" value="REFRESH"/>					View Multiple <input type="button" value="VIEW MULTIPLE APPLICATIONS"/> <input type="button" value="VIEW MULTIPLE DOCUMENTS"/> Applications / documents will open in a new window. To print, select File > Print after documents appear in that window. Documents may take several minutes to load. <input type="button" value="CONTINUE TO NEXT PAGE >>"/> <input type="button" value="SAVE AND STAY ON THIS PAGE"/>			
<input type="button" value="CANCEL"/> <input type="button" value="VIEW POSTING SUMMARY >>"/>								

Applicants	Posting Details	Documents	Posting Specific Questions	Disqualifying / Points	Hiring Steps	Guest User	DRA	Notes / History
Active Applicants								
5 Records								
<input checked="" type="checkbox"/> Name	Documents	References Received	<input type="checkbox"/> Score	<input type="checkbox"/> Date Applied	<input checked="" type="checkbox"/> Status	External Status	All / None	
Bee, Apple View Faculty Temporary Part-Time Application	CV Cvr Ltr	0 of 0	0	11-01-2013	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>	
Thefirst, Sofia View Faculty Temporary Part-Time Application	CV Cvr Ltr	0 of 0	0	11-01-2013	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>	
Cooper, Lisa View Faculty Temporary Part-Time Application	CV Cvr Ltr	0 of 0	0	11-01-2013	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>	
Magnum, Thomas View Faculty Temporary Part-Time Application	CV Cvr Ltr	0 of 0	0	11-04-2013	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>	
Calvin, Theodore View Faculty Temporary Part-Time Application	CV Cvr Ltr	0 of 0	0	11-04-2013	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>	
CHANGE MULTIPLE APPLICANT STATUSES								
Inactive Applicants								
1 Record								
<input checked="" type="checkbox"/> Name	Documents	<input type="checkbox"/> Score	<input type="checkbox"/> Date Applied	<input checked="" type="checkbox"/> Status	External Status	All / None		
Suazo, Cinderella View Faculty Temporary Part-Time Application	CV			Incomplete - Answered Questions Change Status	Incomplete - Finish Applying	<input type="checkbox"/>		
CHANGE MULTIPLE APPLICANT STATUSES								
Refresh View Multiple								
Minimum Score: <input type="text"/> Include: <input checked="" type="checkbox"/> Active Applicants <input checked="" type="checkbox"/> Inactive Applicants <input type="button" value="REFRESH"/> <input type="button" value="VIEW MULTIPLE APPLICATIONS"/> <input type="button" value="VIEW MULTIPLE DOCUMENTS"/> Applications / documents will open in a new window. To print, select File > Print after documents appear in that window. Documents may take several minutes to load.								
CONTINUE TO NEXT PAGE >>								
SAVE AND STAY ON THIS PAGE								
CANCEL VIEW POSTING SUMMARY >>								

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

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

Applicants	Posting Details	Documents	Posting Specific Questions	Disqualifying / Points	Hiring Steps	Guest User	DRA	Notes / History
Active Applicants								
5 Records								
<input checked="" type="checkbox"/> Name	Documents	References Received	<input type="checkbox"/> Score	<input type="checkbox"/> Date Applied	<input checked="" type="checkbox"/> Status	External Status	All / None	
Bee, Apple View Faculty Temporary Part-Time Application	CV Cvr Ltr	0 of 0	0	11-01-2013	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>	
Thefirst, Sofia View Faculty Temporary Part-Time Application	CV Cvr Ltr	0 of 0	0	11-01-2013	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>	
Cooper, Lisa View Faculty Temporary Part-Time Application	CV Cvr Ltr	0 of 0	0	11-01-2013	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>	
Magnum, Thomas View Faculty Temporary Part-Time Application	CV Cvr Ltr	0 of 0	0	11-04-2013	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>	
Calvin, Theodore View Faculty Temporary Part-Time Application	CV Cvr Ltr	0 of 0	0	11-04-2013	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>	
CHANGE MULTIPLE APPLICANT STATUSES								
<input type="button" value="Refresh"/> Minimum Score: <input type="text"/> Include: <input checked="" type="checkbox"/> Active Applicants <input type="checkbox"/> Inactive Applicants				<input type="button" value="View Multiple"/> <input type="button" value="VIEW MULTIPLE APPLICATIONS"/> <input type="button" value="VIEW MULTIPLE DOCUMENTS"/> Applications / documents will open in a new window. To print, select File > Print after documents appear in that window. Documents may take several minutes to load.				
<input type="button" value="CONTINUE TO NEXT PAGE >>"/> <input type="button" value="SAVE AND STAY ON THIS PAGE"/>								
<input type="button" value="CANCEL"/> <input type="button" value="VIEW POSTING SUMMARY >>"/>								

- 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.
- Select File>Print from your browser's menu to print the applications.
- To close the window, click the **Close Window** link, or click the X in the upper right-hand corner of the window (this will NOT log you out of the system – it will simply return you to the list of Applicants on the "View Applicants" screen).

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

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

Applicants	Posting Details	Documents	Posting Specific Questions	Disqualifying / Points	Hiring Steps	Guest User	DRA	Notes / History
Active Applicants								
5 Records								
<input checked="" type="checkbox"/> Name	Documents	References Received	<input type="checkbox"/> Score	<input type="checkbox"/> Date Applied	<input checked="" type="checkbox"/> Status	External Status	All / None	
Bee, Apple View Faculty Temporary Part-Time Application	CV Cvr Ltr	0 of 0	0	11-01-2013	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>	1
Thefirst, Sofia View Faculty Temporary Part-Time Application	CV Cvr Ltr	0 of 0	0	11-01-2013	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>	
Cooper, Lisa View Faculty Temporary Part-Time Application	CV Cvr Ltr	0 of 0	0	11-01-2013	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>	
Magnum, Thomas View Faculty Temporary Part-Time Application	CV Cvr Ltr	0 of 0	0	11-04-2013	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>	
Calvin, Theodore View Faculty Temporary Part-Time Application	CV Cvr Ltr	0 of 0	0	11-04-2013	Under Review by Department/Committee Change Status	In Progress	<input type="checkbox"/>	
CHANGE MULTIPLE APPLICANT STATUSES								
<input type="button" value="Refresh"/> Minimum Score: <input type="text"/> Include: <input checked="" type="checkbox"/> Active Applicants <input type="checkbox"/> Inactive Applicants					<input type="button" value="View Multiple"/> <input type="button" value="VIEW MULTIPLE APPLICATIONS"/> <input type="button" value="VIEW MULTIPLE DOCUMENTS"/> <small>Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.</small> <small>Documents may take several minutes to load.</small>			
CONTINUE TO NEXT PAGE >>								
<input type="button" value="SAVE AND STAY ON THIS PAGE"/> <input type="button" value="CANCEL"/> <input type="button" value="VIEW POSTING SUMMARY >>"/>								



Viewing and Printing Documents

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

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

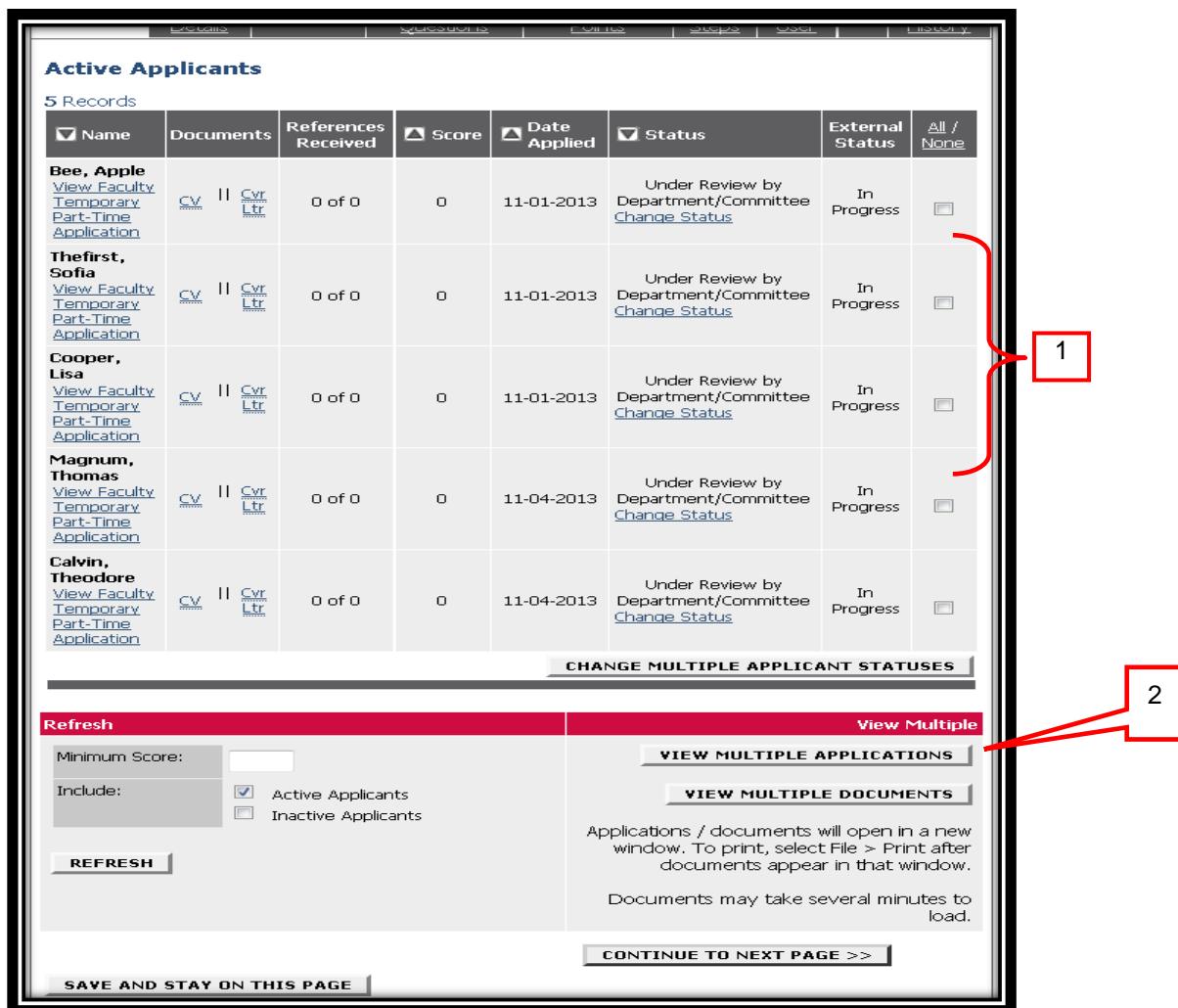
1. Click the link of the document under the column labeled **Documents** from the "Active Applicants" screen.

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

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

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

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



Active Applicants

5 Records

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

CHANGE MULTIPLE APPLICANT STATUSES

Refresh **View Multiple**

Minimum Score:
 Include: Active Applicants Inactive Applicants

VIEW MULTIPLE APPLICATIONS **VIEW MULTIPLE DOCUMENTS**

Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.
 Documents may take several minutes to load.

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

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



Change Applicant Status

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

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

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

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

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

Change Applicant Status			
Name	Documents	Status	Selection Reason
Magnum, Thomas View Faculty Temporary Part-Time Application	CV Cvr Ltr	Under Review by Department/Committee	Choose Option Below: <input type="button" value="▼"/>
<input type="button" value="CONTINUE TO CONFIRM PAGE >>"/> <input type="button" value="RESET TO ORIGINAL STATUS"/> <input type="button" value="CANCEL"/>			

Change Applicant Status

Name	Documents	Status	Selection Reason
Magnum, Thomas View Faculty Temporary Part-Time Application	CV Cvr Ltr	Selected for Campus Interview Under Review by Department/Committee Selected for Telephone Interview Selected for Campus Interview Finalist Recommend for Hire Not hired (do not notify by email) Not hired (notify by email) Posting canceled (notify by email)	Choose Option Below: ▾ <input type="button" value="CANCEL"/>
CONTINUE TO CONFIRM PAGE >>			

Change Applicant Status

Name	Documents	Status	Selection Reason
Magnum, Thomas View Faculty Temporary Part-Time Application	CV Cvr Ltr	Selected for Campus Interview	Choose Option Below: ▾
CONTINUE TO CONFIRM PAGE >> RESET TO ORIGINAL STATUS CANCEL			

Change Applicant Status

Name	Documents	Status	Selection Reason
Magnum, Thomas View Faculty Temporary Part-Time Application	CV Cvr Ltr	Recommend for Hire	Choose Option Below: ▾
CONTINUE TO CONFIRM PAGE >> RESET TO ORIGINAL STATUS CANCEL			

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.

Change Applicant Status

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

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

Red boxes and numbers indicate steps: Step 2 points to the dropdown menu for 'Status'; Step 3 points to the 'CONTINUE TO CONFIRM PAGE >>' button; Step 4 points to the 'Recommend for Hire' option in the dropdown menu.

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

4. The status has been changed.

Change Applicant Status

Name	Documents	Status	Selection Reason
Magnum, Thomas View Faculty Temporary Part-Time Application	CV Cvr Ltr	Recommend for Hire	

SAVE STATUS CHANGES >> **CANCEL**

Red boxes and numbers indicate steps: Step 4 points to the 'Recommend for Hire' status; Step 5 points to the 'SAVE STATUS CHANGES >>' button.

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.

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

The Change Applicant Status screen will display.

Change Applicant Status

Change For All Applicants:			Status	Selection Reason
			Under Review by Department/Committee Under Review by Department/Committee Selected for Telephone Interview Selected for Campus Interview	Choose Option Below: ▾ Choose Option Below: ▾
Name	Documents	Status		Selection Reason
Bee, Apple View Faculty Temporary Part-Time Application	CV Cvr Ltr	Finalist Recommend for Hire Not hired (do not notify by email) Not hired (notify by email) Posting canceled (notify by email)		Choose Option Below: ▾
Thefirst, Sofia View Faculty Temporary Part-Time Application	CV Cvr Ltr	Under Review by Department/Committee		Choose Option Below: ▾
Cooper, Lisa View Faculty Temporary Part-Time Application	CV Cvr Ltr	Under Review by Department/Committee		Choose Option Below: ▾
CONTINUE TO CONFIRM PAGE >> RESET TO ORIGINAL STATUS CANCEL				

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.

Change Applicant Status

Change For All Applicants:			Status	Selection Reason
			Under Review by Department/Committee	Choose Option Below: ▾
Name	Documents	Status		Selection Reason
Bee, Apple View Faculty Temporary Part-Time Application	CV Cvr Ltr	Not hired (notify by email)	Insufficient teaching experience (Faculty only)	Choose Option Below: ▾
Thefirst, Sofia View Faculty Temporary Part-Time Application	CV Cvr Ltr	Not hired (notify by email)	Candidate does not meet minimum qualifications	Choose Option Below: ▾
Cooper, Lisa View Faculty Temporary Part-Time Application	CV Cvr Ltr	Not hired (do not notify by email)	Less competitive based on interview performance	Choose Option Below: ▾
CONTINUE TO CONFIRM PAGE >> RESET TO ORIGINAL STATUS CANCEL				

5

4

3b

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.

Change Applicant Status

Name	Documents	Status	Selection Reason
Bee, Apple View Faculty Temporary Part-Time Application	CV Cvr Ltr	Not hired (notify by email)	Insufficient teaching experience (Faculty only) 6 Candidate does not meet minimum qualifications
Thefirst, Sofia View Faculty Temporary Part-Time Application	CV Cvr Ltr	Not hired (notify by email)	
Cooper, Lisa View Faculty Temporary Part-Time Application	CV Cvr Ltr	Selected for Campus Interview	

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.

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

[CHANGE MULTIPLE APPLICANT STATUSES](#)



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

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

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

Existing Entries

No Records Found

ADD NEW ENTRY

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

[SAVE AND STAY ON THIS PAGE](#)

Edit Entry

A candidate's name may not appear in the drop down menu if he or she has just been put in the "Selected for Campus Interview" status. Please save the posting, exit, then go back into the posting and return to the DRA tab. Select the candidate's name from the drop down menu and enter the DRA.

To edit this entry, edit information in the following fields and then click the **Save Changes** button. If you do not wish to edit this entry at this time, click the **Cancel** button.

* Required information is denoted with an asterisk.

Candidate:	Thefirst, Sofia	4
Gender:	<input checked="" type="radio"/> Female <input type="radio"/> Male <input type="radio"/> No Response	
Race/Ethnicity:	<input checked="" type="radio"/> Black or African American <input type="radio"/> American Indian or Alaskan Native <input type="radio"/> Asian <input checked="" type="radio"/> Hispanic or Latino <input type="radio"/> Native Hawaiian or Other Pacific Islander <input type="radio"/> White <input type="radio"/> No Response	5
Click for Category Definitions		6
<input type="button" value="SAVE CHANGES"/> <input type="button" value="CANCEL"/>		7

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

Applicants	Posting Details	Documents	Posting Specific Questions	Disqualifying / Points	Hiring Steps	Guest User	DRA	Notes / History									
<p> The entry has been added.</p> <p>Department Reasonable Assessment: use this tab to make a reasonable assessment of race and gender for applicants who were interviewed and chose not to disclose race and gender on their application.</p> <p>To add a new Entry, click the Add New Entry button below. To view more details about an existing entry, click the View link for the entry. To edit an existing entry, click the Edit link for that entry. To delete an existing entry, click the Delete link for that entry.</p> <p style="text-align: center;">ADD NEW ENTRY</p> <p>Existing Entries</p> <p>1 Record</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/> Candidate</th> <th><input checked="" type="checkbox"/> Gender</th> <th><input checked="" type="checkbox"/> Ethnicity</th> </tr> </thead> <tbody> <tr> <td>Thefirst, Sofia</td> <td>Female</td> <td>Hispanic or Latino</td> </tr> <tr> <td> View Edit Delete </td> <td></td> <td></td> </tr> </tbody> </table> <p>ADD NEW ENTRY</p> <p><< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >></p> <p>SAVE AND STAY ON THIS PAGE</p>									<input type="checkbox"/> Candidate	<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/> Ethnicity	Thefirst, Sofia	Female	Hispanic or Latino	View Edit Delete		
<input type="checkbox"/> Candidate	<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/> Ethnicity															
Thefirst, Sofia	Female	Hispanic or Latino															
View Edit Delete																	

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

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



Creating a Hiring Proposal

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

The screenshot shows two parts of the UNM Jobs system. On the left, a sidebar titled 'Job Postings' lists 'Active Postings' (which is circled in green), 'Pending Postings', and 'Historical Postings'. An orange arrow points from this list to the right side of the screen. On the right, a detailed view of a specific job posting is shown. The posting is for a 'Temp Parttime Faculty' position with ID 0822555, posted by FT0008. It has 1 application, was posted on 10-08-2013, and is set to 'Open Until Filled'. The department is 039C | FAC | ASM Organizational Studies. A 'Close/Remove from Web' link is visible.

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

The screenshot shows the 'View/Edit Posting - Temp Parttime Faculty' page. At the top, there are tabs for 'Reports' and 'Posting Preview'. Below that is a navigation bar with tabs: Applicants, Posting Details, Documents, Posting Specific Questions, Disqualifying / Points, Hiring Steps, Guest User, DRA, and Notes / History. The 'Applicants' tab is active. The main area displays 'Active Applicants' with 1 record. The table includes columns for Name, Documents, References Received, Score, Date Applied, Status, External Status, and All / None. One row shows a candidate named 'Temporary Part-Time Application' with 'Cvr Ltr' and 'Res' under Documents, '0 of 0' under References Received, a score of 0, and a date applied of 10-15-2013. The Status is 'Recommend for Hire' with a circled 'Begin Hiring Proposal' link. The External Status is 'In Progress'. In the bottom right corner of the applicant table, there is a 'CHANGE MULTIPLE APPLICANT STATUSES' button. Below the table is a 'Refresh' section with fields for Minimum Score and Include (Active Applicants or Inactive Applicants). To the right is a 'View Multiple' section with 'VIEW MULTIPLE APPLICATIONS' and 'VIEW MULTIPLE DOCUMENTS' buttons, along with instructions about opening new windows for applications/documents. At the bottom of the page are buttons for 'SAVE AND STAY ON THIS PAGE', 'CONTINUE TO NEXT PAGE >>', 'CANCEL', and 'VIEW POSTING SUMMARY >>'.

Begin Hiring Proposal for Job Description

Begin New Action									
3 Records <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Action</th> <th style="width: 80%;">Description</th> </tr> </thead> <tbody> <tr> <td>Hiring Proposal for Different Position Description Start Action</td> <td>Use this action to request a candidate for hire into a position other than the position listed below. Note: You will have the opportunity to search all positions.</td> </tr> <tr> <td>Hiring Proposal for Position Description Listed Below Start Action</td> <td>Use this action to request a candidate for hire into the position listed below.</td> </tr> <tr> <td>UNMTemp Hiring Proposal Start Action</td> <td>Use this action to request a UNMTemp candidate for hire.</td> </tr> </tbody> </table>		Action	Description	Hiring Proposal for Different Position Description Start Action	Use this action to request a candidate for hire into a position other than the position listed below. Note: You will have the opportunity to search all positions.	Hiring Proposal for Position Description Listed Below Start Action	Use this action to request a candidate for hire into the position listed below.	UNMTemp Hiring Proposal Start Action	Use this action to request a UNMTemp candidate for hire.
Action	Description								
Hiring Proposal for Different Position Description Start Action	Use this action to request a candidate for hire into a position other than the position listed below. Note: You will have the opportunity to search all positions.								
Hiring Proposal for Position Description Listed Below Start Action	Use this action to request a candidate for hire into the position listed below.								
UNMTemp Hiring Proposal Start Action	Use this action to request a UNMTemp candidate for hire.								
<p>Currently Selected Position</p> <p>Below is the Position selected when this Posting was first created. To proceed with this Position, click the Begin Hiring Proposal for Selected Position link above.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Position Class Title</th> <th style="width: 25%;">Position Class Code</th> <th style="width: 25%;">Current Employee Last Name</th> <th style="width: 25%;">Last Action</th> </tr> </thead> <tbody> <tr> <td>Temp Parttime Faculty</td> <td>0237</td> <td>[REDACTED]</td> <td>Modified Faculty Position Approved for Posting</td> </tr> </tbody> </table> <p style="text-align: center;">CANCEL</p>		Position Class Title	Position Class Code	Current Employee Last Name	Last Action	Temp Parttime Faculty	0237	[REDACTED]	Modified Faculty Position Approved for Posting
Position Class Title	Position Class Code	Current Employee Last Name	Last Action						
Temp Parttime Faculty	0237	[REDACTED]	Modified Faculty Position Approved for Posting						

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



Hiring Proposal

Hiring Proposal for Position Description Listed Below																																																										
Hiring Proposal	Funding	Documents	Certification Process for Staff Hiring Only	HP Comments																																																						
CONTINUE TO NEXT PAGE >>																																																										
HIRING PROPOSAL NOTE: If you are working on a Staff Position, fill out Section One and Section Three. If you are working on a Faculty Position, fill out Section One and Section Two. If you are working on a Student Position, fill out Section One only.																																																										
*Required information is denoted with an asterisk.																																																										
SECTION ONE - HIRING PROPOSAL <small>complete for Faculty, Staff and Student Positions</small> <table border="1"> <tr> <td>Legal First Name:</td> <td>.....</td> </tr> <tr> <td>Legal Middle Name:</td> <td>.....</td> </tr> <tr> <td>* Legal Last Name:</td> <td>.....</td> </tr> <tr> <td>Legal Suffix:</td> <td>.....</td> </tr> <tr> <td>Professional Suffix:</td> <td>PhD</td> </tr> <tr> <td>* Mailing Address Line 1:</td> <td>.....</td> </tr> <tr> <td>Mailing Address Line 2:</td> <td>.....</td> </tr> <tr> <td>* City:</td> <td>Albuquerque</td> </tr> <tr> <td>State:</td> <td>New Mexico</td> </tr> <tr> <td>Zip Code:</td> <td>87106</td> </tr> <tr> <td>* Country:</td> <td>US - UNITED STATES OF AMERICA</td> </tr> <tr> <td>Home Phone:</td> <td>.....</td> </tr> <tr> <td>Message Phone:</td> <td>.....</td> </tr> <tr> <td>International Phone:</td> <td>.....</td> </tr> <tr> <td>Email Address:</td> <td>EmailAddress@z.z</td> </tr> <tr> <td>UNM ID:</td> <td>.....</td> </tr> <tr> <td>Posting Number:</td> <td>.....</td> </tr> <tr> <td>Position Class Title:</td> <td>Temp Parttime Faculty</td> </tr> <tr> <td>Position Class Code:</td> <td>0237</td> </tr> <tr> <td>Working Title:</td> <td>Temp Parttime Faculty</td> </tr> <tr> <td>Position Title:</td> <td>Temp Parttime Faculty</td> </tr> <tr> <td>Position Number:</td> <td>FT0130</td> </tr> <tr> <td>Position Sequence Number:</td> <td>03B662</td> </tr> <tr> <td>Position Type:</td> <td>Faculty</td> </tr> <tr> <td>* Appointment Type:</td> <td>Faculty - Temporary Faculty</td> </tr> <tr> <td>Definition:</td> <td>.....</td> </tr> <tr> <td>Exempt/Non-Exempt:</td> <td>Exempt</td> </tr> </table>					Legal First Name:	Legal Middle Name:	* Legal Last Name:	Legal Suffix:	Professional Suffix:	PhD	* Mailing Address Line 1:	Mailing Address Line 2:	* City:	Albuquerque	State:	New Mexico	Zip Code:	87106	* Country:	US - UNITED STATES OF AMERICA	Home Phone:	Message Phone:	International Phone:	Email Address:	EmailAddress@z.z	UNM ID:	Posting Number:	Position Class Title:	Temp Parttime Faculty	Position Class Code:	0237	Working Title:	Temp Parttime Faculty	Position Title:	Temp Parttime Faculty	Position Number:	FT0130	Position Sequence Number:	03B662	Position Type:	Faculty	* Appointment Type:	Faculty - Temporary Faculty	Definition:	Exempt/Non-Exempt:	Exempt
Legal First Name:																																																									
Legal Middle Name:																																																									
* Legal Last Name:																																																									
Legal Suffix:																																																									
Professional Suffix:	PhD																																																									
* Mailing Address Line 1:																																																									
Mailing Address Line 2:																																																									
* City:	Albuquerque																																																									
State:	New Mexico																																																									
Zip Code:	87106																																																									
* Country:	US - UNITED STATES OF AMERICA																																																									
Home Phone:																																																									
Message Phone:																																																									
International Phone:																																																									
Email Address:	EmailAddress@z.z																																																									
UNM ID:																																																									
Posting Number:																																																									
Position Class Title:	Temp Parttime Faculty																																																									
Position Class Code:	0237																																																									
Working Title:	Temp Parttime Faculty																																																									
Position Title:	Temp Parttime Faculty																																																									
Position Number:	FT0130																																																									
Position Sequence Number:	03B662																																																									
Position Type:	Faculty																																																									
* Appointment Type:	Faculty - Temporary Faculty																																																									
Definition:																																																									
Exempt/Non-Exempt:	Exempt																																																									

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

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

- a) What is the Primary Shift of this Employee? Select "1" from the drop down menu for all faculty positions.
- b) **Select N/A for faculty.** This applies only to staff.
- c) Pay Rate – If the position is regular the salary rate must be yearly and if the position is for a temp part-time faculty the salary rate can be monthly or yearly.
 - See Faculty Contracts salary calculator [here](http://www.unm.edu/~fco/Time/index.html) (<http://www.unm.edu/~fco/Time/index.html>)
- d) Rate Type – Select “annual” for faculty.
- e) Start Date – Verify the start date with Faculty Contracts
- f) End Date – For visiting faculty enter 5/31/academic year.
- g) Contract Start Date – Enter the day the employee starts the job.
- h) Contract End Date – Temporary and research faculty use contract date; 9 month faculty end 5/31/academic year or 7/31/current year; 12 month faculty 6/30/current year.
- i) Transaction Code – Select the appropriate job change reason from the drop down menu. If you have questions, contact the appropriate Faculty Contracts representative for your department.
- j) Moving Expense – If moving expenses are to be paid, enter dollar amount. If moving expenses will be provided, this information must be in the signed offer letter and the amount must match.
- k) Special allowance – List any special allowance. If a special allowance will be provided, this information must be in the signed offer letter..
- l) Special allowance amount – List dollar amount of special allowances. If special allowance is going to be provided, this information must be in the signed offer letter and the amount must match..

Skip Position Justification

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

SECTION TWO - HIRING PROPOSAL	
complete for Faculty positions only	
Rank:	No Response
Tenure Code:	No Response
Review Type:	No Response
FTE: (Example: 1.00, .75, etc)	<input type="text"/>
SECTION THREE - HIRING PROPOSAL	
complete for Staff and Student positions only	
Confidential Status (for Bargaining Unit):	<input type="text"/>
Probationary/Trial:	No Response
Probationary/Trial End Date:	<input type="text"/> YYYY
Person signing offer letter:	<input type="text"/>
Title of person signing offer letter:	<input type="text"/>
Phone # of person signing offer letter:	<input type="text"/>
Date offer letter generated:	<input type="text"/> MM/DD/YYYY - or - MM-DD-YYYY
Underutilization Information	
Female:	No
Minority:	No
African American:	No
Asian or Pacific Islander:	No
Hispanic:	No
American Indian or Alaskan Native:	No
Budget Information	
Budgeted Full Time Equivalency:	<input type="text"/>
Budgeted Salary Amount:	<input type="text"/>
Budgeted Position Justification:	<input type="text"/>
Department Budget Contact:	<input type="text"/>

*Required information is denoted with an asterisk.

CONTINUE TO NEXT PAGE >>

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

CONTINUE TO NEXT PAGE >>



Funding

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

Hiring Proposal for Position Description Listed Below

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

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

[ADD NEW ENTRY](#)

Existing Entries

1 Record

Index Code	Position Labor Distribution Percent:	Labor Account Code
036055 2U0224 036E P103 GNACTV View Edit Delete	100	2007 - Faculty Temp Part Time

[ADD NEW ENTRY](#)

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

[CANCEL](#) | **[PREVIEW ACTION](#)**

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

[CONTINUE TO NEXT PAGE >>](#)



Documents

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

The following documents must be attached:

1. Signed Offer Letter
2. Justification Memo

Other documents that may be required include:

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

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

Hiring Proposal for Position Description Listed Below				
Hiring Proposal	Funding	Documents	Certification Process for Staff Hiring Only	HP Comments
14 Records				
Attach / Remove	Document Type	Attached Document	View Document	
Attach	Criminal Conviction Cert (Req'd - Staff only)	Not Attached		
Attach	Other	Not Attached		
Attach	Other	Not Attached		
Attach	Other	Not Attached		
Attach	Hiring Proposal Document 1	Not Attached		
Attach	Hiring Proposal Document 2	Not Attached		
Attach	Hiring Proposal Document 3	Not Attached		
Attach	Other	Not Attached		
Attach	Request for Background Check	Not Attached		
Attach	Signed Offer Letter (Req'd - Fac)	Not Attached		
Attach	Justification/Summary Memo (Req'd - Fac & Staff)	Not Attached		
Attach	Equity Assessment (Staff/Fac)	Not Attached		
Attach	Ref Check Selected Candidate (Req'd - Staff)	Not Attached		
Attach	Interview Q's/Rspns Selctd Cand (Req'd - Staff)	Not Attached		
<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>				
CANCEL PREVIEW ACTION				

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

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

[CONTINUE TO NEXT PAGE >>](#)



Hiring Proposal Comments

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

Hiring Proposal for Position Description Listed Below

Hiring Proposal	Funding	Documents	Certification Process for Staff Hiring Only	HP Comments
<input type="button" value="<< RETURN TO PREVIOUS"/> <input type="button" value="CONTINUE TO NEXT PAGE >>"/>				
<small>*Required information is denoted with an asterisk.</small>				
Search Coordinator Comments				
Department Originator Comments				
Department Approver Comments				
Dean/Director Comments				
Position Management				
Contracts & Grants Comments				
EVP HSC Approver Comments				
EVP Administration Approver Comments				
EVP Provost Approver Comments				
Employment Areas Comments:				
OEO Comments				

*Required information is denoted with an asterisk.

<input type="button" value="<< RETURN TO PREVIOUS"/>	<input type="button" value="CONTINUE TO NEXT PAGE >>"/>
<input type="button" value="CANCEL"/>	<input type="button" value="PREVIEW ACTION"/>

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

This screenshot shows a web page titled "View Hiring Proposal for Position Description Listed Below Summary". It includes instructions to review position details and choose an action. At the bottom, there are "Edit" and "Printer-Friendly Version" links. A red bar labeled "Action Status" contains two radio button options: "Save Hiring Proposal Without Submitting" (selected) and "Submit Hiring Proposal to Department Approver". Below the bar are "CANCEL" and "CONTINUE" buttons, with "CONTINUE" being circled in green.

Click on Confirm

This screenshot shows a confirmation dialog titled "Confirm Change Action Status". It asks if the user wants to change the action status. Below is a red bar labeled "Action Status" with the option "Submit Hiring Proposal to Department Approver" selected. At the bottom are "GO BACK" and "CONFIRM" buttons, with "CONFIRM" being circled in green.

Note:

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

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

Cleaning Up Your Pending Actions Queue

Department Originators may have Pending Action queues that contain pending actions that are no longer valid. Department Originators now have the ability to remove actions from their Pending Actions Queue for the following statuses:

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

Pending Actions							
Pending Actions							
25 Records							
<input type="checkbox"/> Position Class Title	<input checked="" type="checkbox"/> Position Title	<input checked="" type="checkbox"/> Action Number	<input checked="" type="checkbox"/> Position Sequence Number	<input checked="" type="checkbox"/> Department	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Action Type	<input type="checkbox"/> Date of Last Action
Youth Summer Prog Wkr 1 View		002794			Action Submitted to UNMTemp	UNMTemp Request	05-21-2009
Youth Summer Prog Wkr 2 View		003031			Action Submitted to UNMTemp	UNMTemp 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](#)[!\[\]\(65c251884e01fe33ff8284b338defbf8_img.jpg\) Printer-Friendly Version](#)

Action Status

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

[CANCEL](#)[CONTINUE](#)

Position Details

SECTION ONE

Are you requesting a posting for this position?
If yes, please fill out all tabs including the Posting Form.

No

Position Type:	Faculty
Position Class Title:	Temp Parttime Faculty
Position Class Code:	0237
Position Title:	Temp Parttime Faculty
Working Title:	Summer 2013 SWSI Temp Parttime Faculty
Position Number:	
Position Sequence Number:	



Administrative Functions

Logging Out

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

Requesting a UNMJobs Security Role

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

The screenshot shows the UNMJobs homepage with a navigation bar at the top: Home, Campus Life, Library, UNM E-Mail, Briefcase, Student Life, My Courses, Employee Life. The Employee Life tab is highlighted. The main content area has three columns: Human Resources (with links to General Information, HR Home, ePAN, eJobs, Salary Structure Table, Career Development, Career Development Home Page, Education and Training, Job Enrichment, Career Ladders, Career Advancement, Staff Resources, EHPP, EOD, QEO, Dispute Resolution), LoboWeb For Employees (with a 'Sneak Preview of LoboWeb for Employees' message and a 'Click Here to Enter' button), and Banner Applications (with links to Internet Native Banner, LoboWeb, LoboMart, Workflow, Reporting, E-Print, Hyperion, and Banner Resources, where 'Banner Authorization Requests' is highlighted). A red box highlights the 'Banner Authorization Requests' link in the Banner Resources section.

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





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



THE UNIVERSITY of
NEW MEXICO

Enter your NetID and Password

NetID:

Password:

Warn me before logging me into other sites.

LOGIN **CLEAR**

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

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

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

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



Start an authorizations request

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

Banner Authorization Request System

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

Welcome to the Banner Authorization Request System

Your Current Status

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

You don't have any Banner access in production right now.

Add or Change Access Roles

Step 1: Know what roles you need

In order to fill out the authorization request you need to know what roles you'll be requesting. If you aren't sure, ask your supervisor, [look it up on FastInfo](#), or [view the access roles of other people in your organization](#).

Step 2: Get the training you need

Many authorization roles require training before they can be granted. Your request cannot be submitted until you pass all the training requirements for the roles you are requesting. [To see whether you have all the required training for the roles you want to request, find the roles you want and check the Training Status column](#).

Step 3: Fill out the authorization request

Once you know the roles you need and have completed all your training, you're ready to fill out the authorization request:

Add / Remove Access Roles

Check Status of Request

Checking the status of your request

You can [check on the status of your request](#) at any time.

What happens after I submit a request?

After you submit your request, it will be routed to different people for approval. First, the request is sent to your supervisor. Once it is approved, it is sent to the approvers for each of the roles you have requested. When each of the individual roles has been approved the results are recorded in the system and the changes are made to your access roles. You will receive an email once the changes have been made in the system.

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

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



Select UNMJobs role

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

BAR

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

Edit Authorization Request

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

Supervisor and reason for request

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

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

Access roles requested

Add New Roles

Remove Current Roles

Remove Role Name

- HR Core Office Query
- HR/Payroll Sensitive Data Reports Viewer for Departments
- HR Report Viewer for Office of Employee Organizational Development
- Provisioning A - PFP Status Page
- Provisioning L - Service Provider Utilities

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

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

View Access Roles By Function

<ul style="list-style-type: none"> • Accounts Payable Roles • Accounts Receivable Roles • Admissions Roles • Banking Tax and Investments Roles • CIRT Programming Roles • Catalog and Schedule Roles • Contracts and Grants Roles • Controller Roles • DEVL Roles • Finance Roles • Finance Systems Management Roles 	<ul style="list-style-type: none"> • Financial Aid Roles • Foundation Roles • General Accounting Roles • General Person Roles • General Student Roles • HR Implementation Roles • HSC Budget Roles • HSC Controller Roles • Human Resources Roles • Internal Audit Roles • LINK Service Center Roles 	<ul style="list-style-type: none"> • Main Campus Budget Roles • Payroll Roles • Property Accounting Roles • Purchasing Roles • Recruitment Roles • STAC Implementation Roles • Student Roles • Supervisor Roles • UNMJOBS Roles
---	---	--

SHOW ALL ROLES

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

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



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

A screenshot of a web interface showing a blue rectangular button with white text that reads "Add Selected Roles to My Request". The button is positioned within a larger form or dialog box.

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

The screenshot shows a table titled "Add New Roles" with three columns: "Remove", "Role Name", and "Training Status". There are three rows of data:

Remove	Role Name	Training Status
<input type="checkbox"/>	Department Originator - Faculty	Training complete
<input type="checkbox"/>	Department Originator - Staff	Training complete
<input type="checkbox"/>	Department Originator - Student	Training complete

At the bottom left is a blue "Remove" button, and at the bottom right is a blue "Add Roles" button.



Select UNMJobs orgs

Role Specific Settings section displays.

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

Select UNMJobs Orgs

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

None selected.

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

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

Select UNMJobs Orgs

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

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

Remove

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



Review and submit

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

BAR

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

Edit Authorization Request

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

Supervisor and reason for request

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

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

Access roles requested

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

Role-Specific Settings

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

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

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

Role Proxies
None of your selected roles require you to select proxies (time approver proxies are created automatically).

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

[Withdraw this request](#) [Save for later](#) [Next ->](#)



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

BAR

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

Review request before submitting

Request ID: 21103 Status: Open	Request created: Mar-05-2009 Last accessed: Mar-09-2009
-----------------------------------	--

Supervisor and reason for request
 Supervisor's netID: SSUPER (Suzie Supervisor)
 Reason you need this change in Banner access: To process hiring

Access role(s) and actions requested

Action Requested	Role Name	Training Status
Add	Department_Originator - Faculty	<input checked="" type="checkbox"/>
Add	Department_Originator - Staff	<input checked="" type="checkbox"/>
Add	Department_Originator - Student	<input checked="" type="checkbox"/>

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

No roles in this request can have proxies.

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

<- Back Withdraw Request Save Request **Submit Request**

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