How to Complete Onboarding: Students

Revision Date: 3/20/17
Revised By: Marisa Castaneda
Responsible Department: Student Employment Office

Purpose

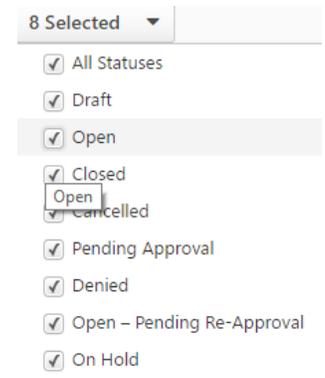This procedure explains the process of when a department initiates a hiring request
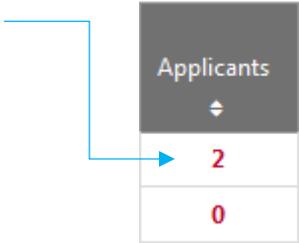
Applicability

Student Employment Office Staff and Student Employees

Prerequisites
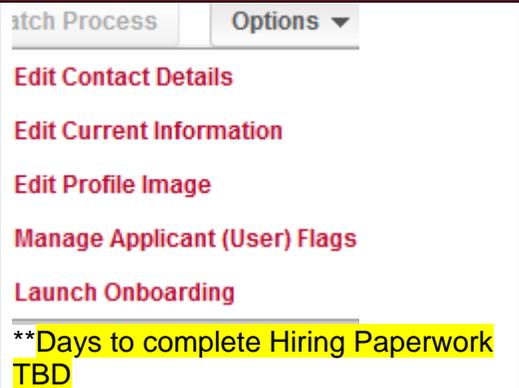
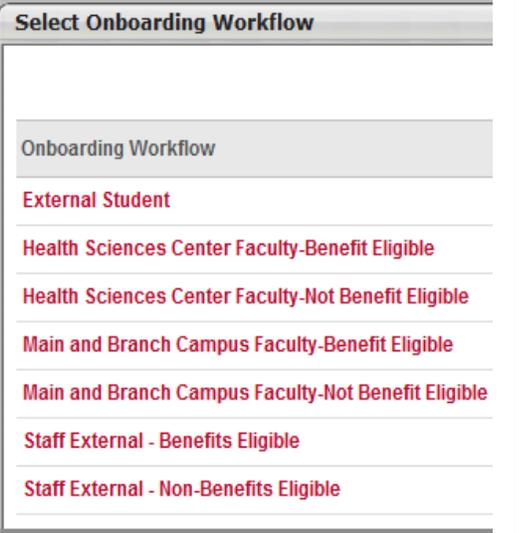Recruitment Administrator Role; Request through UNM BAR

Part 1 – Reviewing Offer Details from Hiring Coordinator

Step #	Action/Field Name	Comments/Options
	Log into: UNMJobs	Pilot (testing site): https://unm-pilot.csod.com Production: https://unm.csod.com/ **(Real site-DO NOT USE FOR TESTING)**
	Email received- Stating that an offer needs to be approved in StuEmp Approver 1 queue.	
	Using your Recruitment Admin role locate Req	
	To search for a **Requisition**, you may enter one any of the following: Job Title Req ID Hiring Department Owner Hiring Manager Date/Date Range	You can also narrow your search by selecting by **Status**: 8 Selected ▼ ✓ All Statuses ✓ Draft ✓ Open ✓ Closed Open ✓ Cancelled ✓ Pending Approval ✓ Denied ✓ Open – Pending Re-Approval ✓ On Hold
	Click **Search**	

	Select the **number of Applicants in Applicants column**	Applicants ⬍ 2 0

Part 2 – Review Requisition Details

Step #	Action/Field Name	Comments/Options
	General Section	
	Select student who department is Recommending for Hire 1. In Applicant Profile> Select Statuses a. Click Edit Offer Details to verify Department information. i.e. Position #, Index, Rate, Supervisor info. 2. Information correct> Proxy in as StuEmp Approver 1 and clicked check box and submitted.	Summary Statuses Application **NEW SUBMISSION** Edit Offer Details
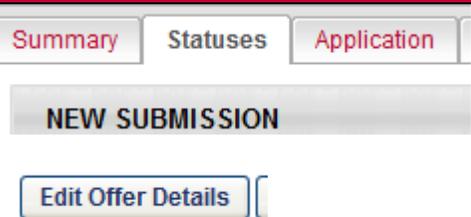
	Log back into Recruitment Admin role and select Req that department is hiring from.
	
	1. Select Generate New Letter
	    a. Click on 📝 and select **Student Offer Letter** and Click Apply.
	    b. Select 🔍 Preview and verify that Job Details is correct from Offer Details.
	2. If correct. Select Save and Create Offer Letter
		Template: Student Default Template 📝
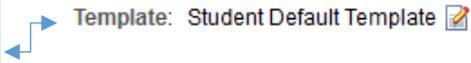
	Under Statuses Tab select
	1. 2nd version *View/Edit Approval*
	2. Click 🗑 to remove all possible Approvals and click Save.
	3. Select [Submit For Approval] to generate Offer Letter.
		2 📄 Submit For Approval
		     View/Edit Approval
		
		1 📄 ✔ Approved 3/20/2017
		     View Details

	Still under Version 2> Select [Send Offer] • Only send to Candidate Profile in Send Methods portion.	Candidate Profile Email Paper Mail Other
	Offer Letter submitted to candidate	Enter Student Info on OnBoarding Spreadsheet. Req ID, Name, Day Sent
	Student Accepts or Denies offer.	Email confirmation is sent to StuEmp Admin 1 if student accepts or declines

	Offer is Accepted-
	    1. Launch OnBoarding
	        a. Select Options and Click Launch Onboarding.
	        b. Fill out Organizational Unit up to **Job Change Reason.** Ignore last 3 fields
	        c. Relationship section will auto-populate for Hiring Manager.
	        d. ==**Start Date will be deadline for Candidate to completed Hiring Paperwork**==
		atch Process Options ▾
		
		Edit Contact Details
		
		Edit Current Information
		
		Edit Profile Image
		
		Manage Applicant (User) Flags
		
		Launch Onboarding
		
		**==Days to complete Hiring Paperwork TBD==

	OnBoarding Workflow
	
	    1. External Applicants will always select **External Student** .for paperwork needed.
	    2. Internal Applicants will be
	        a. **Interna**l- If student is Rehire w/ no paperwork needed.
	        b. If paperwork is needed select:
	
	        Internal Student - 2 Job Memo
	
	        Internal Student - 3 Job Memo
	
	        Internal Student - FTE Memo
		Select Onboarding Workflow
		
		Onboarding Workflow
		
		External Student
		
		Health Sciences Center Faculty-Benefit Eligible
		
		Health Sciences Center Faculty-Not Benefit Eligible
		
		Main and Branch Campus Faculty-Benefit Eligible
		
		Main and Branch Campus Faculty-Not Benefit Eligible
		
		Staff External - Benefits Eligible
		
		Staff External - Non-Benefits Eligible