

## Submitting a Hiring Request: Departments

**Revision Date:** 4/26/2018  
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**Responsible Department:** Student Employment Office

### Purpose

This procedure explains the process of when a department submits a hiring request for student positions

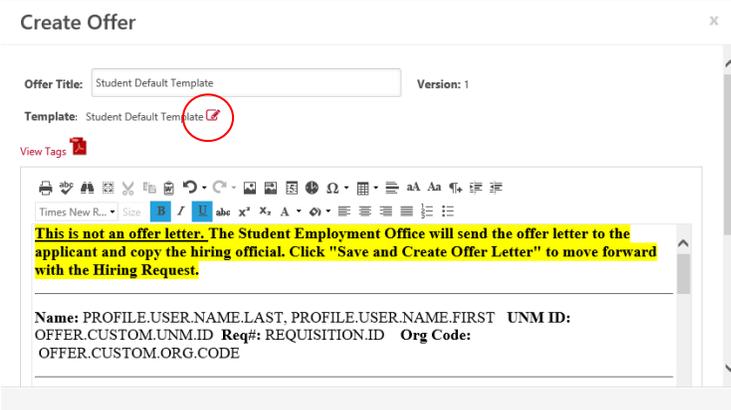
### Applicability

Hiring coordinators submitting hiring requests

### Prerequisites

Hiring Coordinator Role; Request through UNM BAR

Step #	Action/Field Name	Comments/Options
1	Log into: UNMJobs	
2	Hover over Recruit	
3	Click on Manage Requisition	
4	Search the Req number Click on All Jobs	
5	The position will appear Click on the number in the Applicants box	
6	Click on the student/s name you wish to hire by clicking on the check mark next to their name	You can select multiple names
7	Click on the Actions box	
8	Click on Change Status	
9	Under New Status click on the drop down arrow and select Recommend for hire for the student/s	
10	Click Submit	
11	Click Ok	
12	At the top of the page the Recommend for Hire box will show the number of student/s selected	
13	Click on one students name in red	The students profile will come up
14	Click on the Statuses tab	
15	Scroll down to Offer Details	
16	Fill in the following boxes: <ul style="list-style-type: none"> <li>• Start date</li> </ul> Hiring manager and location should auto populate <ul style="list-style-type: none"> <li>• Compensation (Based on req)</li> </ul> Currency should always be US dollar <ul style="list-style-type: none"> <li>• Enter the salary</li> </ul>	If there is a specific start date desired please indicate that in the Notes section.  Position number: If you do not know the position number you may leave it blank student employment will enter based on the

	<ul style="list-style-type: none"> <li>• Add notes if needed</li> <li>• If work study position select either State or Federal</li> <li>• Enter students UNM ID</li> <li>• Enter position number</li> <li>• Enter index and account code           <ul style="list-style-type: none"> <li>▪ 20J0 – Student Employment</li> <li>▪ 20N0 – State Work Study</li> <li>▪ 20L0 – Federal Work Study</li> </ul> </li> <li>• Appointment Percent needs to be 70</li> <li>• Personnel Date</li> <li>• Leave Contract Start Date and Contract End Date blank</li> <li>• Enter Job End Date</li> <li>• Leave Probation/Trial Period End Date blank</li> <li>• Enter All Supervisor information</li> <li>• <b>Do not enter any further information</b></li> </ul>	<p>org code. Student employment will contact department to confirm.</p> <p>Index code: Department can only enter one index code on the hiring request – if department wants to split between indexes contact student employment office.</p>
17	Click Save and Create New Letter	
18	A Create Offer window will pop up	
19	<p>Click on the  icon</p>  <p>Click on the Please Select drop down arrow Scroll to the very bottom and select <b>Student Default Template (Default)</b></p> <p>Click <b>Apply</b></p>	
20	<p>Scroll down</p> <p>Click <b>Save and Create Offer</b></p>	
21	<p>Scroll down</p> <p>Click View/Edit Approval</p>	
22	Click Add Approval	
23	Click on the red plus sign next to User	
24	Click Add	
25	Click on the  icon	
26	<p>Type in Last name: <b>Approver 1</b></p> <p>First name: <b>StuEmp</b></p>	<p>Confirm that the User Name is <a href="mailto:seadmin@unm.edu">seadmin@unm.edu</a></p>

	Click <b>Search</b>	Adding your hiring manager as an approver is optional. If you do add a hiring manager for approval make sure you select them before Approver 1, StuEmp.
<b>27</b>	Click on the red Approver 1, StuEmp title	
<b>28</b>	Click <b>Save</b>	
<b>29</b>	Click Submit for Approval 	This will send the hiring request to student employment for review and we will send the offer letter to the student/s.