UNMJobs History SOP

**Revision Date:** 11/27/2018

**Revised By:**  Savana Carollo

**Responsible Department:** Student Employment Office

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| **Step #** | **Action/Field Name** | **Comments/Options** |
| **1**  | Go to UNMjobs site  |  |
| **2** | Click on **Recruit** tab |  |
| **3** | Click on **Manage Requisition**  |   |
| **4** | Type in the Req number in the reqID box | Make sure All Jobs is clicked  |
| **5** | Click on the red number under **Applicants**  |  |
| **6** | Click on the name of the student in red that you are checking on.  |  |
| **7** | Click into the correct position (Req) |  |
| **8** | Click on the **History** tab * Here you will see a list of everything that has been done for the student for that position.
* From SE: Offer letter sent
* From SE: Authorization sent
 | Onboarding **IS NOT** included.  |