UNMJobs History SOP

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

**Revised By:**  Savana Carollo

**Responsible Department:** Student Employment Office

|  |  |  |
| --- | --- | --- |
| **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. |