

UNMJobs History SOP

Revision Date: 11/27/2018
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 <ul style="list-style-type: none"> - 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.