How to Complete Onboarding: Students

Revision Date: 03/2020
Responsible Department: Student Employment Office

Internal Applicant Onboarding

Step #	Action/Field Name	Comments/Options
1	If you used a UNM Email Address: Go to hr.unm.edu	
2	Hover over "Job Seekers" in the top left corner.	
3	Hit "Apply"	
4	Click on: Are you a current **UNM Employee**? **Retiree**? **Hiring Coordinator or Approver**? Log in here!	
5	Log in using the email and password you used to apply to the position. If you are unsure of what email you used, you can ask student employment.	
6	Complete "Onboarding Tasks" that are located in the middle of the screen. **Onboarding Tasks**	