

## Submitting Requisitions

**Revision Date:** 01/2021  
**Responsible Department:** Student Employment Office

### Purpose:

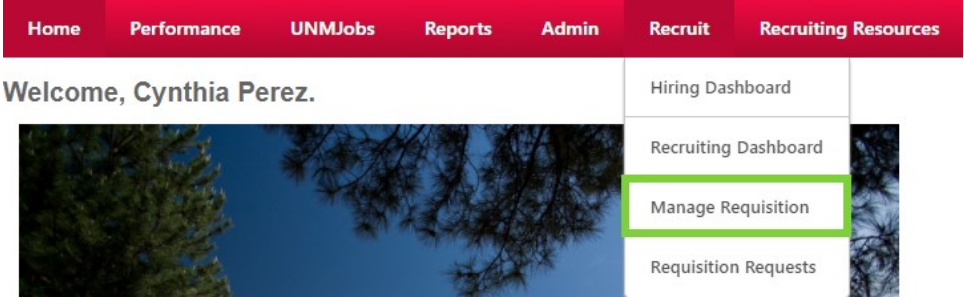
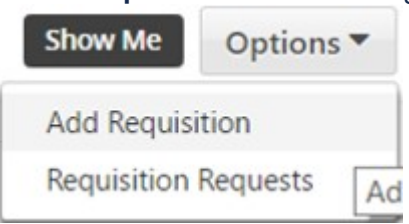

This process is to show how to submit a requisition so students can apply for a position within your departments.

### Available to:

Hiring Coordinators, HR Managers

### Roles Needed:

Position Description Administrator for Student

Step #	Action/Field Name
1	Log into <b>UNMJobs</b> (do not use Microsoft Edge). You can find <b>UNMJobs</b> under the <b>Employee Life</b> tab at <a href="http://my.unm.edu/home">http://my.unm.edu/home</a> or login into <a href="https://unm.csod.com/samldefault.aspx">https://unm.csod.com/samldefault.aspx</a>
2	From the Navigation Bar, hover over the <b>Recruit</b> tab and click <b>Manage Requisition</b> . 
3	Click the <b>Options</b> tab on the far right of the page and click <b>Add Requisition</b> 
<b>General Tab</b>	
<b>Details Section</b>	
4	Click the  icon at the end of the <b>Position Class</b> box.

**Job Title \***

Position Class

The **Search Position Class** dialogue box will appear. Navigate to page 2 using the page numbers or next/back buttons.

### Search Position Class x

Title	ID	Parent
12 Month Faculty	FY	University of New Mexico
9 Month Faculty	F9	University of New Mexico
Contract Staff	SC	University of New Mexico
CWA Bargaining Unit	SW	University of New Mexico
Executive Faculty	FE	University of New Mexico
Exempt Staff	SE	University of New Mexico
Exempt Temporary Staff	SD	University of New Mexico
Non-Exempt Staff	SN	University of New Mexico
On Call Staff	SO	University of New Mexico
Police Bargaining Unit	SP	University of New Mexico

(16 Results)
1 2
▶ ▶▶

On page two, use the  icon to expand the **University Student** section.

There are only six (6) Position Class Titles for students:

Student Entry Level - 0041

Student Intermediate Level - 0042

Student Advanced Level - 0043

Student Technical Specialist - 0044

Student Monthly -0004 (only used for Resident Advisors, ASUNM president and Vice-President, and Lobo Editor).




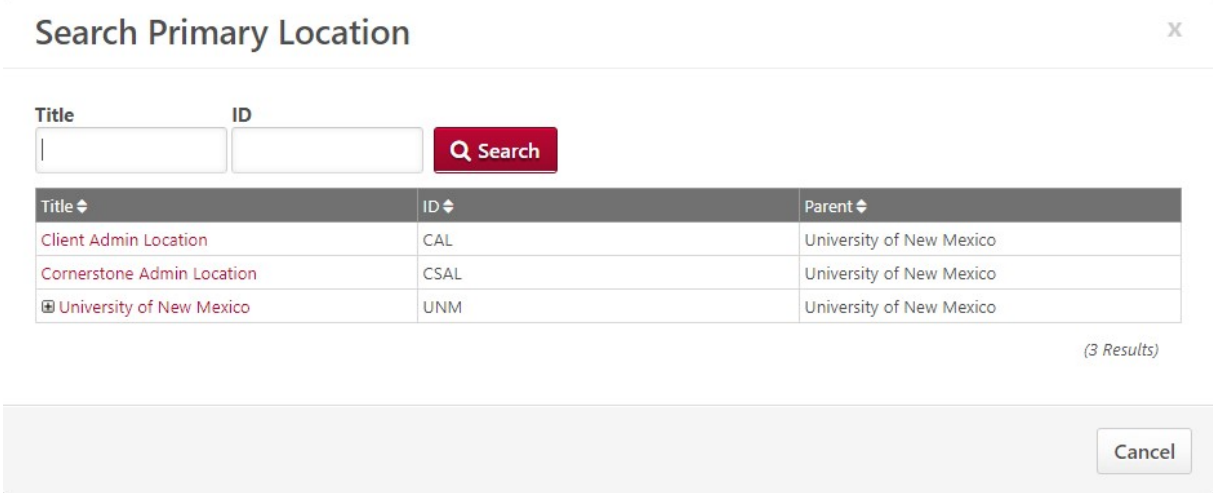
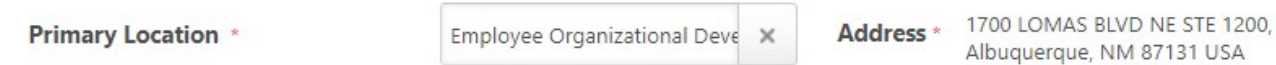





Student Publications – 0046 (only used for Daily Lobo production staff)

Select the appropriate **Position Class Title** by clicking on the title.

Based on your selection, the **Requisition Template** and **Job Title** will default to the **Position Class** selected – **PLEASE DO NOT CHANGE**


**5**

**Display Job Title:** Enter the **Working Title** (Please utilize <http://stuemp.unm.edu/tms/index.html> for instructions regarding working titles for students).

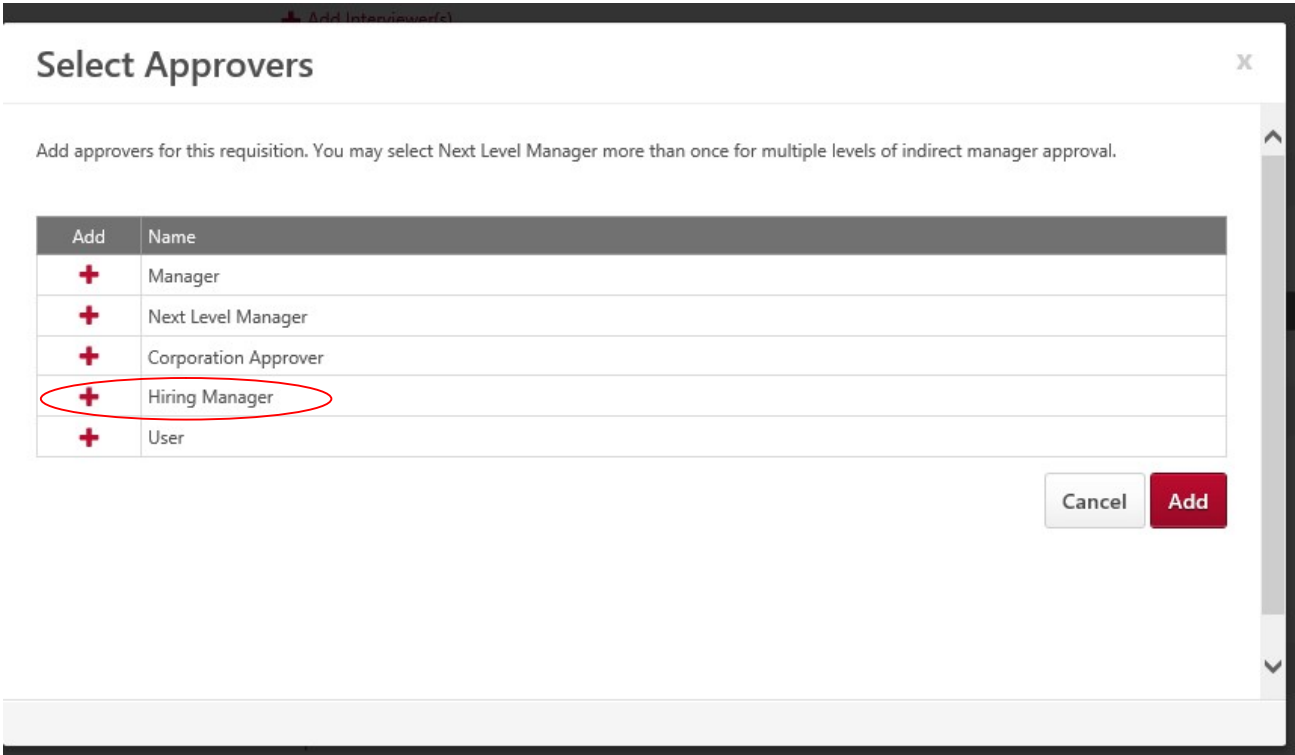
	*The UNMJobs site organizes jobs alphabetically.*
6	Verify that the <b>Employment Area</b> defaulted to <b>Student</b> – <b>PLEASE DO NOT CHANGE</b> 
7	Click the  icon next to <b>Primary Location</b>  The <b>Search Primary Location Title</b> dialogue box will appear  <p>In the <b>ID</b> field, type your Org # and click the <b>Search</b> button. Choose the location of your organization by selecting the name of the Org in the Title column.</p> <p>Once chosen, the default address will appear in the Requisition as seen below</p> 
8	<del>           Skip <b>Additional Location(s), Grade, Cost Center</b> and leave <b>Contact Phone</b> blank.         </del>
9	<b>Employment Type:</b> Verify <b>Student Employment</b> and <b>Part Time</b> is selected. 

10	<b>Currency:</b> leave as <b>United States Dollar</b>  <b>Currency *</b> <input type="text" value="United States Dollar"/>
11	<b>Compensation:</b> Select from the drop-down box  <b>Compensation *</b> <input type="text" value="Hourly"/> <ul style="list-style-type: none"> <li>• Use the following for students:</li> <li>• Hourly (for hourly employees).</li> <li>• Monthly (for monthly employees) (only used for <i>Resident Advisors, ASUNM president and Vice-President, and Lobo Editor</i>).</li> <li>• Per Issue, Photo, Story, or Unit (for <i>Student Publications Only</i>).</li> </ul>
12	<b>Range:</b> Defaults into fields. Should be the range for each <b>Position Class</b> below: (View example)  <b>Range</b> \$ <input type="text" value="8.50"/> To \$ <input type="text" value="10"/> <ul style="list-style-type: none"> <li>• For updated pay scales please see: <a href="http://stuemp.unm.edu/forms-and-information/pay-scale.html">http://stuemp.unm.edu/forms-and-information/pay-scale.html</a></li> <li>• Student <b>Monthly</b>: Check Range</li> <li>• Student <b>Publications</b>: Check Range</li> </ul>
13	Leave <b>Referral Bonus</b> blank  <b>Referral Bonus</b> \$ <input type="text"/>
14	<b>Applicant View Salary:</b> Enter <b>Salary Amount</b> or <b>Range</b> - <b><u>MUST INCLUDE \$ IN THIS FIELD</u></b> (format example: \$10.00 or \$10.00-\$11.00)
15	Select <b>Non-Exempt</b> for hourly and <b>Exempt</b> for monthly.
16	Checkmark the <b>LoboTime Clock Only User</b> if applicable, otherwise, leave blank.
17	If a <b>Background Check</b> <i>is</i> required, select <b>Yes</b> . If it <i>is not</i> required, select <b>No</b>  <i>Please note:</i> The background check request form <a href="http://hr.unm.edu/docs/background-check/background-check-request-form.docx">http://hr.unm.edu/docs/background-check/background-check-request-form.docx</a> must be attached to the selected applicant's profile under the <b>Documents</b> tab
18	Select <b>Campus</b>
19	Enter <b>Appointment Percent</b> as a whole number. Appointment percent should always be <b>70 by default</b> .  <b>Appointment Percent (0 to 100) *</b> <input type="text" value="70"/> do NOT change default setting!
20	<b>Duration of Posting:</b> 5 days ( <i>minimum</i> ), 60 days ( <i>maximum</i> ). *Please enter how many days you want the posting to be on the website* When nearing the end of the posting time, please, email <a href="mailto:stuemp@unm.edu">stuemp@unm.edu</a> if you would like to extend the posting on the site.
21	<b>For Best Consideration Date:</b> <b>Leave this blank</b> . <b>Student Employment Office</b> will enter this date [minimum five (5) days] when the job is posted. <u>If you require more than five (5) days, please enter information in Comments section, further down in the requisition.</u>
22	<b>Posting Type</b> Select your desired posting type: <ul style="list-style-type: none"> <li>• <b>External Competitive</b> - open to all students</li> <li>• <b>Internal Competitive</b> - competitive posting for students in your department</li> <li>• <b>External Non-competitive</b> - for a designated student who is <b>NOT</b> a current student employee</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Internal Non-competitive</b> - for a designated student who is a current student employee</li> </ul> <p>If you select either <b>External Non-competitive</b> or <b>Internal Non-competitive</b>, please provide the student's name, UNM ID, and justification for the hire (classes taken, grades, specific skills, etc) and enter this information in the Comments section further in the requisition.</p> <p>The student's resume and/or application must reflect the information provided in the justification.</p> <p><b><u>If you are using classes taken and grades as a justification, you must require the student to attach a copy of their transcript to the application. Departments must verify that the student's resume and/or application reflects the qualifications for the position. Documentation is required and must be attached to the application before submitting the hire. Hiring requests will be returned if applicant documents are incomplete or do not support the non-competitive hire reason.</u></b></p> <p><b><u>For External Non-Competitive Requisitions Only</u></b></p> <p>External non-competitive hires create an external job posting that can be sent to the external applicant. <b>ONCE THE REQUISITION RECEIVES FINAL APPROVAL, YOU WILL RECEIVE AN EMAIL NOTIFICATION WITH THE LINK TO EMAIL WITH THE LINK TO BE SENT TO THE APPLICANT.</b></p> <p><b><u>Internal Non-Competitive Requisitions</u></b></p> <p>Internal non-competitive hires create an internal job posting that are only visible through the UNMJobs Career Center to the current UNM employee identified in the comments section of the requisition.</p> <p>Once the requisition receives final approval, you will receive an email notification. Provide the requisition number and title (ex. req123)</p> <p>The applicant should be directed to the internal Career Center in UNMJobs located at <a href="http://My.UNM.edu">My.UNM.edu</a>.</p> <p><b><i>Please provide the following instructions to the Internal Candidate:</i></b> <a href="https://hr.unm.edu/docs/employment/instructions-for-internal-non-competitive.pdf">https://hr.unm.edu/docs/employment/instructions-for-internal-non-competitive.pdf</a></p>
23	If you selected the <b>Posting Type</b> as <b>Non-Competitive Exception</b> : Select Reason
24	Skip <b>Position Class Minimum Qualifications</b> and <b>Conditions of Employment</b> : (read only)
25	<p><b>Application Instructions:</b> List required documents from applicant (Example: resume, cover letter, writing sample, copy of work study award, transcript, link to portfolio, etc.)</p> <p>Unless applicable, skip <b>Advertising Resources</b>, <a href="http://Jobing.com">Jobing.com</a> Posting, <a href="http://HigherEdJobs.com">HigherEdJobs.com</a> Postings, <a href="http://HigherEdJobs.com">HigherEdJobs.com</a> Diversity &amp; Inclusion Email (Requires <a href="http://HigherEdJobs.com">HigherEdJobs.com</a> Posting), and <a href="http://HigherEdJobs.com">HigherEdJobs.com</a> Product and Cost information</p>
26	<p>If requiring Background Check:</p> <ol style="list-style-type: none"> <li>1. Enter <b>Index under Primary Index for Recruitment Costs and Index for Background Check/Fingerprinting</b> (6 characters)</li> <li>2. Select <b>Account Code</b> from drop-down box</li> </ol>
27	<p>Enter <b>Department Contact Name (Last, First), Email and Phone</b></p> <p><i>Note: the Department Contact is the person who will be contacted for information about the requisition (it can be the same as Hiring Manager, Hiring Coordinator, etc.)</i></p>
28	<p>Enter department comments in <b>Comments</b> box.</p> <p><b>Examples of comments include: requests for extended Best Consideration Date or Duration of Posting, Information for Non-competitive candidate, Backup Contact Information, etc.</b></p>
29	Ensure <b>Position Class</b> and <b>Position Class Title</b> indicate what you chose earlier.

30	<p>Choose the <b>Student Type</b> as either <b>Student Employment</b> or <b>Work-Study</b></p> <ul style="list-style-type: none"> <li>If you are <i>only</i> accepting students with work study awards, select <b>Work Study</b></li> <li>If you are accepting applications from <i>both</i> non-work study and work study students, select <b>Student Employment</b> and add the following as your first line in the <b>Description field</b>, further in the requisition:  <b>**WE ARE ACCEPTING APPLICATIONS FOR THIS POSITION FROM ALL STUDENTS REGARDLESS OF WORK STUDY AWARD**</b></li> </ul>
31	<p><b>SKIP all STAFF REQUISITION DETAILS, FACULTY REQUISITION DETAILS, and UNMTEMPS REQUISITION DETAILS.</b></p>
<h2>Description and Qualification Section</h2>	
32	<p><b>Description:</b> Enter your <b>Position Summary</b> in both the <b>Internal</b> and <b>External</b> tabs</p> <p>Click the "<b>Internal</b>" tab to navigate to the Internal description (<b>highlighted in red</b>)</p> <p>Use the <b>monitor icon</b> to enter full screen mode if working with large quantities of text. (<b>highlighted in blue</b>)</p> <p>Use the <b>Paste from Word icon</b> to paste already formatted content from word into this field (<b>highlighted in orange</b>)</p> <p>Once in the Internal description tab we strongly suggest you use the "<b>Clone External Description</b>" checkbox. If this box is checked, any changes made to the either description will update the other in real time.</p> <p><b>Qualifications (optional):</b> This area is for preferred qualifications above and beyond the KSAs of the job description. Enter information in <b>Minimum</b> tab only. <b>Do not use the Ideal tab.</b></p>
33	<p><b>Key Words:</b> Please add any words that when a search is run, your posting will come up. (View example below)</p> <div data-bbox="203 1171 1477 1423" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Keywords</b> ⓘ</p> <ul style="list-style-type: none"> <li>Req4518</li> <li>Work Study</li> <li>Human Resource</li> <li>HR</li> </ul> </div>
<h2>HIRING TEAM Section</h2>	
34	<p><b>Primary Owner</b></p> <ol style="list-style-type: none"> <li>Will default to the person creating the requisition</li> <li>To add <b>Owners</b>, click <b>Add Owner(s)</b>. Owners are users who will have approval access for the requisition.</li> <li>In the open dialogue box, enter <b>Name</b> and/or <b>ID</b> of the person you want to add and click <b>Search</b></li> <li>Once found, click on the name of the person in the <b>Name</b> column</li> <li>If selected, the person will appear in a new section called <b>Selected</b>. Click the <b>Add</b> button to add them as an owner</li> </ol>
35	<p><b>Hiring Manager</b> (equivalent to Department Approver). Use the  icon to access the <b>Select User</b> dialogue box and search for the user</p> <p>In order to add reviewers, follow the same steps as listed in <b>Step 34</b></p>




	(Reviewers are equivalent to Screening/Search Committee)
36	<b>Interviewer(s):</b> <ul style="list-style-type: none"> <li>Click <b>Add Interviewers</b></li> <li>Instructions to <b>Add Interviewers</b> are similar to adding <b>Owners</b> and <b>Reviewers</b> (see step 34)</li> </ul>
	<b>Attachments Section</b>
37	Documents are not required for posting Student Requisitions. This is purely for internal use. These do not post to the site.
	<b>Approvals Section</b>
38	<p>In order to add Approvers, select the red + icon</p> <p><b>Approvals</b> * +</p> <p><b>Hiring Manager</b> is 1<sup>st</sup> Approver (you will need to add this)</p>  <p>From this dialogue box, select the addition symbol in the <b>Add</b> column next to <b>Hiring Manager</b>, then click <b>Add</b>. The <b>Hiring Manager</b> should populate based on the Hiring Manager listed above.</p>
39	<p>In order to add Approvers, select the red + icon</p> <p><b>Approvals</b> * +</p> <p><b>Approver 1, StuEmp</b> is 2<sup>nd</sup> Approver (you will need to add this)</p>

### Select Approvers

Add approvers for this requisition. You may select Next Level Manager more than once for multiple levels of indirect manager approval.

Add	Name
+	Manager
+	Next Level Manager
+	Corporation Approver
N/A	Hiring Manager
+	User

Click add  
The second user will auto populate

Select  at the end of the **User** box  
Enter **Approver 1** as the **last name**  
Enter **StuEmp** as the **first name** (View below)

### Select User

Search is limited to 1000 records only

Last Name	First Name	ID	User Name	Manager's Last Name	
<input type="text" value="Approver 1"/>	<input type="text" value="StuEmp"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input style="background-color: #c00000; color: white;" type="button" value="Search"/>

Name	User ID	User Name	Manager
Approver 1, StuEmp	seadmin	seadmin@unm.edu	

(1 Result)

## Requisition Section

- 40** **Priority:** Select **High** (Requisitions will be reviewed in the order they are received regardless of priority selection)
- Openings:** Enter numbers of hires from this requisition:
- If you want to make the req ongoing, for continuous recruitment you must request permission from the Student Employment manager, Elizabeth Amador.



	<ul style="list-style-type: none"> <li>• If you have received permission please select the “On Going” box</li> <li>• Once the number of applicants in correspondence to the number of openings has been changed from Under Review by Department to Recommended for Hire the the requisition will <b><u>automatically close.</u></b></li> </ul> <p><b>Target hire date:</b> Leave as <b>Default</b> (Current Date) (does not show up on Job Ad)</p> <p><b>Requisition Status:</b> Leave as <b>Draft</b></p> <p><b>Do Not Allow to apply:</b> <b><u>MUST BE UNCHECKED OR NOT STUDENTS WILL BE ALLOWED TO APPLY TO YOUR POSTING.</u></b></p>
<h2>Job Ad Tab</h2>	
<p>41</p>	<p>You may review the Job Ad Tab however, it is not necessary for submission.</p> <p>This Tab shows you what the Job Ad will look like when it is posted to the site.</p> <p>Click the <b>Next</b> button on the page <b>(DO NOT MAKE CHANGES HERE ON THIS TAB)</b></p>
<h2>Application Workflow Tab</h2>	
<p>42</p>	<p>Click the <b>Next</b> button on the page <b>(DO NOT MAKE CHANGES HERE ON THIS TAB)</b></p>
<h2>Application Review Tab</h2>	
<p>43</p>	<p>Click the <b>Next</b> button on the page <b>(DO NOT MAKE CHANGES HERE ON THIS TAB)</b></p>
<p>44</p>	<p>Click the <b>Submit and Manage Postings</b> button on the bottom right of the page if you are ready to submit your requisition.</p>

<b>REMOVING A REQUISITION FROM THE UNMJOBS SITE</b>	
	<p>Send an email to <b>stuemp.unm.edu</b></p> <ul style="list-style-type: none"><li>• For position to be removed from the site <b>BUT</b> to remain open for edits and future copies please ask for the req to be taken down from the site <b>NOT</b> closed.</li></ul>
<b>CLOSING A REQUISITION</b>	
	<p>Send an email to <b>stuemp.unm.edu</b></p> <ul style="list-style-type: none"><li>• If you want a req to be closed, please send an email asking for the req to be closed</li></ul> <p>Closing a req means:</p> <ul style="list-style-type: none"><li>• All applicants are cancelled and lost</li><li>• No future copies can be made</li><li>• Removed from site forever</li></ul>