




# Selecting Employment Area


Please follow these steps to change your employment area:

1. Login to UNMJobs
2. Hover over **Home**
3. Click **Universal Profile**
4. Hover then click on **User Record**

5. Click  in the bottom right-hand corner of the screen

6. Click the  on the Employment Area Field to remove the current selection

7. Click  to open the search menu

8. Click  next to University of New Mexico

9. Select the appropriate employment area for which you are hiring

10. Click 

11. **Log out and log back in for your change to apply.**

## Note For Faculty Requisitions

Do not use **Faculty** as an employment area, use **HSC Faculty** or **Main and Branch Campus Faculty** as appropriate.