Submitting UNMTemps Request

Purpose
This procedure explains how to submit a Requisition Request for a UNMTemps posting.

Applicability
Department hiring coordinators

Prerequisites
Required Security Role: Hiring Coordinator

Procedure

<table>
<thead>
<tr>
<th>Action Items</th>
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</thead>
<tbody>
<tr>
<td><strong>Please Read Prior to Proceeding</strong></td>
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<tr>
<td>Please note that there is no Save option for Requisition Requests. Ensure that you have all of the required and necessary information (to include Executive Approval, HR/Comp Approval if applicable) in order prior to creating your request.</td>
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</tbody>
</table>

To Submit the UNMTemps request in UNMJobs

- Under the 'Recruit' tab, select 'Requisition Requests'
  
  ![Recruiting Resources](image)

- Click on the **Job Title** field.
- In the 'Search Position Class' pop-up, select the appropriate job title for your position.
  - You can do this either by typing in the Title and/or ID or searching through the list of folders.

- Click on the **Requisition Template** field and select the appropriate Requisition Template ('Description = 'UNMTemps Services Requisition Template')
- **Display Job Title**: Working Title (title you want shown for external applicants / for advertisement)
- **Employment Area**: Leave as the default - UNMTemps

- Click on the **Hiring Department** field and select your hiring department
- **Employment Type**: Staff
- **Compensation**: Hourly / Monthly
  - **Range**: Minimum to midpoint salary range. Ensure that the Range is accurate in relation to the Compensation type (i.e. $24,219.35 - $35,110.40 is not an accurate Hourly pay range.)
- **Applicant View Salary**: Minimum to midpoint salary range in relation to the **Salary Grade** of the position
- **Position Class Compensation** will auto-populate from the Position Class
• Position Class Minimum Qualifications: Auto-populates
• Select if position is Exempt / Non-Exempt
• LoboTime Clock Only User: Check if applicable
• Staff Type: Temporary Full-Time or Temporary Part-Time
• Background Check Required: Yes / No
• Campus: Select from dropdown
• Enter Appointment Percent in whole numbers (i.e. 25, 75, 100)
• Posting Type: Select from dropdown menu.
• Non-Competitive Exception: Optional
• Conditions of Employment: Auto-populates
• Application Instructions: Follow the instruction listed in the textbox.
  • Jobing.com Posting: Check the box if you would like your position to be posted to Jobing.com
  • HigherEdJobs.com Posting: Check the box if you would like your position to be posted to HigherEdJobs.com
• Enter Primary Index for Recruitment Costs, if applicable
• Enter Department Contact Name (Last, First)
• Enter Department Contact E-mail
• Enter Department Contact Phone
• Comments: Enter any information specifically for the UNMTemps Employment Area.
• Position Class: Auto-populates
• Position Class Title: Auto-populates
• Staff Type: Select from drop-down menu
• Salary Grade will auto-populate from the Position Class
• Additional Requirements for this position: i.e. travel required, special hours, items unique to department and position
• HR Consultant: Select from drop-down menu
• Position Number: Enter the appropriate TS--- position number
• Request By Name = Yes / No
  • If Yes: Enter Name of Temp Requested and Email of Temp Requested
• Select correct Campus from dropdown menu
• Work Schedule / Days / Shift: Enter work schedule information (i.e. Monday-Friday, 8:00am-5:00pm)
• Length of Assignment: Amount of days / months of assignment
• Potential Temp to Hire?: Yes / No
• Enter Supervisor Name (Last, First): The individual that is responsible for time-keeping of employees.
• Enter Supervisor UNM ID
• Enter Position "Reports To" Name (Last, First): The individual that the employee will report to.
• Enter Position "Reports To" UNM ID
• Enter Labor Index Code
• Enter Labor Account Code: 20P0
• Required Approvers (Last, First): Enter required approver(s) (i.e. Department Approver) as designated by the department, that must view the Requisition prior to it being posted to the external career site.
• Applicant Reviewers (Last, First): Enter individuals that are assigned to review endorsed candidates / applicant pool.
• Description: Will default from Job Description, customize for your department needs.
  • You must enter your Position Summary in both the internal and external tabs
• Qualifications: Enter preferences under 'Minimum' tab. Do not use the 'Ideal' tab.
  • Note: Please be as detailed as possible for competitive requests, as this information helps UNMTemps Recruitment Specialists in our search to find top-qualified candidates.
• Attachments: Attach any required documentation (i.e. Recruitment plan, Required approvals EVP, Dean/Director, HR)
  • If the job title that you are submitting for does not exist within your org, you will need to attach approval document from HR Consultant / Compensation.
• Openings: Indicate the number of temps that you are requesting.
• Target Hire Date: Select your target start date
• Once all applicable fields are completed, select Submit Request.

Once UNMTemps receives your request, we will:

• Review your request
• Create the requisition
• Submit it for approval to the individual(s) listed in the Required Approvers (Last, First) field
• Post the requisition to the career site / career center after all required approvals have been obtained