UNMJobs Department Hiring Guides

- **Hire Faculty**
  - Creating a Requisition: Faculty
  - Approving a Faculty Requisition
  - Approving a Faculty Offer
  - Resubmitting a Denied Requisition
  - How to Send a Requisition Link
  - Cancelling a Requisition
  - Hiring Request: Adjuncts
  - Hiring Request: Regular, Research, Visiting, PostDocs
  - Cancelling an Offer Letter in UNMJobs
  - Changing Applicant Status and Disposition Reason
  - Reports
  - Teaching Credentials
  - Preprovisioning a New Hire
  - Closing a Requisition
  - Review Application Materials - Faculty

- **Hire Grad Assistant**
  - Creating a New Assistantship Contract
  - Revise or Terminate Assistantship Contracts
  - Tracking Assistantship Contract Status
  - Obtaining Contract Originator Bar Role

- **Hire HSC Faculty**
  - Create a Requisition HSC FCO
  - Approving a Hiring Request - HSC FCO
  - Applicant Status Change - HSC FCO
  - Approving a Requisition - HSC FCO
  - Submitting a Hire Request for Faculty HSC FCO
  - Submitting a Hire Request for TPT HSC FCO
  - HSC FCO Approving and Posting Requisitions

- **Hire Staff**
  - 1. Creating a Staff Requisition - Staff
  - 2. Approving a Staff Requisition
  - 3. Managing your Applicant Pool
    - 3.1. Create Default Layout for the Applicant Status List
    - 3.2. Veteran Hiring Preference Program
    - 3.3. Education Verification Requirements
  - 4. Creating Hiring Request - Staff
  - 5. Approving a Staff Hiring Request

- **Hire Student**
  - Create a Requisition - Student
  - Change Applicant Status and Dispositions - Student
  - Create and Submit Hiring Request - Student
  - Approve a Requisition - Student
  - EOS Onboarding System (EOS)
  - Review Application Materials - Student
  - Review Application Materials - Student (with Screenshots)

- **Hire Temp Staff**
  - Department Approving a UNMTemps Requisition
  - Reviewing Application Material for UNMTemps Candidates
  - Submitting UNMTemps Request
  - Transition a UNMTemps Employee to Regular Assignment

- **Department FAQs**
  - Determining User Type - UNMJobs
  - Interview Questions Library
  - Re-Opening a Closed Requisition
  - Unable to Add a User as a Hiring Manager
  - UNMJobs Training