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**

**Action Items**

<table>
<thead>
<tr>
<th>Please Read Prior to Proceeding</th>
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<tbody>
<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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To Submit the UNMTemps request in UNMJobs

- Under the ‘Recruit’ tab, select ‘Requisition Requests’
  - Click on the **Recruit** field.
  - In the ‘Recruit Resources’ section, select ‘Recruiting Dashboard’
  - Click on the **Manage Requisition** field.
  - Click on the **Requisition Requests** field.

- Click + Create New Request

- 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 = ”UNMTemp 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.
• **Advertising Resources**: Follow the instructions 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