UNMJobs Progress

UNMJOBS TIGER TEAM UPDATE

Agenda

- UNMJobs Tiger Team
- Requisition/Offer Details Template Redesign
- External Career Site Redesigned
- Other Improvements & Updates
- Reports
- Next Steps
- Q&A
Current Status of UNMJobs

Tiger Team established August 1 to address:

- Login confusion for internal and external sites
- Too many emails and not enough detail
- Electronic signature issues due to different logins
- Requisition/Offer Details changing (incorrect fields showing when in wrong Employment Area)

Requisition/Offer Details Template Redesign
Requisition/Offer Details template

What's New?

- Removed availability for majority of requisition custom fields so the fields can be viewed/completed by a Hiring Coordinator regardless of their assigned employment area
- Removed availability from all offer letter custom fields so the fields can be viewed/completed by a Hiring Coordinator regardless of their assigned employment area
- Majority of custom fields will be visible to Hiring Coordinators regardless of type of recruitment
- Utilized new system functionality to control field availability by ORG code to control availability for faculty specific fields
- Some requisition custom fields remain visible to employment area users only

Reason for Change

- To eliminate the need for Hiring Coordinator to change employment area when moving between faculty, staff, and student requisitions
- To eliminate the problem with the visibility of the offer letter custom field when the submitter changes his/her employment area
- Removing administrator permissions from the Hiring Coordinator security role makes it more of a standard configuration and improves the maintenance of the role during quarterly system updates
Requisition/Offer Details template

What to Expect when moved to Production

- Users will see the majority of the requisition custom fields on all requisitions regardless of status (Open, Draft, Pending Approval, Closed/Canceled).
- Users will see the Offer Letter custom fields on all hiring requests regardless of the status of the hiring request (Draft, Pending Approval, Closed/Canceled).
- Change in requisition custom field availability does not impact field visibility on internal or external job ads.
- No change to the UNMTemps requisition request.

Requisition/Offer Details template

- Field availability demo in Pilot
- Requisition Redesign Specifications
- Changes will be live Monday, October 23, 2017
External Career Site

- Easy to find homepage buttons for different hire types (Staff, Faculty, Temps, Students)
- Cleaner Job Ad layout
- Directional site questionnaire now occurs when you are ready to apply instead of at entry point to https://hr.unm.edu/unmjobs site.
- Apply button directs you through SSO to start your application (no need for a secondary requisition number search in the Career Center!)
- Active student users being loaded with profiles to eliminate confusion of authentication with no true account sign-in
- Go-live date: TBD
Other Improvements and Updates

What We have Completed

- Manage Requisition list increased to default to show more in progress
- Applicants can edit employment history
- Grade added as search filter to Internal Career Center
- Data feeds to Banner increased from 2 to 4 times per day
- Onboarding tasks combined to reduce total amount of individual action items and number of confusing electronic signatures
- Automated email language reworked with more instruction
- Resume parsing turned on. Allows applicants to save application to apply for multiple jobs. Increases information supplied to hiring department.
- Applicant workflows updated for clarity of application process
- Increased functionality and improved processes for Transaction Centers to quickly turnover requests
  - Banner data feeds
  - Security roles
  - Tips and Tricks documentation

The University of New Mexico
Reports, Next Steps, and Q&A

Reports

Click on a report category to view those reports. You may search for any reports by title or description.

- Applicant Compliance Report

- Applications by Source and Status Report
  - Report on all applications by source details and applicant status.

- Cost per Hire Report
  - Displays summary and detail information for cost per hire.

- Hires by Source Report
  - Report on Hires by Source Details

- Recruiting Agency Statistics Report
  - Displays summary and detail information for recruiting agency submissions.

- Referral Statistics Report
  - Displays summary and detail information for referrals and referral credit.

- Requisition Details Report
  - Report on requisitions and candidates.

- Saved Applicant Searches Report
  - Report on saved applicant searches.

- Scheduled Interviews Report
  - Displays scheduled interviews by date, interviewer, location, or applicant.
Next Steps

- Continue to make improvements to:
  - SOPs
  - Process flows and onboarding documentation
  - System settings as more capability is added by the vendor in quarterly releases

UNMJobs Q & A

- What questions do you have for the Tiger Team?
- What questions do you have for your Employment Area?
Questions?

**Applicants and Departments**
**Faculty – Health Sciences Center**  
(505) 272-4231 | HSC-HSCFCO@salud.unm.edu

**Faculty – Main & Branch Campuses**  
(505) 277-4528 | faculty@unm.edu

**Staff Employment**  
(505) 277-6947 (for applicants)  
(505) 277-4777 (for hiring departments)  
UNMJobs@unm.edu

**Student Employment**  
(505) 277-3511 | stuemp@unm.edu

**UNMTemps**  
(505) 277-2013 | unmtemps@unm.edu