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>
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<th>Action Items</th>
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<tbody>
<tr>
<td>Please Read Prior to Proceeding</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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</table>

To Submit the UNMTemps request in UNMJobs

- Switch your Employment Area to UNMTemps. See Selecting Your Employment Area Guide
- Under the 'Recruit' tab, select 'Requisition Requests'
  - 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
  - **Staff Type**: Temporary Full-Time or Temporary Part-Time
  - **Salary Grade** will auto-populate from the Position Class
- **Position Number** = Enter the appropriate TS--- position number
- Select if position is **Exempt** / **Non-Exempt**
- **Background Check Required** = Yes / No
- **EOHS Physical Required** = Yes / No
- **Request By Name** = Yes / No
  - If Yes: Enter **Name of Temp Requested** and **Email of Temp Requested**
- Select correct **Campus** from dropdown menu
- Enter **Appointment Percent** in whole numbers (i.e. 25, 75, 100)
- **Work Schedule / Days / Shift**: Enter work schedule information (i.e. Monday-Friday, 8:00am-5:00pm)
- **LoboTime?**: Yes / No
- **Potential Temp to Hire?**: Yes / No
- **Posting Type**: Select from dropdown menu.
- Enter **Supervisor Name (Last, First)**: The individual that is responsible for time-keeping of employees.
- Enter **Supervisor UNM ID**
- Enter **Manager Name (Last, First)**: The individual that the employee will report to.
- Enter **Manager ID**
- **Position Class Minimum Qualifications**: Auto-populates
- **Conditions of Employment**: Auto-populates
- **Position Class Compensation**: Auto-populates.
- **Additional Requirements for this position**: i.e. travel required, special hours, items unique to department and position
- **Application Instructions**: Follow the instruction listed in the textbox.
- Enter **Labor Index Code**
- Enter **Labor Account Code**: 20P0
- **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**
- **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.
- **Comments**: Enter any information specifically for the UNMTemps Employment Area.
- **Benefits Statement**: Auto-populates
- **ERB Statement**: Auto-populates
- **Position Class Title**: Auto-populates
- **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