Creating a Requisition

Purpose
How to create a faculty, temporary part-time faculty (TPT), or postdoctoral fellow requisition.

Applicability
Department level Hiring Coordinators who are responsible for the administrative oversight of the faculty, adjunct (TPT) and postdoctoral fellow posting.

Prerequisites
Hiring Coordinator access is managed via Hiring Coordinator role which can be requested via the Banner Authorization Requests (BAR) system.

Procedure

4.1

**Note:** It is recommended that Hiring Coordinators use Google Chrome when creating requisitions in order to adjust the size of rich text boxes and increase ease of use when completing the position summary and qualifications sections.

Verify Employment Area
Your employment area must be **Main and Branch Campus Faculty** to work on main and branch campus faculty requisitions. See SOP – Selecting Your Employment Area.

4.2

Initiate Requisition
From navigation bar, hover over **Recruit** and click **Manage Requisition**

Under **Options** click **Add Requisition**
4.3

Select Position Classification and Requisition Template

Select the appropriate position classification for the **Job Title** by clicking on the icon from the Position Class field. The pop up window will display all of the faculty, staff and student position classifications organized by employee classification. To view the list of position classifications, select the icon next to the desired employee class. Note: You can search for the desired position classification using the search feature at the top of the pop up window. Please note the employee classification listed under the Parent column to ensure that you select the appropriate employee classification (FY, F9, FT, or FP) based on the type of position you are trying to hire.

Requisition template are formatted for each position classification and employment area. To select the correct requisition template, form the **Requisition Template** field click on the icon. From the pop up window, select the **Main and Branch Campus Template**.

4.4

**Details Section**

Enter the applicable requisition fields based on the table below.

*Required Field

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Value</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Job Title*</td>
<td>Title that will display to applicants.</td>
<td>Ex. Assistant Professor of Biology</td>
</tr>
<tr>
<td>Field</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Employment Area*</td>
<td>Main and Branch Campus Faculty</td>
<td></td>
</tr>
<tr>
<td>Primary Location*</td>
<td>Hiring Department</td>
<td></td>
</tr>
<tr>
<td>Additional Locations</td>
<td>Do not select</td>
<td></td>
</tr>
<tr>
<td>Grade</td>
<td>Do not select</td>
<td></td>
</tr>
<tr>
<td>Cost Center</td>
<td>Do not select</td>
<td></td>
</tr>
<tr>
<td>Contact Phone</td>
<td>Leave Blank</td>
<td></td>
</tr>
<tr>
<td>Employment Type*</td>
<td>Faculty</td>
<td></td>
</tr>
<tr>
<td>Currency*</td>
<td>United States Dollar</td>
<td></td>
</tr>
<tr>
<td>Compensation*</td>
<td>Update value for TPTs Will default to correct value for all faculty classifications except TPT's</td>
<td></td>
</tr>
<tr>
<td>Range*</td>
<td>Enter anticipated salary range For continuing faculty positions, should match approved range from approved hiring plan</td>
<td></td>
</tr>
<tr>
<td>Referral Bonus</td>
<td>Leave Blank</td>
<td></td>
</tr>
<tr>
<td>Faculty Type*</td>
<td>Select appropriate value based on the type of faculty position Applicants can use this field to search for positions</td>
<td></td>
</tr>
<tr>
<td>Campus*</td>
<td>Select appropriate value</td>
<td></td>
</tr>
<tr>
<td>Academic Location*</td>
<td>Select appropriate value</td>
<td></td>
</tr>
<tr>
<td>Appointment Percent*</td>
<td>Enter appropriate value Value does not display to applicants. An anticipated or typical appointment percent can be entered for TPT postings</td>
<td></td>
</tr>
<tr>
<td>Underutilization Information</td>
<td>Read Only/Cannot Update Will display the underutilization information for the selected position classification</td>
<td></td>
</tr>
<tr>
<td>Duration of Posting</td>
<td>Enter either the duration of position or the For Best Consideration Date Ex. 15 days. Enter the duration of posting if the FBC date is a specified number of days from the posting date</td>
<td></td>
</tr>
<tr>
<td>For Best Consideration Date</td>
<td>Enter either the duration of position or the For Best Consideration Date Enter a FBC date if a specific date is desired for the posting. For TPT Continuous Recruitments enter the first FBC date in series, update subsequent FBC dates in series as needed.</td>
<td></td>
</tr>
<tr>
<td>Posting Type*</td>
<td>Enter appropriate value</td>
<td></td>
</tr>
<tr>
<td>Non-Competitive Exception</td>
<td>Enter appropriate value, if applicable Internal Non-Competitive: Non-competitive hire for a current UNM employee. External Non-Competitive: Non-competitive hire for an external applicant.</td>
<td></td>
</tr>
<tr>
<td>Application Instructions*</td>
<td>Enter application instructions that will appear on the posting. This is required for both competitive and non-competitive postings.</td>
<td></td>
</tr>
</tbody>
</table>
4.5

Description and Qualifications Section

Please note that job ad is formatting with Font = Arial, Size = 2. To ensure professional formatting of the job ad, please verify that the text entered into the description and qualifications section is of the same font and size.

- **Description**: Enter position summary in both Internal and External Tab. If copying information from another document, use the button to preserve the formatting of the text.
- **Qualifications**: Enter both Minimum and Preferred Qualifications using the format in box. If copying information from another document, use the button to preserve the formatting of the text. DO NOT USE IDEAL TAB.
  - Include the diversity preferred qualification in all competitive requisitions:
    - “A demonstrated commitment to diversity, equity, inclusion, and student success, as well as working with broadly diverse communities.”
- **Keywords**: Enter key words that will be searchable by applicants.
4.6 Hiring Team Section

- **Primary Owner:** Hiring Coordinator (formerly Search Coordinator)
- **Hiring Manager:** Search Committee Chair or Hiring Official for TPT postings. Note: You can only select a user from within the ORGs you have access to. If you do not have access to the ORG associated with the Search Committee Chair’s primary position, please leave the field blank and leave a note in the comments field so OFAS can add the search committee chair to the requisition.
- **Reviewers:** Add the search committee members to the reviewers section by selecting the **Add Reviewer(s)** icon. You will be brought to an alphabetical list of all active users in the system. It is recommended to search either by name on UNM ID number to locate the members of the search committee.
  - Once the committee member’s record has been identified, select his/her name and continue searching for all additional committee members. Once all committee members have been identified, select the **Add** icon. To request a **guest user** as a reviewer see: *in progress...*
- **Interviewers**

4.7 Attachments Section

- **Upload** the required Attachments in the **Document** section by selecting the **Add Attachment** icon. Enter the title of the document in the title field, locate the attachment, and select **Save** to upload the attachment.

### Attachments Section

<table>
<thead>
<tr>
<th>Competitive Posting Attachments</th>
<th>Non-Competitive Posting Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of all advertisements to be used</td>
<td>Justification Memo</td>
</tr>
<tr>
<td>Position analysis memo (PAM) describing how the search will be conducted</td>
<td></td>
</tr>
<tr>
<td>Copies of screening tools to be used to assess applicants</td>
<td></td>
</tr>
<tr>
<td>Charge to the Search Committee, if applicable</td>
<td></td>
</tr>
<tr>
<td>Justification Memo</td>
<td></td>
</tr>
</tbody>
</table>
Approvals Section

- Add the Required Approvers based on your college's preferences. To add an approver select the plus icon. The minimum number of approvals required by OFAS is given below. To add the required approvals, select the plus icon next to **User** three times and select done.

![Select Approvers](image)

- To select the approver, select the icon. The number next to the approver indicated the order which the requisition will be approved. **OFAS requires** the following approvers for both competitive and non-competitive hiring requests:

<table>
<thead>
<tr>
<th>Required Approvers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Search committee chair or hiring official (for TPT postings)</td>
</tr>
<tr>
<td>2. College Approver</td>
</tr>
<tr>
<td>3. OFAS Approvers using the “Or” statement (ex. OFAS Approver1 or OFAS Approver2 )</td>
</tr>
</tbody>
</table>

4.9

**Approval Queue for Continuing, Visiting and Research Faculty Requisitions**

For the final level of approval, select both OFAS Approver1 and OFAS Approver2 for the employment area approver. Once OFAS Approver1 has been selected, click on the plus icon to add the OR statement and to open up the selection box for which you will select OFAS Approver2. This can be done at all approval levels if there are multiple people who may approve requisitions at that required level.
4.10

Approval Queue for Temporary Part-Time Faculty Positions

For the final level of approval, select both OFAS_TPT Approver1 and OFAS_TPT Approver2 for the employment area approver. Once OFAS_TPT Approver1 has been selected, click on the icon to add the OR statement and to open up the selection box for which you will select OFAS_TPT Approver2. This can be done at all approval levels if there are multiple people who may approve requisitions at that required level.

Please Note: If the minimum required approvals are not selected, the requisition will not be posted and the hiring request will not be approved by OFAS.

4.11

Requisition Section

- **Priority**: Select medium (requisitions will be reviewed in order of receipt regardless of priority selected)
- **Openings**: Enter number of hires from this requisition or selecting the **Ongoing** checkbox for continuous recruitments.
- **Target Hire Date**: Enter the anticipated start date
- **Do Not Allow to Apply**: **Never check this box!**
- Click Next

4.12

Review Job Ad
The job ad will preview as it appears for applicants. If you see any formatting errors on this page, those will also display to the applicants. The font for the job ad is Arial, size 2.

Review the Job Ad section for accuracy and, if acceptable click Next.

If changes to the job ad are required, select the back button and edit the fields on the first page of the requisition.

Click Next through the Application Workflow, Applicant Review, Internal Postings, and External Postings sections as these are not editable.

Once you reach the External Postings section, click Submit to submit your requisition for approval.

4.13

Submit Requisition for Approval

NOTE: You can save the requisition at any time. To find saved requisition, hover over Recruiting, and select Manage Requisition and you should see your saved requisition with a status of draft.

4.14

Requisition Approval

Once the requisition has received the final approval, you will receive the following email notification.

Dear RECIPIENT.FIRST.NAME RECIPIENT.LAST.NAME:

The requisition for JOB.TITLE (JOB.REQUISITION.ID) has been JOB.REQUISITION.APPROVAL.FINAL.STATUS. Below is summary of the comments that were entered by the requisition approvers for your review. If the requisition was denied, the requested changes will be noted in the approver comments.

JOB.REQUISITION.APPROVAL.SUMMARY.HTML

Please note: You will receive this notice when a requisition is initially submitted and when changes to a requisition are submitted. This notice does not mean that the requisition has been posted. Your request will be posted by JOB.OU.DIVISION.TITLE once they have completed their required review. You can verify the status of your requisition by viewing the requisition under the Manager Requisition Link at UNMJobs

Regards,

The University of New Mexico

Once the final approval has been received, OFAS will post the job on the applicable internal and external career sites.

4.15

External Non-Competitive Requisitions

External non-competitive hires create an external job posting that can be sent to the external applicant.

- Once the requisition receives final approval, you will receive an email notification.
To locate the link to the posting, from navigation bar, hover over **Recruit** and click **Manage Requisition** in order to display your list of requisitions.

Click the drop down icon and select **Edit Postings** from the list.

Scroll down to Non-Competitive under **Career Sites** to find the link.

Cut and paste the link into an email and send to the identified candidate.

4.16

**Internal Non-Competitive Requisitions**

Internal non-competitive hires create an external job posting that are only visible through the UNMJobs Career Center to the current UNM employee identified in the comments section of the requisition.

- Once the requisition receives final approval, you will receive an email notification.
- Provide the requisition number and title (ex. req123)
- The applicant should be directed to the internal Career Center in UNMJobs which is located at MyUNM.edu.
- Once the employee has logged in to UNMJobs using their UNM NetID and password, the Career Center can be found under the under the UNMJobs menu.

Search for the requisition number in the Keyword and ReqID field.

To apply, select the Apply Now
Resubmitting a Denied Requisition

If you receive a notification that your requisition was denied, the requisition can be resubmitted without creating a new requisition.

From the Manage Requisitions page, locate the denied requisition. Denied requisitions state “Denied” under the Status column of the requisition listing. Approver comments can be viewed by clicking the status for the requisition.

From the Manage Requisitions page, locate the denied requisition and select the down arrow icon to display the menu below. Select copy.

Update the new requisition to make the changes that were requested by the approvers in the comments. Note, the title must be updated to remove “copy” from the display title. Once all of the required changes have been made, the requisition can be resubmitted for review and approval.

Support

For questions and support concerning Main & Branch Campus Faculty contact the Office of
Faculty Affairs and Services:

- Email: faculty@unm.edu
- Phone: 505-277-4528