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

Please Read Prior to Proceeding
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.

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 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