Create a Requisition - Student

Purpose

Demonstrate how to create student requisitions.

Applicability

Hiring Coordinators who are responsible for the administrative oversight of hiring student employees.

Prerequisites

Hiring Coordinator access through the UNM Banner Authorization Request (BAR) system (given by taking UNMJobs 101).

Procedure

<table>
<thead>
<tr>
<th>Step #</th>
<th>Action/Field Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Log into UNMJobs (do not use Microsoft Edge) - what is this URL?</td>
</tr>
</tbody>
</table>
From the Navigation Bar, hover over the **Recruit** tab. 

Click **Manage Requisition**.
4. On the far right of the screen, click the **Options** tab and then **Add Requisition**

5. Use the icon to choose **Position Class**

The **Search Position Class** dialogue box appears. Navigate to page two using the numbered pages or next button on the bottom right of the dialogue box.
On page two, use the icon next to University Student to expand this section.

There are only six (6) Position Class Titles for students:

- Student Entry Level - 0041
- Student Intermediate Level - 0042
- Student Advanced Level - 0043
- Student Technical Specialist - 0044
- Student Monthly -0004 (only used for Resident Advisors, ASUNM president and Vice-President, and Lobo Editor).
- Student Publications – 0046 (only used for Daily Lobo production staff)

When you are ready to select the appropriate Position Class Title simply click on name.

Once selected, the Requisition Template will default to the Position Class selected – PLEASE DO NOT MODIFY/CHANGE THIS FIELD

DETAILS

Display Job Title: Enter the Working Title (Please refer to http://stuemp.unm.edu/tms/index.html for instructions regarding working titles for students).
Verify **Employment Area** is **Student** (default) – Do not change

**Employment Area**

![Employment Area](image)

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Click next to **Primary Location**

**Search Primary Location** dialogue box appears

In the ID field, type your Org # and Click the **Search** button

Select the **Title** of your Org

<table>
<thead>
<tr>
<th>Title</th>
<th>ID</th>
<th>Parent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Office</td>
<td>085A</td>
<td>Main Campus</td>
</tr>
</tbody>
</table>

- The default address will appear in the Requisition (example)

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Skip **Additional Locations**, **Grade**, **Cost Center** and leave **Contact Phone** blank.

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**Employment Type**: Verify **Student Employment** and **Part Time** is selected.
Currency: Leave as US Dollar

Compensation: Select from the drop-down box

Use the following for students:
- Hourly (for hourly employees).
- Monthly (for monthly employees) (only used for Resident Advisors, ASUNM president and Vice-President, and Lobo Editor).
- Per Issue, Photo, Story, or Unit (for Student Publications Only).

Range: Defaults into fields. Should be the range for each Position Class below:

- Student Entry Level: 8.50 to 17.00 for Albuquerque, but will show starting rate as 7.50 to 17.00 to include range for Branches.
- Student Intermediate Level: 8.50 to 17.00 for Albuquerque, but will show starting rate as 8.00 to 17.00 include range for Branches.
- Student Advanced: 9.00 to 17.00
- Student Technical Specialist: 9.00 to 17.00
- Student Monthly: Check Range
- Student Publications: Check Range

Leave Referral Bonus blank

Applicant View Salary: Enter Salary Amount or Range - Must include $ in salary (format example: $10.00 or $10.00-$11.00)

Student Type: Select Student Employment or Work Study
- If you are only accepting students with work study awards, select Work Study
- If you are accepting applications from both non-work study and work study students, select Student Employment and add the following as your first line in the Job Description (Step #33): **"WE ARE ACCEPTING APPLICATIONS FOR THIS POSITION FROM ALL STUDENTS REGARDLESS OF WORK STUDY AWARD"**

Select Non-Exempt for hourly and Exempt for monthly.

If a Background Check is required, select Yes. If not required, select No

*Please note: The background check request form http://hr.unm.edu/docs/background-check/background-check-request-form.docx must be attached to the selected applicant’s profile under the Documents tab*

Select Campus

Enter Appointment Percent as 70
Type of Duration: Should be Hard Close for everyone unless special approval is obtained by the Student Employment Manager

Duration of Posting: 5 days (minimum), 60 days (maximum). (Please notify Student Employment Manager for duration of posting for <60 days).

For Best Consideration Date: Student Employment Area will enter this date [minimum five (5) days] when the job is posted. If you require more than five (5) days, please enter information in Comments section below.

Posting Type:

Select

- External Competitive - open to all students
- Internal Competitive - competitive posting for students in your department
- External Non-competitive - for a designated student who is NOT a current student employee
- Internal Non-competitive - for a designated student who is a current student employee

If you select either External Non-competitive or Internal Non-competitive, please provide the student's name, UNM ID, and justification for the hire (classes taken, grades, specific skills, etc) and enter this information in the Comments section in Step #29. The student's resume and/or application must reflect the information provided in the justification. If you are using classes taken and grades as a justification, you must require the student to attach a copy of their transcript to the application. Departments must verify that the student's resume and/or application reflects the qualifications for the position. Documentation is required and must be attached to the application before submitting the hire. Hiring requests will be returned if applicant documents are incomplete or do not support the non-competitive hire reason.

For 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.

1. Click the drop down icon and select Edit Postings from the list.
2. 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.

**Internal Non-Competitive Requisitions**

Internal non-competitive hires create an internal job posting that are only visible through the UNMJobs Career Center to the current UNM employee identified in the comments section (Step #29) 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 located at MyUNM.edu.

_Please provide the following instructions to the Internal Candidate:_

- Log in to UNMJobs using your UNM NetID and password. The Career Center is located under the UNMJobs tab.

![Image](https://example.com/)

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

![Image](https://example.com/)

- To apply, select the **Apply Now** icon and follow the application instructions.

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<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>If you selected the <strong>Posting Type</strong> as <strong>Non-Competitive Exception</strong>: Select Reason</td>
</tr>
<tr>
<td>25</td>
<td>Skip <strong>Position Class Minimum Qualifications</strong>: (read only)</td>
</tr>
<tr>
<td>26</td>
<td><strong>Application Instructions</strong>: List required documents from applicant (Example: resume, cover letter, writing sample, copy of work study award, transcript, link to portfolio, etc.)</td>
</tr>
</tbody>
</table>
| 27   | If requiring Background Check:  
  Enter **Index** (6 characters)  
  Select **Account Code** from drop-down box: |

- 31M0
- 31M1
- 69Z0
### Enter Department Contact Name (Last, First), Email and Phone

<table>
<thead>
<tr>
<th>Department Contact Name (Last, First):</th>
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</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Department Contact Email:</td>
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<td></td>
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<tr>
<td>Department Contact Phone:</td>
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<td></td>
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</tbody>
</table>

### Enter department comments in **Comments** box.

Example of comments include: requests for extended **Best Consideration Date** or **Duration of Posting**, **Information for Non-competitive candidate**, **Backup Contact Information**, etc.

### Skip **Benefits Statement** and **Position Class Title** (read only)

### Select The UNM 5 skills required for the job: (This is a pilot program for Fall 2017. If you are interested in reading more about this initiative please go to the Student Employment Development Project page)

- Collaboration
- Communication
- Critical Thinking
- Professionalism
- Research and Assessment

### Select The UNM 5 skills student will learn on the job: (This is a pilot program for Fall 2017. If you are interested in reading more about this initiative please go to the Student Employment Development Project page)

- Collaboration
- Communication
- Critical Thinking
- Professionalism
- Research and Assessment

### DESCRIPTION AND QUALIFICATIONS
Description: Enter your **Position Summary** in both the **Internal** and **External** tabs.

Qualifications: This area is for preferred qualifications above and beyond the KSAs of the job description. Enter information in **Minimum** tab only. **Do not use the Ideal tab.**
Primary Owner
Will default to Hiring Coordinator creating the Requisition

To add Owners, click the + next to Add Owner(s)

Enter Name and/or ID of the person you want to add and click Search

Click Name in Red

Name will appear under Selected

Click the Add button

Verify Name has been added as Owner

Hiring Manager (equivalent to Department Approver)
- Select by clicking on the search icon.

**Reviewer(s) (equivalent to Screening/Search Committee)**
- Click **Add Reviewers**
- Instructions to **Add Reviewers** are similar to adding **Owners** (see above)

35 **Interviewer(s):**
- Click **Add Interviewers**
- Instructions to **Add Interviewers** are similar to adding **Owners** (see above)
**Add Approver(s)**

- **Hiring Manager** is 1st Approver
- **StuEmp Approver 1** (Student Employment Area Approver)
  - Click on the icon next to Approvals
  - Select User
  - Click Add

**ATTACHMENTS**

Documents are not required for posting Student Requisitions.

Optional documents from department: You may attach a form with screening questions for students to complete and attach to their application. Be sure to add information about form and attach under Required Documents. Form should not take the place of interview questions.

**REQUISITION**
38 **Priority**: Select *High* (Requisitions will be reviewed in the order they are received regardless of priority selection)

![REQUISITION](image)

39 **Openings**: Enter numbers of hires from this requisition:

Example:

- Select *Ongoing* box for continuous recruitment (must request Ongoing option from Student Employment Manager)

![Openings](image)

40 **Target hire date**: Leave as *Default* (Current Date) (does not show up on Job Ad)

41 **Requisition Status**: Leave as *Draft*

![Requisition Status](image)

42 **Do Not Allow to apply**: Skip. Must be blank or no students will be allowed to apply to your job posting; Do not check.

![Do Not Allow to apply](image)

43 **Click Save** button

![Save button](image)

After you Click Save, the system returns you to the Manage Requisitions page.

- Select the Job Title of the Requisition that you just saved.
- You may either scroll down to the bottom of the page and select Next to take you to the Job Ad

**OR**

Click on Job Ad on the left menu to take you to the Job Ad
**JOB AD**

44 Click Preview

- Review both **External** and **Internal** Site Job Ads
  - Click **Save** button, then Click **Next**

**STUDENT APPLICANT WORKFLOW**

45 Click **Save** button, then Click **Next**

**APPLICANT REVIEW**

46 Click **Save** button, then Click **Submit**

**NOTE** You can save your Requisition at any time. To find Saved Requisitions hover over **Recruit**, select **Manage Requisition** and you should see your saved Requisition with a Status of **Draft**.