

HSC FCO *PRESENTS...*

UNMJobs 2.0 Onboarding, Updates, Tips & Tricks, Q&A Session
May 16, 2017

Agenda

- **Onboarding**
 - Regular faculty
 - TPT's
- **System Updates**
 - New User Interface (update roll outs)
- **Tips & Tricks**
 - Formatting your ad with HTML
- **Available Support**
 - SOP's
 - Confluence
 - Walk-in UNMJobs 2.0 Clinics
- **Q&A**

Opening Remarks

Marie E. Chestnut, Director

Onboarding

- **Regular Faculty**, Krickett Marquez, HSC Faculty Affairs & Srvs Consultant
 - Department Hire Request Emails
 - eEDF (Electronic Employee Demographic Form)
- Online Forms (via MyUNM LoboWeb) On Start Date or After
 - Direct Deposit
 - W-4
- Paper Forms (received on or before start date)
 - I-9
 - ERB

Onboarding cont.

- **TPT (Adjunct) Faculty**, Dwight Zier, HSC HR Faculty Tech
 - Department Hire Request Emails
 - eEDF (Electronic Employee Demographic Form)
- Online Forms (via MyUNM LoboWeb) On Start Date or After
 - Direct Deposit
 - W-4
- Paper Forms (received on or before start date)
 - I-9
 - ERB

Onboarding cont.

- **Letters of Understanding**
 - Electronic via the system
 - Index and account code required
 - Accurate description of job responsibilities

System Updates

- Automated updates from Cornerstone, Veronica Iturralde, HSC Faculty Affairs & Srvs Consultant
 - Updated User Interface

Announcements & Resources

USER INTERFACE REDESIGNED! On May 5, the UNMJobs user interface was redesigned with an improved look and feel. Although the functionality is the same, you may notice differences between the SOPs and the redesigned pages. As the SOPs undergo updates, you may view the **vendor's UI Redesign document** displaying before and after comparisons.

- [Changing your Employment Area](#)

Tips & Tricks

Marie Chestnut, Director HSC FCO

- Formatting your ad with HTML ([WordtoHTML](#))
- Creating a Hyperlink
- View Job Ad and Quick link

Using HTML

When inputting text into the requisition templates (especially when copying and pasting), you will need to use HTML coding to format the job ad properly. Follow the instructions below.

1. Open an HTML editing tool such as: **WordHTML** or **WordtoHTML**.
2. Type or paste the text you want to use into the Word editor box
3. Refer to the HTML box for the HTML code to use
4. Cut and paste the HTML text into the requisition text box.

DESCRIPTION AND QUALIFICATIONS

Internal

External



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appropriate background. Positions are available in Child and Adolescent Psychiatry, Geriatric Psychiatry, Addictions, Emergency Psychiatry, Telemedicine and Outpatient programs. All positions include both clinical and educational responsibilities, and may span inpatient, outpatient and consultation liaison services. The UNM Psychiatric Center is a 36-bed adult facility that includes a dedicated Geriatric Psychiatry unit and specialty outpatient services, including Seniors, Affective Disorders and Dual Diagnosis Programs. The Children's Psychiatric Center is a 31-bed facility that includes acute patient care for children and adolescents. Both facilities provide psychiatric emergency services.

As a member of our supportive and collegial department, the person(s) selected will have opportunities for multi-cultural clinical care, scholarly activities across the health sciences campus, and research. There is potential for professional development in leadership and administrative psychiatry within the UNM Health Sciences Center.
Educational activities include mentoring and supervision of medical students, residents, fellows, and trainees in related disciplines. Salary and academic rank are commensurate with experience and academic background.

Known for its natural beauty and temperate climate, Albuquerque is New Mexico's largest city and sits at the base of the Sandia Mountains on the edge of the Rio Grande Valley. With its rich multicultural history, active arts community, and proximity to Santa Fe and Taos, Albuquerque is home to the University of New Mexico, Kirtland Air Force Base, Sandia National Laboratories, Intel and the Isotopes.

Design

HTML

Description



Available Support

Tracy McReynolds, Administrative Assistant III

- Faculty Resources tab
- [HSC Faculty SOP's](#)
- [Other Confluence Resources](#) (Appendix)
 - [BAR Roles - Old vs. New](#)
 - [Data Feeds](#)
 - [Email Messages](#)
 - [Selecting Your Employment Area](#)
 - [UNMJobs - Accessing the Glossary](#)
 - [UNMJobs Links](#)
 - [UNMJobs Terminology](#)
 - [UNMJobs Training](#)

Support Information

[Support Contact Information](#)

[Support Matrix - Draft](#)

[Troubleshooting Articles](#)

[Determining User Type - UNMJobs](#)

[Logging Into UNMJobs Via the Different Sites](#)

[Unable to Create a Profile in UNMJobs Career Site](#)

[Unable to Login to UNMJobs Career Site](#)

[UNMJobs 2.0 FAQs](#)

[User Feedback and Responses](#)

Available Support cont.

- Walk-in UNMJobs 2.0 Clinics
HSLIC room 226, 1:00-3:00 p.m.
Tuesday, May 16
Wednesday, May 31
MED2, Electronic Classroom, 1:00-3:00
p.m.
Wednesday, May 24
- Or call your college/department Rep!



Questions



Thank you!