UNM JOBS REQ#:\_

## Hire Initiation Form for: Staff/Student/Volunteers

Your Name:       Email:         Who will supervise this employee:       Supervisor Banner ID:         Desired start date:       End date:         (PLEASE NOTE:       End date:         Type of hire (if unsure, please see DA before you submit this form):       PleASE NOTE:         Student:       Must be work-study qualified       Student Lab Assistant: pooled position       Other:         PLEASE NOTE:       > Students must be in a degree-granting program. Non-degree students are NOT eligible for student employment.         Staff Type:       RA Staff Pooled Position       Yes       No         On call       Regular       Term (Defined period of time-longer than 3 mo.)       On call       Regular         FTE:       1.50       1.0       (please note: students cannot work more than .50 FTE during fail/spring)         If this is your first hire, please submit a position summary which includes a list of duties (see Trish)       Position #	Your Name:			
Desired start date:		Email:		
(PLEASE NOTE: Hires may take up to two weeks)         Signature:         Type of hire (if unsure, please see DA before you submit this form):         Student:       Must be work-study qualified       Student Lab Assistant: pooled position       Other:         PLEASE NOTE:       >       Students must be in a degree-granting program. Non-degree students are NOT eligible for student employment.         Staff Type:       RA Staff Pooled Position       Yes       No         On call       Regular       Term (Defined period of time-longer than 3 mo.)         On call       Regular         FTE:       .25       .50       .75       1.0 (please note: students cannot work more than .50 FTE during fall/spring)         IF this is your first hire, please submit a position summary which includes a list of duties (see Trish)         Position Title:	Who will supervise this employee:	Supervisor Banner ID:		
Type of hire (if unsure, please see DA before you submit this form):         Student:       Must be work-study qualified       Student Lab Assistant: pooled position       Other:				
Student:       Must be work-study qualified       Student Lab Assistant: pooled position       Other:	Signature:			
PLEASE NOTE:       > Students must be in a degree-granting program. Non-degree students are NOT eligible for student employment.         Staff Type:       RA Staff Pooled Position Yes No         Temporary (Less than 3 months not to exceed 1 year)       Term (Defined period of time-longer than 3 mo.)         On call       Regular         FTE:       0.25       0.50         Position Title:          Physical Required?       Yes         No       Do you need to advertise?       Yes         Non-Competitive hire (*Must include a Certification of Non-Competitive Hire form and a Justification Memo*)       Name of hire:         Email:	Type of hire (if unsure, please see DA before you subr	nit this form):		
Students must be in a degree-granting program. Non-degree students are NOT eligible for student employment.   Staff Type: RA Staff Pooled Position Yes No   Temporary (Less than 3 months not to exceed 1 year) Term (Defined period of time-longer than 3 mo.)   On call Regular   FTE: 2.25 5.50 5.75 1.0 (please note: students cannot work more than .50 FTE during fall/spring) IF this is your first hire, please submit a position summary which includes a list of duties (see Trish) Position Title: Position Title: Physical Required? Yes No Background Check Required? Yes No Fingerprinting Required? Yes No Do you need to <u>advertise</u> ? Yes No Non-Competitive hire (*Must include a Certification of Non-Competitive Hire form and a Justification Memo*) Name of hire: Email: Lis this person external or internal to UNM? UNM ID#: Search Committee (minimum of 3 members-cannot be a student or a visiting position): 1. (chair) 3. (member) 3. (member)	<b>Student</b> : Must be work-study qualified Student Lab Assistan	nt: pooled position Other:		
Image: Second	Students must be in a degree-granting program. Nor	n-degree students are <u>NOT</u> eligible	e for stude	ent
On call Regular   FTE: .25   .50 .75   1.0 (please note: students cannot work more than .50 FTE during fall/spring)   IF this is your first hire, please submit a position summary which includes a list of duties (see Trish)   Position Title:Position #   Physical Required? Yes   Yes No   Background Check Required? Yes   Yes No   Do you need to advertise? Yes   Non-Competitive hire (*Must include a Certification of Non-Competitive Hire form and a Justification Memo*)   Name of hire:	Staff Type: RA Staff Pooled Position Yes No			
FTE:       0.25       0.75       0.0       0.75       0.0       0.0       0	<u>Temporary</u> (Less than 3 months not to exceed 1 year) <u>Term</u>	(Defined period of time-longer the second seco	han 3 mo.)	
IF this is your first hire, please submit a position summary which includes a list of duties (see Trish) Position Title: Position # Physical Required? Yes No Background Check Required? Yes No Fingerprinting Required? Yes No Do you need to advertise? Yes No Mon-Competitive hire (*Must include a Certification of Non-Competitive Hire form and a Justification Memo*) Name of hire: Phone: Email: Phone: Email: Phone: Is this person external or internal to UNM? UNM ID#: Competitive Hire Search Committee (minimum of 3 members-cannot be a student or a visiting position): 1(chair) 2(member) 3(member)	On call Regular			
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Fingerprinting Required? Yes No     Do you need to advertise? Yes No     Non-Competitive hire (*Must include a Certification of Non-Competitive Hire form and a Justification Memo*)     Name of hire:	<b>FTE:</b> □ .25 □ .50 □.75 □ 1.0 (please note: students cannot v	work more than .50 FTE during fal	l/spring <b>)</b>	
Non-Competitive hire (*Must include a Certification of Non-Competitive Hire form and a Justification Memo*)   Name of hire:   Email:   Email:   Is this person external or internal to UNM?   UNM ID#:   Competitive Hire   Search Committee (minimum of 3 members-cannot be a student or a visiting position):   1.   2.   (chair)   3.   3.	IF this is your first hire, please submit a position summary which inc	ludes a list of duties (see Trish)		
Name of hire:   Email:   Is this person external or internal to UNM?   UNM ID#:   Competitive Hire   Search Committee (minimum of 3 members-cannot be a student or a visiting position):   1.   2.   (chair)   3.   3.	IF this is your first hire, please submit a position summary which inc Position Title:	cludes a list of duties (see Trish) Position #		No
Is this person external or internal to UNM?UNM ID#: Competitive Hire Search Committee (minimum of 3 members-cannot be a student or a visiting position): 1(chair) 2(member) 3(member)	IF this is your first hire, please submit a position summary which inc Position Title: Physical Required? Yes No Back	cludes a list of duties (see Trish) Position # ground Check Required?	Yes	
Competitive Hire Search Committee (minimum of 3 members-cannot be a student or a visiting position): 1(chair) 2(member) 3(member)	IF this is your first hire, please submit a position summary which incomposition Title:	cludes a list of duties (see Trish) Position # ground Check Required? ou need to <u>advertise</u> ? petitive Hire form and a Justifica	Yes Yes Yes	No no*)
Search Committee (minimum of 3 members-cannot be a student or a visiting position):         1.         2.         3.         (member)	IF this is your first hire, please submit a position summary which incomposition Title:	cludes a list of duties (see Trish) Position # ground Check Required? ou need to <u>advertise</u> ? petitive Hire form and a Justifica Phone:	Yes Yes Yes	No no*)
2 (member) 3 (member)	IF this is your first hire, please submit a position summary which inc Position Title:	cludes a list of duties (see Trish) Position # ground Check Required? ou need to <u>advertise</u> ? petitive Hire form and a Justifica Phone:	Yes Yes Yes	No no*)
3 (member)	IF this is your first hire, please submit a position summary which incomposition Title:	cludes a list of duties (see Trish)  Position #  ground Check Required?  ou need to advertise?  petitive Hire form and a Justifica  Phone: UNM ID#:	Yes Yes Yes	No no*)
	IF this is your first hire, please submit a position summary which incomposition Title:	cludes a list of duties (see Trish)  Position #  ground Check Required?  ou need to advertise?  petitive Hire form and a Justifica  Phone: UNM ID#:	Yes Yes Yes	No no*)
	IF this is your first hire, please submit a position summary which incomposition Title:	cludes a list of duties (see Trish)  Position #  ground Check Required?  ou need to advertise?  petitive Hire form and a Justifica  Phone: UNM ID#:	Yes Yes Yes	No no*)
Competitive Postings will be "Open until filled" (5-day minimum required if not underutilized)	IF this is your first hire, please submit a position summary which incomposition Title:	cludes a list of duties (see Trish)  Position #  ground Check Required?  ou need to advertise?  petitive Hire form and a Justifica  Phone: UNM ID#:	Yes Yes Yes	No no*)
For Best Consideration date:	IF this is your first hire, please submit a position summary which incomposition Title:	cludes a list of duties (see Trish) Position # ground Check Required? Ou need to advertise? Phote: Phone: UNM ID#: or a visiting position):	Yes Yes Yes	No no*)
If you need Advertisement for this posting-billing Index:	IF this is your first hire, please submit a position summary which incomposition Title:	cludes a list of duties (see Trish) Position # ground Check Required? Ou need to advertise? Phote: Phone: UNM ID#: or a visiting position):	Yes Yes Yes	No no*)

FUNDING				
Budget Worksheet:				
۶	Type of funding (Grant, I&G, EU):			
۶	Index:	Account Code:		
۶	Budgeted amount for position:			
	1. Hourly pay:			
	2. Benefits (amount):			
	3. Temp services fee (25% of hourly rate):			
	4. Advertisement:			
۶	Total Budget:			
۶	If using more than one index, what is the Labor Distribution %:			

FOR OFFICE USE ONLY:				
Position #:       Acct Code:       CAS Staffing Request form:				
UNM Jobs Requisition:				
Hire Proposal:				
Required Documents: Transcripts	_ CCCF EDF			
Justification Memo:	Other			
HP Submitted:	Approved:			
Start Date:	End Date:			
Pay Rate:	Supervisor:			
Department Orientation:				