

Temporary Part-Time Checklist (External Competitive) Creating a new position to conduct an external competitive search for TPT	
Information Required in Action	Notes
<p>Before you begin, please make sure you do not have an available position to use. If you do have an available position, refer to the Temporary Part-time External Competitive Checklist - Modifying an Existing Position. If not, begin new action and select new faculty position and continue:</p>	
<p>In <u>Classification</u> tab, search by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Applicable Position Class Title <input type="checkbox"/> Click Select and Continue 	
<p>In <u>Copy Position</u> tab*, search by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Position Class Title: Temporary Part Time <p><i>*This tab is Optional and only used if there is an existing position description that you want to copy.</i></p>	
<p>In <u>Position Details</u> tab, ensure:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Posting Request = YES <input type="checkbox"/> Position Class Title & Position Title Match <input type="checkbox"/> Working Title, Work Location, Organization, Employee Class, Start and End Dates complete <input type="checkbox"/> Complete Position Summary <input type="checkbox"/> Complete Min Qualifications solicit Yes/No Response <input type="checkbox"/> Complete Preferred Qualifications <input type="checkbox"/> Pooled <input type="checkbox"/> Position Appointment Percent entered <input type="checkbox"/> Appoint Type= Faculty –Temporary Faculty <input type="checkbox"/> FTE = 1.0 	
<p>In <u>Funding</u> tab, ensure:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Equals to 100% and Verify Index Code 	
<p>In <u>Posting Form</u> tab:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enter # of positions you are posting for <p><i>*If multiple hires, see multiple hire checklist</i> http://oeo.unm.edu</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update: Posting & FBC Dates (<i>15 calendar days</i>) <input type="checkbox"/> Check: Open Until Filled <input type="checkbox"/> Required Applicant Documents: At least CV or Resume <input type="checkbox"/> Optional Applicant Documents: Any requested by Department <input type="checkbox"/> Application Type: Faculty Temporary P-Time <input type="checkbox"/> Advertising: NM Workforce Solutions (required) <input type="checkbox"/> Special Instructions: Complete if relevant <input type="checkbox"/> Search Committee: 3 or more (1 minor/1 Fem/+others) OR Hiring Official <input type="checkbox"/> Posting Scope: External <input type="checkbox"/> Posting Type: Competitive 	
<p>In <u>Documents</u> tab, attach:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Advertisement 	
<p>In <u>Comments</u> tab:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enter notes and any information you need approvers to note 	
<p>Go to Preview Action Summary to confirm the information</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Submit to next approver in the queue 	