

# UNM Biology Staff Hiring Process

*Note that the hiring process currently takes at least 3-5 weeks, please plan accordingly for all staff requests.*

To submit a staff request click [HERE](#)

To submit a hiring request (only for competitive hires)click [HERE](#)

Submit Hiring Request



Staff Request Created by Dept HR (1-2 days)



Chair Signs Staff Request (1-3 days)



College Approval and Signature (5 – 10 days)



Dept HR Creates UNMJobs Requisition (1-2 days)



Requisition Submitted and Routed to HR for approval (3-6 days)



Requisition Created, Applicants can Apply

Applicant(s) Apply



Once Candidate(s) is Selected, Notify Dept HR



Additional Documents like Transcripts Requested  
from Candidate (1-5 days or more)



Creation of Justification Memo and Hiring Paperwork  
(1-3 days)



Creation and Submission of Offer Letter to HR (1-2 days)



Routed to HR for approval (3 - 7 days)



HR will Send Offer Letter and Pending Items for Candidate  
to Start (must complete prior to start date)