Guidelines for assessing APPLICANT EXPERIENCE including substitution of education

**Directly related experience defined**

Directly Related Experience is defined as **Compensated** or **uncompensated** work, performed by the applicant on behalf of a recognized entity, that

1. can be matched to the primary essential duties and responsibilities listed in the written description of the position being recruited;

FOR EXAMPLE: for professional/managerial positions (such as Research Engineer/Scientist, Attorney, Accounting Manager, etc.) **both the nature and the level** of an applicant’s previous experience must be essentially equivalent to the primary duties and responsibilities of the position as they appear in the published description of the position classification.

***OR***

1. has provided the applicant with sufficient knowledge, skills, and abilities to successfully perform the essential functions of the position with a reasonable amount of on-the-job transitional training.

FOR EXAMPLE: the position of Admin Assistant 2 requires a high school diploma or GED and at least 3 years of experience that is directly related to the duties and responsibilities specified. However, under the provisions of item (2) above, an applicant with 3 years of directly related experience as an Admin Assistant 1 may meet the minimum experience requirements for the position being recruited, provided that the general nature of the experience is consistent with the essential functions of the position being recruited.

**CATEGORIES OF PREVIOUS EXPERIENCE THAT MAY BE INCLUDED**

* **Full-time employment**

Directly related compensated work that was performed for 40 or more hours per week for a bona fide employer.

* **Part-time employment**

Directly related compensated work that was performed for less than 40 hours per week for a bona fide employer.

* **Student employment**

Directly related compensated work that was performed for an accredited higher education institution while the candidate was a full- or part-time student at that institution.

* **Practicum**

1.  Directly related developmental training such as an internships, clerkships, certification training, on-the-job career development training, or similar (calculated on a one-for-one basis, in the same way that work experience is calculated).

or

2.  Directly related applied college credit courses, such as labs, case work, experiential learning, or similar (calculated by credit hour: 30 credit hours = 1 year).  
or

3.  Directly related volunteer work (calculated on a one-for-one basis, in the same way that work experience is calculated.)

* **Volunteer experience**

Directly related uncompensated working experience, performed while participating in a bona fide, supervised volunteer program conducted by a recognized agency or institution.

**CALCULATING DIRECTLY RELATED PART-TIME EXPERIENCE**

The credited amount of directly related **part-time, student, and volunteer** experience is obtained by prorating hours actually worked on a weekly basis against a standard 40-hour week.

FOR EXAMPLE: An employee has three (3) years of directly related **part-time** work experience at 10 hours per week. When calculating years of credited experience, the actual hours per week (10) are divided by the standard hours per week (40) to obtain an appointment percentage (10/40 = 0.25). The number of stated years of experience (3) is then multiplied by the appointment percentage to obtain the credited amount of service (3 years x 0.25 = 0.75 years).

When conducting reference checks related to student, volunteer, and part-time employment, the hiring officer should always verify the number of hours worked per week that the candidate actually worked, in order to calculate the pro-rated amount to be counted towards directly related experience.

**EDUCATION STANDARDS DEFINED**

* For Positions requiring a HS Diploma or GED, the successful candidate must present
  + HS Diploma or GED (copy)

***or***

* + Unofficial college transcript (copy)

***or***

* + Official college transcript (copy)
    - For Positions not requiring a Degree but some college-level credit hours
      * Official Transcript (or a copy with seal)
  + For Positions requiring a Degree
    - * Official Transcript (or copy with a seal)

Successful candidate must be able to present all necessary licensures and certifications required as listed in the position classification

**STANDARD VALUE WHEN SUBSTITUTING EDUCATION FOR EXPERIENCE**

High school Diploma 0

Associate Degree, 2

Bachelor Degree 4

Masters Degree 6

Doctorate/Terminal Degree 8

**SUBSTITUTING EDUCATION FOR EXPERIENCE**

***Example:***

High school diploma or GED; Directly related management expertise in fiscal services, administration, and human resources gained through either 2 years of equivalent-level work experience  
  
OR

Completion of the UNM Management Academy; At least 2 years of additional work experience (not at the same level) that can be demonstrated to be applicable to the duties listed on the job description.

***Note:*** The completion of the Management Academy eliminates the need for the directly related experience to be at the equivalent level identified in the position classification.

* **Interchangeable experience and education** 
  + Certain position descriptions allow directly related experience/education to be interchangeable on a year by year substitution.

***Example:***

Successful completion of at least 60 college-level credit hours; at least 5 years of experience that is directly related to the duties and responsibilities specified. A completed Bachelors degree in a related field from an accredited institution may be substituted for up to 2 years of experience.

* + If specified in the position description, UNM Management Academy may be substituted as specified.

\*\*For more information or if you need further assistance please contact your HR Consultant.