



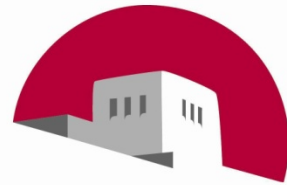
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HR Process Improvement Forums

September 9 & 11, 2014

Agenda

- University Updates
- HR Staff Updates
- Underutilized Process
- Section 503/VEVRAA
- Guest Speaker: Marilyn Dykman
 - Transferring Military Experience to Civilian Jobs



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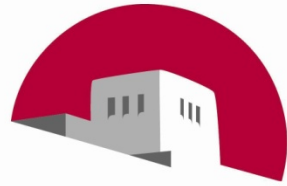
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University Updates

LaTrenia McDaniel
Strategic Support Manager

HR Staff Updates

- Welcome
 - Jim Shrum – HR Consultant
- New Roles
 - Consulting Changes: Emma's group will now be supporting Administration and the Provost
 - Patricia Martinez: Employment Supervisor
 - Lisa Gamboa: HR Consultant
 - Shary Tompkins: EOD Consultant



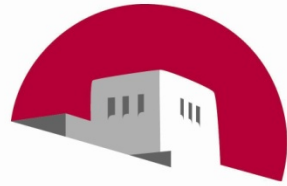
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Underutilized Positions

**Patricia Martinez
Employment Supervisor**

**Rita Gutierrez - Sr. HR TC Rep
HR Transaction Center**



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**Changes effective
November 1, 2014**

What is Underutilization

- UNM Hiring Reports/Statistics demonstrate that there is underrepresentation for women & minorities employed at UNM in certain job groups
- Initiative to comply with EEO & UNM's affirmative action plan is highly recommended to demonstrate what UNM is doing to promote hiring of qualified & diverse applicants.

Underutilization Efforts

- Creation of a Recruitment Plan by Department
 - At the start of the Action:
 - List the target recruitment sources in the **Comments** section or **Attach** a document to the documents tab (*specify if Dept/HR will place ad*)
 - If the Recruitment Plan was not included in the Action:
 - Department will receive an email with instructions on how to develop your recruitment plan.

Summarizing Recruitment Efforts


NEW SECTION IN HP

- Summarize recruitment efforts in the hiring proposal UNDERUTILIZATION section:
 - All advertising resources, i.e. diverse/target recruitment sources
 - Number of Applicants
 - Interviewee criteria selection & interviewee names
 - Whether minority/women applied & were considered
 - If targeted underutilized group not fulfilled (minority/women), what was the determining factor in not selecting in underutilized area

Certification Tab – New Section

Underutilized Comments

If position is underutilized, did you document your applicant selection and recruitment process in the Underutilized Comment Box? Job aid

Choose one 

Yes/No/or N/A

Underutilized Comments

New information - this would require a new heading and the text as shown here.



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**VEVRAA 503
Veteran Info &
Disability
Disclosures**

New Pages/ Questions in Application

• Welcome. You are logged in.

Friday, July 25, 2014

Create Staff/UNM Temps Employment Application

Personal Information: Page 1 of 10



For security purposes, this system automatically logs you off when it senses no activity for 60 minutes. Please click either the **Continue** button or the **Return** button at the bottom of the screen every 60 minutes in order to avoid losing your data.

*Required information is denoted with an asterisk.

New on Employment Application

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires 1/31/2017

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities¹. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

*Required information is denoted with an asterisk.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please check one of the boxes to the right:

- No Response
- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

*Required information is denoted with an asterisk.

<< SAVE AND RETURN TO PREVIOUS

SAVE AND CONTINUE TO NEXT >>

SAVE AND STAY ON THIS PAGE

EXIT

New on Employment Application

Create Staff/UNM Temps Employment Application

Reasonable Accommodation Notice: Page 3 of 10

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

*Required information is denoted with an asterisk.

*Required information is denoted with an asterisk.

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New on Employment Application

The University of New Mexico is a Government contractor subject to the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following:
 - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
 - a person who was discharged or released from active duty because of a service-connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

*Required information is denoted with an asterisk.

Protected veterans may have additional rights under USERRA- the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

Submission of this information is voluntary, the information you submit will be kept confidential, and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

Please check the entry that indicates your protected veteran status:

- No Response
- I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE
- I AM NOT A PROTECTED VETERAN
- I CHOOSE NOT TO PROVIDE THIS INFORMATION

*Required information is denoted with an asterisk.

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EXIT

New on Employment Application

Create Staff/UNM Temps Employment Application

Voluntary Affirmative Action Survey: Page 5 of 10

Thank you for considering the University of New Mexico for possible employment. We encourage you to fill out the voluntary information survey below. This information will be used for statistical purposes.

*Required information is denoted with an asterisk.

Voluntary Demographic Data

Gender:

Female Male No Response

Are you Hispanic or Latino?

Yes
 No
 No Response

[Click for Category Definitions.](#)

Optional Race Category:

If you have identified yourself as Hispanic or Latino, you are not required to select an additional category.

American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

[Click for Category Definitions.](#)

*Required information is denoted with an asterisk.

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Create Staff/UNM Temps Employment Application

Educational Institutions: Page 6 of 10

Educational History: Please enter your education history, starting with the most recent. If selected for hire you will need to submit a copy of a High School diploma or an official or copy of a college transcript prior to start of employment, whichever is applicable.

Existing Entries

No Records Found

ADD NEW ENTRY

<< SAVE AND RETURN TO PREVIOUS

SAVE AND CONTINUE TO NEXT >>

EXIT

Demographic Form

	Employee Demographic Form
<small>Revised 8/2014</small>	

SOCIAL SECURITY NUMBER (required) **BANNER ID** (if known)

NAME AS IT APPEARS ON YOUR SOCIAL SECURITY CARD:

Last Name First Name Middle Name

Previous Name(s):

DATE OF BIRTH: MO DAY YEAR **GENDER:** Female Male

ADDRESS: Street or Mailing Address

City State Zip Code

HOME PHONE: () **CELL PHONE:** ()

RACE AND ETHNICITY¹ (See definitions listed on Appendix):
Do you consider yourself to be Hispanic/Latino(a)? Yes No

In addition, select one or more of the following racial categories to describe yourself:

<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African-American
<input type="checkbox"/> Native Hawaiian or Pacific Islander	<input type="checkbox"/> White	

EMERGENCY CONTACT INFORMATION:

Name: Last Name. First Name

******Manual completion/ paper form REMAINS THE SAME**



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Section 503/ VEVRAA

**Magdalena Vigil-Tullar
Director, Employee Relations**



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Transferring Military Experience to Civilian Jobs

Marilyn Dykman
Director, Veteran's Resource
Center

UNM Human Resources

A woman with dark hair pulled back, wearing a blue flight suit, is looking out of an aircraft window. The background shows a blue sky with a red helicopter flying. The helicopter has the number '561' on its tail and a white star on its side. The aircraft's interior is visible, including a red door with a yellow handle and the word 'OPEN' written on it.

Marilyn M. Dykman, MA
LCDR, USCG (Retired)

RANK INSIGNIA OF THE U.S. ARMED FORCES

ENLISTED

E-1 E-2 E-3 E-4 E-5 E-6 E-7 E-8 E-9 SENIOR ENLISTED ADVISORS

ARMY

no insignia											
Private E-1 (PV1)	Private E-2 (PV2)	Private First Class (PFC)	Corporal (CPL) Specialist (SPC)	Sergeant (SGT)	Staff Sergeant (SSG)	Sergeant First Class (SFC)	Master Sergeant (MSG)	First Sergeant (1SG)	Sergeant Major (SGM)	Command Sergeant Major (CSM)	Sergeant Major of the Army (SMA)

MARINES

no insignia											
Private (Pvt)	Private First (PFC)	Lance Corporal (LCpl)	Corporal (Cpl)	Sergeant (Sgt)	Staff Sergeant (SSgt)	Gunnery Sergeant (GySgt)	Master Sergeant (MSgt)	First Sergeant (1stSgt)	Master Gunnery Sergeant (MGySgt)	Sergeant Major (SgtMaj)	Sergeant Major of the Marine Corps (SgtMajMC)

AIR FORCE

no insignia													
Airman Basic (AB)	Airman (Amn)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSgt)	First Sergeant (E-7)	Senior Master Sergeant (SMSgt)	First Sergeant (E-8)	Chief Master Sergeant (CMSgt)	First Sergeant (E-9)	Command Chief Master Sergeant (CCM)	Chief Master Sergeant of the Air Force (CMSAF)

NAVY

no insignia										
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPO)	Force or Fleet Command Master Chief Petty Officer (FORMC) (FLTMC)	Master Chief Petty Officer of the Navy (MCPON)

COAST GUARD

Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPO)	Command Master Chief (CMC)	Master Chief Petty Officer of the Coast Guard (MCPON-CG)

RANK INSIGNIA OF THE U.S. ARMED FORCES

OFFICERS

0-1 0-2 0-3 0-4 0-5 0-6 0-7 0-8 0-9 0-10 SPECIAL

ARMY - AIR FORCE - MARINES

										
Second Lieutenant (2LT)	First Lieutenant (1LT)	Captain (CPT)	Major (MAJ)	Lieutenant Colonel (LTC)	Colonel (COL)	Brigadier General (BG)	Major General (MG)	Lieutenant General (LTG)	General (GEN)	General of the Army (GA)

NAVY - COAST GUARD

										
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RADM)(L)	Rear Admiral Upper Half (RADM)(U)	Vice Admiral (VADM)	Admiral (ADM)	Fleet Admiral (FADM)

W-1






W-2

W-3




W-4

W-5

ARMY

				
Warrant Officer (WO1)	Chief Warrant Officer (CW2)	Chief Warrant Officer (CW3)	Chief Warrant Officer (CW4)	Chief Warrant Officer (CW5)

NAVY - COAST GUARD

Warrant Officer 1 W-1 * The grade of Warrant Officer W-1 is no longer in use.				NO Chief Warrant Officer (CW05)
	Chief Warrant Officer (CW02)	Chief Warrant Officer (CW03)	Chief Warrant Officer (CW04)	

MARINES

				
Warrant Officer (WO)	Chief Warrant Officer (CW02)	Chief Warrant Officer (CW03)	Chief Warrant Officer (CW04)	Chief Warrant Officer (CW05)

AIR FORCE

NO WARRANT	NO WARRANT	NO WARRANT	NO WARRANT	NO WARRANT
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Leadership and Management training

Military education

- Enlisted

<http://www.gocoastguard.com/find-your-career/enlisted-opportunities>

- Basic Training - seaman, fireman or airman apprentice
- “A School”
- Leadership and Management School (LAMAS)
- USCG Chief Petty Officer Academy

- Officers

- Coast Guard Academy
- Officer Candidate Course
- Specialty Training

Coast Guard Acronyms

- WPB – Coast Guard Patrol Boat
- WMEC – Coast Guard Medium-Endurance Cutter
- SAR – Search and Rescue
- RHI – Rigid Hull Inflatable
- ATON – Aids to Navigation
- AVTRACEN – Aviation Training Center
- 378' Cutter

Awards and Decorations

- Coast Guard Distinguished Service Medal
- DOT Guardian Medal
- Coast Guard Medal
- Gold Lifesaving Medal
- Coast Guard Commendation Medal
- Coast Guard Achievement Medal
- Commandant's Letter of Commendation Ribbon
- Combat Action Ribbon

Resumes

Duties and Responsibilities:

- ? Supervised a battalion data technicians section to maintain data communications and information integrity for the entire battalion to include operations outside of the United States
- ? Implemented and executed a modifications program for all communications equipment in the battalion
- ? Managed the storage and disposal of hazardous materials

- ? Maintained millions of dollars worth of communications gear and established a program that reduced turnaround times for broken gear by several days.
- ? Reconciled all repair items, communications maintenance, and requisitioned equipment as well as tracked updates

- ? Coordinated the communications of different teams across three countries while on deployment as well as air support.
- ? Corresponded with technicians and engineers to help resolve an equipment failure that led to a redesign of a piece of communications gear.
- ? Organized different communications sections to streamline preventative maintenance procedures

- ? Created a classified SharePoint for the exchange of classified information across the globe
- ? Integrated different communications suites to provide additional capabilities for operations
- ? Researched and requisitioned several data tools to reduce the maintenance time of data systems by several weeks
- ? Taught the operation and troubleshooting of communications systems to team members and company personnel who are not communications specialists, allowing every member to become proficient with communications gear

Job Title:	Average Hours Worked per Week:	Start (MM/YYYY):	End (MM/YYYY) :
Communications Technician NCO	40+	04/2007	04/2011

Reason for Leaving:

End of Contract or Term

If Other: Please Explain :

Experience:

12/06/2013-05/26/2014 –Oriental Rug CO.

Accounting / Bookkeeping

- Put together the quarterly earnings reports
- Assist in preparing information to provide to CEO (prior meeting notes, etc.)
- Manage the website to ensure accurate information is always posted, including updating FAQs
- Manage certain vendor relationships with regard to payables, payments, service delivery etc.
- Worked with Excel, Word, Outlook and Quick Books on a daily basis

12/2011-current New Mexico Army National Guard

- Worked on and off orders when available for National Guard
- Worked full time active duty for the Military Processing Intake center in Albuquerque
- Worked full time as mail room clerk for military mail center

05/2010 -06/2011 Verizon Wireless Customer Service

- Worked with billing other customer service needs
- Recognized for top sells in center.
- Worked as floor support to aid new employees

07/2009 – 5/2010 Full time federal tech. New Mexico Army National Guard

Full time various duties with in the New Mexico National Guard

- Processed new recruits in the Albuquerque MEPS (Military Possessing Center)
- Worked as office clerk for recruiting station.
- Obtained skills in being extremely detail-oriented with all paper documents as well as with online programs
- Transferred and worked in mail room as a certified mail clerk for military.
- Delivered and received packages, sorted mail, and handle sensitive items
- Worked with medical discharges

01/2009-07/2009 Left for military basic training for Army National Guard

07/2007-01/2009 Etelecare Global Solution Escalation Customer Service Supervisor

- Worked in escalations department as supervisor



TOP TEN REASONS

WHY MEMBERS OF THE GUARD AND RESERVE MAKE GOOD EMPLOYEES

- 10. Global Perspective** Military employees have experiences that directly relate to current world events.
- 9. On-Time, All the Time** Military employees know that every second counts.
- 8. First Class Image** Military employees understand a professional appearance is a must.
- 7. Calm Under Pressure** Military employees are resilient and know how to handle stress, both on and off the job.
- 6. "Can Do" Attitude** Military employees possess critical skills and understand that nothing is impossible.
- 5. Physical Conditioning** Military employees are in top physical condition, resilient, and drug-free.
- 4. Understand Diversity** Military employees have succeeded in a very diverse workplace.
- 3. Responsibility** Military employees know how to make decisions and take responsibility for meeting deadlines.
- 2. Professionalism** Military employees have a high degree of integrity, an air of self-respect, and a sense of honor.

And the number one reason:

LEADERSHIP

Military employees are excellent leaders and outstanding followers - loyal, dedicated, and highly motivated.

UNM Veterans Resource Center

Questions




Questions & Contact Information



Mandy Dykman, VRC Director

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- 505-277-1181

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