

**September 15
Comp Corner
Edition #3**

Welcome Back!

Welcome back to the Comp Corner. This week, we're trying to make dollars and "sense" of reviewing an individual's job qualifications. For many of you, this is a refresher on what you already do, but since calculating education and experience is one of the first steps to using the SPET and is necessary for the SPET to work properly, we thought an overview would be helpful.

What Are Minimum Qualifications?

Every staff position at UNM has minimum qualifications that candidates must meet to be considered for the position. The minimum qualifications are listed on every UNM job description, all of which are posted and publicly available. The job descriptions are designed to be used by all units, departments, and campus locations, though there are some exceptions.

Do They Meet Minimum Qualifications?

When you have a position to fill and want to know if someone meets the minimum qualifications, we have a tool to help. The Education and Experience Calculator scores the candidates on their achieved education level and related work experience to determine if they meet the minimum qualifications for the position. For those unfamiliar with it, check it out! It's a super helpful tool.

Education Minimum Qualifications

Every completed level of education has a score associated with it in the calculator. Remember, only one degree counts, and it should be the highest degree completed.

But, what if...

- an individual has two bachelor's degrees? They get credit for one.
- they have a bachelor's and a master's degree? They only get credit for the highest degree, in this case, the master's degree.
- they have college-level credit but no degree? If they have 60 college-level credit hours, it is treated the same as an associate degree, even if they did not complete a degree.

Experience Minimum Qualifications

Review and compare the duties/responsibilities the applicant provided with those listed on the UNM job description. Experience can be categorized as either directly, indirectly, or not related to the position for which they're being considered. The average hours worked per week and the start and end dates of employment must be considered for each job.

But, what if...

- they have overlapping jobs or worked more than 40 hours? Review each position, but remember there is a strict limit of 40 hours/week—even if they worked two full-time jobs simultaneously or 50 hours a week in one, the limit is still 40 hours/week.
- the exact start/end date of a position is missing? Cross-reference their resume with their UNMJobs application to see if you can find additional detail. If nothing else, enter the 1st of the month for the start date and the last day of the month for the end date.

Calculating Totals

Once you've entered the individual's level of education and experience in the Education and Experience Calculator, you'll see two calculated numbers: the Total Score and Score Less Minimum Qualifications.

- The Total Score is everything the individual brings to the table—all their education and experience.
- The Score Less Minimum Qualifications is the education and/or experience the candidate has above the minimum qualifications for the position. The Score Less Minimum Qualifications number is the data needed for the SPET to do its magic.

Remember!

- Consistency is key—treat similar experience the same across individuals.
- These are not new guidelines. The Education and Experience Calculator may look new, but the rules are not.
- See the UNM Recruitment and Hiring Process Guide for more information.

Join us next week to learn how the data from the Education and Experience Calculator is used for SPET computations.

Questions? Comments? Ideas for topics? Contact the Comp department at Comp@unm.edu or 505-277-0610.