

Staff Justification of Hire Memo

Posting Information:

Requisition Number: Position Title: Grade:
 Salary Offer: Annual Salary Based on FTE (If Different):
 Applicant Name:

If salary is outside of the SPET range, then document reason for salary on the SPET and attach to the document tab in the applicant profile page in UNMJobs.

Summary of Hire Comments: (Describe your hiring process and applicant selection)

Include the following information in your Summary of Hire Comments. Use these questions as a guide to write your summary paragraph(s), rather than answering each question in short answer form.

1. When was the requisition posted and what was the For Best Consideration Date?
2. What is the reason for this hire? (Did someone retire, was it a backfill, was new funding available, etc.?)
3. Who served on the interview committee?
 - List each person's name, title, and why they were chosen (e.g., supervisor, peer, subject matter expert, etc.).
 - If the interview committee was not consistent throughout the entire process, explain why.
4. How many applicants were there?
5. Describe the process the committee used to screen and select applicants for interview.
6. Which applicants were determined to be qualified and selected for interview?
7. What date(s) were interviews held and how were the interviews conducted (video or in-person)?
8. Whom did you select, and why? Include details on the individual's experience, qualifications, and education; this may also include comments about specific aspects of their interview performance.
9. Why were other candidates interviewed not selected? Focus on relevant experience, skills, and qualifications, as well as specific aspects of interview performance.
10. Provide any other noteworthy information that may have occurred during the interview process (challenges, unique considerations, and/or anything else not captured above that may have informed the committee's decision).

For Non-Competitive Hires: You do not need to address interview process and applicants. The comments should indicate that this is a non-competitive hire. Specific details on the individual's experience, qualifications, and education are encouraged but not required.

Required Documents Attached:

<input type="text" value="Select"/>	SPET attached (used to determine salary for new hire).
<input type="text" value="Select"/>	3 reference checks on selected external candidate; 2 reference checks on internal candidates.
<input type="text" value="Select"/>	Interview notes for all candidates interviewed.
<input type="text" value="Select"/>	Certifications and/or licensure for selected candidate. (Education will be verified by HR, if needed)

Under **Posting Information**, include the requested information

For Pay Type & Annual Salary:

- Select the **Pay Type** that corresponds to the amount listed for salary offer.
- Only fill in **Annual Salary Based on FTE** if FTE is less than 1.0.

In the **Required Documents Attached** section, select **N/A** if the documents do not pertain to the hire type.

If **No** is selected for any of these items, an explanation is required in the **comment box** on page 2

Attach interview notes for candidates interviewed and not selected to their respective profiles in UNMJobs (**Documents** tab, **Attachments** section).

Diverse Search Committee applies to Tier I Contract and Tier II positions.

[UAP 3210: Recruitment and Hiring](#)

For **Non-Competitive hires**: Leave all items under **Applicants Dispensed** as **Select**.

Refer to [Managing your Applicant Pool](#) for instructions on how to dispense applicants.

Select N/A (instead of No) if the position does not require a medical exam or NM Driver's License. Refer to the **Conditions of Employment** section of the Position Description.

Verifications:

- Search/interview committee remains same/consistent
- Diverse Search Committee per UAPPM #3210
- Personnel file reviewed if applicant is current, prior UNM, or UNMH staff

Applicants Dispensed:

- Applicants interviewed status changed to appropriate status
- Applicants interviewed and not hired have proper secondary non selection reason
- Applicants not selected for interview properly dispensed

Certification of Hire:

- Applicant meets minimum requirements for Education, Licensure, and Certifications. Documents reviewed by hiring official and are attached.
- The selected candidate meets minimum qualifications for experience and education as outlined in the position description.
- If applicable, this hire is in compliance with the following Conditions of Employment. Refer to the Position Description for requirements.
- Post Offer, Pre-Employment Medical Examination
- Valid New Mexico Driver's License and/or CDL

Hires cannot be processed prior to the applicant meeting and/or completing all of the requirements stated in the Conditions of Employment listed in the position description for that job title.

Document any "No" answers from the above questions in the following comment box.

Common examples of **No** answers in this section (list is not exhaustive):

- If department was unable to collect 3 professional references for an external candidate, explain attempts to obtain and contact references.
- If department did not feel it was necessary to review the personnel file for current, prior to UNM or UNMH staff, provide a brief explanation.
- If waiting to dispense applicants until offer is accepted/new hire starts, select No for the appropriate items in the Applicants Dispensed section and add a note to the comment box.

The **Veterans Hiring Preference Program** applies to competitively posted Regular and Term positions; if not a competitively posted Regular or Term, enter N/A for these two items.

Refer to the [Veteran Hiring Preference Program](#) page for more information, including requirements applicants must meet to qualify and requirements hiring departments must follow when reviewing applications and selecting candidates to interview.

Veteran Preference:

Number of veteran applicants who indicated participation in the program.

Number of veteran applicants interviewed.

Justification of non-interviewed veterans. Give specific information why a veteran was not invited for an interview.

Remote Work:

Select If position working hybrid or remote, then the completed UNM Staff Remote Work Agreement will be attached to UNMJobs in the documents tab:

Approval:

Your electronic signature is certifying that this hire is in compliance with all University Administrative Policies and Procedures, to include:

UAP 2000: Responsibility and Accountability for University Information and Transactions

UAP 2720: Equal Opportunity and Prohibited Discrimination

UAP 3200: Employee Classification

UAP 3210: Recruitment and Hiring

UAP 3280: Background Checks

UAP 3500: Wage and Salary Administration

Hiring Official's Signature

Download and save this form to enable the signature box functionality.

Attach the completed and signed form to UNMJobs in the Documents Tab in the appropriate Applicant Profile



Review the completed Memo, obtain the Hiring Official's signature (if you are not the Hiring Manager) and upload to UNMJobs (Documents tab, Attachments section)