

## **RECOMMENDED PRACTICE FOR THE HIRING OF UNDERUTILIZED POSITIONS**

The University of New Mexico has a commitment to ensure compliance with EEO and the Universities Affirmative Action Plan. Hiring officials will need to demonstrate their commitment to promote the hiring of qualified diverse applicants.

Hiring officials will need to document their applicant selection process and recruitment process by summarizing the following:

1. All advertising resources, specifically any resources that target diversity
2. Number of applicants
3. Interview criteria and interviewee names
4. Whether minority/female applicants applied and were considered
5. If targeted underutilized group not fulfilled, what was the determining factor in the selection of your finalist

Hiring officials can see the applicant's gender and ethnicity by selecting the "Get Reports List" found in the View Posting queue.