The information provided in this document is intended for general information or best practice purposes. These recommendations are from the participants' initial review of the flowchart and may not be comprehensive. For detailed information on Human Resources Recruitment and Hiring Process, please go to: https://hr.unm.edu/client

1. Monitors candidates
2. Ensures candidates meet minimum qualifications
3. Run report to check on original post, repost
4. Consider worst case can be addressed determines if post and potential equity issues?

- VA applicants
  - Provides additional information and/or fix submission needed and/or does Manager need to be notified?

- Has the requisition and advertising been completed?
- Does the requisition need support?
- A compensation review is required? If YES, verify approved?
- Have all the required forms and supporting documentation been provided?

- Has the requisition been submitted or reach to Hiring Department to have one submitted?
- Is additional information submitted or need to be obtained?

- Are the minimum qualifications met?
- Are the preferred qualifications met?

- Have the candidates been reviewed for best consideration date for VA applicants?

- Have the candidates been reviewed for best consideration date after for best consideration date for VA applicants?

- Serves the date and time of the interview
- Send the candidate details to the entire committee

- Participates in interviews
- Sets up interviews
- Conducts interviews

- Revamp post and potential equity issues
- Original post, repost
- Consider worst case can be addressed determines if post and potential equity issues?

- Have the candidates been reviewed for best consideration date for VA applicants?

- Have the candidates been reviewed for best consideration date after for best consideration date for VA applicants?

- Send the candidate details to the entire committee

- Participates in interviews
- Sets up interviews
- Conducts interviews

- Revamp post and potential equity issues
- Original post, repost
- Consider worst case can be addressed determines if post and potential equity issues?
UNM Staff Hire Future State Process

**Main Campus Staffing**

- **Level 3 Org**
- **Main Campus HR**
- **Candidate Services**
- **Budget Owner**
- **HR or Shared Services**
- **Hiring Department/Manager**

**Green Shaded Boxes** = Level 3 Org HR Shared Staffing Services

**Light Blue Shaded Boxes** = Main Campus Staffing Services

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**Key Steps**

1. Receives request to start new hire process
2. Completes intake paperwork
3. Begins to pull prior history (if an existing employee)
4. STARTS to pull personnel file
5. Informs candidate of salary/SPET approval
6. Gives verbal tentative offer to candidate
7. Discusses reason why offer was dispensed
8. **3. If another candidate that hasn't been dispensed should be considered?**
   - **NO**
   - **YES**

**Second Option**

- Discuss issues with impacted employees salary up to 3% different from current.

**First Option**

- Consider bringing impacted employees into the fold.

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**Condition of Employment**

- **1. Transcripts**
- **2. Justification memo**
- **3. Interview notes**
- **4. References**
- **5. SPET**
- **6. Condition of employment requirements**

**Attachments include:**

- **1. Transcripts**
- **2. Complete DRA for requisition number vacancy**
- **3. Confirm position number vacancy**
- **4. Reviews and Department approval**
- **5. Conducts Quality Check on new hire**
- **6. Start working on new hire**

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**End**

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**Supporting Services**

- **Accountant notified to account to requisition owner**
- **Declines offer with candidate. Determine if there is room to negotiate?**
- **Accepts offer?**

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**Onboarding**

- **1. Signs I9**
- **2. Attends Orientation**
- **3. Demographic Form**
- **4. References**
- **5. SPET**
- **6. Condition of employment requirements**

- **Attachments include:**
  - **1. Transcripts**
  - **2. Complete DRA for requisition number vacancy**
  - **3. Confirm position number vacancy**
  - **4. Reviews and Department approval**
  - **5. Conducts Quality Check on new hire**
  - **6. Start working on new hire**

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**End**

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**Documentation**

- **Letter of Offer in-issued with candidate. Determining if there is room to negotiate**
- **Accepts offer?**

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**End**

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**Process Map**

- **Issue Offer**
- **Verify selection**
- **Check request**
- **Submit to hiring department**
- **Is additional information requested, may involve:**
  - **1. Create required paperwork**
  - **2. Create UNMJobs Hire**
  - **3. If another candidate that hasn't been dispensed should be considered?**