

UNMJOB'S HIRING PROPOSAL PROCESS CHECKLIST

This checklist provides a brief summary of the steps to hire for job positions. For additional, in-depth information/help with your UNMJobs hiring request, please refer to the following:

- [Department Originator User Guide](#)
- Your [HR Consultant](#) team
- 277-HRPR
- [UAPPM #3210, Recruitment and Hiring](#)

Begin Hiring Proposal – Complete all fields that pertain to your hiring request

Hiring Proposal Tab

Section One

- Enter “**Rate Type**” as “**Per Hour**” for non-exempt staff and “**Per Month**” for exempt staff. For part-time exempt staff enter the pro-rated monthly rate.
- If Term, enter term end date in “Contract End Date” field.
- If Temporary 6-month or 3-month, enter end date in “End Date” field.

Section Two (FACULTY HIRES ONLY)

Section Three

- Select Probationary or Trial.
 - If a new employee is a first time hire at UNM or is returning after a break of at least one day of service, select “Six (6) month probationary period.”
- OR**
 - If the employee is a current UNM employees transferring from one position/department to another, select “Thirty (30) working day trial period.” If employee is transferring from a CWA union position to another CWA union position, then the trial period is three (3) calendar months.
- AND**
 - Calculate Probationary/Trial End Date based on the above criteria.
- Enter name and title of the hiring official as it should appear on the offer letter.
- HR will complete “Date offer letter generated.”

Funding Tab

- Enter/Edit Funding Information

Documents Tab

Note: All documents for the non-selected applicants must be attached in the posting Documents Tab, and all documents for the applicant to be hired must be attached in the hiring proposal Documents Tab.

Reference Checks

Refer to [UAPPM #3210, Recruitment and Hiring](#), Section 4.3.2 Reference Checks for the appropriate number of reference checks that should be conducted. [Reference Checking Guide](#)

Interview Questions & Responses

Attach interview questions & responses of **selected** candidate to include name of applicant, name of interviewer, and date of interview. The department can use one (1) note taker during the interview. It will be the responsibility of the hiring committee to review the interview for accuracy.

[Equity Grid](#)

If the department has more than one (1) employee in the same title that is being hired then attach an equity grid for current staff in that position.

Contact your HR Consultant for instructions on how to increase the incumbent's salary.

Tier II/Executive Position

Please contact your HR Consultant prior to submitting the hiring proposal.

[Criminal Conviction Certification Form](#)

Proof of Background Check Clearance (if applicable)

Transcripts

If position requires a High School Diploma/GED then the applicant will need to provide,

- a copy of the diploma/GED, or
- official/unofficial high school transcripts, or
- official/unofficial college transcripts.

If the position requires a college degree or confirmation of college credits then the applicant will need to provide,

- official transcripts, or
- a copy of official transcripts.

All proof of education must be attached to the hiring proposal. If you have any questions regarding the transcripts, please contact your [HR Consultant](#) or see the Education Standards Defined section in the [Education Verification job aid](#).

If credit is being given for a higher education level than what is required by the job description, proof of education for the higher level is required. Please check with an HR Transactions Ctr. Rep or your HR Consultant for more information.

If the hire is a current UNM employee, educational documentation may already be on file. Please check with an HR Transactions Ctr. Rep or your HR Consultant for more information.

Certification Tab

Complete Summary of Hire Comments

This comment box will be used by the Department Originator to explain why the applicant was selected to fill the position. This could be based on experience, education, unique job skills etc.

This comment box will also be used to state if the applicant is paid above midpoint and the reason to support the salary choice. The reason for selecting a particular applicant and paying the applicant above midpoint may be the same reason.

See the [Certification Tab Training](#) Aid for complete instructions on how to complete the questions found on this tab.

Ensure the **Department Approver** checks the "I Certify This Action" checkbox found at the bottom of the Certification Tab. This checkbox will appear when the Hiring Proposal is in the Department Approver queue and the user selects "Edit."

Prior to New Employee Start Date (required)

Applicant signs offer letter.

Department returns signed offer letter to Human Resources via clientsv@unm.edu.

At least three (3) business days prior to the new employee's start date, the selected applicant completes New Employee Documents at the Human Resources' Service Center.