

UNMJOBS APPLICANT SCREENING PROCESS CHECKLIST

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

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

Applicant Tab

Selected for Campus Interview

Change the status of those applicants selected for in-person interviews to “Selected for Campus Interview” This process is needed to populate the DRA tab.

Not Hired

Change the status of those applicants not hired to “Not Hired,” and select the appropriate non-selection reason (this also applies to canceled postings). When the status is changed to “Not Hired” you have the option to choose “Not Hired, notify by email” or “Not Hired, do not notify by email.” If you choose “notify by email” your email is sent immediately.

Recommended for Hire

Change the status of the applicant selected for hire to “Recommend for Hire.”

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.

Interview Questions and responses (required)

Attach interview questions and responses for non-selected applicants. *Departments will be allowed to have one notetaker for interviews.*

Reference Checks (if applicable)

Attach reference checks for non-selected applicants, if references were checked.

[Criminal Conviction Certification Form](#)

DRA Tab

Reasonable Assessment of Ethnicity and Gender

Make a reasonable assessment of ethnicity and gender for all applicants who were interviewed in-person.

Return to Applicant Tab

Click on “Recommend for Hire”

Begin Hiring Proposal

Begin Hiring Proposal for Job Description Window

Hiring Proposal for Position Description Listed Below

Use when hiring an applicant into the posted position

Hiring Proposal for Different Position Description

Use when hiring multiple applicants from the same posting

**Note: A position must exist or be created in order to hire an applicant into a position*

Prior to Making an Applicant an Offer

Inform applicant that a copy of their high school diploma/GED, or official college transcripts or copy of official college transcripts must be provided as required by the job title. 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](#).

Review employee personnel file (current or prior UNM/UNMH employee)

Verify licenses/certifications/transcripts

Verify credentialing (HSC Only)

If reimbursing for moving expenses, review [UAPPM #4020, Moving Expenses](#)