HUMAN RESOURCES

Staff Justification of Hire Memo

Posting Information:

Requisition Number: Position Title: Grade:

Salary Offer: Select Pay Type 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)

Required Documents Attached:

Select SPET attached (used to determine salary for new hire).

Select EPANs attached if equity increases for incumbents.

Select 3 reference checks on selected external candidate; 2 reference checks on internal candidates.

Select Interview notes from all search committee members for selected candidate or note taker.

Select Transcripts/certifications/licensure for selected candidate.

Select Interview notes for candidates interviewed and not selected.

Verifications:

Select Search/interview committee remains same/consistent

Select Diverse Search Committee per UAPPM #3210

Total number of committee Number of females Number of minorities

Select Personnel file reviewed if applicant is current, prior UNM, or UNMH staff

Applicants Dispensed:

Select Applicants interviewed status changed to appropriate status

Select Applicants interviewed and not hired have proper secondary non selection reason

Select Applicants not selected for interview properly dispensed

Select DRA completed for all in-person, ZOOM, or Teams interviews

Certification of Hire:

Select Applicant meets minimum requirements for Education, Licensure, and Certifications. Documents reviewed by hiring official and are attached.

Select The selected candidate meets minimum qualifications for experience and education as outlined in the position description.

Select If applicable, this hire is in compliance with the following Conditions of Employment. Refer to the Position Description for requirements.

Select Post Offer, Pre-Employment Medical Examination

Select 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.

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 #3100: Equal Opportunity & Affirmative Action
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