



Hiring Committee Procedure

Thank you for your service on this hiring committee. One of the most important things we can do to keep our institution running smoothly is to hire excellent people to join us on our mission. This procedure outlines responsibilities and expectations of hiring committees to ensure thorough interviewing and efficient hiring practices.

The procedures are provided to assist search committees with the responsibility to comply with federal and state laws which require the University to provide equal opportunity for all applicants without regard to race, color, creed, religion, national origin, gender, age, mental or physical disability, sexual orientation, veteran, or marital status. These laws include Title VII of the Civil Rights Act of 1964/Equal Pay Act of 1963, Age Discrimination in Employment Act of 1967, Rehabilitation Act of 1973, Section 504/Americans with Disabilities Act of 1990 and the New Mexico Human Rights Act.

Equal Opportunity and Affirmative Action Statement

ENMU-Roswell is committed to the principles of nondiscrimination and the creation of a culturally diverse community among and between our faculty, staff and students.

Institutional Goal III of our Diversity, Equity, and inclusion plan is as follows:

Expand and support the diversity of the University's workforce by creating an environment and processes that will attract, retain, and advance the most diverse pool of job applicants possible.

Please remember this goal as you move through the processes described below.

Responsibilities

Hiring manager: The hiring manager creates the job description and will submit the applicant or applicants recommended to be hired based on the input of the search committee. The recommendation is then forwarded through the supervisory chain to the president who makes the final decision for all hiring. The Business Office, hiring manager, and HR will determine the salary range to be posted on specific job descriptions. Generally, the immediate supervisor will be the hiring manager. When hiring faculty, it is suggested the assigned assistant vice president (AVP) chair the search committee. The hiring manager has the following responsibilities:

- Review and become familiar with the system affirmative action plan and the campus diversity plan
- Collaborate with supervisors and HR to review and revise job descriptions as needed.



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- Work with the committee chair and HR to establish a timeline and schedule for the search committee's actions. If the job announcement does not use a firm closing date for the position, include the language "for best consideration" with a date when the committee will begin reviewing applicants
- Indicate how committee recommendation(s) should be forwarded to the hiring manager (i.e., top three by rank, unranked qualified, etc.).
- Ensure committee chairs and members understand their actions and discussions are confidential.
- While NeoGov automatically notifies applicants who were not selected. Internal applicants should be contacted in person or by phone to inform them they were not selected.
- Initiate the request for a position to be filled by providing a job description and the following completed forms to HR:
 - Search committee chair and participants
 - Timeline for length of posting and projected interview and hire dates
 - Requested advertising form: it is the responsibility of the hiring manager to work with HR and consider the campus diversity plan when determining where to advertise the position.
 - NeoGov requisition: most searches will begin by being posted as internal for the first week. There is an exception for higher level administration positions that warrant a national search.
 - Work with the ENMU System Affirmative Action Officer (AAO) to obtain the position pool's indicators.

Committee chair: The committee chair will be selected by the hiring manager in conjunction with HR. The chair works with the hiring manager to select committee members. Committee chairs and hiring managers are responsible to:

- Consult with supervisors to identify potential committee members.
- Verify the committee adheres to the established hiring timeline and schedule.
- Forwarding affirmative action indicators to all committee members for reference as they proceed through the interviews.
- Consider the campus diversity plan in all deliberations of qualified applicants.
- Request an updated applicant list as needed before conducting hiring decisions and applicant reviews to determine if additional applications have been received that have not yet been considered.
- Develop a **memo**, sample attached, addressed to Human Resources with the names of applicants in alphabetical order *who do not meet* the minimum qualifications of the position being advertised.
- Set dates and times for interviews of applicants who meet the qualifications, and scheduling those interviews.



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- Work with the hiring manager to create appropriate questions pertinent to the position and based on the job description duties listed.
- Reinforce that committee discussions and actions are to be held in confidence and not released outside of the committee except in discussions with HR.
- Check references of applicants prior to recommending them to the hiring manager.
 - ask the applicant for permission to conduct reference checks.
 - ask whether or not you may contact unlisted references.

Committee membership is dependent upon the level of position being hired.

- *Support personnel: at least three members, one of whom should be from outside the unit/department*
- *Professional personnel: at least five members, two of whom should be from outside the unit/department*
- *Upper-level management and faculty: six or more members representing various supervisory levels and unit/departments. When hiring faculty, the AVP of the unit should chair the committee.*

Committee members: Once applications are ready for review, HR contacts the committee chair that they are available on NeoGov. Committee members are responsible to:

- Participate fully in the committee process.
- Complete the internal applicant reviews in a timely manner to determine whether the search needs to move to external.
- Ensure all applicants being considered for interviews fully meet the minimum requirements listed in the NEOGOV job description as evidenced by the documentation submitted by the applicant.
- Adhere to the campus's core values of excellence, integrity, and unity.
- Avoid biased selection practices by:
 - asking the same questions of all applicants,
 - requiring the same standards for all applicants, and
 - treating all applicants with fairness, equality, and consistency.
- Refrain from serving on a search committee when there is an applicant(s) in whom they have a personal interest.
- Identify final applicants based only on job related qualifications. All selection criteria must be directly related to successful job performance and be listed in the job description, whether required or preferred.



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- Maintain notes; consider using a matrix and standardized tools based upon extracts of those expectations listed in the NeoGov job description (i.e., questionnaires, pre-employment tests, etc.) to provide evidence the selection process was conducted according to all affirmative action and other state and federal guidelines. *HR can provide samples of these tools if needed.* Questions and accompanying tools for evaluation must be approved by HR in advance of interviews.
- Make sure reasons for non-selection of applicants are job-related and represent business necessity. (The completed matrix and or question sheets will help support your decisions should questions arise). HR will contact the hiring manager to schedule the second level interviews.
- Understand what questions are inappropriate to ask: anything that is not related to the applicant's ability to do the job. No questions should be asked related to number and status of dependents, marital status, distance or location of residence, availability of transportation, sexual orientation, religion, or national origin, etc.
- Keep all committee proceedings confidential – any inquiries should be referred to the committee chair or to HR. Do NOT discuss the internal workings or progress of the committee with anyone outside the committee. Failure to adhere to confidentiality requirements may result in disciplinary actions.
 - *NOTE: Remarks about applicants made by committee members within the proper confines of a meeting generally will be accorded a qualified privilege protected against claims of defamation of character, even where an untrue statement may have been made. A qualified privilege will not stand, however, where untrue remarks are made outside a proper meeting, such as at a party or on the golf courses.*
 - *If at any time a committee member is uncomfortable with the direction of a discussion or feels the process is being violated, the member may reach out to HR to discuss the issue.*
- Recommending one or more viable applicants to fill a given position or positions in a memo to the hiring manager with a carbon copy (cc) to HR.
- Considering the Affirmative Action indicators when deciding which applicants will receive interviews.

Finalizing the Search

- *Note: To comply with EEOC/AA guidelines, all recommendations to hire should include a justification as to why the final applicant was chosen over*



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other applicants. If the justification is not sufficient, the affirmative action officer may contact you for further justification.

The committee chair submits the names to the hiring manager for 2nd level interviews. Once those are completed and are made, the hiring manager contacts Human Resources to initiate a background check on the selected applicant. Human Resources will contact the search committee chair and/or hiring supervisor when background check results are received. For some positions HR and the hiring manager can request the background check and affirmative action approval is completed before finalists are brought to campus.

Search Committee notes and documentation need to be turned in to Human Resources after the search is complete. Please remember what you turn in is subject to inspection of public record, so ensure your committee members do not record any non-job-related notes during interviews.

Once an applicant has been selected to fill a position the person's name will be forwarded to the president for contingent approval based on completion of a successful background check. Search committee actions and decisions cannot be disclosed before an announcement comes from HR that the applicant has been hired.

On behalf of Human Resources Department, we would like to thank each of you for giving your time to be involved with the search committee process.

HR Contacts

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575-624-7412

Rebecca Schneider
Director, HR
575-624-7411

Signature	Date	Position
	06/20/2021	Faculty Senate President
	6/2/2021	Professional Senate President
<i>Sherry Durand</i>	5/27/2021	Support Staff Senate President
	6.21.2021	Campus President