



State Records Center and Archives

New Mexico Commission of Public Records

SERIES: Human Resources (SRCA 400)

NUMBER: SRCA-401

TITLE: Employee Recruitment, Selection, Interview Process, and Hiring

PURPOSE:

To select applicants for appointment to positions in the classified service based solely on qualifications and ability; and to provide for the timely review of employment lists and applications and the scheduling of corresponding interviews.

SCOPE:

This policy applies to all hiring supervisors and managers.

DEFINITIONS:

“SRCA” means the New Mexico Commission of Public Records - State Records Center and Archives.

A. GENERAL PROVISIONS: It is the policy of the SRCA that selection of applicants for appointment to classified positions shall be non-discriminatory and based on qualification and ability. A SDF/PADF that outlines the specific requirements of the position shall be developed for each job vacancy. It is also the policy of the agency that vacancies shall be advertised for a time sufficient to ensure potential applicants have ample opportunity to identify the advertisement and fulfill application requirements.

The minimum qualifications shall be posted to the State Personnel system for open recruitment. Given both the recruitment difficulties the agency has historically faced and the desire to assure adequate time for response, recruitment shall remain open for a minimum of seven working days unless the respective Division Director, with the approval of the State Records Administrator, determines that a shorter recruitment of five working days shall satisfy the interests of the agency.

Selection for any appointment to a position in the classified service shall be made from employment lists furnished by the State Personnel Office and in accordance with applicable laws, rules and internal policies and procedures.

Employment lists and corresponding applications shall typically be reviewed to select an interview pool within two weeks of receipt. The review shall be conducted by the human resource manager (HRM) and hiring supervisor to evaluate the qualifications and abilities of each applicant. Together they shall select a pool of candidates to interview. A division director may be called upon should the HRM or hiring supervisor not be available.

B. INTERVIEWS: Interviews shall typically be scheduled within one week of selecting the interview pool. All interviews are to be completed within four weeks of receipt of the employment list and applications.

All interview questions shall be job related, non-discriminatory, and in compliance with Title VII of the Civil Rights Act, the New Mexico Human Rights Act and the American with Disabilities Act (ADA). Interviews shall be consistent for all candidates interviewing for a given position. Candidates shall be asked the same questions, and evaluations shall be conducted in the same manner. Any interviewer or other person involved in the hiring process shall recuse themselves from the process if the candidate: is a relation by blood or marriage within the third degree; resides in his or her household; or is in any other relationship with the person that could present a conflict of interest.

The hiring supervisor and HRM shall submit a written recommendation to the State Records Administrator within one week of completing the interviews.

Selection Documentation:

Documentation sufficient to defend a selection shall be maintained. The HRM shall be responsible for maintaining records, including any electronic records, relating to the recruitment process and the selection. Such records shall be retained pursuant to adopted records retention and disposition schedules.

The State Records Administrator shall approve all final selections and salary offers.

Complaints regarding a selection shall be directed to the State Records Administrator, who shall then consult the appropriate manager and the HRM to respond to such complaints in writing.

[23.20.009 repealed; 22.45.05, 7/17/00; amended 5/26/04; renumbered and amended 3/7/14; amended 9/1/2015]

APPROVED:

EFFECTIVE DATE: 9/1/2015

Linda M. Trujillo
State Records Administrator