GENERAL ADMINISTRATION
EMPLOYEE

044 EMPLOYMENT AND SEPARATION

044.2 Applicant Lists, Interviewing, and Selection Policy

044.2.1 Purpose

To provide direction on the Human Services Department's (HSD) interviewing and selection process.

044.2.2 Definitions

A. "Applicant List" means an official list of applicants obtained from the HSD Office of Human Resources (OHR).

B. "Diversity" means representative of the composition of the community.

044.2.3 Policy

HSD's interviewing and selection process requires a standard set of procedures of panel selection, applicant lists, interview protocol, final selection and approval.

044.2.4 Panel Interviews

Interviews will be done by a panel. Each panel will consist of at least 3 members. The supervisor initiating the recruitment process recommends panel members for approval in accordance with the Division's practice. Panel members may include representatives from all levels of the organization. It is the responsibility of the hiring supervisor to ensure that the interview panel is diverse and may include representatives from all levels of the organization. A two-tiered interview process may be used when deemed appropriate. The supervisor's principal task is to ensure that the panel's actions are consistent with State Personnel Board Rules and HSD policies and procedures as well as federal and state laws. The same panel members must interview all candidates. All panel members must keep the interview process confidential.

044.2.5 Applicant Lists

OHR sends the entire applicant list of candidates to the hiring supervisor. The hiring supervisor, their designee, and/or the panel members review the applicant list and resumes to select candidates who meet the *Job Related Qualification Standards* and then select the most suitable candidates for an interview. The panel shall be sensitive to creating diversity in the workplace. The panel cannot discriminate against people with disabilities in regard to any employment practices or terms, conditions and privileges of employment.

044.2.6 Interview Protocol

A. Applications/Resumes

1. The most qualified candidates including HSD employees determined to meet or exceed the posted *Job Related Qualification Standards* are to be considered for an interview.

2. Interviewers should ask that a resume, certifications, and transcripts from an accredited college or university be submitted to them within five workdays from the request. Such requests do not automatically entitle the applicant to an interview. Applicants who fail to supply any of the items requested within the specified time period may be disqualified.

3. Incomplete resumes, inability to check references, or inability to obtain information about the applicant's current and previous work experience, performance and conduct may disqualify the applicant from further consideration. Disqualification from consideration may also result if the applicant fails to be available, fails to appear for a scheduled interview or refuses to sign the *Authority to Release Information* (obtained from OHR).

4. Any resume received from a convicted felon must be immediately discussed with the OHR Manager before further consideration (including an interview).

B. Interview Questionnaire

Interview questions must be job related, non-discriminatory, and in compliance with Title VII of the Civil Rights Act and the Americans with Disabilities Act (ADA). The questionnaire should also include behavioral interview questions such as those relating to leadership skills, ability to work independently, and working cooperatively. Samples of questions and questionnaire formats are available from OHR.

C. Interview Process

1. Interviews will be administered the same way every time they are conducted. Interviewers must remain consistent for all candidates interviewing for the same vacancy. The same interview questions must be administered consistently to all the candidates for a vacancy.

2. Interviewers, administrators, and or human resource personnel must remove themselves from the process if the candidate is a member of their family, a relative within the third degree, or some other relation that causes an internal conflict.

044.2.7 Selection and/or Hiring Criteria

A. Justification

All selections must be justified in writing. The justification includes the candidate's education and experience relevant to the position. The resume, required certifications and required transcripts from an accredited college or university should be attached to the justification. Additional factors of consideration may include but are not limited to team work, leadership skills, performance in the interviews, and positive reference checks.

B. Role of OHR

OHR must be informed of the final proposed selection decision prior to an offer being made to an applicant. The OHR Manager shall approve the selection of all candidates.

C. Document Maintenance

All documentation should be sufficient to support a selection choice. The hiring supervisor is responsible for maintaining selection records for three years. These records include, but are not limited to, a copy of the applicant list; applicants contacted for interview; documentation justifying the number of applicants interviewed; applicants interviewed with their application/resume and any certifications and transcripts from an accredited college or university; a copy of the interview questions; interviewers' response sheets; and written justification for the selection made.

D. Role of Managers

Managers are responsible for the selection decisions of their supervisors. Complaints regarding selection should be directed to OHR and the appropriate manager who shall respond to such complaints in writing.

044.2.8 Approval for Proposed Hiring Action

OHR reviews all proposed selections and salary determinations for compliance with State Personnel Board Rules, Human Services Department policies and procedures and, if applicable, the collective bargaining agreement. Any proposed salaries require OHR approval. Any proposed salaries 15% or more above midpoint require OHR, the Cabinet Secretary or designee, and SPO approval.

044.2.9 References

1.7.5 NMAC

APPROVED: DATE: 1/13/09

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