

# Affirmative Action

## Process Checklist

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### Posting

1. Create a Job Posting within the Talent Acquisition System (TAS).
2. Locate Position Group in Job Posting.
3. Check to see if Position Group is underutilized by females, minorities or both.
4. If the position is underutilized, develop an advertising strategy to attract qualified candidates.
5. Review HRS Toolkit for posting and advertisement requirements and other tools/guides. Advertisements: NMSU website. Include two (2) external advertising resources minimum and upload a copy of the external ad. Positions should be advertised on various sites. This will increase the applicant pool's diversity and assist NMSU in meeting its affirmative action plan's goals.
6. Include NMSU's EEO/AA statement on all external advertisement(s).
7. Maintain a copy of external advertisements placed.

### Interview

1. Review interview questions for any inappropriate questions. Questions are to be directly related to the position advertised.
2. Maintain a copy of interview questions.
3. Maintain a copy of interview responses.

### Hiring Proposal

1. **Use the Justification Memorandum Template:** The memorandum should serve as a narrative of the search process and how the selected individual was the most qualified for the position. To include the following:
  - a. Introduction/Background
  - b. Advertisement Sources
  - c. Applicant Review and Overview of the Selection Process
  - d. Applicants Selected for Interview but not Selected for Position (Strengths/Weaknesses)
  - e. Applicant Selected for the (Strengths/Weaknesses, Qualifications, Education, Work Experience, Training, Interview Performance Comparison to others interviewed, and any additional or relevant information)

### **Required documentation (add at the Hiring Proposal Stage)**

1. Copy of Matrix
2. Proof of External Advertisement
3. Copy of Interview Questions with Responses
4. Justification Memorandum
5. Any additional or relevant documentation related to the Recruitment/Hiring Process

### **Recruitment Record Retention**

1. All documents are to be uploaded in the system, and attached to the Posting and/or Hiring Proposal.
2. All application documents generated externally from the Talent Acquisition System (TAS) process may be scanned and attached as supplemental documents to the Hiring Proposal. Departments should be aware that these documents may be released to the public under the New Mexico Inspection of Public Records Act (NMIPRA). NMSU ARP 14.10 - Records Integrity and Retention, <https://arp.nmsu.edu/14-10/>. Records Management and Retention (RMR), <https://inside.nmsu.edu/rmr/> (1.21.2.246 Recruitment).