

## Guidelines for Position Advertising, Interviewing, & Hiring

1. Fill out a Position Description Questionnaire (PDQ). This form can be found on the HR website, [https://www.nmt.edu/hr/docs/policies/PDQ\\_Revised00413.pdf](https://www.nmt.edu/hr/docs/policies/PDQ_Revised00413.pdf)  
Email completed form to Connie.  
Supervisor and Director must sign when completed.

2. A Personnel Requisition must be attached to the PDQ. This form can be found on the HR website, [https://www.nmt.edu/hr/docs/policies/Personnel\\_Requisition0813.pdf](https://www.nmt.edu/hr/docs/policies/Personnel_Requisition0813.pdf).  
Email completed form to Connie.  
Supervisor and Director must sign when completed.

**Be sure to choose a recruiting method on the Personnel Requisition form. If you want this position advertised in a newspaper or journal, list the name(s) for advertising on this form.** An account number is required for advertising and postage costs.

3. Give completed and signed PDQ and Personnel Requisition to Connie. Connie will make copies and take to Human Resources.
4. Rosa, Human Resources Specialist, will email a draft of the Position Announcement to the supervisor for editing and approval. Be sure to read and make any necessary edits. Return final version to Rosa for posting. Copy Connie on the email so that she can have a final version of the Position Announcement for the file.
5. The Supervisor will need to create some Interview Questions for their position. Be sure to include the title of the position on the questions list. Once the questions have been created, email them to Joann Salome, Human Resources Director, and explain to her that these are the questions you'd like to use for your interviews. Joann will look them over and let you know if they are approved.
6. The Supervisor will need to set up an interview committee. You can have as many people on your committee as you want. Once the committee is set up, give the names to Connie.
7. The supervisor will start receiving applications in the mail. The supervisor can choose when he/she would like to close the job. This date depends on the recruiting method you chose on the Requisition. Send Rosa an email requesting a date to close (please copy Connie on the email). Once you decide which applicants you'd like to interview, set up dates and times for each applicant. Connie will need the name and interview schedules for each applicant and the position number listed on each application so that she can prepare interview packets for each committee member. Let Connie know if any interviews will be "Telephone Interviews" and if she needs to reserve a room for the interviews.
8. After all of the applicants have been interviewed the committee will meet and make a decision on the applicant they'd like to offer the job to. The supervisor will fill out an "Interview and Selection Summary" form. This form will be in the supervisor's packet.

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9. Connie or the supervisor will take the original applications, packets, and selection summary form to Human Resources.
10. Joann Salome will look over the forms. If everything is in order Joann will send an email to the supervisor letting him/her know that he/she can proceed and make an offer. Forward this email to Connie.
11. Nelia Dunbar, Director, will have an "Offer Letter" that will be used by the Bureau Staff making an offer to the chosen applicant. The supervisors will fill in their information and send to the chosen applicant. The applicant will be asked to read, give a starting date, sign the form, and return it to the supervisor.
12. When the signed offer letter is returned to the supervisor, the supervisor will give the letter to Connie. Connie will then prepare a Personnel Action Form (PAF) for the new employee. The Supervisor and Director will sign the PAF. Connie will make all necessary copies for the files and for the Business Office. The signed offer letter will be attached to the PAF and taken to the Human Resources office.
13. Once the PAF has been approved and routed for signatures, Human Resources will contact Connie to send the new employee over to sign the PAF.