

Hiring Toolkit

Getting Started (maybe make this more of a quick start guide?)

This doesn't help us "Get started" as it is just a list of links... We need to truly make this something to get somebody started but then again that is more of a guide than a toolkit.

[Recommended Practice for the Hiring of Underutilized Positions](#) (need to find out if this is current)

[UNM Department Originator Guide](#) (needs to be replaced with EKB content, EKB needs a "guide page" to replace this)

[UNMJobs](#)

[UNMJobs Appointment Type Job Aid](#) (content should be verified with EAs and migrated to confluence as a page not a pdf)

[Writing Screening Questions Quick Reference Sheet](#) (content is outdated but the topic is useful and should be rewritten with TMS in mind)

[NM Family Friendly Business Award 2016 Graphic](#) (I am not sure why these are here, GR will find more info)

[NM Family Friendly Business Award 2017 Graphic](#) (I am not sure why these are here, GR will find more info)

Reviewing Applications

[Guidelines for Assessing Applicant Experience including Substitution of Education](#) (needs to be verified by EA and possibly converted to a confluence page)

[Staff Screening Committee User Guide](#) (content is outdated but the topic is useful and should be rewritten with TMS in mind)

[UNMJobs Applicant Screening Process Checklist](#) (content is outdated but the topic is useful and should be rewritten with TMS in mind)

Ready to Interview

[Criminal Conviction Certification Form](#) (Ok for now, this is a candidate for a TMS onboarding form or a another electronic form).

[Interview Guide](#) (not sure if this should be a native PDF though, branding is outdated)

[Interview Question Library](#) (convert to confluence page)

[Obtaining Conviction Information Quick Reference Sheet](#) (convert to confluence page)

Ready to Hire

[Background Checks](#) (Ok for now, at a later date this should also be moved to Confluence)

[Equity Grid Form](#) (Ok for now, not sure if there is a task to make this an online form or not b

[Equity Grid Form Guide](#) (Convert to Confluence)

[Onboarding](#) (This links to the Employee Retention program which has some onboarding stuff, GR will check with Amber on this)

[Reference Checking Guide](#) (Ok for now, not sure if this should be an online form or PDF)

Recruitment Services (This is not hiring; should be moved to a Recruiting branch)

All of this should be moved to confluence at a later date.

[How to Request Job Advertising](#)

[Job Advertising Resources](#)

[UNM Temps](#)

[Direct Placement](#) (I noticed the images on this page are huge and should probably be cropped)

[Direct Placement Services Request](#)

[Non-UNM Student Hire Programs](#)

UNM Temps (should be removed, and covered under hiring)

[UNM Temps Main Page](#)

[Hire a UNM Temp](#)