

## HR Services

New Mexico State University

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**NMSU JOB INTEREST PROCEDURE**

**FOR EMPLOYEES IN LAYOFF STATUS**

NMSU Employment Services is offering a streamlined approach for assistance to employees in a layoff status who are interested in seeking out other NMSU job opportunities. Outlined below are the processes and requirements for assistance with possible courtesy interviews for exempt and non-bargaining unit eligible non-exempt NMSU positions.

**Process:**

1. You must apply for positions you are interested in prior to the close date of the posting and meet the minimum qualifications. NMSU Jobs webpage: <http://hr.nmsu.edu/jobs/>.
   1. In order to be considered for a courtesy interview, you must submit the requisition number and job title of the position(s) you have applied to via e-mail at [teamHRS@nmsu.edu](mailto:teamHRS@nmsu.edu).
2. Employment Services will determine if you meet the minimum qualification based on the information submitted in your resume and the minimum requirements listed on the job posting.
3. If you are determined to be qualified, and the position has not been offered, the hiring department will be sent an email requesting a courtesy interview for you.
4. Please ensure all your contact information on your application documents is current. If the hiring department decides to offer the courtesy interview and makes 3 unsuccessful attempts to reach you, they may proceed with their selection process without further consideration of your application.