

# Hiring Insights

## OVERVIEW

Abigail L. Denham, Director

NMSU HR Services

Employment & Comp Services

The logo for New Mexico State University, featuring the letters "NM" in a large, bold, serif font above the words "STATE" and "UNIVERSITY" in a smaller, sans-serif font. The logo is set within a white square that is centered within a larger, dark red square.

NM  
STATE  
UNIVERSITY

**BE BOLD.** Shape the Future.

# Topics

- What is a team partner?
- Toolkits
- Salary Tables and Comp Information
- Overview of Hiring Process for Regular Staff
  - Posting/Advertising
  - Interview
  - Starting Salary/Hourly Rate
- Questions



# What is a Team Partner?

- Employment & Comp Team serves as a team partner/consultant in advising, guiding, and processing actions related to employment and compensation actions. Ensures actions are processed timely and in compliance with all applicable policies and procedures.
- Includes but is not limited to:
  - Postings, advertisement review and approval (Staff)
  - Hiring proposals/hiring confirmation review and approval (Staff).
  - New Employee On-Boarding
  - Reclassification, New Position Creation, In-Range, Equity
  - Employee Job Changes (i.e. PAFs)
- Team Partner Provides:
  - Training and guidance to departments as appropriate in the day-to-day application of human resources programs, policies, and procedures.
  - Researches and analyzes HR related data, information, standard practices, laws and policies.

<https://hr.nmsu.edu/contacts/business-partners/>



**BE BOLD.** Shape the Future.

# Toolkits

<https://hr.nmsu.edu/toolkits/>

Faculty	Staff	Student	Other
Regular Faculty	Regular Staff	Graduate Assistant	Affiliated Appointments
Term Faculty	Term Staff	Student Employment	Employee Onboarding
Temporary Faculty	Temporary Staff		Recruitment Publications
			Post Job Completion
			Hiring Foreign Nationals
			I-9/E-Verify



**BE BOLD.** Shape the Future.

# Salary Tables & Comp Info

<https://hr.nmsu.edu/employment/salary/>

## Salary Tables & Comp Information

### Faculty and Staff Compensation Philosophy

NMSU is committed to providing a fair and competitive compensation program that will attract, retain, develop, and reward faculty and staff. Our goal is to provide a total compensation package (salaries and benefits) to attract and retain high caliber diverse employees. Factors that will be considered in determining compensation include market, credentials and merit. In addition, the compensation program will comply with all applicable laws and be clearly communicated.

### Salary/Base Pay Charts and Position Classification Lookup

- Faculty (Regular) Market Data by College
- Faculty (Temp part-time) Salary Ranges
- Staff (Exempt & Nonexempt) Salary Table
- Police Officers Salary Table
- Graduate Assistants Salary Table
- Students (Regular) Salary Table

[Position Classification Lookup](#)



**BE BOLD.** Shape the Future.

# Overview of Hiring Process for Regular Staff



**BE BOLD.** Shape the Future.

# Regular Hires

- Regular Staff – Tips for Success
  - <https://hr.nmsu.edu/toolkits/reg-staff/>
- Utilize the Departmental Recruitment/Hiring Checklist
- Most up to date offer letters are located on the HR Forms page - <http://hr.nmsu.edu/forms/>



# Posting and Advertising

- All positions must be posted in the applicant tracking system.
- The minimum posting requirement is 14 days.
- Posting announcement should be customized with job specific duties and responsibilities. All external advertising must include:
  - Department name, position title, requisition number, link to full posting and Equal Opportunity and Affirmative Action Statement.
- Recruitment Publication Resources
  - <https://hr.nmsu.edu/toolkits/publications/>





# Reviewing Applicants

- Departments will receive all applications for non-exempt & exempt positions through PeopleAdmin.
- Departments must screen all applications received for the posting.
- HRS recommends use of the Applicant Qualification Calculator, Manager's Guide to Applicant Qualifications and the sample criteria tool.



# Qualifying Applicants

## Manager's Guide to Qualifying Applicants

### Qualifying an applicant:

1. Evaluate the applicant's qualifications in relation to the posted minimum qualifications, preferred education and experience.
2. Evaluate dates of employment using Month and Year information.
3. When dates of employment overlap, only give one (1) year credit per overlapping year.
4. When the candidate holds more than one degree at the same level, use the degree date of the degree that is directly related to the minimum educational requirement. No additional credit is given per additional degree at the same level
5. If the following conditions are met, a degree may be substituted for years of experience if the degree is in a discipline that is closely related to the field of work and the degree is in a discipline that, while not directly related, enhances the employee's ability to perform their work.
  - a) An Associate's degree may substitute for two (2) years of experience if the minimum education requirement is a High School diploma or GED certificate.
  - b) A Bachelor's degree may substitute for four (4) years of experience if the position requirements are for a High School diploma or GED certificate.
  - c) A Master's degree may substitute for two (2) years of experience if the minimum education requirement is a Bachelor's degree in a related field.
  - d) A Doctorate degree may substitute for and two (2) years of experience if the minimum education requirement is a Bachelor's degree or Master's degree in a related field.







# Interview

- The minimum interview requirements:
  - **Non-Exempt** – Interview one for every three qualified applicants or at least four, if there are twelve or more qualified applicants.
  - **Exempt** – Interview a minimum of two qualified applicants.



# Interview

## Preparing Interview Questions

- Advanced preparation of interview questions provides a uniform basis for evaluating candidates.
- Prepare open-ended questions that will assist in evaluating the knowledge, skills and abilities required for a new employee to be successful on the job.

## Determining the Interview Process

- Hiring departments may conduct interviews after deadline date of the position.
- Telephone/Zoom/Skype interviews and/or face-to-face interviews provide viable information about the applicant's knowledge, skills and abilities to perform the essential functions of the job.
  - As a standard practice, interviews should be conducted in a consistent setting.
- The interview will provide valuable information to the applicant about the department, university/community college and the local area. In structured interviews, the same questions are asked of each candidate.



# Interview

- **Preparation and Opening the Interview**

- Invite the candidate to enter and make appropriate introductions
- Structure the interview
- The interview:
  - Opening remarks.
  - Tell them about how many questions they will have within how much time.

- **Interview questions**

- Open ended questions: with who, what, why, when, tell me, and how.

- **Candidate questions (10-15 mins)**

Thank the candidate and inform them how/when they will be notified of next steps in the process.



# Starting Salary or Hourly Rate



**BE BOLD.** Shape the Future.



# Starting Salary - Exempt

Starting salary are established in accordance with the **Exempt Comp Guidelines**. In establishing hiring rates, colleges/divisions shall give consideration to:

- Budget constraints: Has the department budgeted for the proposed salary?
- Competitive recruiting conditions for this field, specialty, skill, etc.: Were there fewer than three qualified applicants?
- External market factors influencing the rate of pay and the University's immediate hiring needs: Are there unusual market conditions?
- Experience and qualifications: Does the selected candidate bring special skills to the position?

Equity - Consider where the proposed salary falls in the range and its relationship to the salaries of other similarly qualified and/or experienced employees in the position classification and department (internal equity): What is the salary relationship between this position and the position to which it reports?



# Starting Salary - Exempt

**First Quartile:** Usually intended for individuals who are new to the pay level or new to the university, are in a learning situation, and/or do not have substantial directly related experience at the classification level. As a standard, candidates with no or minimal experience should come in at entry of the range.

**Second Quartile:** The hiring department should consider factors such as education and experience beyond the minimum requirements demonstrating a level of proficiency for the position, directly related unique skills and competencies, strength of the relevant job market pool, and internal equity.

**Mid-Point of the Range:** Factors that will be considered are:

- The extent to which the candidate's directly related qualifications, at an equivalent level, exceed the minimum requirements for the position;
- Whether the candidate has achieved recognition of expertise in the field as a result of a combination of education, specialized training, and/or work experience in areas related to the specialty.
- Other unique qualifications and skills.
- Market conditions



# Starting Hourly Rate – Non-Exempt

Current internal regular employees selected for other NMSU positions in a recruitment process will follow the non-exempt policy, which can be found in the AFSCME Agreement for bargaining unit eligible employees and ARP 7.01 – Staff Compensation for non-bargaining unit eligible employees.

- In general, the new base salary for employees going to a higher level will be:
  - 5 percent above the entry level pay grade for the new higher level position; or (2) the following applicable percentage increase in the pay grade from the prior position:
    - 5 percent if new position is one pay grade higher;
    - 8 percent if the new position is two or three pay grades higher;
    - 15 percent if the new position is four or more pay grades higher.



# Questions?



**BE BOLD.** Shape the Future.

# Contact Information

NMSU HR Services

Employment & Compensation Services

[hr.nmsu.edu](http://hr.nmsu.edu)

575-646-8000

[teamhrs@nmsu.edu](mailto:teamhrs@nmsu.edu)



**BE BOLD.** Shape the Future.