

Certification of Non-Competitive Hire

Initiator Name & contact: _____

Position Title: _____

Name of hire: _____

UNM ID#: _____

Email: _____

Phone: _____

UAP POLICY [3210](#): RECRUITMENT AND HIRING**5. Alternative Appointments (non-competitive Hires)**

The University recruits and hires through competitive processes. However, from time to time there may be circumstances when an alternative appointment is necessary to fill a position. These circumstances are described below. Whenever an alternative appointment is used to fill a staff position, the hiring official must certify that the conditions of the appointment meet the criteria as defined in this Policy. Requests to appoint staff under this Policy must be documented and approved by HR.

Whenever an alternative appointment procedure is used to fill a position, the Hiring Official must demonstrate that the proposed hire meets the minimum requirements of the position as described in the Position Summary.

I have read UAP 3210 and I certify the following reason for Non-Competitive Hire and will provide documentation and justification memo for this hire:

- Professional Service Appointment – not to exceed 12 months
- Short Duration – Less than 3 months
- Change in Employee Status
- Lateral Transfer
- Named in Contract or Grant Award
- Acting and Interim Appointments
- Recall from Layoff
- Competitively chosen by Outside Entity
- Sole Source
- Specialty Service Provider
- Spouse or Domestic Partner Hiring
- Underrepresented and Established Placement Goals
- Employment of Intercollegiate Coaches

Signature_____
Date: