

NEW EMPLOYEE/AFFILIATE DOCUMENTS

VOLUNTEERS:

- Assumption of Risk and Consent form
- Affiliate Demographic form
- Department Employee Demographic form (EDF)
- Volunteer Information Form

REQUEST TO HIRE FORMS/DOCUMENTATION:

- Department Hire Initiation form
- Job description/Position Summary form with list of duties
- Justification to Hire: why position is necessary
- Approved Budget
- Certification of Non-competitive hire (If using “Named in Grant” reason code, we will need a copy of grant/budget sheet)
- [Advertisement Resources \(if requesting advertisement\)](#)

NEW EMPLOYEE HIRE DOCUMENTS & INFORMATION:

- [Education documents \(transcripts, certifications, license, etc.\):](#) Proof of Education must be submitted directly to department hiring manager (Trish Aragon-Mascarenas) HS Diploma or Official College Transcripts (depending on min requirement of job class)
- [Criminal Conviction Certification \(CCC\) form](#) submitted directly to department hiring manager (Trish Aragon-Mascarenas)
- Psychology Department- Employee Demographic Form (EDF)
- **APPLICANTS:** must check email frequently throughout the hire process-they will receive important information from the department and HR/UNM Jobs:
 - Non-Competitive hires will receive a link to formally apply for the position
 - Submit hire Documents to hiring manager or additional hire documentation as requested
 - Sign Offer Letter: through UNM Jobs, the link will be sent by UNM Jobs
 - Instructions for onboarding tasks will be sent via email (new hire paperwork)
 - Required Orientation(s) information: New Employee & Department Orientation