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)

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