



**WESTERN**  
NEW MEXICO UNIVERSITY

<b>POLICY NAME</b>	Recruitment & Hiring Policy	<b>POLICY NO.</b>	BA438
<b>APPROVING BODY</b>	President/Cabinet	<b>VERSION NO.</b>	02
<b>RESPONSIBLE DEPARTMENT</b>	Business Affairs - Human Resources		
<b>EFFECTIVE DATE</b>	15-DEC-2014	<b>REVIEW/REVISION DATE</b>	12-SEP-2024

**PURPOSE:**

To establish a process standardized recruitment and hiring process that complies with all applicable State and Federal laws.

**POLICY:**

Human Resources is responsible for maintaining a recruitment system and process to recruit and hire the most qualified candidates for WNMU positions. This process must be established and maintained for all positions. The procedures and process must be available for review.

All documentation and forms can be found on the Business Affairs Canvas course.