



WESTERN
NEW MEXICO UNIVERSITY

POLICY NAME	Recruitment & Hiring Policy	POLICY NO.	BA438
APPROVING BODY	President/Cabinet	VERSION NO.	04
RESPONSIBLE DEPARTMENT	Business Affairs – Human Resources		
EFFECTIVE DATE	15-DEC-2014	REVIEW/REVISION DATE	01-JUN-2026

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.~~

PURPOSE:

The purpose of this Policy is to ensure that Western New Mexico University (WNMU) will attract and retain the most highly qualified workforce available. It is our intention to ensure employment opportunities at the university are communicated to the largest practicable number of persons to ensure compliance with the law, attraction of new employees, and recognition and development of our current employees.

POLICY:

All recruitment and employment activities for WNMU are conducted in accordance with applicable state and federal laws, regulations, and the WNMU Board of Regents and university policies concerning equal employment opportunity and lawful affirmative action program requirements.

This policy establishes expectations for all individuals involved in recruitment and hiring activities when an employment opportunity exists. WNMU is committed to hiring the most qualified candidate for the position based on job-related skills, knowledge, and experience, in accordance with equal employment opportunity principles.

RELATIONSHIP TO THE EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

In accordance to law, the university provides equal employment opportunity to all, without regard to race, color, religion, sex (including pregnancy), national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. The university also takes certain affirmative actions to ensure that our policies and practices for hiring qualified veterans and individuals with disabilities are, in fact, nondiscriminatory and comply with federal regulations.

APPLICATION MANAGEMENT SYSTEM

To apply for employment at WNMU, all prospective candidates must use the university's online application management system. This system manages the complete recruitment and hiring lifecycle, from initial application to final selection. An account within the application management system is required to submit an application successfully.

RECRUITMENT

INTERNAL RECRUITMENT

WNMU supports internal recruitment as a means of promoting employee development, recognizing institutional knowledge, and supporting career advancement opportunities for current employees.

From time to time, positions may be designated as **internal-only recruitments**. These opportunities are open exclusively to eligible WNMU employees and will follow established posting and hiring procedures.

Employees selected through internal recruitment processes must meet the minimum qualifications of the position and will be evaluated based on job-related skills, knowledge, and experience.

All internal recruitment activities must be coordinated with Human Resources and conducted in accordance with applicable policies and equal employment opportunity requirements.

INTERNAL/EXTERNAL POSTINGS

- All staff positions (internal or external) shall be posted for a minimum of six (6) business days. Positions remaining open beyond three (3) months will be reviewed by Human Resources in consultation with the hiring manager to determine whether to extend, update, or close the posting.
- Faculty postings will follow the hiring/recruitment processes that are currently in place; for Faculty postings open longer than six (6) months, the HR Specialist will consult with the Dean/Associate Dean/Department Chair and VPAA to determine whether to extend, update, or close the posting.

SPECIAL EVENTS/SPECIAL PROGRAMS POSTINGS

- From time to time, the university may require additional personnel to provide temporary services for hosted events or special programs. Each event or program will require a separate posting to recruit the necessary personnel.

Human Resources will process these requests through the temporary hiring process, ensuring that postings clearly identify the short-term nature of the duties and the specific event(s) or program(s) supported. Appointments under this category are limited in duration, are not benefits-eligible (with the exception of ERB, if applicable), and will conclude at the end of the event or project.

EXCEPTIONS TO STANDARD RECRUITMENT PROCESSES

NONCOMPETITIVE SELECTION

The regular practice for WNMU is to adhere to a competitive recruitment procedure. There may be exceptional circumstances in which a noncompetitive hiring or selection process is appropriate and justifiable. The Noncompetitive Selection Policy provides guidance for proceeding without a competitive search. All noncompetitive selections must be justified, documented, and approved in accordance with institutional procedures and policy.

For full details see [BA455_Noncompetitive Selection Policy \(link\)](#)

ATHLETICS – HIRING OF COACHES

In recognition of the unique and time-sensitive nature of recruiting for Athletics leadership positions, WNMU allows an alternative recruitment process upon approval of the President.

When there is an urgency to secure a highly qualified candidate, the hiring official may utilize an alternative process, including proceeding without a public posting.

All exceptions must be documented and coordinated with Human Resources prior to hire. All hiring decisions must remain consistent with applicable laws and the University's commitment to equitable and fair hiring practices.

DUAL-CAREER (SPOUSAL/PARTNER) EMPLOYMENT CONSIDERATIONS

WNMU recognizes that dual-career considerations may arise during recruitment. When appropriate, the University may assist in identifying potential employment opportunities for a spouse or partner.

All candidates must meet minimum qualifications and participate in the applicable hiring process. Assistance does not guarantee employment, and all hiring decisions remain subject to institutional need, position availability, and standard review and approval processes.

EXECUTIVE EXCEPTION AUTHORITY

In rare and exceptional circumstances, a position, including executive-level roles and some outside of executive-level roles may be filled on a noncompetitive basis with approval from the President and, where applicable, the Board of Regents. Such actions must be supported by documented justification demonstrating a compelling institutional need and must be reviewed in consultation with Human Resources.

Appointments approved under this provision following an interim assignment may be designated as permanent appointments upon approval by the President and, where applicable, the Board of Regents. Documentation supporting exceptional performance in the interim role is required. Once approved, the appointment will no longer be considered interim or limited-term, the position will be considered filled, and no further review under the Noncompetitive Selection Policy will be required.

COMPLIANCE

Human Resources and hiring departments will work together to develop recruitment and selection strategies for job positions based on the anticipated job responsibilities, minimum and preferred qualifications, and other appropriate considerations arising under applicable law and policy.

Human Resources is also responsible for ensuring that position announcements comply with established policies and for announcing openings to appropriate community and governmental agencies. Hiring managers are responsible for the selection of qualified candidates.

All process documentation and forms are available on the **Business Affairs Canvas/Human Resources** course.

DOCUMENT CONTROL REGISTER*
For Internal Use Only – Master Document

DOCUMENT TITLE:	DOCUMENT NO.	EFFECTIVE DATE:
Recruitment & Hiring Policy	BA438	15-DEC-2014
DOCUMENT LOCATION: (Where is this document referenced or located; include links to SharePoint or any other locations that are accessible)		

REVIEW HISTORY
(Complete log for review only)

REVIEWED	REVIEW DATE:	REVIEWED BY:
Annual Review	12-SEP-2024	Bobbi Dodson

REVISION HISTORY
(For audit purposes and control tracking)

REASON FOR REVISION: **	REVISED SECTION, PAGE#, and PARAGRAPH:	VERSION #:	REVISION DATE:	APPROVED BY:
<ul style="list-style-type: none"> Added the location of where forms and process documents can be found. 	Page 1	02	01-JUN-2026	
<ul style="list-style-type: none"> Updates to language to include updated EEO statements, recruiting processes, and adds links to the new noncompetitive policy/waiver of recruitment form; compliance to cover HR/Hiring Departments responsibilities; added PeopleAdmin reference for applicant tracking. 	Page 1 & 2	03	01-JUN-2026	VPBA/Cabinet/President