

NEW MEXICO SCHOOL FOR THE BLIND & VISUALLY IMPAIRED	SUBJECT: NO.205 RECRUITMENT and HIRING POLICY
Effective Date: 10/30/92	Revised: 12/03/99; 6/22/12
Distribution: All Staff	Kind: Board Policy

GENERAL POLICY

The Board of Regents is committed to recruiting and retaining qualified personnel to develop and implement instructional programs and to perform support services necessary to the achievement of the NMSBVI mission, and to support Equal Opportunity employment practices.

1. External Recruitment

When job vacancies occur and/or when new positions are created, the Human Resources Office will publish recruitment announcements in appropriate newspapers and other media which can reasonably be expected to reach target candidates for the vacant position. Announcements published outside NMSBVI will remain open for two weeks from date of first publication, or until filled.

For positions requiring specialized training, certification or other expertise, recruitment announcements will be sent to appropriate newspapers and other media as well as to appropriate placement offices of colleges, universities, and/or other institutions or agencies likely to reach target candidates.

2. Internal Recruitment

NMSBVI provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all vacancies are posted on employee bulletin boards and staff are notified, via email, of all openings. Positions remain open for two weeks or until filled. Each vacancy notice will include the dates of the posting period, job title, department, location, grade level, job summary, essential duties, and qualifications (required skills and abilities). Applications/letters of current employees who are interested in a posted vacancy must be received by the Human Resources Office within the 10-day posting period.

Substitute employees may be promoted into full-time or part-time positions with no minimum time in their current position. Eligible employees can apply only for those posted vacancies for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit a letter of interest to the Human Resources Office via their immediate supervisor and department director listing job-related skills and accomplishments. The letter should also describe how their current experience with NMSBVI and prior work experience and/or education qualifies them for the position.

An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

3. Hiring

Upon completion of the interview process which includes verification of previous employment and reference checks, the department director will make a recommendation for hire to the superintendent. All materials including the application, interview notes, reference checks and previous employment verification will be submitted to the superintendent along with a written recommendation to hire the candidate who is selected to fill the position.

4. Equal Employment Opportunities

Persons with disabilities will be encouraged to apply for positions with NMSBVI. Persons of underrepresented ethnic origin and all other diverse populations will also be encouraged to apply for employment with NMSBVI.

5. Emergency Hires

Emergency Hires are positions that are suddenly vacated that cannot be filled by a substitute. Such hiring would be considered only when failure to quickly fill the position would be detrimental to the operation of the school or the safety of the students.

6. Nepotism Policy

Refer to Policy No. 230.