 <p>CD-037300</p>	<h1 style="text-align: center;">NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p style="text-align: center;"><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i> Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
	ISSUE DATE: 04/14/90	REVIEWED: 10/31/17
	EFFECTIVE DATE: 04/14/90	REVISED: 08/13/15
TITLE: Appointments		

AUTHORITY:

NMSA 1978, Sections 10-1-3, 10-9-13, 28-2-5, 31-13-1 (E), 33-1-6, 33-1-11, as amended.

REFERENCES:

- A. ACA Standards 2-CO-1C-06, 2-CO-1C-07, 2-CO-1C-08, 2-CO-1C-09, 2-CO-1C-09-1, 2-CO-1C-10, 2-CO-1C-13, 2-CO-1C-15, 2-CO-1C-16, 2-CO-1C-18, 2-CO-1C-19, *Standards for the Administration of Correctional Agencies*, 2nd Edition.
- B. ACA Standards 4-4053, 4-4055, 4-4057, 4-4058, 4-4059, 4-4060, 4-4061, *Standards for Adult Correctional Institutional Institutions*, 4th Edition.
- C. ACA Standards 4-APPFS-3A-02, 4-APPFS-3E-05, 4-APPFS-3E-08 thru 4-APPFS-3E-10 *Standards for Adult Probation and Parole Field Services*, 4th Edition.
- D. ACA Standards 2-CI-6C-1 and 2-CI-6D-3, *Standards for Correctional Industries*, 2nd Edition.
- E. ACA Standards 1-CTA-1C-03, 1-CTA-1C-03-1, 1-CTA-1C-04, 1-CTA-1C-05 and 1-CTA-1C-06 *Standards for Correctional Training Academies*, 1993.
- F. New Mexico State Personnel Board Rule 1.7.1.7G NMAC & 1.7.1.7.S NMAC.
- G. Policy *CD-037400* and *CD-037500*.

PURPOSE:

To establish guidelines for selection to positions within the Corrections Department, including positions established under the Returning Citizen Program. (CD-113300)

APPLICABILITY:

All applicants for classified and exempt positions within the Corrections Department and personnel involved in the selection process.

FORMS:

- A. **Justification for Selection** form (*CD-037301.1*)
- B. **Review of Upper Management** form (*CD-037301.2*)

ATTACHMENTS:

- A. **Applicant Information Sheet** Attachment (*CD-037301.A*)
- B. **Acknowledgment as to a Condition of Employment** Attachment (*CD-037301.B*)
- C. **Interview Guide Basic Information** Attachment (*CD-037301.C*)

- D. **Interview Guide Background Release** Attachment (*CD-037301.D*)
- E. **Interview Guide Responses** Attachment (*CD-037301.E*)
- F. **Authorization for Examination and Release of Information (Exempt Positions)** Attachment (*CD-037301.F*)
- G. **Release and Waiver (Classified Positions)** Attachment (*CD-037301.G*)
- H. **Non Discrimination Clause** Attachment (*CD-037301.H*)

DEFINITIONS:

- A. Appointing Authority: The individual(s) who has/have final decision on a selection.
- B. Custody Position: All positions with a working title of Correctional Officer Cadet, Correctional Officer 1, Sergeant, Lieutenant, Captain, Major.
- C. Employment Lists: The list of names, certified by the State Personnel Director, from which a candidate may be selected for appointment.
- D. Exempt Service: All positions in the executive branch in state government exempt from the classified service by law.
- E. Ex-Offender: An individual who has been convicted of a felony or has passed the entire period of sentence within an institution or has completed the period of sentence while on parole or probation or an individual who has received a pardon.
- F. Joint Terrorism Task Force (JTTF): is a partnership between various American law enforcement agencies that is charged with taking action against terrorism.
- G. Non-Custody Classified Position: A job, other than custody, which requires a regularly assigned combination of duties that is covered by the Personnel Act.
- H. Relative: Spouse, parents, stepparents, children, stepchildren, brothers, sisters, grandparents, grandchildren, uncles, aunts, nephews, nieces, and great grandparents.
- I. Selection: The selection of an applicant for a classified position in the Corrections Department, as required by State Personnel Rules, legal guidelines and sound personnel practices.
- J. Upper Management: Manager Category Levels that are Administrative/Operations, General and Executive positions.

POLICY:

All vacancies within the Corrections Department shall be filled following the State Personnel Rules, legal guidelines, and sound personnel practices, including diversity issues.

- A. All new employees shall be initially appointed for a probationary term of one (1) year at which time permanent status shall be granted. [2-CO-1C-15] [4-4059]

- B. All personnel covered by merit systems, civil service regulations, or union contracts shall be selected, retained, and promoted on the basis of merit and specified qualifications. Equal employment opportunity exists for all positions and non-merit factors such as race, color, religion, age, sex, national origin, disability, or political affiliation will not be considered to be part of the selection process unless a bona fide occupational justification exists. New employees receive credit for their prior training. (Refer to the NMCD Equal Employment Opportunity Plan) **[2-CO-1C-13] [2-CO-1C-09-1] [4-4057] [4-APPFS-3E-05] [4-APPFS-3E-09] [2-CI-6D-3] [1-CTA-1C-04]**
- C. Selection shall be made from the SPO employment list, unless otherwise approved by the State Personnel Director, and shall be justified in writing.
- D. Documentation resulting from interviews shall be maintained by the appointing authority.
- E. Applicants seeking employment into custody positions shall be processed in accordance with procedures established by the Corrections Training Academy.
- F. Ex-offenders shall not be categorically excluded from employment within the Department, as long as such employment is within the parameters of applicable rules, statute and Department policy. **[4-4055] [2-CO-1C-10] [4-APPFS-3E-08]**
- G. An ex-offender, regardless of pardon, shall not be hired or employed as a Correctional Officer, Correctional Officer Specialists, Probation and Parole Officer, or to a position that may require the use or possession of a firearm, or to any position that supervises custody positions and/or inmates.
- H. Employment of relatives within the same organizational entity is discouraged. A relative of an employee may be appointed if the selection does not result in either individual supervising the other or where he or she can exercise significant influence over the other relative.
- I. Employment of a relative of any person involved in the selection process is prohibited.
- J. Selection of relatives of inmates, probationers or parolees which results in the relative being placed in a position where he or she can exercise significant influence concerning the inmate/probationer or parolee shall not be made.
- K. Salaries shall be determined in accordance with State Personnel Board Rules and the Corrections Department Salary Plan. (*CD-032600*)
- L. In accordance with state and federal statutes, a criminal record check shall be conducted on all new employees, contract personnel, interns, and volunteers prior to assuming their duties to identify whether there are criminal convictions that have a specific relationship to job performance or delivery of services. This record will include comprehensive identifier information to be collected and run against law enforcement indices. If suspect information on matters with potential terrorism connections is returned on a desirable applicant, it is


forwarded to the local Joint Terrorism Task Force (JTTF) or another similar agency. **[2-CO-1C-18] [4-4061] [4-APPFS-3A-02] [1-CTA-1C-06]**

- M. All positions, assignments and department personnel needs shall be assessed at least annually. Department heads, human resource staff and budget staff shall review, analyze and develop plans to address these needs. **[2-CO-1C-06]**
- N. All inter-departmental job postings shall outline the minimum experience, education, and educational substitutions for each position's qualification. **[2-CO-1C-07]**
- O. All inter-departmental positions shall have a written job description which includes job related qualifications and shall be reviewed annually to ensure that organizational objectives are being met. **[2-CO-1C-08] [2-CI-6C-1]**
- P. Personnel may be temporarily appointed to ensure the availability of personnel in emergency situations. **[2-CO-1C-16] [4-4060]**
- Q. All new appointments that have direct contact with inmates shall have received an appropriate physical examination prior to job assignment. All other employees shall have received a medical screening prior to job assignment. All employees shall receive re-examinations according to a defined need or schedule. **[2-CO-1C-19]**
- R. The Department allows for lateral entry as well as promotion from within the agency. **[4-4058] [4-APPFS-3E-10] [1-CTA-1C-05]**
- S. Equal employment opportunities exist for all positions. When deficiencies exist regarding the employment of minority groups and women, the institution shall document the implementation of an affirmative action program that is approved by the appropriate government agency and can document annual reviews and the changes needed to keep the program current. **[4-4053] [1-CTA-1C-03-1]**
- T. The Secretary is the only person who can make exceptions to this policy. Such exceptions shall be requested and approved in writing and maintained by the appointing authority.



David Jablonski, Secretary of Corrections
New Mexico Corrections Department

10/31/17
Date

 <p>CD-037300</p>	<h1 style="text-align: center;">NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p style="text-align: center;"><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i> Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
	ISSUE DATE: 04/14/90 EFFECTIVE DATE: 04/14/90	REVIEWED: 10/31/17 REVISED: 08/13/15
	TITLE: Appointments	

AUTHORITY:

Policy *CD-037300*

PROCEDURES: [2-CI-6D-3] [4-APPFS-3E-05]

A. Selection

1. The human resources office will, upon closing of each job posting, release a copy of the list to the appointing authority and ensure that proper procedures are followed in the selection of an individual.
2. The appointing authority shall conduct interviews in a fair and equitable manner in accordance with the procedures outlined below. Promotion of employees to positions shall be based on merit principles and specified qualifications. **[2-CO-1C-13] [4-4057] [4-APPFS-3E-09] [1-CTA-1C-04]**
3. Selection of employees to positions including supervisory duties and who are eligible for supervisory pay shall include notification to the applicant of the conditions of the supervisory pay allowance.
4. Selections into custody positions of Lieutenant, Captain or Major must be approved by the Adult Prisons Division Director.
5. All selections shall be justified in writing in accordance with NMAC 1.7.5.12(A). **Justification for Selection** form (*CD-037301.1*).
6. All Administrative/Operations, General and Executive Manager positions must be posted with a Condition of Employment advising the applicant that he or she must be willing to accept a change in geographic assignment. All positions posted with a Condition of Employment must include an **Acknowledgment as to a Condition of Employment Attachment** (*CD-037301.B*).
7. All upper management selections (Admin/Ops, General, and Executive Managers) shall be forwarded on the **Review of Upper Management** form (*CD-037301.2*) to the Central Office Human Resources Bureau for review and approval of the Secretary, designated Deputy Secretary, and Division Director, prior to offering the position.

8. All Exempt candidates must complete an **Authorization for Examination and Release of Information** Attachment (*CD-037301.G*) and submit it to the Governor's office, prior to appointment.
9. All positions, assignments and department personnel needs shall be assessed at least annually. Department heads, human resource staff and budget staff shall review, analyze and develop plans to address these needs. All positions in the Department shall have a written job description and minimum job qualifications (minimum experience, education, and educational substitutions for each positions qualification) that are reviewed at least annually to ensure that organizational objectives are being met. Each vacated and new position shall be reviewed prior to a hire. [2-CO-1C-06] [2-CO-1C-07] [2-CO-1C-08] [2-CI-6C-1]
10. The Department allows for lateral entry as well as promotion from within the agency. [4-4058] [4-APPFS-3E-10] [1-CTA-1C-05]

B. Employment Interviewing:

1. If there are six or fewer candidates to be interviewed, there will be no requirement for an interview panel with the approval of the hiring authority.
2. If there are seven or more candidates to be interviewed, the hiring authority will appoint a screening panel to interview applicants. The panel will consist of a Chairperson and at least two members. Two of the panel members shall be equal to or in a higher pay grade than the position being interviewed and shall be a diverse panel.
 - a. Upon completion of interviews, the interview panel chairperson will submit names of the three finalists to the hiring authority.
 - b. The hiring authority will review all documentation and may elect to interview the three finalists prior to making a final selection.
3. In the case of the Adult Prisons Division, the Director of Adult Prisons shall select all panel members for the positions of Staff Manager and above.
4. Panel members participating in the selection/interview process should adhere to the prearranged interview schedule and prepare prior to the interview.
5. Panel members participating in the selection/interview process shall sign the non-discrimination clause which shall be maintained in the interview file.
6. Questions asked during the interview must be job related.
7. All candidates should be asked the same basic questions. It is essential that interviewers take notes on responses to individual questions so that they may respond to inquiries of non-selection if the need arises. Responses shall be documented on the **Interview Guide Responses** Attachment (*CD-037301.E*).

8. The **Interview Guide Responses Attachment** (*CD-037301.E*) shall be used as a guide only. Total points scored on candidates shall not be all inclusive when determining a final selection or when determining the top three finalists. Other factors shall be taken into consideration when recommending a final candidate or top three candidates, i.e. reference checks, performance history, attendance, relative education and experience to the position applied for, etc.
9. The respective Human Resource office is responsible for maintaining all interview documentation for at least three (3) years after the interview is conducted. This includes copies of resumes, interview responses, justification for selection, and other material for both the successful candidate and unsuccessful candidates.
10. Questions about an applicant's personal life are inappropriate and should not be asked.
11. Questions may not be asked of women that would not be asked of men and vice versa.
12. No oral or written inquiry will be made of an applicant for employment with regard to date of birth, marital status, financial status, number of children, childcare arrangements, disabilities or pregnancy, nor will such information be used regarding an employment decision.
13. Individuals who are interviewed and not selected must be informed of their non-selection **IN WRITING** within 30 calendar days of the selection by the hiring authority. Copies of these notifications shall be maintained with the interview documentation as one complete file.
14. Interviewers must always prepare for the possibility of interviewing someone with a disability. Failure to properly prepare for this possibility may place the Department in a vulnerable position. (See *CD-030800*)
15. Interviewers shall have candidates read and sign the essential functions requirements of the position. A copy of the signed ADA job description shall be maintained in the successful candidate's medical file.

C. Background Checks: [2-CO-1C-18] [4-4061] [4-APPFS-3A-02] [1-CTA-1C-06]

1. Prior to making a hiring decision, HR staff shall request an NCIC and perform reference checks. It is important that HR staff review the information provided by the applicant and verify that the information provided by the applicant is correct. Questions should be limited to dates of employment, job duties, salary, attendance and job performance. Questions regarding an applicant's disability or use of sick leave are prohibited.
2. When a hiring authority is considering a State employee from another state agency, he or she shall review employment information from the other state agency. All requests for this type of information should be made through the Human Resources Bureau. The

selection of a state employee without a review of their employment information will not be authorized.

3. A thorough background check of employees being appointed into an Exempt position shall be conducted by obtaining a signed and notarized **Authorization For Examination and Release of Information (Exempt Positions)** Attachment (*CD-037301.F*) which will include, but is not limited to, previous employment verifications, personal and professional references, criminal record checks, driver's license check, etc.
4. A thorough background check of employees being considered for a classified position shall be conducted by obtaining a signed **Release and Waiver (Classified Positions)** Attachment (*CD-037301.G*) which will include but is not limited to: previous employment, verifications, criminal records check, etc.
5. All new employees shall be fingerprinted within thirty (30) days of employment.

D. Appointment Status

1. Probationary appointment is the employment of an applicant into a position designated as permanent. A probationary period of twelve months is required. The career status of a probationer begins the day following the end of the probationary period. The suspension, demotion or dismissal of an employee in career status is appealable to the State Personnel Board. **[2-CO-1C-15] [4-4059]**
2. Term appointment is the employment of an applicant in a position for a designated length of time. Employees in term status who complete the probationary period satisfactorily have all the privileges of employees, except the right to appeal the expiration of appointments. Term appointments may be expired with at least fourteen (14) calendar days written notice.
3. Temporary appointment is the employment of an applicant for a period less than one year. Temporary appointments may be expired with at least 24 hours written notice. **[2-CO-1C-16] [4-4060]**
4. Emergency appointment is the employment of an apparently qualified applicant when an emergency condition exists and the appropriate register contain no available applicants. An individual may not hold an emergency appointment longer than 90 days. Emergency appointments may be expired with at least 24 hours written notice to the incumbent.

E. Ex-Offenders: [4-4055] [2-CO-1C-10] [4-APPFS-3E-08]

1. Interviewers for positions other than custody positions will:
 - a) Inform self-identified ex-offenders that prior to any employment offer, documentation must be submitted describing the nature of the felony for which he or she was convicted and certifying that any parole or probation period has been satisfactorily completed.

- b) Question the candidate to determine his or her attitudes toward law enforcement, rehabilitation and related areas.
 - c) Carefully consider the relationship between the nature of the felony committed and potential job duties.
2. In the event that a qualified ex-offender is not hired for a position for which he or she has applied and the reason is related to a prior conviction, the applicant shall be given a written statement explaining the reasons for the rejection.
 3. The resume and interview notes relating to ex-offenders who have been selected for proposed hire will be submitted to the Secretary for review and approval.
 4. Final approval of the candidate's selection must be given in writing by the Secretary.

F. Employment of Relatives:

1. Applicants shall complete the **Applicant Information Sheet** Attachment (*CD-037301.A*) prior to an interview to determine if the applicant is related to any Department employee(s) or inmates, probationers or parolees.
2. If an interviewer finds that he or she is related to a candidate for employment, the interviewer should remove him or her from the selection panel.
3. The human resources administrator will process the necessary paperwork to effect the selection.
4. Incumbents who become relatives of other employees or of inmates must complete a new **Applicant Information Sheet** Attachment (*CD-037301.A*) within ten working days of becoming related and submit the completed form to the Division or Institution Human Resources Bureau. That office will place a copy in the employee's file and send the original to the Central Office Human Resources Bureau, where it will be submitted to the Secretary. Current work assignments will then be re-evaluated by the Secretary.
5. Failure to submit Attachment (*CD-037301.A*) as directed above may result in disciplinary action.

G. Applicant Appeal Process:

Applicants who wish to challenge a particular interview process may file a grievance in accordance with the Department's Policy *CD-032000 (Employee Grievance Procedures)*.



David Jablonski, Secretary of Corrections
New Mexico Corrections Department

10/31/17
Date

NEW MEXICO CORRECTIONS DEPARTMENT

Personnel Action Checklist Justification for Selection

TO:

THROUGH:

FROM:

DATE:

(Please attaché additional sheets if necessary.)

I. BASIC INFORMATION: NM Corrections Department			Division Name:	Effective Date:
Prospective Employee:		Empl ID :	TOG & Role/Manager Category:	Position #:
Proposed Hrlly Salary: \$	Pay Band:	Proposed Compa-Ratio:	Please ✓ one: <input type="checkbox"/> New Hire <input type="checkbox"/> Promotion <input type="checkbox"/> Transfer Lateral <input type="checkbox"/> Transfer (External) <input type="checkbox"/> Other	Proposed Proficiency Zone: <input type="checkbox"/> Associate <input type="checkbox"/> Independen <input type="checkbox"/> t Principal

II. BACKGROUND: Please describe the education/experience as it relates to the established Job Related Qualification Standards.

Degree(s) (# of College Hours):	# Years JRQS Experience:	# Years Related, but non-JRQS Experience:
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Details of Candidate's experience:

III. RATIONALE FOR SELECTION: How was the selection determined? How does the candidate's background support the selection decision (How does the applicant rate/compare to other applicants in the selection process and current staff?)

IV. OTHER INFORMATION SUPPORTING THE SELECTION DECISION: What other factors have contributed to this decision?

V. SELECTING OFFICIAL:

Name:	Title:	Date:
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Signature:

- Yes or No Is a copy of the JRQS/Job Order Form (Announcement) attached?
 Yes or No Is a copy of the applicant's resume attached?
 Yes or No Is a copy of the applicant's signed ADA Job Description attached?
 Yes or No Has the individual been sent for a drug test? (safety sensitive position)
 Yes or No Has an NCIC been conducted?
 Yes or No Is the individual currently a state employee? If Yes, Where: _____

ATTACH THIS FORM TO THE CODED LIST OF ELIGIBLES AND RETURN TO HR

NEW MEXICO CORRECTIONS DEPARTMENT

Review of Upper Management Appointments/Promotions

Before final decisions related to filling upper management vacancies (Admin/Ops, General, and Executive Managers) are made, this form must be completed and sent to Central Office for review and approval.

I. BASIC INFORMATION:		Division Name:		Effective Date:
Prospective Employee:	SSN:	TOG & Role/Manager Category:	TOOL #: Perm #:	
Proposed Ingrade Hrly Sal:	Band:	Proposed Compa-Ratio:	Proposed Proficiency Zone: <input type="checkbox"/> Associate <input type="checkbox"/> Independent <input type="checkbox"/> Principal	
1. Provide a brief description of position responsibilities:				
2. Provide a brief description of position qualifications/requirements:				
3. Describe the candidate's work history and qualifications:				
4. Previous Corrections Experience		<input type="checkbox"/> Yes <input type="checkbox"/> No		In: <input type="checkbox"/> New Mexico <input type="checkbox"/> Elsewhere
5. How many applicants were there for this position:		<input style="width: 50px; height: 20px;" type="text"/>		
6. Is this a new Position?		<input type="checkbox"/> YES <input type="checkbox"/> NO		
7. Was this position posted?		<input type="checkbox"/> YES <input type="checkbox"/> NO		
8. How was this position posted?		<input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> Both <input type="checkbox"/> Other (explain)		
9. Of the following, how many were used in the selection process (Check all that apply)				
<input type="checkbox"/> Personal Interview <input type="checkbox"/> Written Test <input type="checkbox"/> Oral Board <input type="checkbox"/> Telephone Interview <input type="checkbox"/> Others:				
<i>ATTACH COPY OF RESUME AND WRITTEN EXPLANATION TO JUSTIFY SELECTION</i>				
<i>Facility Acknowledgement:</i> I certify the above candidate was selected after following all facility and Department policies related to hiring, retention and promotion. All EEO requirements have been met. The above candidate meets all qualifications/requirements for the position.				
<i>Requestor's Signature:</i>				
<i>Department Review:</i> I have reviewed the information related to this personnel issue and <input type="checkbox"/> authorize (or) <input type="checkbox"/> do NOT authorize selection of this candidate. (Requires at least one of the signatures below)				
<i>Division Director:</i>				
<i>Deputy Secretary, Operations:</i>				
<i>Deputy Secretary, Administration:</i>				
<i>Secretary of Corrections:</i>				

**NEW MEXICO CORRECTIONS DEPARTMENT
APPLICANT INFORMATION SHEET**

Following are policies of the Corrections Department relative to applicants for employment:

1. Any relative of an employee of the Department may be employed in a position for which he or she qualifies, if the selection does not result in either the candidate or his/her relative becoming the supervisor of the other.
2. Any relative of a current Corrections client may be employed in any position for which he or she qualified, provided that the selection does not result in the candidate's becoming responsible for the direct supervision of the relative.
3. The Corrections Department encourages employment (except as Correctional Officers) of ex-offenders who are no longer under the authority of any correctional jurisdiction provided that there is no conflict between the nature of any felony committed and potential job duties.

These policies require that the Department be furnished with the following information as a part of the application process.

NAME: _____ POSITION APPLIED FOR: _____

Name, relationship, position title and work site of any relative (spouse, parent, step-parent, children, step-children, brothers, sisters, grandparents, grandchildren, uncles, aunts, nephews, nieces, and great grandparents) currently employed by the Corrections Department. (Indicate "NONE", if appropriate.)

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>JOB TITLE</u>	<u>LOCATION</u>
_____	_____	_____	_____
_____	_____	_____	_____

Name, relationship, status (inmate, parolee or probationer) and location of any relative who is currently a Corrections client. (Indicate "NONE", if appropriate.)

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>JOB TITLE</u>	<u>LOCATION</u>
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever been convicted of a felony? Yes No

If "YES", Nature of Felony: _____ Date of Conviction: _____ Sentence
Imposed: _____ Date Released From Custody, Parole or Probation:

Signature: _____ Date: _____

NEW MEXICO CORRECTIONS DEPARTMENT

**ACKNOWLEDGEMENT AND AGREEMENT
AS TO A CONDITION OF EMPLOYMENT**

I, _____ understand and agree that by accepting the position of

_____ It is a condition of my employment that I will, at the discretion
of the Corrections Department, work at any location designated by the Department and will
relocate my residence to the city or town nearest to that location that the Department has
designated as my primary duty station.

I understand that my initial primary duty assignment will be at _____,
but that the Department may change my primary duty station at any time in the future.

I agree: ()

I disagree ()

Printed Name

Printed Name

Signature

Signature

Date

Date

NEW MEXICO CORRECTIONS DEPARTMENT

INTERVIEW GUIDE

<p>Structured Interview: Supervisor should complete basic information prior to each structured interview. All applicants must be asked the same questions and the supervisor must ensure that the questions relate to the “essential functions” of the position. Keep completed interview guide and application for each applicant for one year for the date of hire.</p>																	
BASIC INFORMATION																	
Applicant's Name		<i>Date/Time of Interview</i>															
Position Classification	Position Status	FLSA Status	Work Hours														
Salary Range		Travel Required															
Minimum \$ _____ Maximum \$ _____		<input type="checkbox"/> YES <input type="checkbox"/> NO % of Time: _____															
MANDATORY QUESTIONS																	
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; padding: 5px;">1. Have you been allowed to review the “essential duties” of this job?</td> <td style="width: 40%; padding: 5px;">1. Yes <input type="checkbox"/> No <input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">2. Can you perform the “essential duties” of this job? If no, please explain _____</td> <td style="padding: 5px;">2. Yes <input type="checkbox"/> No <input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">3. Will you be able to meet the work hours of the position as listed above? If no, please explain _____</td> <td style="padding: 5px;">3. Yes <input type="checkbox"/> No <input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">4. Do you have any relatives who work for the Corrections Department? If yes, Name _____ Relationship _____</td> <td style="padding: 5px;">4. Yes <input type="checkbox"/> No <input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">5. Have you been terminated from employment by the Corrections Department? If yes, when and explain _____</td> <td style="padding: 5px;">5. Yes <input type="checkbox"/> No <input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">6. If the above job requires driving a motor vehicle, do you have a valid NM Drivers License? If no, please explain _____</td> <td style="padding: 5px;">6. Yes <input type="checkbox"/> No <input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">7. Do you currently have a business or financial interest that may conflict with our work at the Corrections Department (e.g., Do you have a financial interest in the company that tracks to the Corrections Department)? If yes, list business or financial interest _____</td> <td style="padding: 5px;">7. Yes <input type="checkbox"/> No <input type="checkbox"/></td> </tr> </table>				1. Have you been allowed to review the “essential duties” of this job?	1. Yes <input type="checkbox"/> No <input type="checkbox"/>	2. Can you perform the “essential duties” of this job? If no, please explain _____	2. Yes <input type="checkbox"/> No <input type="checkbox"/>	3. Will you be able to meet the work hours of the position as listed above? If no, please explain _____	3. Yes <input type="checkbox"/> No <input type="checkbox"/>	4. Do you have any relatives who work for the Corrections Department? If yes, Name _____ Relationship _____	4. Yes <input type="checkbox"/> No <input type="checkbox"/>	5. Have you been terminated from employment by the Corrections Department? If yes, when and explain _____	5. Yes <input type="checkbox"/> No <input type="checkbox"/>	6. If the above job requires driving a motor vehicle, do you have a valid NM Drivers License? If no, please explain _____	6. Yes <input type="checkbox"/> No <input type="checkbox"/>	7. Do you currently have a business or financial interest that may conflict with our work at the Corrections Department (e.g., Do you have a financial interest in the company that tracks to the Corrections Department)? If yes, list business or financial interest _____	7. Yes <input type="checkbox"/> No <input type="checkbox"/>
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<p>I hereby certify that all information provided during the interview process, including but not limited to the above mandatory questions and my application/resume, contains no willful misrepresentation(s). I understand that should an investigation disclose such misrepresentation or falsification, I will be removed from consideration for the above position or dismissed from employment.</p>																	
Applicant Signature		Date															

**NEW MEXICO CORRECTIONS DEPARTMENT
 INTERVIEW GUIDE BACKGROUND**

Each applicant must complete the information under each job # and sign and date the release form at the onset of the interview. Applicants should list employers from the last three (3) years and any other employment that supports the experience required for this position. The supervisor **must** obtain background information on the top three candidates and document the responses.

JOB #1		
Present Employer	Contact Name/Title	Contact Phone #
Dates Employed		
Job Title		
JOB #2		
Employer	Contact Name/Title	Contact Phone #
Dates Employed		
Job Title		
JOB #3		
Employer	Contact Name/Title	Contact Phone #
Dates Employed		
Job Title		
JOB #4		
Employer	Contact Name/Title	Contact Phone #
Dates Employed		
Job Title		
JOB #5		
Employer	Contact Name/Title	Contact Phone #
Dates Employed		
Job Title		

NEW MEXICO CORRECTIONS DEPARTMENT

INTERVIEW GUIDE

Rate the interviewee's responses below using a scale of 1-5 (1 being the least appropriate response and 5 being the most appropriate response). **ATTACH A COPY OF YOUR INTERVIEW QUESTIONS.**

Applicant Name:

RATING	RESPONSES
1 2 3 4 5 #1	_____
1 2 3 4 5 #2	_____
1 2 3 4 5 #3	_____
1 2 3 4 5 #4	_____
1 2 3 4 5 #5	_____
1 2 3 4 5 #6	_____
1 2 3 4 5 #7	_____
1 2 3 4 5 #8	_____
1 2 3 4 5 #9	_____

SUMMARY

RATING	OTHER FACTORS	COMMENTS
1 2 3 4 5	Education	
1 2 3 4 5	Experience	
1 2 3 4 5	Interview	

Other comments/observations: _____

OVERALL SCORE

RATER: _____

NEW MEXICO CORRECTIONS DEPARTMENT
AUTHORIZATION FOR EXAMINATION
AND RELEASE OF INFORMATION

I, _____ do hereby authorize a review, full disclosure and
(Print name)
release of any and all records concerning myself to any duly authorized agent or employee of the
New Mexico Corrections Department, whether records are public, private, or of a confidential
nature with the following understanding:

1. The information reviewed, disclosed and/or released may be used by the New Mexico Corrections Department for any lawful purpose and/or to determine the nominee's suitability for gubernatorial appointment to a board, commission or authority.
2. I release the providers and users of the information collected pursuant to this authorization from any liability under state or federal privacy laws and further release the New Mexico Corrections Department, its agents and/or employees from any liability which may be incurred as a result of the collections and use of information.
3. I understand that I may revoke this authorization in writing at any time.
4. This authorization will automatically expire in 90 calendar days from the date it is signed.
5. Any photocopy of this authorization will have the same force and effect as the original.

Date: _____ Signature: _____

Subscribed and sworn me this _____ day of _____ 20 .

In _____ County, New Mexico

Signed: _____

My Commission Expires: _____

NEW MEXICO CORRECTIONS DEPARTMENT

RELEASE AND WAIVER

TO: Present/Former Employer(s)

FROM: _____
(Candidate's Name)

I hereby authorize any duly accredited representative of the New Mexico Corrections Department to obtain from you information relating to my activities as an employee. This **Release and Waiver** applies to information which includes, but is not limited to, data regarding my achievements, salary, performance, attendance and any disciplinary information. This information will be held in confidence.

This **Release and Waiver** replaces any prior agreement or statement I may have made with you previously. I agree that a facsimile copy of this signed authorization shall be effective as my original signature.

As against any person or entity supplying this information, I hereby waive any right of action, cause of action or means of redress I may have which might arise from the person supplying the information to the Department.

Printed Name

Social Security #

Signature

Date

NEW MEXICO CORRECTIONS DEPARTMENT

NON-DISCRIMINATION CLAUSE

You have been selected as a panel member due to your expertise in the areas of _____ and the knowledge of the scope and responsibilities of the job of _____.

Your role as a panel member is to score the applicant's responses based on the technical competency and the accuracy exhibited by their answers.

Personal preferences and bias should not be part of this process.

The State of New Mexico does not discriminate in employment or provision of services on the basis of race, color, religion, national origin, sex, age, or disability.

Panel Member Briefed On (Date):	Panel Briefed by (Name-Please Print):
Interview For (Job Title):	Job Title of Briefing Agent:
Signature:	

Panel Members

I have read or have been read the above written, non-discrimination clause. I understand and agree to comply with the execution and intent of the federal, state, and county regulations governing non0discrimination in employment and selection.

Date	Panel Member's Name (Please Print)	Job Title	Signature