

Dear UNMJobs Department Originators and Approvers,

In accordance with Executive Order 11246, the University has recently updated its information regarding established placement goals for the most current Affirmative Action reporting cycle. The University has established placement goals to identify Regular Staff Job Groups and Faculty Job Groups that do not reflect 80% of qualified female and/or minorities available in the recruitment area.

Regular Staff:

Please note that placement goals have been established in the following five campus locations for Regular Staff positions: Main Campus, North Campus, Gallup, Los Alamos, Taos, and Valencia.

UNMJobs Department Originators have the ability to search classifications and view underutilization data for regular staff positions. Please note the underutilization data shown in the View Search Classification screen applies to Main and North Campus. For branch locations, please contact your respective Human Resources Consultant.

Please see the attached Quick Reference Sheet for instructions on the process to view underutilization information for Main and North campus and bookmark this link for future reference:

<http://hr.unm.edu/docs/unmjobs/viewing-underutilization-data-in-the-view-search-classifications-screen-quick-reference-sheet.doc>

Faculty:

The most current information regarding established placement goals by college/school/branch campus will continue to be updated by the Office of Equal Opportunity once a Faculty Department Originator submits an action requesting to post a faculty position. Faculty hiring units will continue to conduct targeted recruitment and post for a minimum of 15 calendar days for all competitive faculty recruitments.

For questions contact unmjobs@unm.edu or call HRPR Support at 277-4777 (HRPR).