

Administrative Office of the Courts Supreme Court of New Mexico



Memorandum

To: Hiring Authorities - Magistrate Chief Judges and Court Managers, AOC (Fiscal, WEP, JID, HR) Directors, and Managers
Thru: Mr. Arthur Pepin, AOC Director
From: Ms. Lorri Hatcher, AOC Human Resources Division Director
Date: December 10, 2009
Re: AOC HR Application/Resume Review and Applicant List of Eligibles (Effective Immediately)

Prior to December 2010, Magistrate Courts, the AOC and JID were provided with employment applications and resumes received from applicants for vacant positions. The AOC Human Resources (AOC HR) Administrators often gathered the information, simply packaged it and then sent the unevaluated applications and resumes to the hiring authority. This practice allowed hiring authorities to review applications on their own. This practice sometimes resulted in less qualified candidates being interviewed and/or selected; and internal pressures dictating who received an interview. In response to these issues and in an effort to provide the Magistrate Courts, AOC and JID with full human resources services, the AOC HR will begin immediately to review all applications and resumes submitted for the Magistrate Courts statewide, the AOC and JID.

Application and Resume Review Process

Step1 - All new vacancy announcements will inform the applicant to send their application or resume to the assigned AOC HR Administrator.

Step 2 - The AOC HR Administrator will do an initial check of all applications and resumes to ensure compliance with application instructions. Attached you will see the AOC HR Application/Resume Check List. Also, should you not have seen them yet are the revised Application and Resume Supplemental forms.

Step 3- From this point applications or resumes will be evaluated (based only upon the objective information provided; subjectivity is not allowed in this process); and listed on the Applicant List of Eligibles form into one of three Tiers (A, B or C). Names will be provided in alphabetical order, not ranked order. The Applicant List of Eligibles form attached defines Tiers A, B and C.

At the discretion of the hiring authority applicants for interview may be selected from Tier A and/or B. Applicants in Tier C may not be considered for an interview. Exception to interviewing an applicant listed in Tier C may only be approved by the Director, Mr. Pepin.

Step 4 – The AOC HR Administrator will attach the AOC HR Application/Resume Check List to the front of each application or resume and will package up all applications and resumes and place on top of the package the Applicant List of Eligibles form.

Attachments: AOC HR Application/Resume Check List, Applicant List of Eligibles form, “revised” Application and “new” Resume Supplemental form.