

**ADMINISTRATIVE OFFICE OF THE COURTS
HUMAN RESOURCES DIVISION**

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**ADMINISTRATIVE OFFICE OF THE COURTS
HUMAN RESOURCES DIVISION**

New Hires, Promotions and Transfers

CHECK LIST

HIRING SUPERVISOR: _____ DATE: _____

COURT: _____ POSITION TITLE: _____ PERM #: _____

RECRUITMENT DATES: _____

The following should be submitted to the AOC Human Resources Division by the hiring supervisor.

COPY OF CURRENT JOB DESCRIPTION AND JOB POSTING	
CANDIDATE SELECTED - Hiring Documentation & Salary Placement Memo	
CANDIDATE SELECTED Competencies Form	
CANDIDATE SELECTED Copy of Application, Diploma, Transcripts, References and Licensure, (if applicable).	
INTERVIEW NOTES FORM (Please attach interview questions.)	
CANDIDATE SELECTED & NOT SELECTED - All interview notes.	
APPLICANTS NOT SELECTED Copy of Application and all other documents submitted. Copy of Thank you Letters. (Please attach to the front of the individual applications.)	
Is the candidate a family member, domestic partner or household member of a Judicial Branch employee or judge? Yes _____ No _____	
AOC HR DIVISION TO COMPLETE TRACKING SHEET FOR APPROVALS.	

CC: AOC Human Resources Recruitment File

**ADMINISTRATIVE OFFICE OF THE COURTS
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Hiring Documentation & Salary Placement Memo

TO: Lynette Paulman-Rodriguez, Human Resource Director

From: _____

Thru: _____

Date: _____

Subject: **New Hire, Promotion or Lateral Transfer Supporting Documentation**

CANDIDATE Name: _____	POSITION Title: _____
Current Judicial Branch Employee: No _____ SS#: _____ Current Hourly Rate: _____	PERM # _____ Position Status: _____ (PERM, TERM, TEMP) Full or Part Time: _____

Yes ____ Employee ID #: _____ Current Job Classification: _____ Current Hourly Rate: _____ Promotion Lateral Transfer	Position Pay Range: _____ Pay Range Min: _____ Range 100%: _____
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Proposed Hourly Rate: \$ _____ Comp Ratio: _____ % Proposed Start Date: <u>June 4, 2012</u>

Is the candidate a family member, domestic partner or household member of a Judicial Branch employee or judge? No Yes (If yes, please explain.)
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cc: AOC Human Resources Hiring File & Employee Personnel File.

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CANDIDATE SELECTED COMPETENCIES

CANDIDATE NAME: _____
Please complete for candidate selected, as it pertains to the position, interview questions and responses.

EDUCATIONAL BACKGROUND:
APPLICABLE KNOWLEDGE, SKILLS AND ABILITIES OF THE CANDIDATE:
APPLICABLE WORKING EXPERIENCE AND /OR DEMONSTRATED PERFORMANCE:
SALARY PLACEMENT: (80% minimum should be considered entry level for the position; up to 95% should be considered ability to perform at full competency.) <i>Additional notes may be attached, if necessary.</i>

Salary comparison with others in the same classification performing the same level duties:

Name	Hourly Rate

Additional sheets may be attached if necessary.

Attachments: Candidate application/resume, transcripts, licensure (*if applicable*).

cc: AOC Human Resources Hiring File **ONLY**.

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INTERVIEW NOTES

COURT: _____ **POSITION TITLE:** _____
PERM #: _____

LIST OF INDIVIDUALS PARTICIPATING IN INTERVIEW PANEL: (A panel should have <u>3 or more</u> participants.)		
LIST OF INDIVIDUALS INTERVIEWED	DATE	TIME
PLEASE ATTACH A COPY OF INTERVIEW QUESTIONS AND INTERVIEW NOTES FOR EVERY CANDIDATE INTERVIEWED.		

cc: Human Resources Hiring File **ONLY**.

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**INTERVIEW NOTES REGARDING CANDIDATES INTERVIEWED
NOT SELECTED**

*Please complete for every candidate interviewed, but not selected,
As it pertains to the position, interview questions and responses.
Additional Sheets may be necessary for multiple interviews.*

NAME:

Strengths:

Weaknesses:

Other Notes:

cc: AOC Human Resources Hiring File **ONLY**.

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CONSIDERATIONS IN MAKING SALARY DECISIONS

PERFORMANCE: The selected candidate should be paid based upon anticipated job performance commensurate with his/her years of applicable experience, or demonstrated performance within the Judicial Branch; and his/her job skills and competencies as identified by the hiring supervisor, manager, and judge.

SALARY PLACEMENT: The selected candidate's appropriate placement within the salary pay range should reflect consideration of internal court pay equity, division budgetary limitations, external market competitiveness and the business needs of the Judicial Branch.

Appropriate placement is a value, established or anticipated, of a selected candidate's contribution relative to the value of the full scope of duties and responsibilities of the job. (Compa Ratio is proposed hourly rate divided by 100% compa ratio.)

No candidate/employee will be paid at a salary below the minimum or above the maximum of a salary pay range unless provided for in the New Mexico Judicial Branch Personnel Rules. **Reference NMJBPR 3.03, regarding PAY.**

APPROVALS: The AOC Human Resources Director, Fiscal Division Director and Magistrate Court Division, Directors will review all hires prior to any employment offer. The final decision is made by the Administrative Authority, the AOC Director.

No verbal job offers should be made without final approvals.

DOCUMENTATION OF SALARY REQUESTS: Each salary request should be documented on the Hiring Documentation & Salary Placement Form, and supported by associated documentation in the Hiring Package.