



NORTHERN NEW MEXICO COLLEGE

REQUEST TO ADVERTISE

PURPOSE: REQUEST TO ADVERTISE (RTA). Designed to advertise for a full-time or part-time regular position that is new or has been vacated. RTA Form is attached as page 2 of these instructions.

Section I. Completed by requestor. Requestor types "X" to identify if new or vacated position; "X" to identify if faculty, staff or student; "X" if FT or PT.

Position number is 6-digits. 1st four numbers are the org code assigned to a department or program (except stipends). **EX:**

4011 Business Office. The last 2-digit are:

01= Heads of College, Departments, Programs	02= Deputies
03-09= Administrative Staff	11-19= FT Faculty
21-39= Support Staff, Technicians etc.	49 = Grants (100% except Adjunct)
51= PT, Temps	53 = Students
	99= Adjunct Faculty

Complete department and position title, name of reporting official and office phone # for job to be announced.

Identify the funding source(s) for the advertised position.

Specify the number of months the length of the contract will be.

For faculty, specify if tenure or non-tenure track.

Check the corresponding box for either Internal only announcement or Internal & External announcement. *Internal Ads are sent as a broadcast email for minimum of 5 days before posting externally.* External Ads are posted on college website and other media channels after the 5-day internal announcement.

Provide the name of the person to head up the Hiring Committee.

NOTES section: Identify who previously filled the position. Specify additional ad preferences, e.g., newspaper names, websites, etc. (contact HR for a list of possible ad locations.) Place any additional comments in the Notes that are relevant to the job.

Section II. Completed by Human Resources (HR).

Section III. Requestor completes Account No., FTE%, Amount and TOTAL. **Budget Office completes** the last box of section.

PROCESS: The completed RTA is emailed, along with the approved job description, to karend@nmmc.edu. We do not accept hard copies. The HR process is to send the RTA to the appropriate executive officer for review and approval to proceed. HR then forwards the approved RTA to the Budget Office for their review and approval. HR then begins the advertising process.

- Requestor notifies HR when to close job.
- HR compiles applications into a job package for the Hiring Committee Chair.
- Hiring Committee Chair selects committee, prepares scoring sheet for preliminary review of applications.
- Committee determines the number of applicants to interview, prepares interview questions.
- Set up interview schedule, calls applicants to schedule interview date and time.
- Conduct interviews; committee makes selection.
- Return job package to HR with Application List letter completed with name of applicant selected.
- HR conducts 3 reference checks and notifies Committee Chair of results.
- Upon request of Committee Chair, HR prepares the Offer Letter, contacts selectee to notify and emails letter and benefits list.
- If Offer Letter is accepted, HR notifies Committee Chair and Department Chair, HR sets up New Hire Orientation date and time.



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SECTION I

<input type="checkbox"/> New Position	<input type="checkbox"/> Vacated Position	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Student	<input type="checkbox"/> F/T	<input type="checkbox"/> P/T
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Position #: _____	Department: _____	Position Title: _____
	Reporting Official: _____	Office Phone: _____
Funding Source: I&G: <input type="checkbox"/> Grant: <input type="checkbox"/>	Contract Term: 9 mos: <input type="checkbox"/> 10 mos: <input type="checkbox"/> 11 mos: <input type="checkbox"/> 12 mos: <input type="checkbox"/> FACULTY: Tenure <input type="checkbox"/> Non-Tenure <input type="checkbox"/> Internal Only AD <input type="checkbox"/> Internal & External AD <input type="checkbox"/> Name of Hiring Committee POC: _____	Faculty: # classes to teach: _____
Additional Information: _____		

Requestor/Phone: _____	Job Title: _____	Date: _____
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NOTE: Current job description must be approved IN ADVANCE and attached with this Request to Advertise (RTA) before it will be processed.

SECTION II

<input type="checkbox"/> Temporary	<input type="checkbox"/> Regular	<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Timesheets Required:
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HR Approval: _____	HR Job Title: _____	Date: _____
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SUBMIT TO HR ELECTRONICALLY ONLY (VIA EMAIL)

SECTION III

Account No: _____	FTE%: _____	Amount: _____
Account No: _____	FTE%: _____	Amount: _____
Account No: _____	FTE%: _____	Amount: _____
(Must Equal Contract or Estimated Amount)		TOTAL _____

Position #: _____	Budget Approval: _____	Budget Job Title: _____	Date: _____
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