



Office of People Relations

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NMSU JOB INTEREST PROCEDURE FOR EMPLOYEES IN LAYOFF STATUS

NMSU Office of People Relations is offering a streamlined approach for assistance to employees in a layoff status who are interested in seeking out other NMSU job opportunities. Outlined below are the processes and requirements for assistance with possible courtesy interviews.

Process:

1. Apply for positions you are interested in prior to the close date of the posting and meet the minimum qualifications. NMSU Jobs webpage: <https://jobs.nmsu.edu/>.
 - a. Notify OPR that you have applied and provide the requisition number and job title of the position.
 - b. OPR will contact the hiring department, alert them to your application and your layoff status and request a courtesy interview for you.
2. Upon determining that you meet with qualifications in the job posting, the hiring department will contact you to schedule an interview.
3. Please ensure all your contact information on your application document is current. The hiring department will make three attempts to reach you. If the attempts are unsuccessful, they may proceed with their selection process without further consideration of your application.