MEMORANDUM

TO: Cabinet Secretaries, Agency Heads, Elected Officials and Human Resource Managers

FROM: Eugene J. Moser, State Personnel Director

SUBJECT: Internal Advertisements

DATE: January 9, 2012

As you are aware, effective November 1, 2011, the State of New Mexico implemented Insight by NEOGOV. This new on-line application/applicant system has the ability to recruit for vacant positions either external and/or internal to state government. An external advertisement is available for application to both applicants who are current classified employees and to applicants who are not; where internal advertisements are available for application only to current classified employees. It’s important to note that internal advertisements cannot be limited to specific agencies, but rather to all current classified employees.

If your Department has a business need to recruit for a position internally you can begin to utilize this function. To request an internal advertisement, please send a letter signed by the Cabinet Secretary/Agency Head or designee to me through Andrea Rivera-Smith, Career Services Bureau Chief indicating why the internal advertisement is the best approach to a positive result for filling the vacant position.

Please contact Career Services Bureau Chief, Andrea Rivera-Smith at Andrea.Rivera-Smith@state.nm.us or 505-695-5606 with any questions.