



Important Information About Recruiting

July 2nd is the go-live date for SHARE Recruiting. The changes in the recruitment process will be of great benefit to everyone by ensuring greater consistency of information and giving us the ability to easily access relevant and helpful data.

In order to help with the transition, we want to provide you with the following information that highlights some of the important changes including new forms that are designed specially to align with SHARE Recruiting:

The Job Order Form

The hiring manager must now attach the newly created *Job Order Form* when submitting a request to advertise.

The hiring manager will still be able to attach additional internal forms to the job opening, however, the *Job Order Form* is required.

The Top 15 Applicants

Recruiters will now refer the *Top 15 Applicants* directly to the hiring manager.

Please note: If your agency has approval for more than 15 referrals, this will continue to apply in SHARE Recruiting.

The Applicants Identified for Interview Form

Hiring managers will now use the *Applicants Identified for Interview Form* to document which candidates they would like the recruiter to certify for an interview as well as the reasons why the remaining applicants were not selected for interviews.

The Interview Justification Form

Interview related information will now be documented by hiring managers using the *Interview Justification Form* including the reasons why an applicant was not selected for hire after being interviewed.

Please note that you will need to inform your hiring managers and request that they begin submitting Job Order Forms to you now in preparation for July 2nd.

Attached to this email you will find required forms along with a handout that further illustrates the changes to the recruitment process. This information, along with any questions you may have will be covered in the webinar (June 19th) or in-person training (June 22nd). Please email Andrea.Rivera-Smith@state.nm.us with any questions.

Thank you for your hard work and cooperation in making this transition happen!