



New Mexico State Personnel Board State Personnel Office

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General Memorandum 2011 - 004

Date: October 18, 2011

To: Cabinet Secretaries, Agency Heads, and Agency Human Resource Managers

From: Eugene J. Moser, Director 

Subject: Employment Verification – All Hires of Current or Previous State Employees and Applicant Inter-Agency Transfer

Maintaining the highest quality of the State of New Mexico's workforce is essential to continuously improving the quality of applicants available for selection through the state's recruitment process. To further this end, the State Personnel Office (SPO) is reminding all department selection officials the necessity in reviewing and verifying the information provided on employee's applications especially with respect to work experience and education stated. In NEOGOV's forthcoming implementation, applicants will be required to submit transcripts for educational requirements at the time applications are submitted.

All applicants being considered for any position within a department must be reviewed by the department's HR staff and any appropriate department selection officials. This will ensure that a thorough review of the applicant's employment record and educational requirements has been conducted. The following procedures apply to:

1. Current state employees

- Employees upon application for any position in the state classified service must provide a signed release permitting the interviewing supervisor and agency's HR staff to review the applicant's employment records and contact current and past employers and references¹.
 - A failure to provide this release may disqualify the employee from consideration for the position.
 - The waiver shall be affixed to the selection records for the position.
- Written documentation shall be retained by the agency's HR staff that:
 - The selected applicant(s)' current supervisor was contacted and the supervisor's recommendation or comments made regarding the applicant; and
 - A notation that the selected applicant's personnel file was reviewed, the date of the review and the name of the reviewer.

2. Former state employees

- Applicants previously employed by the state in the classified services must provide a signed release permitting the interviewing supervisor and agency's HR staff to review the applicant's previous employment records and contact current and past employers and references.²
 - A failure to provide this release may disqualify the employee from consideration for the position.
 - The waiver shall be affixed to the selection records for the position.
- Written documentation shall be retained by the agency's HR staff that:
 - The selected applicant(s)' previous supervisor was contacted and the supervisor's recommendation or comments regarding the applicant;
 - The selected applicant(s)' former department's HR staff was contacted to determine if the applicant was eligible for reemployment including the name of the contacted individual and the date of the contact; and
 - That the selected applicant(s)' personnel file was reviewed, the date of the review and the name of the reviewer.

The State Personnel Staff, for quality assurance purposes, shall review all records maintained as outlined above.

¹ Subsection A of 1.7.1.12 NMAC

² Ibid.