



New Mexico State Personnel Board State Personnel Office

SUSANA MARTINEZ
GOVERNOR

Eugene J. Moser
Director

Nivia L. Thames
Deputy Director


State Personnel Board
Paul T. Yarbrough, Chairman
Christine Romero, Vice Chairman

Devon Day Chris Sanchez
Rebecca Long

General Memorandum 2011 - 005

Date: October 26, 2011

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

From: Eugene J. Moser, Director 

Subject: New Recruitment System – NEOGOV

Beginning November 1, 2011, the State of New Mexico will have in place *Insight* by NEOGOV. This is a new on-line application/applicant tracking system to recruit, evaluate and select its workforce and will replace the current PeopleSoft system in place. NEOGOV is the market and technology leader in on-demand workforce management for the public sector with more than 800 public sector and educational organizations, including 17 state governments, using this system in recruiting, evaluating and selecting potential employees.

Applicants for state government jobs in the classified service will no longer have to develop separate applications for each vacant position. Instead, once an applicant creates their master applicant profile it can be used for any vacancy without having to complete an application each time. It should be noted that applicant profiles previously created in PeopleSoft (SHARE) will not transfer to NEOGOV. This requires that each applicant will need to create a new profile in NEOGOV.

Applicants will continue to access the 'Job Opportunities' page through the State Personnel Office website at www.spo.state.nm.us and click on the "Apply for a State Government Job" button.

After an 11 year hiatus, minimum qualifications have been re-implemented and will be in effect for every state government job classification in the classified service. To be considered for positions the applicants must meet the minimum qualifications established by the State Personnel Board. Additionally, in compliance with the SPB rules applicants will be competitively ranked on employment lists for each vacancy and will be certified by the SPO director. Employment lists provided to the agencies will contain the top 15 qualified and ranked candidates, and ties, for each job.

Special features of the NEOGOV system include the ability:

- To notify, via email, applicants of open positions when a job opening occurs.
- To attach academic transcripts, letters of reference, DD-214 forms, etc. to the master applicant profile for review by SPO and the interviewing agency.
- To review on the SPO website a "How to Apply" guide that provides step-by-step instructions on how to create a new applicant profile and navigation on the NEOGOV system and a frequently asked questions (FAQ) section is also included on the web site.

The State Personnel Office will continue to provide assistance to all applicants either by walk-in, at 2600 Cerrillos Road for face-to-face assistance, phone at (505) 476-7759, or via email using the new recruitment-support email address (applicant.support@state.nm.us).

If you have any questions regarding NEOGOV, please feel free to contact the State Personnel Office at 476-7759 or via e-mail at applicant.support@state.nm.us