



**New Mexico State Personnel Office
Request for Top Thirty (30) Candidates**

SPO-CSB-101
Revised 03.18.2013

Section I—Identifying Information

Date		Agency Name			
Req #		Position #		Vacancies	
Job Title					

Section II—Justification for Additional Applicants

Please provide a brief explanation of the reason initial additional candidates are needed:

Section III- Authorization

Agency HR Analyst Name:	Phone #
Agency HR Analyst Signature:	Date
Agency HR Manager Signature:	Date
SPO Career Services Bureau Chief Signature:	Date
Notes:	

PLEASE NOTE:
Additional Candidates are automatically referred for postings with three (3) or more vacancies. See Chart for More Information:

# of Positions	# of Candidates Referred
1-2	15
3-5	30
6-10	45
More than 10	50 or Until Eligible List is Exhausted* <i>*whichever occurs first</i>