



# New Mexico State Personnel Board State Personnel Office

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## General Memorandum 2013- 002

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

FROM: Eugene J. Moser, Director

DATE: March 26, 2013

SUBJECT: Number of Candidates on Referred Lists and Internal Recruitment Procedures

### 1. Purpose:

In an ongoing effort to ensure that the candidate referral process is as effective and responsive to agency needs as possible, this shall clarify the following procedures for enhanced recruitment for specific positions.

### 2. Background:

The following guidelines refer to:

- Requests for top 30 candidates;
- Numbers of referred candidates for positions with multiple vacancies; and,
- Procedures for internal recruitment, including recruitment from solely within an agency.

Currently when additional applicants beyond what was initially referred are needed, a request form is completed. This process will remain in place. If a hiring manager has received a referred list and needs an additional grouping of applicants, please complete the "Request for Additional Applicants" form.

### 3. Guidelines:

- a. Requests for Top 30 applicants

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2600 Cerrillos Road, Santa Fe, New Mexico, 87505 (505) 476-7759



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Currently, for advertisements with one to two vacancies the top fifteen (15) candidates are certified and referred to hiring managers. However, if additional candidates are needed, agencies may request from SPO to certify and refer the top thirty (30) candidates. In these cases, the attached "Request for Top Thirty Candidates" form must be submitted to Andrea Rivera-Smith at [Andrea.Rivera-Smith@state.nm.us](mailto:Andrea.Rivera-Smith@state.nm.us).

\*\*If your Department has a need for the top 30 Candidates for most/all advertisements, rather than select positions, please contact Andrea Rivera-Smith at (505) 695-5606.

b. Positions with Multiple Vacancies:

For agencies filling multiple vacancies utilizing one advertisement, additional candidates will be referred beginning immediately in accord with the revised chart below:

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

c. Internal Recruitment:

Please continue to submit a Request Letter to Andrea Rivera-Smith outlining the need to recruit internally. Currently, internal recruitment positions are open to all New Mexico State government employees. If you would like to recruit *only* from within your agency, please include this request in your letter.

Encl. (1)

