



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 2013- 003

TO: Cabinet Secretaries, Agency Heads and Human Resource Managers

FROM:  Eugene J. Moser, Director

DATE: April 8, 2013

SUBJECT: Hiring Candidates on H1B Visas

Recruiting and hiring quality applicants for all positions is a critical component of advancing your department's mission. At times, the candidate of choice may be eligible to work in the United States through an H1B Visa. This type of employment requires sponsorship on behalf of the employer.

Due to budget and cost perspectives involved, both the State Personnel Office (SPO) and the Department of Finance and Administration (DFA) will need to be made aware before a job offer is made to a candidate and a commitment is made to fulfill the requirements of employment sponsorship. Specifically, we are requesting that you summarize your efforts to fill the position to include any other pertinent information that supports your request.

We understand the need to fill positions in a timely manner, and we will expeditiously provide feedback. Please inform your DFA analyst along with your SPO analyst via email prior to making a job offer and a response will be provided within two (2) business days.

Thank you.

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



NEW MEXICO
CENTENNIAL
1912-2012

AGENCY PARTNER
STATE PERSONNEL OFFICE