



# 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

## MEMORANDUM

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

**FROM:**   
Eugene J. Moser, State Personnel Director

**SUBJECT:** Applicant Employment Testing

**DATE:** January 3, 2012

In accordance with the New Mexico Personnel Act § 10-9-12 (F) NMSA 1978, pre-employment testing will commence in the third quarter of FY12 for select classifications through the recruitment process with NEOGOV. Additionally, State Personnel Board Rule 1.7.5.11 provides a process for the use of examinations/tests.

In advance of testing, agencies currently administering tests or examinations of any kind must provide the Director by January 13, 2012 with the details of those examinations/tests.

A test is defined in the Act as an assessment of the qualifications, fitness and ability, and includes tests that are written, oral, physical or in the form of a demonstration of skill or any combination thereof.

Contact and any testing materials should be sent to Cliff R. McNary, M.A., at [cliff.mcnary@state.nm.us](mailto:cliff.mcnary@state.nm.us) or 505-476-7776.