



# 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, Elected Officials and Human Resource Managers

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

**SUBJECT:** Internal Advertisements

**DATE:** January 9, 2012

As you are aware, effective November 1, 2011, the State of New Mexico implemented *Insight* by NEOGOV. This new on-line application/applicant system has the ability to recruit for vacant positions either external and/or internal to state government. An external advertisement is available for application to both applicants who are current classified employees and to applicants who are not; where internal advertisements are available for application only to current classified employees. It's important to note that internal advertisements *cannot* be limited to specific agencies, but rather to all current classified employees.

If your Department has a business need to recruit for a position internally you can begin to utilize this function. To request an internal advertisement, please send a letter signed by the Cabinet Secretary/Agency Head or designee to me through Andrea Rivera-Smith, Career Services Bureau Chief indicating why the internal advertisement is the best approach to a positive result for filling the vacant position.

Please contact Career Services Bureau Chief, Andrea Rivera-Smith at [Andrea.Rivera-Smith@state.nm.us](mailto:Andrea.Rivera-Smith@state.nm.us) or 505-695-5606 with any questions.