



# New Mexico State Personnel Board State Personnel Office

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## **General Memorandum 2015-001**

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

**From:** Justin Najaka, Director, State Personnel Office 

**Date:** June 25, 2015

**Subject:** Rapid Hire Program

The State Personnel Office (SPO) recognizes that agencies may experience difficulties when recruiting for positions that are designated as critical to the effective operation of the agency. Those hiring difficulties are often attributed to location, specificity of the qualifications required (i.e. licensed positions), or the nature of work itself. Accordingly, SPO created a "Rapid Hire Program" to assist agencies when standard recruitment efforts have proven unsuccessful in meeting the hiring needs for these critical positions. The Rapid Hire Program will give agencies the ability to perform on-site recruitment and selection at specified hiring events that are well-suited for the unique recruiting needs of the agency.

State Personnel Board Rule 1.7.5.8(A) NMAC requires that all vacant positions to be filled must be open for recruitment, unless otherwise authorized by the Director. In most instances, these critical positions will have been posted and open for recruitment for a significant amount of time, without success in filling them, and any interested applicants would have had an adequate opportunity to apply and be considered. Thus, in the majority of cases, the Rapid Hire Program will be a supplement to the standard hiring process, rather than a substitute for it.

**How to obtain Approval:**

The requesting State Agency must provide the Director with a justification request that supports the need to host a Rapid Hire Event, or to attend a job fair with the intent of making contingent job offers, onsite. The letter must include the recruitment efforts made to date, and the results of those efforts.

**Screening and Interview Process:**

Once SPO approval is obtained, the hiring agency must assign staff with the authority to interview and to make **contingent offers**. All job offers must be contingent upon any requisite background checks, reference checks, and any additional documents required (i.e. transcripts, certifications, licenses, SPO compensation approval, etc.). The staff interviewing the applicants must include a panel of at least two. Interview questions must be established prior to the event.

Interested applicants will be required to provide a resume that will be reviewed onsite by a human resource professional. Applicants who meet the minimum qualifications will be forwarded to the interview panel. The agency's HR staff shall be responsible for logging all applicants who are interested in being considered, and documenting their highest level of education, and total years of experience related to the position, based on the information obtained from the applicants' resume.

**Documenting a Hire:**

Selected applicants must be provided appropriate paperwork that informs the selected applicant of the **contingent offer**, and next steps in the background check and reference check process. The list of interviewed applicants, copies of the applicants' resumes/transcripts/licenses, and any **contingent offers** made, shall be provided to SPO, in order to support any **conditional offers**.