

NEW MEXICO

STATE PERSONNEL OFFICE

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GENERAL MEMORANDUM 2023-004

Date: October 2, 2023

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

From: Dylan K. Lange, Acting Director, State Personnel Office 

Subject: **Hiring Events 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, or the nature of work itself. Accordingly, SPO created a "Hiring Events Program" to assist agencies when standard recruitment efforts have proven unsuccessful. The Hiring Events Program provides two (2) options: a virtual "Speed Recruiting" event designed for higher-level classifications, or an in-person "Rapid Hire" event designed for lower-level classifications. The Hiring Events Program gives agencies the ability to perform 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 most cases, the Hiring Events Program is a supplement to the standard hiring process, rather than a substitute for it.

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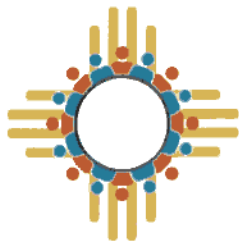
505-476-7949

Website:

www.spo.state.nm.us

How to Obtain Approval

The requesting State Agency shall submit the respective Hiring Event Request Form and spreadsheet of the applicable positions to the State Personnel Office via Workforce Planning (Workforce.Planning@spo.nm.gov). The request shall include a list of positions requested for the event, the



classification code(s), the location of the positions, and recruitment efforts attempted including the results of those efforts. Additionally, the requesting agency shall provide information on how the agency will promote the Hiring Event.

Process for Speed Recruiting

Speed Recruiting events must utilize the SHARE Recruiting system. These events will accept applications for five (5) days, typically Wednesday through Monday. The postings for a Speed Recruiting event will be flagged as “Hot Jobs” to differentiate them from standard recruitment and will include language about the event. Screening questions for these postings will only include the minimum qualifications question, the residency question, and the veteran status questions.

Unlike standard recruitment, agencies may begin to screen and certify applicants as soon as they receive applications. Any applicant who meets the minimum qualifications must be interviewed. Interview dates will be determined at the time of the request. First interviews may begin as soon as applicants are certified and must be concluded within five (5) days of the posting closing date.

The staff interviewing the applicants must include a panel of at least two. Interview questions must be established prior to the event.

Agencies will follow normal hiring procedures for any offers extended. All offers shall be provided on the submitted spreadsheet to the SPO within three (3) weeks of the event concluding.

Process for Rapid Hires

Rapid Hire events will be held in person. Agencies must assign an employee to record attendance of all applicants. After checking in, applicants will be assigned a screener to certify the applicants resumes and transcripts to ensure that minimum qualifications are met for any position for which they would like to interview. Applicants who meet the minimum qualifications will be required to complete a Release and Waiver Form for the State of New Mexico and an Employment Statement Form for each interview. Once the applicants are certified, they will proceed to same-day interviews.

Agencies must assign staff with the authority to interview and to make contingent offers. All job offers are 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. Agencies may choose to offer virtual interviews.

Interview questions must be established prior to the event. The agency's HR staff shall be responsible for electronically 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 provided on the day of the event. The requesting agency will provide all supporting documentation (each applicants' Minimum Qualification Check List and resumes/transcripts/licensures) to the SPO at the conclusion of the event.

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.

Once the event is completed, the agency shall electronically log all applicants who were interviewed, all who were made contingent offers and all who accepted those offers. All supporting documentation for any contingent offer made, regardless of whether the offer requires SPO approval, shall be provided to SPO. This data shall be provided to SPO within three (3) weeks of the Rapid Hire event.