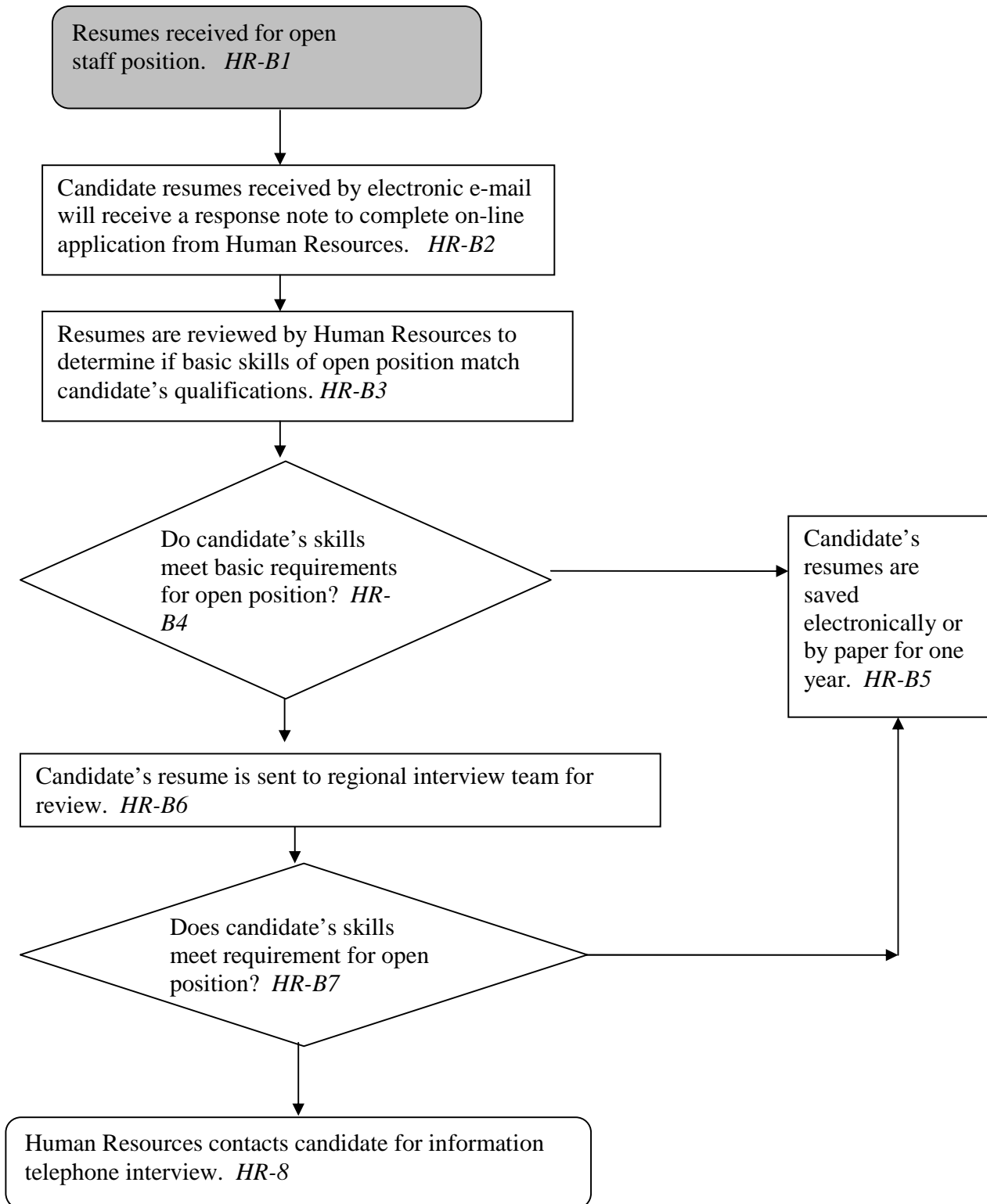




PROCESS FOR RESUMES RECEIVED FOR OPEN POSITION (HR-B)





PROCESS FOR RESUMES RECEIVED FOR OPEN POSITIONS (HR-B)

| Steps in Process | Task | Person Responsible | Timeline | Documents | Instructions |
|------------------|--|--------------------|---|--|---|
| HR-B1 | Resumes received for open staff position | Human Resources | | <ul style="list-style-type: none"> • Resume • Cover Letter | <ul style="list-style-type: none"> • Human resources received resume and cover letter by e-mail or regular mail. |
| HR-B2 | Candidate resume received by electronic e-mail will receive a response note to complete on-line application from Human Resources | Human Resources | <ul style="list-style-type: none"> • Within two days of receipt by human resources | <ul style="list-style-type: none"> • Resume • Cover Letter • Human resources e-mail for request to complete on-line application | <ul style="list-style-type: none"> • Human resources checks e-mail daily for response to advertisement for open position. • Human resources will generate a notification letter that the resume has been received and invites candidate to complete on-line application found on website. • Candidates who submit resumes by mail who list an e-mail address will receive notification to complete on-line application found on website. |
| HR-B3 | Resumes are reviewed by human resources to determine if basic skills of open position match candidate's qualifications. | Human Resources | <ul style="list-style-type: none"> • Within 5 days of receipt by human resources | <ul style="list-style-type: none"> • Resume • Cover Letter • On-line application | <ul style="list-style-type: none"> • Human resources reviews resume, cover letter and on-line application if available to determine if candidates basic skills necessary for the position. |
| HR-B4 | Do candidate's skills meet basic requirements for open position? | Human Resources | <ul style="list-style-type: none"> • Within 5 days of receipt by human resources | <ul style="list-style-type: none"> • Resume • Cover letter • On-line application | <ul style="list-style-type: none"> • Human resources will make the following decision after review of resume: |

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|-------------------|--|-------------------------|---|---|---|
| HR-B5 Decision | Candidate's resumes are saved electronically or by paper for one year | Human Resources | <ul style="list-style-type: none"> • Candidate's resume is retained for at least one year | <ul style="list-style-type: none"> • Resume • Cover letter • On-line application | <ul style="list-style-type: none"> • Human resources stores electronic copies of resume and application and files paper application for a one year period. |
| HR-B6 | Candidate's resume is sent to regional interview team for review | Human Resources | <ul style="list-style-type: none"> • Within 5 days of receipt by human resources | <ul style="list-style-type: none"> • Resume • On-line application • Cover letter | <ul style="list-style-type: none"> • Human resources send qualified candidate resume and/or on-line application and cover letter to identified regional interview team. • Human resources may make some initial comments regarding candidate's background or point to review on resume/application. |
| HR-B7 Decision | Does candidate meet the basic skill sets needed for the job? | Regional interview team | <ul style="list-style-type: none"> • Within 5 days of receipt from human resources | <ul style="list-style-type: none"> • Resume • On-line application • Cover letter | <ul style="list-style-type: none"> • Regional interview team will review resumes and provide feedback to human resources. • Candidates can be ranked in order of preference by the regional interview team and list sent to human resources. |
| HR-B8 | Human Resources contacts candidate for information telephone interview | Human Resources | <ul style="list-style-type: none"> • Within 3 days of receipt from regional interview team | <ul style="list-style-type: none"> • Resume • On-line application • Cover letter | <ul style="list-style-type: none"> • Human resources will contact identified contacts for a telephone interview. |