



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

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**REVISION  
1**

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SUBJECT

**APPOINTMENTS**

SUB-TOPIC

**CLASSIFIED SERVICE, Continued**

HUMAN RESOURCES RECRUITMENT SERVICES

APPLICATION FILES

The Human Resources Office maintains application files in a current status for six (6) months on all persons available for positions.

CONTACT WITH RECRUITMENT SOURCES

Contacts with any and all recruitment sources will be made by the Human Resources Office. Those individuals wanting to place advertisements should contact the Human Resources Office for assistance. Human Resources will help prepare and will place the advertisements accordingly.

ADMINISTERING TESTS

The Human Resources Office will administer, when required, pre-employment tests which must be validated in accordance with federal regulations. For this reason, no such tests may be administered by anyone other than the Human Resources Office.

REFERENCE CHECKS

Upon request of the hiring administrative officer or supervisor, the Human Resources Office will obtain written and/or verbal reference checks on applicants being considered for specific positions.

NOTIFICATION OF APPLICANTS

Human Resources is the only University office authorized to notify all individuals interviewed as to whether or not they have been selected for a particular position. Only Human Resources will correspond with individuals regarding specific job openings or the status of an application previously submitted.