

STATE OF MAINE
DEPARTMENT OF PERSONEL

November 15, 1977

Personnel Memorandum 20-77

To: All Agency Heads

Subject: Open Competitive Advertisements and Career Opportunity
Bulletins

Due to budgetary limitations, the Personnel Department will advertise classes and publish Career Bulletins once monthly.

This recruiting activity will occur as near the middle of the month as is practicable. Bulletins will be prepared on Monday so as to permit distribution by agencies beginning on Wednesday that week. All requests to open classes to examination received after the date established by column 3 attached schedule will be held for publication until the following month. Alternatively, agencies may request that advertisements and announcements be made at their expense and this will be done the week following receipt.

Agency Promotional Announcements will continue to be published as received.

The attached schedule establishes the dates for accomplishment of monthly advertisements and announcements through end 1978.

This memorandum expires on December 30, 1978 unless sooner replaced.

ROBERT J. STOLT
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS

RECRUITING SCHEDULE

OPENING DATE	CLOSING DATE	LAST DATE OF AGENCY REQUEST	DATE ANNOUNCEMENT TO PRINTING	DATE ANNOUNCEMENT DISTRIBUTED	DATE AD TO PAPERS
1	2	3	4	5	6
12/17/77	01/07/78	12/08/77	12/12/77	12/14/77	12/14/77
01/21/78	02/04/78	01/12/78	01/16/78	01/18/78	01/18/78
02/18/78	03/04/78	02/09/78	02/13/78	02/15/78	02/15/78
03/18/78	04/01/78	03/09/78	03/15/78	03/13/78	03/15/78
04/15/78	04/29/78	04/06/78	04/10/78	04/12/78	04/12/78
05/20/78	06/03/78	05/11/78	05/15/78	05/17/78	05/17/78
06/17/78	07/01/78	06/08/78	06/12/78	06/14/78	06/14/78
07/22/78	08/05/78	07/13/78	07/17/78	07/19/78	07/19/78
08/19/78	09/02/78	08/10/78	08/14/78	08/16/78	08/16/78
09/16/78	09/30/78	09/07/78	09/11/78	09/13/78	09/13/78
10/21/78	11/04/78	10/12/78	10/16/78	10/18/78	10/18/78
11/18/78	12/02/78	11/09/78	11/13/78	11/15/78	11/15/78
12/16/78	12/30/78	12/07/78	12/11/78	12/13/78	12/13/78