

STATE OF MAINE
DEPARTMENT OF PERSONNEL

January 4, 1979

PERSONNEL MEMORANDUM 3-79

TO: All Department Personnel Officers
SUBJECT: Notification and Interview of Applicants

Recently we have had a number of complaints on two different aspects of the hiring procedure used by the agencies when filling positions.

The Letter/Telephone Message Used for Notification of an Interview - Many letters/telephone messages include the words: "...if you are interested..." leaving the person with the assumption that if they are not interested they do not need to respond or come for an interview.

We would like to recommend, if you have not already done so, that you change the wording of the notification to include: "...call/come for an interview..." and leave out the words, "if you are interested". Limiting the response to a specific date might be of assistance to you.

The candidates are not always informed by the person conducting the interview of the consequences of declining the position.

We would like to recommend that the interviewer include the information that if a position is declined, the person's name will be removed from the register and that the person will have to be retested if he/she wishes to continue eligibility for the class register involved.


ROBERT J. STOLT
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS