

STATE OF MAINE
DEPARTMENT OF PERSONNEL

February 11, 1980

PERSONNEL MEMORANDUM 3-80

TO: All Agency/Department Heads, Departmental Personnel
Officers

SUBJECT: Acceptance of Applications

It is the policy of the Department of Personnel to accept applications from college and high school students during their last semester. This will allow the State to competitively and actively seek qualified individuals prior to the date of their graduation; to examine them; and to refer to vacancies on a timely basis.

Students will be placed on the register conditionally and certified to vacancies. The hiring authority must present proof of graduation when appointing a student certified in this manner.

JADINE R. O'BRIEN
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS