

DEPARTMENT OF ADMINISTRATION
BUREAU OF HUMAN RESOURCES

January 23, 1990

HUMAN RESOURCES MEMORANDUM 2-90

TO: All Agency/Department Heads, Personnel Officers,
Directors of Administrative Services

SUBJECT: Changes to Competitive Recruitment Procedures

Effective 2/01/90, the Bureau of Human Resources is implementing the following changes to the competitive recruitment process in an effort to reduce newspaper advertising and career bulletin printing costs.

1. Open & Competitive (OCP) recruitment requests will now be processed bi-weekly with the block ad "Careers in Maine" appearing in the Portland Sunday and Bangor Saturday papers every other week. This is a change from the current weekly advertisement schedule. State-wide (SWP) and Agency (AP) Promotional recruitments will still be issued weekly if needed. A copy of the scheduled ad dates through June, 1990 is attached to this memorandum.

In addition, any ads for competitive classes an agency wishes to place independently from the "Careers in Maine" ad **must** be cleared through the Bureau of Human Resources for appropriate opening and closing dates **prior** to placement.

It is extremely important that requests to open a class OCP be submitted well in advance of the desired ad date to allow time for any revisions or development of screening mechanisms.

2. Multiple sets of Career Bulletins previously sent to Department and Institution Personnel Officers and regional offices will now be replaced with job posting summaries (similar to the "Careers in Maine" block ad that appears in the newspaper). One complete set of bulletins for the bi-weekly OCP ads and the weekly SWP ads will still be sent to agencies, institutions and regional offices. A supply of Agency Promotional bulletins will continue to be issued to the hiring agency in the current manner.

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These changes are being made to reduce administrative costs for both the Bureau of Human Resources and line agencies.

A handwritten signature in cursive script, reading "Nancy J. Kenniston", is written over a horizontal dashed line.

Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

Attachment

NEWSPAPER ADVERTISEMENT SCHEDULE

2/1/90 - 6/30/90

2/03/90	-	BANGOR
2/04/90	-	PORTLAND
2/17/90	-	BANGOR
2/18/90	-	PORTLAND
3/03/90	-	BANGOR
3/04/90	-	PORTLAND
3/17/90	-	BANGOR
3/18/90	-	PORTLAND
3/31/90	-	BANGOR
4/01/90	-	PORTLAND
4/14/90	-	BANGOR
4/15/90	-	PORTLAND
4/28/90	-	BANGOR
4/29/90	-	PORTLAND
5/12/90	-	BANGOR
5/13/90	-	PORTLAND
5/26/90	-	BANGOR
5/27/90	-	PORTLAND
6/09/90	-	BANGOR
6/10/90	-	PORTLAND
6/23/90	-	BANGOR
6/24/90	-	PORTLAND