

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

Bureau of Human Resources

September 29, 1995

HUMAN RESOURCES MEMORANDUM 11-95

TO: Agency Heads, Directors of Administrative Services, Agency Personnel Officers and Managers

SUBJECT: Posting Vacancies that are Filled through Direct Hire

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The purpose of this memorandum is to inform all agencies of the methods to be used to post vacancies that are filled through direct hire, when it is necessary to recruit from outside the agency. The information and instructions contained in this memorandum do not apply to any vacancy that an agency will fill with its own employees.

Statewide Posting

In order to provide employees who are affected by the downsizing of Government with an opportunity to apply for direct hire vacancies, it is necessary to provide these employees with a listing of such vacancies.

Agencies must provide the following information to this Bureau in addition to its internal postings. Please provide this information in the following order and format so that postings can be compiled easily.

Job title:

Department Name:

Location of vacancy: (city or town)

Due date for applications: (MM/DD/YY)

Contact: name

address

phone number

Agencies are also urged to provide general information of significant upcoming employment needs that you anticipate will not be met by internal transfer, promotion or demotion, or through recall. General information such as "Department X anticipates that it will be hiring Y widget makers in the next 4 months" will allow this Bureau and

agency outplacement coordinators to assist employees who are affected by layoff to identify potential employment opportunities.

Posting and Distribution

Updated vacancy listings will be posted every week by the Bureau of Human Resources, beginning Monday, October 16. All postings received by close of business of the preceding Friday will be included on these listings. Copies of listings will also be sent to all agency personnel offices and to departmental outplacement coordinators.

Electronic Transfer of Postings is Encouraged

We urge all agencies to take advantage of electronic mail to submit individual postings and to receive compiled lists of vacancies. E-mail will allow for much quicker preparation and distribution of vacancy lists.

Those agencies with Statewide E-mail capability should send postings via E-mail to Carolyn McLaughlin, Bureau of Human Resources.

In order for this Bureau to compile a combined E-mail and interoffice mailing list, agencies are asked to complete the attached form and return the form to this Bureau, ATTN: Carolyn McLaughlin, no later than Friday, October 6, 1995.

Thank you.



NANCY J. KENNISTON, DIRECTOR
Bureau of Human Resources

DISTRIBUTION LIST FOR DIRECT HIRE POSTINGS

Agencies must complete this form and return it
on or before Friday, October 6, 1995 to the
Bureau of Human Resources
Station No. 4
ATTN: Carolyn McLaughlin

Agency: _____

Agency Personnel Office

Will postings be sent and received via E-mail? Yes _____ No _____

If so, please list the name of the individual who
will receive these postings.

If E-mail is not used, postings will be mailed
through interoffice mail to the Personnel Office

ATTN:

ADDRESS/STATION NO:

Departmental Outplacement Coordinator

Will postings be sent via E-mail? Yes _____ No _____

If so, please list the name of the individual who
will receive these postings.

If not, please provide the name and address for
this individual.

ATTN:

ADDRESS/STATION NO:

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