

**DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES  
Bureau of Human Resources**

July 2, 2015

**HUMAN RESOURCES MEMORANDUM 5-15**

TO: All Agency Heads, Agency Human Resource/EEO Representatives

SUBJECT: Filling Vacancies

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On July 1, 2015, Governor Paul LePage issued a memo to the members of his Cabinet directing that all filling of vacant positions receive the approval of the Governor's Office prior to an offer of employment being made.

In accordance with that directive, beginning immediately and until further notice, no new recruitment activity will be posted on the Bureau of Human Resources' website (Open Competitive Jobs or Direct Hire Jobs), nor should they be posted by agencies electronically or in print, unless the request is accompanied by a completed Hiring Justification Form bearing the approval from the Governor's Office.

***s/ Joyce A. Oreskovich***

Joyce A. Oreskovich, Director  
Bureau of Human Resources

Attachments:

- [Memo from Governor to Cabinet](#)
- Hiring Justification Form ([pdf](#) and [docx](#))