

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF HUMAN RESOURCES

September 19, 2000

HUMAN RESOURCES MEMORANDUM 6-00

TO: All Agency Heads, Human Resource Representatives

SUBJECT: POSTING DIRECT HIRE VACANCIES

Human Resources Memoranda 11-95 (09/25/95) and 12-96 (10/11/96) implemented requirements for posting direct hire vacancies on the Bureau of Human Resources website *whenever an agency's recruitment effort extends outside of the agency*. Agencies are reminded to continue to notify the Bureau of Human Resources when such direct hire vacancies **occur, or are anticipated**.

In order to ensure that direct hire vacancies are publicized for State employees and the public, the Bureau of Human Resources maintains direct hire postings on the Bureau of Human Resources homepage. The direct hire vacancies are generally updated each Monday. In order to ensure that the direct hire website is current, agencies should forward current and anticipated direct hire vacancies to Carolyn McLaughlin at the Bureau of Human Resources (e-mail is preferable, but other means as necessary) **each Friday**, with the following information:

JOB TITLE
CLASS CODE
SALARY GRADE
AGENCY / DIVISION
WORK LOCATION OF VACANCY
APPLICATION CLOSING DATE
NAME OF AGENCY CONTACT
AGENCY CONTACT ADDRESS
AGENCY CONTACT PHONE / E-MAIL

The Bureau of Human Resources will continue to maintain current "Value of State Benefits" and necessary salary information for each vacancy.

The Bureau of Human Resources remains committed to maintaining a complete and accurate listing of direct hire vacancies. Your cooperation in providing direct hire vacancy information in a timely manner is appreciated.

DIRECT HIRE WEBSITE: <http://janus.state.me.us/employee/jobs/directhire/homepage.htm>



Donald A. Wills, Director
Bureau of Human Resources