

STATE OF MAINE  
DEPARTMENT OF PERSONNEL

August 1, 1980

PERSONNEL MEMORANDUM 13-80

TO: All Agency/Department Heads, Personnel Officers  
SUBJECT: Recruiting Bulletins (Career Opportunities) for  
Non-Competitive Classes

The Department of Personnel has the capability to produce recruiting bulletins for non-competitive classes from the word processing machine.

Before doing so, we need to determine if there is sufficient interest in purchasing complete sets or copies of single bulletins. The bulletins may be of help to you in required job postings; responding to employee and public requests for information about jobs; placing jobs in the Job Bank and other recruiting efforts. All the bulletins will be in the same format as our competitive bulletins and will contain information about salary and job duties. The sample bulletins we have produced contain in the section titled Location of Work the name(s) of the agencies using this class. If there is interest we could leave this section blank for you to complete in filling a specific vacancy.

I will appreciate any comments you may have on the benefits of this proposal or how you perceive it could be made better.

If you are interested in purchasing, for the cost of printing and collating, any or all of the bulletins on the attached list, please complete the portion below, detach and return to the Department of Personnel before August 15, 1980.

JADINE R. O'BRIEN  
COMMISSIONER

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I am interested in purchasing non-competitive bulletins (non-binding and for informational purposes only).

\_\_\_\_\_ copies of the complete non-competitive bulletin packet  
\_\_\_\_\_ copies of \_\_\_\_\_ individual bulletins. (You don't have to specify the names of individual bulletins now).

Please let me know if you are going ahead with the project so I can order my copies.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Agency)

\_\_\_\_\_  
(Title)