

Policy: 5.19

Procedure for Handling Inquiries Concerning Available Positions

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1. Refer all inquiries to the Dean of Human Resources/Affirmative Action.
 2. The Human Resources Office shall send an application to telephone inquirers, if one is requested.
 3. If the inquiry is by mail or e-mail, it will be acknowledged by the Dean of Human Resources/Affirmative Action or his/her designee by mail or e-mail.
 4. If and when a vacancy develops, the immediate supervisor will notify the Dean of Human Resources/Affirmative Action and follow the procedures as outlined in the Hiring Policy.
 5. All inquiries, application forms, credentials, resumes, and other data are to remain in the Human Resources office until such time as the paper screening is to be done by the committee involved in the selection process.
 6. It should be remembered that no action taken by an employee, including the President, individual members of the Board of Trustees, any other administrator or supervisor, can be construed as a commitment to employ.
 7. No employment can be official until acted upon by the Board of Trustees in an official meeting.