



Memo



To: Jan R Arnold

From: Paula A Bickel

Date: September 8, 2014

Re: Procedures for Recruitment

The attached procedures have been formally created to document the processes hiring supervisors are expected to follow in the recruitment process.

Please review and provide any revisions. After you approve these procedures, they will be added to The Hub for employee reference and use.

Thank you.

Approved

Karen will apply signature