

SECTION 1100.04

POST-SEARCH PROCEDURE FOR ALL EMPLOYEES

Procedures to be followed after the search process is completed for all new appointments:

1. The new employee will complete all necessary payroll forms. Employees eligible for fringe benefits will also be given appropriate forms for this purpose. The new employee is then placed on the payroll system.
 2. The Administrative Affairs Office will open a Personnel File on the employee incorporating the application materials, appointment materials, completed contract form, and any other payroll/personnel forms. Personnel files are kept and maintained by the Administrative Affairs Office.
 3. The Administrative Affairs Office sends letters to the non-interviewed candidates informing the search has been completed. The respective divisional Vice President call the unsuccessful interviewees and informs them the search has been completed.
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History

Administrative Council Approved 04/25/00