

Distribution	SUBJECT	Date
	EMPLOYMENT PROCEDURES APPLICANT SCREENING	01/07

PURPOSE: To review resumes and applications for an available position.

PERFORMED BY: Human Resources Administrator

PROCEDURE:

1. Screen resumes for:
 - a) Experience
 - b) Prior Employment History
 - c) Education
 - d) Resume match to available position
2. Contact individuals and schedule interviews.
3. Applications & resumes are retained for one year.