

POLICY BULLETIN NO. 34

SUBJECT: JOB APPLICATIONS

- I. The cooperative shall accept employment applications from any applicant at any time, regardless of whether there is a vacancy at the time the applicant applies. The application form shall be marked so as to indicate that the application will be considered active for six months. After six months the applicant must reapply for employment. Applications which are six months old shall be considered inactive. Any applicant may update his/her application at any time during said six month period.
- II. All applications shall immediately be forwarded to the Manager of Finance and Administration. When a new hire is authorized or a vacancy is created the cooperative shall post the position in accordance with any existing union contract. The Manager of Finance and Administration shall also pull all active application forms, selecting for consideration any and all applicants who appear to be qualified for the job vacancy. If internal posting and a review of the existing employment applications does not generate a sufficient qualified pool of available applicants, then the Manager of Finance and Administration shall consult with the General Manager for authorization to advertise the position in the mass media.

The applicants selected for consideration shall then be notified by letter or telephone that they should appear for a personal interview. Such interview should be conducted by the supervisor of the department in which the vacancy exists. Prior to the interview reference checks may be commenced.

- III. The supervisor of the department involved shall make his/her hiring recommendation to the General Manager as he/she deems appropriate.
- IV. **Responsibility:** The General Manager shall administer this policy.

Date Adopted: June 20, 1990

Attest: Dennis Haberkorn

Date Revised: September 16, 1992

Secretary

Date Revised: May 21, 2008