

NOTICE TO HIRING DEPARTMENT

Enclosed are applicant credentials for a current job vacancy in your area.

Please remember that names of applicants and information provided in support of their candidacy should be kept **confidential**. Discussion of these materials should be limited to the screening/search committee, hiring official, and the Office of Human Resources.

At the conclusion of the selection process, please return all application materials, selection criteria, and a Personnel Action Form indicating the selected candidate to the Office of Human Resources. After selected candidate has been offered and accepted position, information then becomes a matter of public record.

Thank You!