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| SUBJECT: Career Services: Job/Internship/Graduate School Orders Management | Effective Date: | Policy Number: |
| | July 1, 2011 | 04-3-002 |
| | Supersedes: | Page 1 Of 2 |
| | Policy: Date: | |
| Responsible Authority: Director, Career Services | | |

I. Purpose and statement of operational policy underlying the procedure.

It is the policy of LeMoyne-Owen College that companies and graduate schools fill out a Job/Internship/Graduate School Orders Management Form if they are seeking to advertise their position or program at the College. This only applies to walk-ins and call-ins. If an organization e-mails, faxes or mails in a job description or program outline, they do not have to fill out the form. This procedure will assist employers and graduate schools with meeting their staffing and enrollment needs. The Office of Career Services accepts job, internship and enrollment orders from local, state and national organizations/schools.

II. Applicability/Scope

Companies and Graduate Schools who wish to recruit LeMoyne-Owen College students and alumni.

III. Process for Implementing Procedure

| Responsibility | Action | Timeline |
|--------------------------|--|-------------------------------|
| Employer/Graduate School | Calls in or visits the office with a job/internship/graduate school opening. They do not have to fill out this form if they e-mail or mail a formal job description. | As requested |
| Administrative Assistant | Goes over the form with the representative and assists with filling it out. She will forward the information to the Job Developer. | As requested |
| Job Developer | Posts and advertises opening via the jobs board or e-mail to the students/alumni. He or she identifies qualified candidates to be referred. He or she will e-mail, fax resumes, unless the organization prefers the applicants to apply on-line. | Within two days upon receipt. |
| Administrative Assistant | Contacts applicants to inform them about the process. He or she also contacts the organizations to check on the status of the interviews or candidates. | |
| Job Developer | Records the information on the Weekly Job Order Report and reports the applicants who were hired. | |
| Administrative Assistant | Records the information on the applicants' contact sheets and files. | |

IV. Related policies/References for more information

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| Authorizing Official: <u>Jim Duggan</u> | Authorization Date: <u>10/6/11</u> |
| Title: <u>Vice President/Chief Financial Officer</u> | |