



SUBJECT: Student/Alumni Job Request Form	Effective Date: July 1, 2011	Policy Number: 04-3-004
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: Director, Career Services	

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

It is the policy of LeMoyne-Owen College that when students/alumni apply for posted jobs or internships; they must fill out a Job Request Form. This applies to walk-ins or call-in students registered in Career Services so that they can apply for a job or internship. Also, the office will have written documentation of the request. If the student/alum e-mails the request for the position or is referred by the Job Developer, they do not have to fill out the request form. These positions are advertised on the job boards, e-mail postings, etc.

II. Applicability/Scope

Registered Students/Alumni in Career Services

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Job Developer	Posts positions/internships via e-mail or job boards. He or she gives the potential candidates three days to apply. If the candidates e-mail back to respond, the Job Developer will contact them with information on how to apply.	As Posted
Students/Alumni	Visits Career Services to inquire about the positions that were posted.	As Needed
Administrative Assistant	Gives them a Job Request Form which allows them to apply for at least three of the positions. She gives the form to the Job Developer.	
Job Developer	Reviews the form, researches the information, contacts the candidates with information, refers them for the positions and enters the information in the system.	Within Three Days
Administrative Assistant	Logs the information on the student/alumni contact sheets and files.	

IV. Related policies/References for more information

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