THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Personnel	**Number:**	201.1
		Revised:	7/1/05
SUBJECT:	Application for Employment	**Date Issued:**	
		Attachment(s)	0
APPLIES TO:	Applicants for regular staff vacancies with the exception of those represented by a bargaining unit		
ISSUED BY:	Human Resource Office and the Office of the Vice President for Academic Affairs		

I. Policy

Persons seeking regular employment at the University will be interviewed in the Human Resource Office whenever possible. In any case, candidates will be requested to complete a standard University Application for Employment, Form #30001.

II. Regulations and Definitions

A. Applications for Employment will not be discussed with an applicant's present employer until the applicant's permission has been received.

B. The term "Employment function" refers to Employment Services, Medical Center Personnel Office and personnel offices at U.M. - Dearborn and U.M. - Flint, as appropriate.

RESPONSIBILITY		ACTION
Applicant	1.	Submit completed Application for Employment, Form 30001 to the Employment function.
Employment function	2.	Evaluate qualification of applicant.
	3.	Review application against requirements of current open positions.
	4.	File applications of prospective employees by occupational family, according to the interviewer's evaluation of qualifications and applicant's preference.
	5.	Review current openings against applications on file.
	6.	Purge or update applicant files two years from date of application. Depending on the University's need, applications may be placed in inactive status after 6 months.