

MEMORANDUM

TO: All Staff
All Deans and Department Heads/Chairs

FROM: Imelda E. Redito
Director of Personnel

DATE: February 1, 1999

SUBJECT: **POSTING OF PERSONNEL VACANCY NOTICES**

The Personnel Office is instituting a job posting system within the college that will ensure the widest possible dissemination of information on current job openings.

We believe this system will accomplish these goals:

- Make upward mobility easier.
- Create better morale by making employees aware of open positions.
- Give employees more control over their career progressions.
- Assist with affirmative action programs.
- Afford better use of the college's human resources.

Consequently, effective immediately, we are posting job openings as follows:

- Personnel Vacancy Notices (PVNs) for openings at Hostos Community College will be posted only after all policy, personnel, budget, fiscal and university issues and requirements have been met.
- PVNs for openings at Hostos Community College and all other colleges within CONY will be posted in the Personnel Office bulletin board (located adjacent to the Personnel Office at Suite A215). Employees are encouraged to take down their own notes on the positions that may be of interest to them.
- The Personnel Department will send copies of all approved PVNs for openings at Hostos to all Deans and Department Heads/Chairs for display in a prominent area in their respective Divisions/Departments.
- The Personnel Department is working with the Information Systems & Technology Department to bring about the availability of a Hostos Community College Personnel Department website through which information on job openings and other personnel related information could be accessed through the Internet.

A more comprehensive protocol on this subject will be issued. However, to kick off this new system to a fast start, we are attaching a set of current PVNs to Deans and Department Heads/Chairs for posting in their respective jurisdictions.

