**Office Memorandum**

**Date:** December 8, 2015

**To:** Deputy Commissioners; HR Directors & Designees

**From:** Ann O’Brien, Assistant Commissioner

**Subject:** Policy Announcement

I am pleased to present the final Job Announcement Requirements policy. This policy goes into effect on December 8, 2015. It will be available on the MMB internet site at MMB HR/LR Policies, Procedures and General Memos.

State agencies, like all employers, face increasing competition for talent. Recruitment practices must change to improve agencies’ competitive position. This policy is an important step towards that end. It will help candidates apply for state jobs by promoting transparency, competition, and fairness in the hiring process. Managers and state agencies will benefit by being able to select the best qualified candidates, whether from workforce planning or agency recruiting efforts.

This memo follows up on a November 10, 2015 email which provided an advance draft copy of the policy. That communication provided agencies an opportunity to review the policy and plan adjustments to their recruiting processes. We received in return questions and recommendations that we’ve used to clarify the policy’s content. The changes include:

- The policy statement section was updated to include reference to MN Personnel Rule 3900-3200.
- Removing changes in allocation from the exclusions section.
- Deleting an announcement requirement in Section 3 which created confusion with the requirements in Section 1.
- Restoring an early policy intent to announce Student Worker and paid Interns for at least 7 days, preferably 21 days.
- Adding content stating that employment applications received after the expiration of a job announcement’s notice’s publication deadline will not be accepted.

Announcing as many job opportunities as possible is an important step towards hiring the next generation of state employees and leaders. These jobs allow incumbents to network and demonstrate their value for further state employment. It’s important that state agencies invest their time and efforts into attracting, via active recruitment, and retaining employees.

If you have any questions about this policy, please contact Tim Quicksell at 651-259-3626 or tim.quicksell@state.mn.us. Thank you.

cc: Eric Hallstrom, Deputy Commissioner
    Jodi Hebert, Director, Human Resource Management