**POLICY/PROTOCOL JOB APPLICANTS**

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**From:** Jerry Orloff
**Sent:** Friday, May 11, 2012 11:21 AM
**To:** Front Office Staff, HR, Clinic Supervisors

When a person comes to our Front Desk and asks for an application, please provide the person an application.  After it is filled out thank the person and provide it to HR.  Do not have the person wait and tell them that HR may be able to see them and that you'll ask.

All resumes will be reviewed and if the candidate is someone we desire to interview HR will contact them.