

Unsolicited Employment Applications

I. Purpose

To provide a standardized response to all unsolicited applications for employment.

II. Objective

To have all unsolicited applications for employment which are received campus wide forwarded to Human Resources for appropriate response.

III. Policy

As campus offices receive unsolicited application materials such as letters, vitas, and resumes, these materials will be forwarded to Human Resources where a standard reply will be prepared and mailed to each applicant. Directions for applying for vacant positions at the University will be included. When a reply is mailed, application materials will be recycled.