

Distribution	SUBJECT	Date
	EMPLOYMENT PROCEDURES EMPLOYMENT REQUEST	01/07

- PURPOSE:** To direct HRA to find a qualified employee.
- WHEN ISSUED:** Upon knowledge of an open or anticipated open position.
- ISSUED BY:** SM, DM, HRA, DPM or CEO
- PROCEDURE:**
1. Employment Request (V-4a) submitted to President, CEO or Human Resources.
 2. Request is evaluated and appropriate action taken.
 - a) Makes changes in days, hours, salary, residence requirements, and any other comments.
 - b) Determines posting preferences (and/or)
 - i) Internal (FMC Employees)
 - ii) External (Newspapers and Agencies)