

PLACON POLICIES & PROCEDURES

SUBJECT: Applicants

POLICY #: 2.21

DATE: 07/2010

SUPERSEDES DATE: 06/18/01

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INITIATED BY: Carmen Crook –Sr. HR Generalist

APPROVED BY: Sue Babler – Vice President, Human Resources

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Policy:

To remain in compliance with our Affirmative Action Plan, every resume and application received at Placon Corporation must be documented and all applicants offered an opportunity to identify their race and sex.

Purpose:

The following procedure will ensure proper EEO/AAP compliance thus allowing Placon to remain a government contractor and subcontractor.

Scope:

This policy covers all persons completing applications for employment at Placon Corporation.

Procedure:

1. Applications and resumes will be accepted ONLY when there is an approved open position.
2. Only applications submitted online through our recruiting website (www.placon.com/careers) will be accepted.
 - a. Exceptions may occur when third parties are used to assist with recruitment or when computer systems are not available.
3. Incomplete applications will not be considered. Although an applicant may submit a resume along with their application, the on-line application form must be completed in its entirety for consideration (including work history and education).
4. Applications for an open position will be accepted until the position is filled or closed.
5. Open positions where we are recruiting externally, (with the exception of temporary to hire opportunities and top management level positions – Grade 15 and above), will be posted on WI Job Service’s Job Net web site www.dwd.state.wi.us.com and on Placon’s website.
6. Internal applicants -- In order to be considered for a promotion or transfer to an open position, internal applicants must submit an application through Oracle – *iRecruitment Employee Candidate* responsibility. Open positions will be posted for a minimum of 8 days.
 - a. Position changes within 6 months of hire or transfer may be restricted at the discretion of management.
7. Applicants for previous openings may be considered for new openings that occur within four (4) months of the date the original opening was closed. To ensure consideration, applicants are encouraged to apply to the new vacancy.
8. In the situation where we are creating a “pool” of applicants for a frequently filled position, we will recruit and accept applications for that position. Applicants will be screened, and may be selected to move on to a testing and/or interview process. Top applicants will then be placed in the “pool” for future consideration when we have an open position.
9. Unsolicited resumes will not be considered and will be discarded. Those individuals sending unsolicited resumes to Placon Corporation will receive a letter directing their inquiry to our website.
10. Applicants will be subject to a criminal background check, reference check and upon hire must pass a physical and drug screen.