

**LOYOLA ENTERPRISES, INC.**

**POLICIES & PROCEDURES**

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**CLASSIFICATION: Employment Practices**

**Number: I-11**

**SUBJECT: Employment Procedure**

**Effective Date: 06-17-98**

**Revision Date: 07-09-09**

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The coordination of the recruitment and employment process is the immediate responsibility of the Human Resources Department. Applications for employment are to be made within the Human Resources Department. The Human Resources Department will retain all applications for a period of one (1) year for non-government positions and two (2) years for government positions.

**Resume Review**

The Human Resources Department along with the hiring authority will review applications and pre-screen potential candidates. Resumes are reviewed for qualifications which match the announced job posting. Reference checks will be made by either telephone or mail. Executive management may approve payment for travel expenses for candidates recruited out of the local area.

**Job Offer**

When all selected applicants have been interviewed and the hiring authority has determined the best qualified candidate, the interview process will end and a job offer can be extended. Offers of employment will be made by the Human Resources Manager or executive management.

Upon acceptance of a job offer, the Human Resources Department will immediately notify the hiring authority and prepare for the hiring process.

Salary for new hires is determined by executive management.

**Use of Recruiting Agencies**

LOYOLA prefers to hire new employees through corporate advertising, current employee referrals, and other recruiting activities, but in some cases find it expedient to use commercial agency recruiting services. LOYOLA will hire personnel from recruiting agencies which agree to charge the company a maximum of 10% (of the first year's salary) fee and promise a 90 day warranty. Approval from the President must be obtained prior to reviewing any resumes from agencies.