

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	411
		Original Date	12/23/1986
	Department: Personnel	Revised Date	01/09/2014
	Letters of Hire and Denial		

POLICY:

Letters of hire and denial will be mailed to each applicant for each position.

PROCEDURE:

1. **Letter of hire will include:**
 - A. Statement of the position offered, hours, rate of pay, benefits, and employment start date and time.
 - B. Notification to the new hire to have a TB test on site prior to beginning work.
 - C. Any probationary periods.
 - D. A copy of the letter will be sent to the immediate supervisor and placed in the Employee's Personnel file.

2. **Denial**
 - A. All applicants not selected for a position will receive a letter of denial or notice by E-mail.
 - B. All applications and denial letters will remain on file for two years from the posting date of the position.
 - C. The Personnel Officer will respond to all inquiries concerning an applicant denial. No information that identifies other applicants will be released to maintain confidentiality. Scores may be released when requested by the applicant.