



HEALTH RESEARCH ASSOCIATION

1640 Marengo Street – 7th Floor
Los Angeles, CA 90033

POLICY

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Subject: EMPLOYEE RECRUITMENT ADVERTISING		Issued By: HUMAN RESOURCES	
		Approved By: Kathleen R. Hurtado President & CEO	
Policy #: 519	Issue Date: November 24, 1975	Revised Date: July 24, 2005	Effective Date: August 1, 2005

Reference:
Revised and adapted from LAC + USC Healthcare Network Policy #519.

PURPOSE

To identify appropriate guidelines for Staff-Member recruitment advertising requests.

POLICY

All requests for advertising, as it relates to Staff-Member recruitment, shall be coordinated with HRA’s Human Resources Department, in order to ensure that Federal, State and County regulations have been satisfied.

RESPONSIBILITY

Human Resources / Supervisors

REFERENCES

USC’s Auditor-Controllers’ Guidelines
DHS Policy #702