

LAC+USC MEDICAL CENTER POLICY

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Subject: EMPLOYEE RECRUITMENT ADVERTISING		Original Issue Date: 11/24/75	Policy # 505
		Supersedes: 5/9/17	Effective Date: 10/30/20
Departments Consulted: Human Resources Financial Management	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by: (Signature on File) Chief Medical Officer	
		(Signature on File) Chief Executive Officer	

PURPOSE

To identify appropriate guidelines for recruitment advertising requests.

POLICY

All requests for advertising relating to employee recruitment shall be coordinated with the Director of DHS Human Resources to ensure that federal, State, and County regulations have been met.

RESPONSIBILITY

Administrators
Department Managers
Office of Human Resources
Financial Management

REFERENCES

Auditor-Controller's Guidelines
DHS Policy #702, Recruitment Advertising

REVISION DATES

August 1, 1994; October 20, 1998; April 9, 2002; May 28, 2004; September 29, 2008;
February 11, 2014; May 9, 2017; October 30, 2020