

**Atikokan Literacy Incorporated
ADULT LEARNING CENTRE
Human Resource
Policy/Procedure**

Job Postings

APPROVED BY: Atikokan Literacy Incorporated Board of Directors

DATE: April 30, 2015 (R)

DISTRIBUTION: Employees

Policy:

All Atikokan Literacy Incorporated job postings are posted internally for a minimum of 7 days before they are filled or advertised externally by the Executive Director. Internal applicants of Atikokan Literacy Incorporated will be granted an interview at the discretion of the Executive Director.

Procedure:

1. The Executive Director will display all job postings internally seven (7) days before the job is posted or advertised externally.