


**Memorandum**

To: Howard University Community

From: Michael F. McFadden   
Interim Vice President and Chief Human Resources Officer

Date: May 28, 2014

Subject: Hiring Policy [500-012]

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The University has implemented a new Hiring Policy which gives the Office of Human Resources the authority to issue offer letters to all new hires with the exception of faculty appointments. As a result, hiring managers are now required to acknowledge receipt of the Hiring Policy and abide by that policy. Sanctions are now in place to assure that all new hires are properly on-boarded and approved by the Office of Human Resources prior to working at the University.

All hiring managers will receive the University Hiring Policy and an acknowledgement form from the Office of Human Resources via DocuSign in their Howard University email accounts. Hiring managers must sign the acknowledgment form within 10 business days of receipt to maintain hiring action privileges in PeopleSoft. The University Hiring Policy is available at [www.howard.edu/policy](http://www.howard.edu/policy).

