

**MINNESOTA SECTION 1203
AMERICAN SOCIETY FOR QUALITY
SECTION POLICY**

POLICY NUMBER: MSP-M-002	SUBJECT: Placement Listing Service
ORIGINATION DATE: 12/1/98	ACCOUNTABILITY: Vice Chair Member Services and Administration
APPROVAL DATE: 1/5/99	APPROVAL BY:
REVISION DATE: 5/2/02	PAGE NO: 1 OF 2

1.0 OBJECTIVE

- 1.1 To establish and maintain a policy to provide Placement Listing and related services to our members.

2.0 RELATED POLICIES AND PROCEDURES

- 2.1 The Bylaws of the ASQ.
- 2.2 The Policies and Procedures of ASQ as provided by the Board of Directors and published in the Society Management Handbook and the Section Supplement.
- 2.3 The Bylaws of the Minnesota Section ASQ.

3.0 SUPERSEDES

- 3.1 None.

4.0 PLACEMENT LISTING POLICY

- 4.1 It is the policy of the Minnesota Section ASQ to provide to its members a placement listing service as defined herein.
- 4.2 This service will be administered by the Vice Chair Member Services and Administration.
- 4.3 Members can submit their resumes to the Section office for the service. They will be kept in the file for one (1) year.
- 4.4 Companies and recruiters can submit written employment opportunities/internships to the Section office. They will be kept in the file for three (3) months.

5.0 SERVICES PROVIDED FOR MEMBERS

- 5.1 Members will be sent a listing of jobs currently on file upon request.
- 5.2 On request, companies and recruiters will be notified of the qualifications of the eligible candidates.

6.0 SERVICES PROVIDED FOR COMPANIES AND RECRUITERS

- 6.1 Edited employment opportunities or internships will be published in the Section newsletter free of charge for one month and may be published for one additional month, provided space is available.
- 6.2 Employment opportunities or internships will be brought to the Section meetings for members to preview.

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- 6.3 A list of ASQ members, that have sent in resumes and may qualify for the position listed, will be faxed to a company or recruiter only after a written employment opportunities or internships has been received.

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7.0 GENERAL

- 7.1 The Section will not provide any job counseling, nor recommend anyone, write an ad, or write a resume for anyone.
- 7.2 Members and recruiters should not come to the Section office seeking any help.

8.0 APPROVAL

- 8.1 Approved by the Minnesota Section ASQ Executive Board:

Section Chair

Section Secretary

Date