

# PROCEDURE

Effective Date: 6/1/07

Approved By: Vice President George Pierce

Authority

Cancels:

See Also: POL-U5320.15 – Coordinating Entrance Interviews

## PRO-U5320.15A

## COORDINATING ENTRANCE INTERVIEWS

Action by:

Action:

Accounting Services Director

1. **Notifies** Assistant Vice President for Business and Financial Affairs of upcoming entrance interview.

2. **Contacts** Assistant to Vice President for Business and Financial Affairs to schedule entrance interview.

Assistant to Vice President for Business and Financial Affairs

3. **Coordinates scheduling** of entrance interview with President's secretary to coincide with BOT meetings.

Assistant Vice President for Business and Financial Affairs

4. **Facilitates** entrance interview.