

Memorandum



Long Island Rail Road

Date: July 15, 2008

To: To LIRR Employees

From: Madelyn Oliva, Executive Director- Human Resources

Re: NEW WEB BASED JOB POSTING & ONLINE APPLICATION PROCESSES

In an effort to continue improving and streamlining the job posting and resume acceptance processes, effective July 28th, 2008, the Human Resources Department/Employment & Recruitment Office is implementing PeopleSoft E-Recruit, which is a web based online job application and tracking system.

All candidates (internal and external) will be required to apply to job postings online. The new system does not allow the Employment Office to accept resumes via fax, walk-ins, US mail, or e-mail.

The new process for applying to the LIRR job postings is outlined as follows:

- LIRR employees must log on to employment.mta.info and they will be able to view all current job postings for the LIRR, MTA Headquarters, and MTA Capital Construction Company.
- To apply to LIRR job postings, applicants must click on the **LIRR tab** and select the appropriate **LIRR** job posting. The program will walk applicants through the various steps.
- New job postings will continue to be posted for 10 business days for non-represented positions and those covered under management policies and 15 days for represented positions.
- Employees can either log directly into the Internet site or click the link available on the LIRR Intranet that will bring them directly to the MTA-LIRR Employment Opportunities web page and job postings.

We realize this is a significant change; however, this new system will allow us to better serve our current and future employees. A step-by-step guide will be available to employees on the LIRR websites.

The Employment Office staff will be offering information sessions to give employees a hands-on overview of the new process and system.

The information session schedules are listed below and all employees are invited to attend on their own time:

Date: Friday, July 18, 2008

Time: 9:00 am and 11:00 am

Place: Hillside Support Facility – Training Department Conference room

Date: Tuesday, July 22, 2008

Time: 10:00 am and 12:00 pm

Place: Hillside Support Facility - Training Department Conference room

Date: Thursday, July 24, 2008

Time: 10:00 am and 12:00 pm

Place: Hillside Support Facility - Training Department Conference room

Date: Friday, July 25, 2008

Time: 10:00 am

Place: JCC, 5th floor, Conference room B

If you have any questions please feel free to contact Ouida Gaillard, Assistant Director Employment and Recruitment at (718) 558-7570 or Willie Jenkins, Manager, Employment at (718) 558-7626.

Your continued support and cooperation are appreciated to successfully implement this change.