



Memorandum

To: Human Resource Business Partners

From: Kate Sheehan *KS*
Director

Date: September 24, 2024

Subject: Cover Letter Policy

As we continue to navigate recruitment challenges and adapt to understanding and recruiting today's job seeker, we are implementing changes to the cover letter policy. The following serves as a replacement to the 2019 Recruitment and Retention Initiative & Directive memorandum's cover letter requirements and is effective immediately.

- All job class postings **range 16 and below** will not require cover letters **AND will not** use supplemental questions. Job postings for positions range 16 and lower with a cover letter, supplemental questions, resume, or writing sample requirements at the time of application will no longer be posted.
- All job class postings **range 17 and higher** will only require cover letters if the position truly warrants it, adds clear value, and is supported in the position description (PD). A cover letter request should be no more than two to three paragraphs (limit to one page). **And** the use of supplemental questions is limited to two questions **AND** they can only be in a multiple choice or a yes or no format. Narrative supplemental questions are no longer allowed.
- All job class postings in the competency based minimum qualifications (MQs) format will not require a cover letter **regardless of the range** of the job class. **And** the use of supplemental questions is limited to the self-assessment format, **OR** multiple choice, **OR** a yes or no format. Narrative supplemental questions are no longer allowed.

CC: Paula Vrana, Commissioner

Camille Brill, Deputy Director

Heather Brookes, Workforce Services Manager