



Memo

TO: ALL STAFF

FROM: Clara Young, Director of Finance & Administration

DATE: December 12, 2022

RE: New Emails – For Criminal Record Check Requests and Job Applications

The HR Unit will be streamlining how emails are received within the Human Resources department.

Currently, the Human_Resources@tikinagan.org email address receives all types of emails. Emails range from receiving resumes from both external and internal applicants to requests for the processing of foster parent criminal records checks, to a high volume of general HR inquiries and submissions of correspondence from employees within the agency.

Based on this, two (2) new emails have been created to allow a better flow.

Effective December 12, 2022, please use the following emails:

- crc@tikinagan.org
 - All requests for Criminal Record Checks (CRC) for Foster Parents and all correspondences for Criminal Record Checks (CRC) for employees are to be sent to this email.
- jobs@tikinagan.org
 - Applications for Positions/Jobs.
 - All external and internal applications/resumes/cover letters for jobs are to be sent to this email.
- Human_Resources@tikinagan.org
 - All general inquiries, requests, and correspondence from employees within the agency are to be sent to this email.

Thank you.