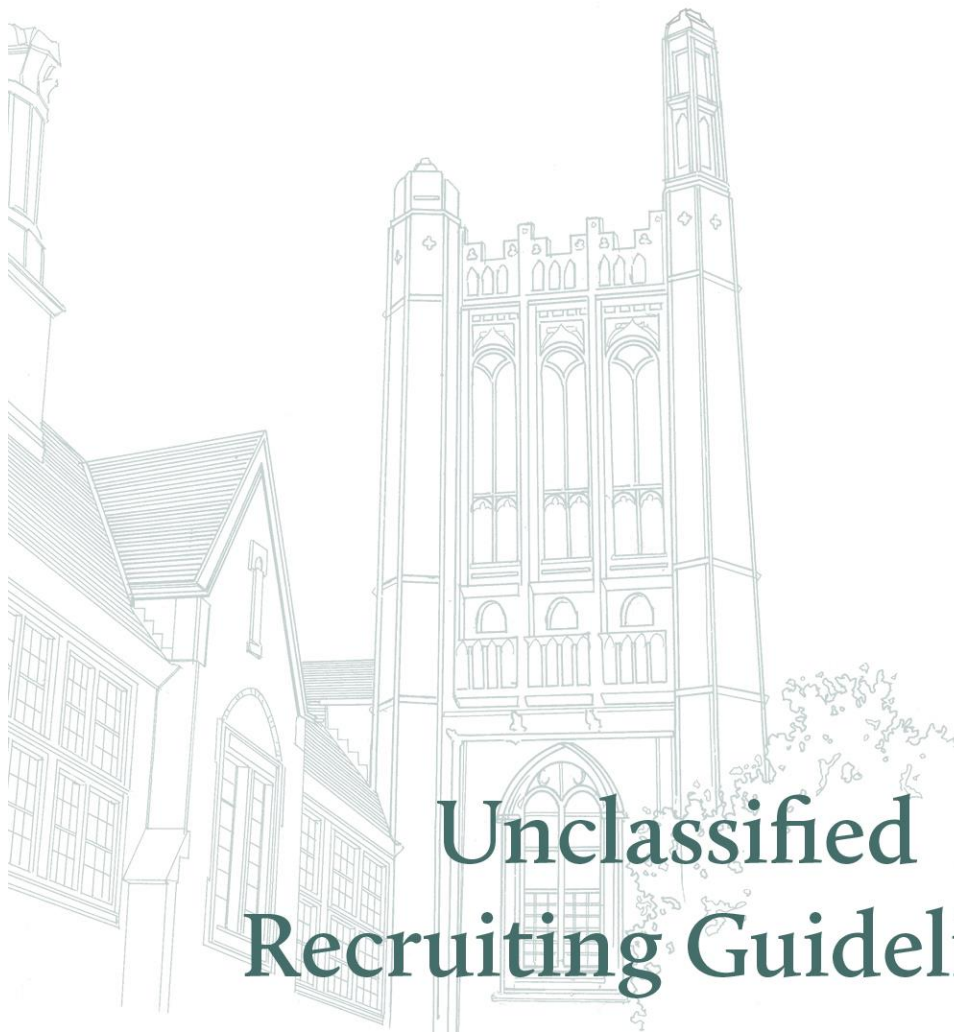




# NJCU | Human Resources



## Unclassified Recruiting Guidelines



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## **UNCLASSIFIED RECRUITING GUIDELINES**

*The Office of Human Resources Department □ Hepburn Hall Room 105*

### **Guidelines**

The guidelines are created to provide guidance on the policies and procedures for recruiting unclassified employees at New Jersey City University.

All full-time & part-time permanent positions require a search committee in the selection process. The search committee has the ability to make philosophical and fundamental changes in the department. A search committee should have 3- 5 members. Members of the committee should understand the requirements of the position as well as the mission and goals of the hiring department and university. Search committees are **required** for full time appointments with a salary range of 17 or above, and all faculty appointments. The search committee should be inclusive of individuals of diverse backgrounds.

*No committee shall start the recruitment process until the committee is charged.*

### **Use of a Search Firm:**

Search firms require the review and approval of the President and is used for cabinet level positions. When search firms are used, the following criteria must be applied:

- Experience inclusive of successful placement of women and people of color and history of success of the search firm.
- Demonstrated commitment to diversity
- Experience working in higher education
- 

### **Responsibilities of Search Committee:**

1. Confidentiality.
2. Committee members should be familiar with Taleo (contact HR for training).
3. Develop a selection criteria, interview questions, reference questions.
4. Review the job description which identifies the populations for targeted recruitment.
5. In conjunction with the Office of Human Resources indicate a timeline to complete the search.
6. All candidates who meet the minimum qualifications should be interviewed.
7. Campus visits and interviews should be arranged by the Chair or designee.
8. Three finalist must be recommended by the committee.
9. Finalists should not be ranked; names should be submitted to the VP or Dean.
10. Chair upon approval should email HR with the selected candidates name as well as consult with HR on the salary; before a formal offer is made.
11. Once offer is made and accepted; candidate has cleared background; unsuccessful candidates will be notified.
12. Upload search materials in Taleo.
13. Return all other search material to the Office of Human Resources.

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**Created by: Michelle Crook (ACD edits)**

**Document: Unclassified Recruiting Guidelines**



## Selection Criteria

Selection should be based on the functions of the position as noted in the job posting, education, skills and experience needed to be successful in the position.

### **Unclassified Employees Defined**

*Unclassified employees are defined as Faculty, Librarians & Professional Staff who are governed by the NJ AFT Statewide Agreement, Managers & Directors:*

- AFT (Professional Staff) – Employees who fall under the following categories:
  - First line supervisors (Assistant Director IV, III, II & I)
  - Professionals ( Program Assistant, Professional Services Specialist IV, III, II & I)
  - Support Staff (Administrative Assistants III, II & I)
  
- Managers – Includes the following position types
  - Senior Level Positions ( President, Vice President, Associate Vice President & Assistant Vice President, Assistant to the Vice President
  - Dean ( Dean, Associate Dean, Assistant Dean, Dean of Students, Associate Dean of Students, Assistant Dean of Students)
  - Directors (Director IV, III, II & I ; Associate Director III, II & I ; Managing Assistant Director -III, II & I)
  - Executive Assistant IV, III, II, & I
  
- Librarians – Includes the following position types
  - Librarians III, II, & I
  
- AFT (Faculty) - Includes employees in the following positions.
  - Professor, Associate Professor, Assistant Professor, Visiting Scholars
  - A. Harry Moore Demonstration Teachers IV, III, II, & I

Type of Position	AFT	Managerial
Term of Appointment	Half-Year or One Year – Usually starts 7/1 through 6/30 a Fiscal Year	Determined by need, not to exceed three years
Extension of Appointment	Yes, in half year or one year increments	Determined by need, not to exceed three years
Third Year Appointment	Only when appointed to replace an employee on leave or to fill grant-funded position	Only when appointed to replace an employee on leave or to fill grant-funded position

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## Activity Checklist for Filling Unclassified Positions

### PRE-RECRUITMENT

- Hiring Manager Request the approval through the Taleo System:** Complete a requisition in Taleo - See hiring guidelines. **(Prescreening questions can be added to the requisition to eliminate unqualified candidates). Hiring Manager should meet with HR to develop these questions.**
- Once the position is approved:** The Office of Human Resources will open the requisition so applicants can apply.
- Posting and Advertising:** **All positions are posted for a minimum of ten bus. (10) days;** Position(s) are posted in the following: **NJCU website at <http://njcu.edu/jobs-njcu> ,Higher Education Recruitment Consortium (HERC), HigherEdJobs.com, Inside Higher Education, Other advertisements**

### RECRUITMENT

- Applicants:** The Search Committee must review applications in Taleo to select eligible candidates.
- Charge:** The search committee must be charged after the requisition is approved in Taleo. Committee members and a representative from HR will be present. The hiring manager does not have to attend. But should meet with the Chair to discuss the needs of the position that is being filled.
- Select Candidates for Interview:** The search committee will screen applications and select candidates to be interviewed. Upload the screening criteria and evaluation of applicants in Taleo.

### INTERVIEWS

- Interview Questions:** The search committee must select appropriate questions that will be asked of each candidate.
- Conduct interviews:** Interviews should be carefully documented.

### SELECTION

- Reference Checks:** The search committee conducts and document reference checks on candidates selected using the Reference Checking Form.
- Applicant Evaluation:** An Application Evaluation Form should be completed for all finalists and submitted to Human Resources Office.
- Selection:** A candidate whose qualifications, experience and background best meet the requirements for the position and is a good fit within the department should be selected. The search committee chair should send 3 names to the Dean or Director without ranking the candidates.

### POST SELECTION

- Extending the Offer:** The Dean or Director should send the name of the selected candidate to the Office of Human Resources and HR will extend the offer of employment after a consultation of salary.
- Offer Letters:** An email confirming the job offer will be sent to the new employee by the Office of Human Resources. The letter will include specific information on the position title, workweek, salary range, step, anniversary date. A copy will be sent to the hiring department.
- Regret Letter:** The Office of Human Resources will ensure that all applicants not selected receive via email a notification that the vacancy has been filled. (Letters are sent through Taleo)
- New Employee Orientation:** New employees will be scheduled for Onboarding after they are hired. This is done through Taleo. Employees will receive a notification via email.



**Resources**

REQUIRED FORMS FOR VARIOUS POSITION ACTIONS:

Reasons for Openings	Required forms
<p><b>Temporary Appointment / Emergency Hire ( No Search)</b>            (Requisition must be approved in Taleo            Justification must be entered for requisition</p>	<ol style="list-style-type: none"> <li>1. Taleo Requisition</li> <li>2. Resume of Candidate attached to requisition</li> </ol>
<p><b>Internal Search</b>            Utilized when Hiring manager determines there is sufficient number of candidates at the University inclusive of minorities &amp; women who meet the minimum qualifications for the position.</p>	<ol style="list-style-type: none"> <li>1. Taleo Requisition</li> <li>2. Job description</li> </ol>
<p><b>Search</b>            A vacancy advertised in publications for a minimum of 10 business days.</p>	<ol style="list-style-type: none"> <li>1. Taleo Requisition</li> <li>2. Taleo Requisition</li> <li>3. Job Description</li> </ol>
<p><b>Extension of Temporary Appointment ( No Search)</b>            Requisition is entered in Taleo, new letter with extension date is issued to candidate.</p>	<ol style="list-style-type: none"> <li>1. Taleo Requisition</li> </ol>
<p><b>Create a new position</b>            (This is a new position that you are creating).</p>	<ol style="list-style-type: none"> <li>1. Taleo requisition</li> <li>2. Job Description</li> </ol>
<p><b>Reclassification of a currently filled position</b>            (An incumbent is in the position and you are giving them a promotion to a higher title).            (An incumbent is in the position and they are being demoted to a lower title or previous position).</p>	<ol style="list-style-type: none"> <li>1. Taleo Requisition</li> <li>2. Organizational Chart- Is required to show the reporting structure.</li> </ol>
<p><b>Reclassification of a vacant position</b></p>	<ol style="list-style-type: none"> <li>1. Taleo requisition</li> <li>2. Job description</li> </ol>
<p><b>Recruit for a position</b>            ( The position you are filling is vacant)            The incumbent has retired, no longer works here.</p>	<ol style="list-style-type: none"> <li>1. Taleo requisition</li> <li>2. Job description</li> </ol>
<p><b>Transfer position to another department</b>            (The person is moving along with their position to another office). We need to know the new reporting structure</p>	<ol style="list-style-type: none"> <li>1. Taleo requisition</li> <li>2. Job description</li> </ol>

## FREQUENTLY ASKED QUESTIONS

**❖ Can a Department Chair, Director or Supervisor allowed to serve on a search committee?**

Yes, a department chair, director or supervisor may serve on a search committee. It is not a conflict of interest for a Department Chair or Supervisor to serve as the Chair of the search committee.

**❖ What travel costs are paid on behalf of the out of town candidates, and who pays for them?**

Search committees must consult with the Vice President or Dean to determine what funds are available for travel costs.

**❖ Can the search committee or hiring official recruit candidates? And is this a conflict of interest?**

The job posting can be sent to candidates to enhance the recruiting efforts. HR should be consulted if a member of the search committee knows the candidate and feels that they cannot be unbiased.

**❖ What happens if the hiring official is not satisfied with the recommended finalist?**

The hiring official may ask the search committee to consider other candidates in the pool; no candidate should be selected that did not apply. In the event a candidate not selected HR must be consulted before any action is taken.