Adjunct onboarding

The office of human resources is proud to introduce the new paperless onboarding system available for adjunct employees. This system will allow adjuncts to transition from candidates to employees with ease, efficiency and promptness.

As of July 1, 2015, the traditional "Adjunct packets" will no longer be accepted to hire new adjuncts. Departments heads (or their designee) must send an e-mail to adjuncts@njcu.edu once they have identified new adjuncts for their department.   The department chairs must then direct all <u>newly hired adjuncts</u> (adjuncts that have never worked at the university) to the "Employment opportunities" page to complete an on-line application. Website: http://www.njcu.edu/hr/employment/

There the adjunct will apply for an adjunct position in the department that they have been assigned a class.   The adjunct must complete an online application for that position. Once the application is complete the human resources office will send the adjunct a link to begin their electronic on-boarding process.