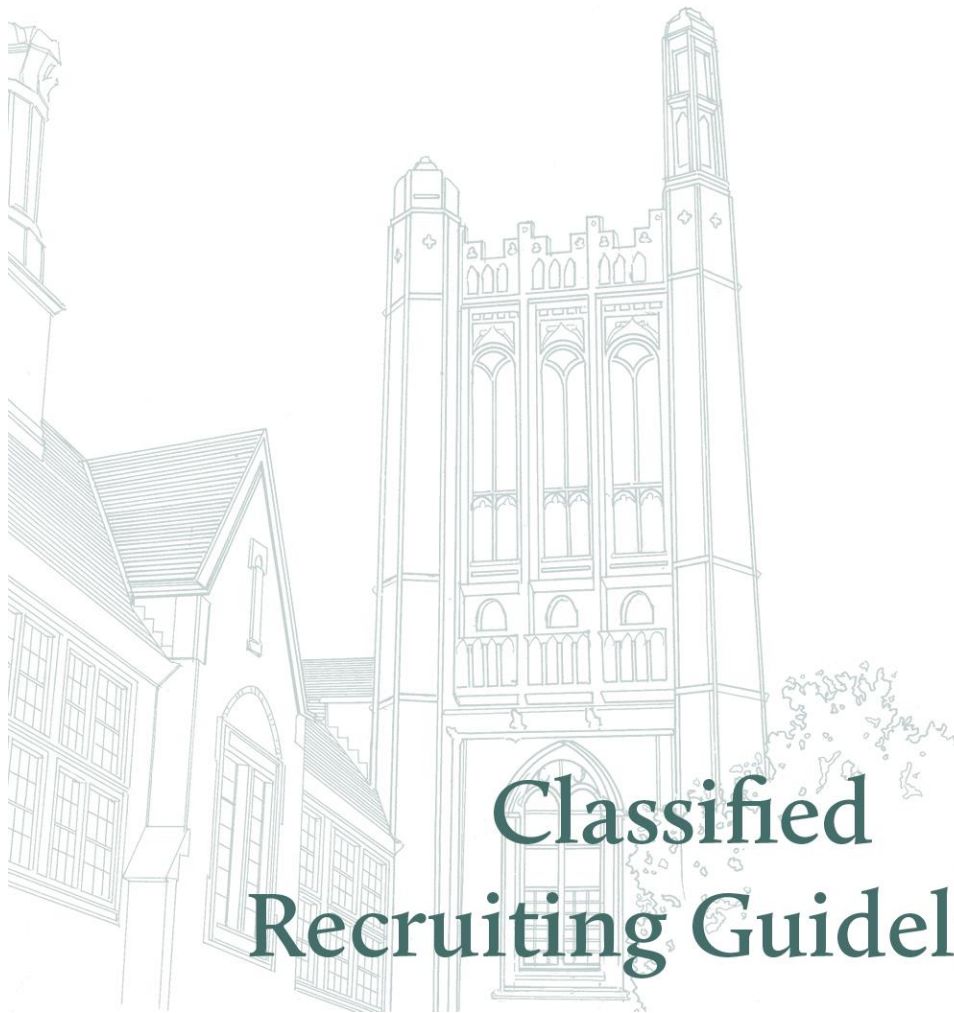




NJCU | Human Resources



Classified Recruiting Guidelines



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Activity Checklist for Filling Classified Positions

The hiring manager is responsible for completing or monitoring completion of the following activities related to the selection process for classified positions.

For all new positions contact Human Resources, Staffing Unit, Hepburn Hall -105 to determine position title and job specification then proceed with check list.

(All position regardless of classification should be entered in Taleo as requisition)

PRE-RECRUITMENT

- Documents:** Complete a requisition in Taleo (Requisition) (p), a current Job Description (p.7), and a current Organizational Chart, (p.8). For reclassifying a vacant position to a different title, also call the Budget office to ensure you have the money for Reclassification Request Form. Advertising is done using the job description so make sure that it includes all information you would like posted.
- Contact Human Resources for current Eligible certification list inquiries.**
- Posting:** For Civil Service positions. All positions are posted for a minimum of five (5) business days; Position(s) are posted on the NJCU website at <http://www.njcu.edu/hr/employment/> Higher Education Recruitment Consortium (HERC), HigherEdJobs.com, Inside Highereducation by request. The Human Resources Job Announcement Board located outside of Hepburn Hall 105 it will display all vacancies as well as the 8 bulletin boards listed on campus 1. Facilities, 2.Housekeeping, 3.Women's Center, 4.Athletics, 5.A. Harry Moore, 6.Youth Corp., 7.Media Arts, 8.Psychological Services.
- Advertising:** Contact Robert Piaskowsky, x2335 for details on advertising in the local newspapers when necessary.
- Equal Employment Opportunity/Affirmative Action Guidelines:** New Jersey City University is an Equal Opportunity/Affirmative Action Employer. The hiring manager should review affirmative action requirements prior to any recruitment or selection activities.

RECRUITMENT

- Applicants:** Applications for candidates interested in the position are available via electronic submission.
- Select Candidates for Interview:** Screen applications and select candidates to be interviewed. **All internal candidates meeting the minimum requirements should be considered and interviewed.** Keep a written record of screening criteria and evaluation of applicants.

INTERVIEWS

- Scheduling Interviews:** Human Resources will schedule interviews for classified positions.
- Interview Questions:** Select appropriate questions that will be asked of each candidate. (See Interview Questions: Do's and Don'ts). (p.9, 10, 11.) these questions are for your use if you need them.
- Conduct interviews:** Interviews should be carefully documented. In order to begin checking references, an Authorization for Release of Information Form, (p.12) should be completed by final candidates after they are offered the position. A Job Application Form (p.13) should be completed for each finalist.



Activity Checklist for Filling Classified Positions

SELECTION

- Reference Checks:** Human Resources conducts and document reference checks on candidates selected using the Reference Checking Form.
- Applicant Evaluation:** An Application Evaluation Form (p.13) should be completed for all finalists and submitted to Human Resources Office.
- Pre-Offer:** Human Resources will extend the offer of employment, verify the salary/step information and any specifics regarding the start date. **Start dates for all employees should be on a Monday at the start of a pay period unless it is a holiday then the start date is Tuesday.**
- 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.

POST SELECTION

- Extending the Offer:** The hiring manager should send the name of the selected candidate and Human Resources office and they will extend the offer of employment. When the electronic offer has been accepted the candidate will be workflowed to Pre-employment .
- Offer Letters:** An email confirming the job offer will be sent to the new employee by the Human Resources Office. 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 Human Resources Office will ensure that all applicants not selected receive written notification that the vacancy has been filled. (See sample Regret Letter)
- New Employee Orientation:** New employees will be scheduled for Orientation and In-processing by the Classified Staffing Coordinator. Notification will take place prior to the orientation appointment. Also will be done via email.

ATTACHMENTS

- ❖ Taleo requisition must be entered to begin recruitment.
- ❖ Job Description
- ❖ DPF 44S (included when reclassifying an employee)
- ❖ Organizational Chart (needed when reclassifying an employee)
- ❖ Interview Questions (Do's and Don'ts)
- ❖ Authorization for Release of Information (Obtain signature from candidate prior to checking references)
- ❖ Applicant Evaluation Form (Send to Human Resources Office prior to start date of new employee)
- ❖ Reference Checking Form (Optional)
- ❖ Regret Letter (Sample)

***Failure to complete and provide these documents to Human Resources Office will delay the hiring process.**



TALEO REQUISITION FORM

Instructions: Use the Taleo requisition form to request recruitment for established positions, re-classifications, promotions, demotions, transfer of positions to another department, Leaves, or to create a new position. Please attach a current job description and organizational chart to this form. (For Reclassification of a vacant position, also attach a proposed job description that clearly illustrates the higher level of responsibilities). If this is a new position, attach supporting justification.

I. ACTION REQUESTED : Classified Employees

Reasons for Openings	Required forms
<p>Reclassification of a currently filled position</p> <p>(An incumbent is in the position and you are giving them a promotion to a higher title).</p> <p>(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"> 1. Taleo requisition http://www.oracle.com/us/products/applications/taleo/overview/index.html 2. DPF 44S form is needed to show the new duties. http://www.njcu.edu/uploadedFiles/About_NJCU/Governance_and_Organization/Administration_and_Finance/Human_Resources/Human_Resources_Forms/position-classification.pdf 3. Organizational Chart- Is required to show the reporting structure.
<p>Create a new position (This is a new position that you are creating).</p>	<ol style="list-style-type: none"> 1. Taleo requisition http://www.oracle.com/us/products/applications/taleo/overview/index.html & job description
<p>Reclassification of a vacant position</p>	<ol style="list-style-type: none"> 1. Taleo requisition http://www.oracle.com/us/products/applications/taleo/overview/index.html & job description
<p>Recruit for a position (The position you are filling is vacant) The incumbent has retired, no longer works here.</p>	<ol style="list-style-type: none"> 1. Taleo requisition http://www.oracle.com/us/products/applications/taleo/overview/index.html & Job description
<p>Transfer position to another department (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"> 1. Taleo requisition http://www.oracle.com/us/products/applications/taleo/overview/index.html & Job description



Requisition Details

Current Position Information:

Divisions:

- ✓ Academic Affairs
- ✓ Administration and Finance
- ✓ University Advancement,
- ✓ President's Office,
- ✓ Student Affairs

Position Number

Consists of 8 numbers EX: 10001000

Employee Classification:

Support Staff- Administrative & Clerical Positions, Skilled Craft, Primary Level Supervisory, Professional Unit CWA, IFPTE, AFSME

Faculty- Professors, Assistant Professors, Associate Professors,

Professional Staff- AFT positions that are not Faculty. Librarian

Manager Unclassified employees

Employee Category:

Full time - FTE is 1.0

Part time- must fill out the FTE

Example:

.86 for 35 hour employee is 30 hours

.86 for 40 hour employee is 34 hours

Temporary- this means the employee will work 6 months or less

Permanent- Employee is an employee with full benefits

Interim- Employee will work more than 6 months, this should be 1 year or less.

Position Information:

This part contains information about the position. If you are filling it at the same level, lower level or higher level than it currently is.

The only change to this side is the position title if you are not filling the position at the same level. EX: Principal Clerk Typist Current Clerk Typist Proposed

The range and step corresponds with the Title of the position. The Salary is the beginning and ending of the salary scale.



JOB DESCRIPTION SAMPLE

FUNCTIONAL TITLE:

GENERIC TITLE:

NAME:

DATE:

DIVISION:

DEPARTMENT:

REPORTS TO (TITLE) & PERSON:

STATEMENT OF PURPOSE:

MAJOR DUTIES AND RESPONSIBILITIES: (continue on next page if necessary)

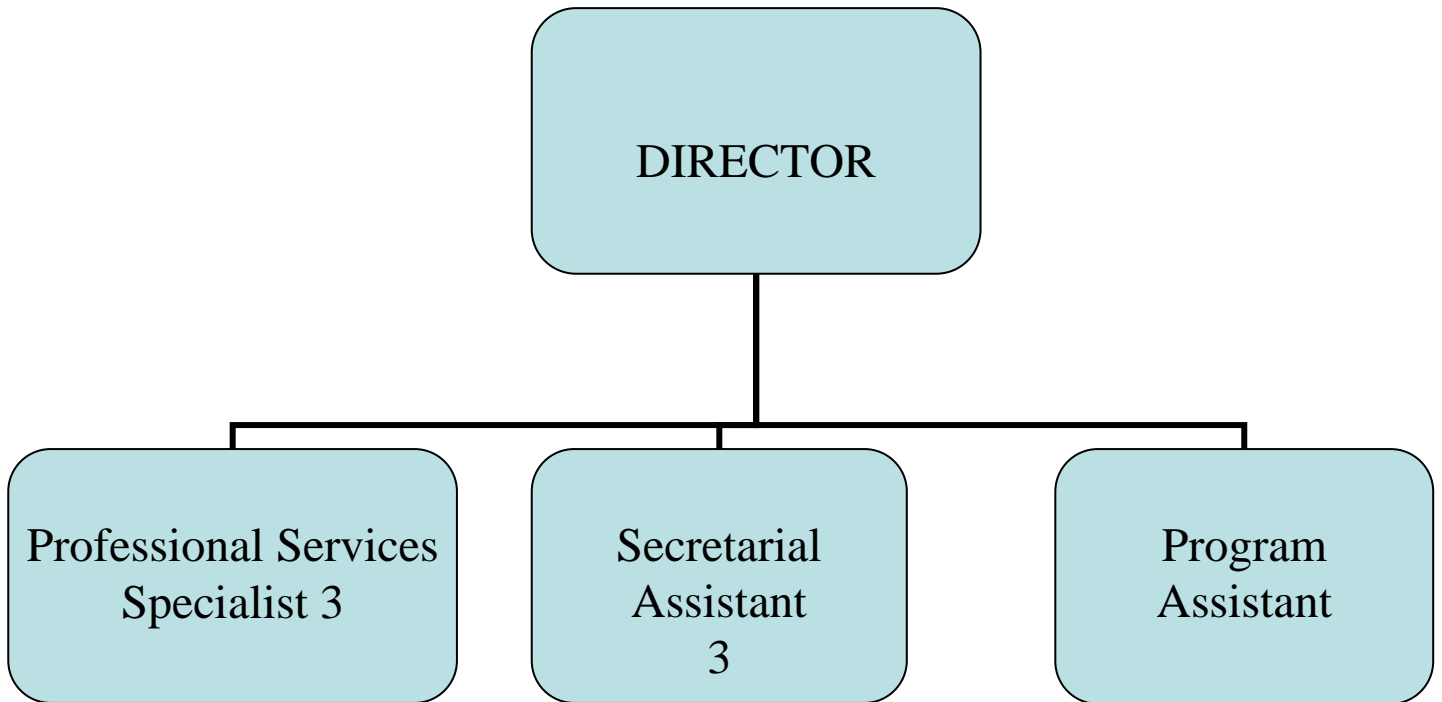
MAJOR DUTIES AND RESPONSIBILITIES: (continued)

- Performs other duties as assigned.

The above statements reflect the general details considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

QUALIFICATIONS:

**SAMPLE
ORGANIZATIONAL CHART**





INTERVIEW QUESTIONS: Do's and Don'ts

GOOD INTERVIEW QUESTIONS

<ol style="list-style-type: none">1. Tell us a little more about your professional experiences, particularly those not mentioned on your resume.2. Why are you interested in leaving your current assignment and why do you feel that this assignment would be better for you?3. Do you feel this position is a promotion, a lateral move, a broadening of your professional experience, or just a change? Why do you think so?4. How does this position fit into your overall career goals?5. Describe the duties of your current job?6. What do you dislike most about your current job?7. What is your favorite part of your current job and why is it your favorite part?8. What are the three college courses that best prepared you for your current job?9. What is the best method for creating a _____? [a relevant product]10. What qualities or experiences make you the best candidate for this position?11. Describe two or three major trends in your profession today.12. On the basis of the information you have received so far, what do you see as the major challenges of this position and how would you meet them?13. Describe a situation in which you did "all the right things," and were still unsuccessful. What did you learn from the experience?14. Discuss the committees on which you have served and the impact of these committees on the organization where you currently work.15. Why did you choose this profession/field?16. What new skills have you learned over the past year?	<ol style="list-style-type: none">17. Think about an instance when you were given an assignment that you thought you would not be able to complete. How did you accomplish the assignment?18. Have you ever had a great idea but been told that you could not implement it? How did you react? What did you do?19. Describe the best boss and the worst boss you have ever had.20. Describe your ideal job.21. What would your co-workers or your supervisor say about you?22. Can you describe how you go about solving problems? Please give us some examples.23. What is the biggest conflict you have ever been involved in at work? How did you handle that situation?24. What new programs or services would you start if offered the position?25. Please share with us your philosophy about customer service in an academic environment and give us some examples of service that would illustrate your views.26. Tell us how you would learn a new job in the absence of a formal training program.27. How would you characterize your level of computer literacy? What are some of the programs and applications with which you are familiar?28. Think about a co-worker from the present or past whom you admire. Why?29. What are the characteristics that you prize most in an employee? What behaviors or characteristics do you find intolerable?30. Can you share with us your ideas about professional development?31. Describe some basic steps that you would take in implementing a new program.
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INTERVIEW QUESTIONS: Do's and Don'ts

GOOD INTERVIEW QUESTIONS

- | | |
|---|--|
| <ol style="list-style-type: none">32. What are one or two of your proudest professional accomplishments?33. Do you have any knowledge of the unique role of a [two-year college/liberal arts college/research university]?34. How do you feel about diversity in the work place? Give us some examples of your efforts to provide diversity.35. Tell us how you go about organizing your work. Also, describe any experience you have had with computers or other tools as they relate to organization.36. Please tell us what you think are the most important elements of a good _____.37. Describe your volunteer experience in community-based organizations.38. What professional associations do you belong to and how involved in them are you?39. Tell us about your preferred work environment.40. What experiences or skills will help you manage projects?41. Tell us how you would use technology in your day-to-day job.42. In what professional development activities have you been involved over the past few years?43. What volunteer or social activities have helped you develop professional skills?44. What things have you done on your own initiative to help you prepare for your next job?45. Do you have any concerns that would make you have reservations about accepting this position if it is offered to you?46. What do you think most uniquely qualifies you for this position?47. Do you have any additional information that you would like to share?48. Do you have any questions for us? | |
|---|--|



INTERVIEW QUESTIONS: Do's and Don'ts

INTERVIEW QUESTIONS TO AVOID

Questions to Avoid

You cannot ask any questions during an interview that relates to an applicant's race, color, religious, age, gender, national origin, or disability. In some states, inquires about an candidate's sexual orientation are illegal. The following questions are merely a few of the questions that should not be asked:

Are you a U.S. citizen?

Where were you born?

What is your birth date?

How old are you?

Do you have a disability?

Are you married?

What is your spouse's name?

Do you have any children?

Do you have child care arrangements?

What is your race or ethnic origin?

Which church do you attend?

Acceptable Alternative questions:

The following questions should be asked only when there is a bona fide, job-specific reason to ask them. If asked of one candidate, they should be asked of all candidates for the same position.

Do you have any responsibilities that conflict with the job's attendance or travel requirements?

Are you able to work in the United States on an unrestricted basis?

Have you worked under any other professional name or nick-name?

Would you have any problem working overtime, if required?

If hired, can you provide proof that you are At least 18 years of age?

Do you have any conflicts that would prevent you from working the schedule discussed?

What languages do you speak or write fluently?

Are you able to perform the duties of the job description with or without reasonable accommodations?

Would anything prohibit you from making a long term commitment to the position and the institution?



Applicant Evaluation Form

This form is to be completed for the top 3 final candidates interviewed for classified/civil service vacancies. Sign and return this form and one copy of the regret letter sent to candidates to the Director of University Staffing Services, Division of Human Resources, Hepburn Hall 105. **The Date of Hire should be on a Monday at the beginning of a pay period.**

Candidate Name: _____ **Date of Interview:** _____

Position Title: _____ **Department:** _____

Position Number _____ **Previous Incumbent:** _____

After interviewing this candidate:

- I would like to consider other applicants for this position.**
- After consulting with Human Resources, **I have offered the position** to the above applicant at the range and salary step indicated below:

Range _____ **Step 1 \$** _____ **Step 3 \$** _____

Step 2 \$ _____ **Step 4 \$** _____

Date of Hire: _____

(* Please consult the Division of Human Resources prior to extending an offer at this step.)

COMMENTS: Please provide feedback and/or information on the candidate's ability or inability to perform the duties required for the position:

CHECK (✓) ONE:

- _____ Lacked necessary work experience/education
- _____ Salary too low
- _____ Location not acceptable
- _____ Accepted other employment
- _____ Lacked qualifications/computer knowledge/office procedures
- _____ Not currently available
- _____ Not interested in position

Other (EXPLAIN): _____

Supervisor's Signature _____ **Date:** _____

*NOTE: Return to Human Resources when completed