



RUTGERS POLICY

Section: 60.9.40

Section Title: Legacy UMDNJ policies associated with Human Resources

Policy Name: Recruitment and Selection

Formerly Book: 30-01-20-10:00

Approval Authority: Vice President of Faculty and Staff Resources

Responsible Executive: Vice President of Faculty and Staff Resources

Responsible Office: University Human Resources

Originally Issued: 7/1/1990

Revisions: 8/30/2009, 7/1/2013

Errors or changes? Contact: policies@hr.rutgers.edu

- 1. Policy Statement**
The policy covers Rutgers University employees who are employed within legacy UMDNJ positions.
- 2. Reason for the Policy**
To establish policy regarding the recruitment and selection of staff for legacy UMDNJ positions
- 3. Who Should Read This Policy**
All Rutgers employees who are employed in legacy UMDNJ positions.
- 4. Related Documents**
- 5. Contacts**
University Human Resources: 848-932-3020
- 6. Policy**

60.9.40 RECRUITMENT AND SELECTION

POLICY:

Recruitment activity shall be in accordance with Equal Employment Opportunity policies and with all Federal, State and local laws, University regulations and applicable executive orders pertaining to University employment procedures.

The Human Resources Generalist, in collaboration with the hiring manager, shall formulate position requirements to accommodate a broad-based search for high-quality candidates with the most suitable education, experience, skills, knowledge and abilities to perform the job responsibilities outlined in an approved position description. Such collaboration shall occur prior to posting the vacancy.

Applications for legacy UMDNJ staff positions shall be reviewed by the Human Resources Generalist to determine if the applicant meets the minimum qualifications of the vacancy.

Management may consider substitutions for relevant requirements in some instances where applicants may possess exceptional qualifications but years of related experience or educational degree may not completely align with the stated preferences of the Job Description.

Final selection of candidates is solely at management's discretion and shall be based upon assessment of the candidate's knowledge, skills and abilities and such other criteria as management may deem appropriate.

PROCEDURE:

1. Prior to initiating recruitment, an approved via a **Staff Position Transaction Form** for the legacy_UMDNJ vacant position must be provided to University Human Resources. An up-to-date Job Description approved by University Human Resources must accompany each requisition.
 - o Requests for straight replacements may go directly to the Human Resources Generalist
2. The Human Resources Generalist shall contact the hiring manager to review the job specifications to be certain that the position description accurately reflects the essential functions of the job before initiating appropriate recruitment activity, including listing the vacancy on the University's job posting web site, print advertising or other recruitment methods.
3. All regular full and part time positions shall be posted on the University's job posting web site and may also be advertised. Temporary vacancies may be listed on the web site at the discretion of the hiring manager, and in collaboration with the Human Resources Generalist.
4. The hiring manager and the Human Resources Generalist shall ensure compliance with the appropriate legacy UMDNJ policies and procedures relating to all collective bargaining agreements, layoff, recall, promotion, transfer, hiring or posting requirements.
5. Internal and external applicants must apply online through the University's job posting web site. Online applications shall be accepted as long as the position is posted.
6. The Human Resources Generalist shall review the online applications, and identifying candidates with the most suitable education, experience, skills, knowledge and abilities, shall electronically forward qualifying applicant resumes to the hiring manager.
7. The hiring manager shall review the referred applicants by accessing the web-based candidate referral, screening, selection, and placement system. The hiring manager shall select the applicants who will be interviewed, schedule interviews and inform the Human Resources Generalist of his/her top candidate choice by completing the legacy UMDNJ web-based Vacancy Information and Candidate Assessment Record.
8. Individuals hired in positions at Grade 23 and above require approval by the University's Office of Employment Equity before an offer of employment may be made. The online Vacancy Information and Candidate Assessment Record is completed and submitted electronically to the Office of Workplace Diversity for review and approval prior to the offer being extended to the finalist.
9. The Human Resources Generalist shall notify the unsuccessful candidates who were interviewed, and for who email addresses were provided, utilizing the automated applicant notification function of the University's job posting web site.