



HUMAN RESOURCES POLICY

SUBJECT:	Employment & Related Matters	TITLE:	Recruitment and Selection Process		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	Presidential <input type="checkbox"/>	Functional <input checked="" type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Vice President Human Resources		Responsible Office:	Human Resources	
CODING:	30-01-20-10:00	ADOPTED:	07/01/90	AMENDED:	8/03/09
				LAST REVIEWED: 8/03/09	

PURPOSE: To establish policy regarding the recruitment and selection of staff.

RESPONSIBILITY:

The Vice President for Human Resources is to ensure compliance with this policy. The Directors of Human Resources Services and Compensation & Benefits Services, in collaboration with the schools and operating units, shall implement this policy.

APPLICABILITY:

This policy applies to staff positions only (non-faculty).

BACKGROUND:

The University of Medicine and Dentistry of New Jersey (UMDNJ) believes human talent is one of its most valuable resources – a resource needed to ensure its mission and values are successfully met. The University makes every effort to recruit from a competitive labor market, the most highly qualified candidates, seeking to advance a culture of excellence in research, patient care, education, and community service.

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 Directors of Human Resources Services and Compensation & Benefits Services, 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 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 **Staff Position Transaction Form** for the vacant position must be provided to Compensation & Benefits Services. An up-to-date Job Description approved by Compensation & Benefits Services 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 Career Opportunity web site, print advertising or other recruitment methods.
3. All regular full and part time positions shall be posted on the University's Career Opportunity 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 University 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 Career Opportunities 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 University's 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 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 Workplace Diversity 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 Career Opportunity web site.

By direction of the President

Vice President for Human Resources