

Employment and Related Matters

Recruitment and Selection Process

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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 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 the UMDNJ Affirmative Action/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 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.

Applicants applying for UMDNJ staff positions shall be vetted by the Human Resources Generalist using the following selection criteria:

- remedial testing as appropriate for entry level positions
- review of the employment application and/or resume for the most suitable education, experience, skills, knowledge and abilities

It is recognized that in some instances, applicants may possess exceptional qualifications; however, years of related experience or educational degree may not completely align with the stated preferences of the Job Description. In such cases, management may consider substitutions for the relevant requirements.

Final selection of candidates is solely at management's discretion.

PROCEDURE:

1. Prior to initiating recruitment, an approved **Staff Position Transaction Form** for the vacant position must be provided to the assigned Human Resources Generalist. An up-to-date Job Description approved by the Compensation Services division of Human Resources must accompany each requisition.
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 on line through the University's Career Opportunities web site. On line applications shall be accepted until a vacancy is filled. (Applicants may apply at Kiosk centers located at each Campus Human Resources Employment Office, from their home or office personal computer, and/or from any Public Library or facility with internet access.)
6. The Human Resources Generalist shall review the on-line applications, and utilizing the selection criteria stated under paragraph three of the Policy section above, shall electronically forward qualifying applicant resumes to the hiring manager.
7. Only the Human Resources Generalist is authorized to refer an applicant for testing for employment, promotion, and transfer, when appropriate. The results of such tests shall be used to assist management with decision making.

8. 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.
9. Individuals hired in positions at Grade 23 and above require approval by the University's Affirmative Action/Equal Employment Opportunity office before an offer of employment may be made. The on-line Vacancy Information and Candidate Assessment Record is completed and submitted electronically to Affirmative Action/Equal Employment Opportunity for review and approval prior to the offer being extended to the finalist.
10. The Human Resources Generalist will notify the unsuccessful candidates who were interviewed, and for whom 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