



## PROCEDURE

### **Job Search Procedure for Managerial and Unclassified (AFT Faculty and AFT Professional Staff) Positions**

Procedure Administrator: Associate Vice President for Human Resources

Authority: N.J.S.A. 18A:64-8

Effective Date: October 12, 2020; October 7, 2021; October 6,

2022;

The President or the President's designee may reassign any managerial employee



of applicants). Nothing herein shall be construed to prevent members of the Search Committee from providing information to other administrators having specific roles or responsibilities in the search process, as defined in this Procedure;

- b) Thoroughly evaluate the applications and supporting documentation of all applicants, and identify qualified applicants for interview;
- c) Fully participate in all scheduled candidate interviews (except in case of

- What other information is required? Does the position require special credentials, unusual work hours, travel?
- How can the position be made attractive to candidates (e.g., benefits of working for a State entity, living in southern New Jersey)?

## VI. HOW TO CONDUCT A SEARCH

### 1. Form and Charge the Search Committee

The overall responsibility of the Search Committee is to review and recommend qualified candidate(s) who meet the needs of the University based on the job requirements.

### 2. Submit Forms for Approvals:

The Hiring Department must submit the following forms for approvals:

- PACT, including draft job description
- Search file

### 3. Advertise for the Position

OHR is responsible for reviewing the job description and can only advertise open positions externally, after final approval by the Budget Unit Manager (BUM). The Hiring Department is responsible for the cost of all advertisements that exceed what is provided through OHR. All Search Committee Members, including the Search Advocate, should participate in drafting the final job advertisement prior to submission to OHR.

#### a. External Postings

Open positions are posted on the University's online applicant tracking system including with other agencies and organizations that assist women, minorities, persons with disabilities, and veterans to find jobs.

#### b. Internal Postings

The posting of positions internally supports the professional development of current employees. In certain circumstances, e.g., when there are one or more qualified internal candidates for an open position, OHR may permit the Hiring Manager to solicit internal candidates only. Only qualified, eligible internal candidates may apply for internal open postings. The OHR will not post internal open positions to external job posting sites in this situation.

Successful internal candidates must meet the position's minimum qualifications and may move into higher-grade positions. OHR may approve a lateral move if the transfer provides a career development opportunity by enhancing skills and learning about other functions of the University.

- i. A candidate for an open position posted internally must Be a current N.J. State benefits-eligible employee of the University.

- ii. Casual, temporary, and agency employees and student workers are not eligible.

OHR will post internal open positions for a minimum of five business days. Eligible employees must submit an application and other requested materials by the closing date.

Full competitive searches with external postings must occur with subsequent vacancies resulting from internal promotions or transfers.

- c. Substitution for Relevant Requirements

In consultation with OHR and ODI, the Search Committee may consider substitutions for relevant requirements in instances where an applicant possesses exceptional qualifications but years of related experience or educational degree may not completely align with the stated requirements or preferences of the job description. The Search Committee must provide a detailed description of any such consideration(s).

- 4. Evaluate and Screen Applicants:

For each search, the Search Committee must prepare interview questions and the evaluation matrix which will be submitted to [jobsearch@stockton.edu](mailto:jobsearch@stockton.edu), where it will be reviewed by and approved by OHR and ODI.

- 5. Interview Candidates:

The Search Committee must prepare the itinerary for candidates and conduct the interview(s). For clarification and understanding purposes, the Search Committee may ask follow-up questions of candidates based on the candidate's responses to the interview questions, or follow up questions about application materials

6. Reference Checking: It is an essential part of the selection process to check references. References provide valuable information about a candidate's performance, help to rank candidates, and assist in making a recommendation. After completing all interviews and prior to making a recommendation, an applicant's references shall be checked by the Search Committee Chair or their designee.

7. Select Candidates

The Search Committee recommends the candidate(s) and discusses recommendations with the Hiring Manager, Divisional Executive, and OHR. The Search Committee serves in an advisory capacity to the Hiring Manager. Final decisions related to the search process and the offer of employment to a candidate will be made by the Hiring Manager.

The Hiring Manager and/or Divisional Executive can interview the candidate(s) recommended by the Search Committee. Hiring Managers and/or Divisional Executives who interview





XI. JOB SEARCH WAIVER REQUEST FORM