

Essex County College College Regulation

REG 4-8 EMPLOYEE RECRUITMENT

Purpose:

To ensure that applicants for employment are provided with equal access and opportunity for any and all position vacancies.

Definition(s):

Personnel Requisition: The requisition process serves the purpose of securing clearance for the budget and position description (as defined in REG 4-6), and authorization for posting and advertising the position vacancy.

Job Opportunities: A listing of full and part time job openings used in advertising and recruiting for position vacancies and made available electronically via the College website.

Regular Employee: Personnel employed as full-time staff designated to work thirty-five (35) hours or more per week for twelve (12) months except in the case of those employees (Faculty) who engage in activities where the regular and normal work schedule is based on an academic year. Regular employees include professional and non-professional personnel as outlined in REG 4-2.

Application:

Requisition:

1. The hiring department is charged with the responsibility of notifying the respective Area Head of all new or open positions. A Personnel Requisition Form and an updated Position Description must accompany such notifications. The position description must be prepared in accordance with REG. 4-6 Position Description.
2. The Area Head shall review requisition requests to ensure that the position is consistent with funding, program, grant, department, or other related guidelines.
3. The Human Resources Department shall review requisition requests to ensure that existing positions are vacant and that the position description adheres to position classifications and other stipulated requirements.
4. The Financial Affairs Area shall review requisition requests to ensure compliance with funding guidelines and approved budgeted position lines and shall submit requisition requests for the President's approval.
5. The President shall review and approve requisition requests. Requisition requests not approved by the President shall be returned with supporting documentation to the Area Head by the Department of Human Resources. Notification of approved requests shall be made by the Human Resources Department.

Recruitment:

1. The Human Resources Department shall post all approved position request as a Job Opportunities. Each announcement shall be posted for a minimum of two (2) weeks and shall not be removed from until the application closing date has been reached. Each posting announcement shall contain at a minimum the position title, classification (i.e., level and grade), bargaining unit, department, discipline, minimal education degree or certification requirements, salary requirements, and the application closing date. The Position Description for each posted announcement shall be on file and made available in the Human Resources Department.
2. The Human Resources Department, in collaboration with the respective Area Head, shall determine whether the approved position is to be advertised via external sources. External announcements shall be circulated in accordance with Equal Employment Affirmative Action guidelines.
3. The Human Resources Department is charged with the responsibility of tracking the applications received for each announcement and developing an affirmative action profile for each position upon the selection of a candidate. Applications will be maintained on file in the Human Resources Department in accordance with mandated federal, state and local guidelines.
4. Applications are to be completed and submitted via the designated area on the College website. Upon electronic submission of an application, applicants shall receive an electronic acknowledgement. The Human Resources Department shall screen and transmit to the hiring department, or the respective Area Head, those applications received by the department that meet the minimal qualifications and education requirements.
5. The initiating department, in collaboration with the Department of Human Resources, the respective Area Head and Search Committee, shall ensure that all applications received are screened based on the requirements stipulated in the Position Description, and that all questions directed to the applicants are related to the position for which they have applied and comply with mandated federal, state, and local guidelines.

Selection:

6. The initiating department, in collaboration with the Department of Human Resources, the respective Area Head and Search Committee, shall select the appropriate candidate for the position. The hiring department shall recommend the candidate for appointment. An affirmative action profile in accordance with REG 4-2 shall be prepared by the Human Resources Department and contain the name, gender, ethnicity and educational credentials of each applicant interviewed for the position.
7. No commitment for appointment, reappointment or other related job change of any personnel shall be given, nor shall any such prospective employee commence work, without approval by the President and/or Board of Trustees.

Responsible Official(s):	Reference: New Jersey Statute: <i>N.J.S.A.</i> 18A:64A-12(o)
Regulation History: App. 11/95, Rev. 10/01, 12/10, 3/17	Attachment(s):