



## 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 24, 2019; November 12, 2020; October 7, 2021; October 6, 2022; August 31, 2023

Index Cross-References: Procedure 6200: Managerial Employee Appointments;  
Policy VI-20: Managerial Employee Appointments

Procedure File Number: 6101

Approved By: Dr. Joe Bertolino, President

### I. PURPOSE

Stockton University strives to conduct fair, equitable, and inclusive job searches through competitive broad-based internal and external recruitment efforts to attract diverse, qualified candidates consistent with the University's commitment to Equal Employment Opportunity. Recruitment activity shall be consistent with all Federal, State and local laws, all University policies and procedures and any applicable collective negotiations agreements. The New Jersey Law Against Discrimination (*N.J.S.A 10:5-1 et. seq*) (*NJLAD*) and Stockton's Policy VI-28 - Policy Prohibiting Discrimination in the Workplace prohibit employment discrimination and apply to current and prospective employees.

The Office of Human Resources (OHR) has primary oversight of job searches for managerial and unclassified positions (AFT Faculty and AFT Professional Staff). The OHR collaborates with the Office of Diversity and Inclusion and the Search Advocacy Program to enhance the integrity and effectiveness of the search and selection process and procedures for managerial and unclassified (AFT Faculty and AFT Professional Staff) positions.

This Procedure applies to those involved in the search process, including search firms. The utilization of search firms will follow a similar but modified process.

### II. INTERIM APPOINTMENTS AND REASSIGNMENTS

The Board of Trustees has delegated to the University President authority to make an interim appointment of managerial employees for a period of up to one year subject to formal appointment by the Board of Trustees at a subsequent meeting. Appointments for consideration by the Board of Trustees shall include documentation of educational credentials, current résumé, the recommendation of the hiring manager, and if applicable, the search waiver approved by the Office of Diversity and Inclusion and the Office of Human Resources.

The President or the President's designee may reassign any managerial employee to perform functions necessary for institutional effectiveness or efficient utilization of managerial staff.

Managerial employees will be notified at the time of appointment that they are an at-will employee and serve at the pleasure of the University and can be terminated at any time without cause.

### III. JOB SEARCH PROCEDURE DEFINED

This Procedure is the process Stockton University uses to systematically attract, review, identify, evaluate, and hire a diverse and talented workforce. This Procedure outlines the steps to conduct a fair, equitable, and inclusive search for qualified candidates who meet the standards outlined in job descriptions and who embrace the mission, vision, and values of the University.

### IV. ROLES AND RESPONSIBILITIES INCLUDED IN THE JOB SEARCH PROCESS

The overall responsibility of a Search Committee is to identify and recommend qualified applicants for hire based on the job description. The Search Committee must conduct a fair, equitable, and inclusive search.

The Search Committee is determined by the Hiring Manager and approved by the Divisional Executive.

#### 1. Administrative Support Person

Selected by the Search Chair and the Hiring Manager and provides administrative support to both.

#### 2. Divisional Executive

Provides guidance to the Hiring Manager, supports the Search Advocate, approves the Position Action request form (PACT) and approves the new hire recommendation.

#### 3. Hiring Manager (e.g., Budget Unit Manager "BUM", Dean, Director, or Divisional Executive)

Provides the Search Committee with detailed information regarding the position requirements and organizational needs such as the budget, timeline, and other key factors relevant to the search.

#### 4. Office of Human Resources (OHR)

Provides primary oversight of the search process. Uses the Applicant Tracking System to manage the search process. Ensures that all applicable Federal and State laws/regulations and University policies and procedures are followed. Also provides the employment start date and creates the contract for Faculty and AFT Professional Staff positions and the letter of appointment for Managerial positions.

#### 5. Office of Diversity and Inclusion

In collaboration with OHR, the Office of Diversity and Inclusion (ODI) oversees the process to provide a fair, equitable, and inclusive job search consistent

with applicable laws, regulations, and University policies and procedures.

6. Search Advocate

Serves as a full member of the Search Committee. The Search Advocate should not be a member of the hiring academic program/administrative office.

Search Advocates are trained by the ODI to identify and mitigate bias at all stages of the hiring process. The Hiring Manager and/or the Search Chair must contact ODI to secure a Search Advocate when the search process is initiated. The ODI assigns one Search Advocate per Search Committee.

7. Search Committee Chair

Selected by the Hiring Manager and Divisional Executive. Provides leadership to the Search Committee and sets the tone and pace of the search. Conducts a search that is fair, equitable and inclusive in accordance with the University policies and procedures. Serves as a liaison between the Hiring Manager, Search Committee, Administrative Support Person, ODI, OHR, search firms and applicants. The Search Chair or their designee must be a full-time Stockton employee and must be familiar with the applicable position. The Search Chair, or Administrative Support Person, as appropriate, shall:

- a) Organize meeting(s) between the Committee and OHR to review relevant federal or state law and University policies and procedures;
- b) Receive and maintain applications and supporting documentation generated during the process in the applicant tracking system;
- c) Contact applicants identified for interview;
- d) Schedule and facilitate Committee meetings;
- e) Schedule candidate interviews with the Committee;
- f) Instruct all committee members to complete the Interview Evaluation Report;
- g) Submit to the Hiring Manager a written summary of the qualified applicants as collected from the Committee, including dissenting opinions, if any, and take other reasonable steps to ensure the charge of the Committee is met. OHR will provide the Hiring Manager with the completed Interview Evaluation Reports from each committee member. Ideally, the list of applicants will contain a minimum of two and a maximum of five individuals.
- h) Complete all required forms;
- i) Collect and submit search documentation to OHR.-

8. Search Committee Members

Review applications and job descriptions, and identify, evaluate, and recommend the successful candidate for employment.

Search Committee members shall:

- a) Maintain the confidentiality of the Search Committee deliberations and processes (e.g., do not disclose evaluations and rankings of candidates, notify the Search Chair of any breach of confidentiality, protect the privacy

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 illness, or other related emergency), prepare written feedback on each interview.
- d) Avoid conflicts of interest as referenced in Section IX Conflict of Interest below;
- e) Recommend preferably two but no more than five qualified applicants unranked with a detailed description of the candidates' strengths and weaknesses. The submission of less than two qualified applicants may require special approval by OHR. If OHR, in conjunction with ODI, does not agree, the search shall be extended, or, deemed concluded, and may be re-launched.
- f) Take all reasonable and appropriate steps to complete the assigned charge of the Search Committee.

Detailed information relating to the search process and Search Committee roles and responsibilities is available on the Human Resources Talent Acquisition webpage (see section on "Hiring a Manager, Faculty, or AFT Professional").

## V. CREATING THE JOB DESCRIPTION

OHR, the Hiring Manager and the Divisional Executive shall determine job related criteria, duties and responsibilities needed to support the position. Consideration should be given to accommodate a broad-based search to attract high-quality candidates consistent with the necessary education, experience, skills, knowledge, and abilities to perform the position sought. All job descriptions must include a statement that Stockton University is an Equal Opportunity Employer.

The following factors should be considered:

- What is the job? What are the responsibilities and what role does the position play in the department?
- Who is the ideal candidate? What are the qualities, experiences, and attributes that are most desired for the position?
- What competencies are most needed? What knowledge, skills, and abilities are most desired for the position?
- What experience is required? Focus not only on the quantity of the experience (e.g., five years' experience) but also the context of the experience (e.g., working in a similar environment and the breadth of responsibilities).

- 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 that were submitted. As part of the interview process, finalists may be requested to present on an established topic to the campus community. The Search Guideline for Candidate Presentations outlines the process and is available on the Human Resources Talent Acquisition webpage under "Hiring a Manager, Faculty, or AFT Professional" below "Additional Helpful Links."

In instances when there is a consensus by the Search Committee of its recommendation after the first interview, the Search Committee is not required to conduct a second interview.

After the conclusion of the interview process, if no acceptable applicants are identified by the Search Committee Chair for recommendation to the Hiring Manager, the Search Committee Chair shall work with the Hiring Manager, OHR and ODI to determine the next steps from the following options:

- Reconsider the current applicant pool to interview other applicants;
- Re-post and/or re-advertise the opportunity to expand and refresh the applicant pool;
- Conclude current<sup>[OB]</sup> search and re-launch a new search;
- Utilize a search firm.

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 candidates should refer to the guidance on the OHR website.

8. Make an Offer

The Hiring Manager makes a verbal offer to the candidate. Subsequently, the hiring department will send an email through JobSearch, confirming acceptance of the offer including salary and start date. OHR then sends the official offer letter through the ATS. All faculty offer letters are sent by the respective school within Academic Affairs through the ATS. . All offers are contingent upon submission of all required documentation, including successful completion of the University background check, appropriation and receipt of funds by the State, approval by the Board of Trustees, and if applicable, approval of the appropriate visa for a foreign national under Procedure 6103.

9. Notify Unsuccessful Candidates

OHR notifies unsuccessful candidates via the Applicant Tracking System that their application is no longer being considered.

10. Prepare Nomination File for Board Approval

The Administrative Support Person and/or the Hiring Manager prepares the nomination file for consideration by the Board of Trustees.

11. Unsuccessful Job Search

In the event of an unsuccessful job search, the University may choose to conclude the search.

## VII. COLLECTION AND RETENTION OF SEARCH DOCUMENTATION

At the conclusion of the search, all documents and materials supplied to, produced, received, reviewed, considered, or discussed by the Search Committee shall be collected and returned by the Search Committee Chair. The Search Committee Chair must provide all documents, materials, and the records of the deliberations and actions of the Search Committee to OHR to be maintained in accordance with

the University records retention policy and procedure.

## VIII. CONFIDENTIALITY STATEMENT

The Search Committee Members are privy to confidential and privileged personnel information. Search Committee Members must maintain the confidentiality of the search during and after the hiring process. All documents and information received, reviewed, or discussed in the search process are confidential and may not be discussed or disclosed, in any form, directly or indirectly, to anyone who is not a member of the Search Committee. At the conclusion of a search, Search Committee Members must turn in all search-related confidential information in their possession to the Search Committee Chair who must return the materials to OHR.

Confidential information includes, but is not limited to, applicant names, applicant materials, screening of applicants, interview questions, the matrix evaluation and rankings (both individual and group), and any other information related to the search and selection process.

A breach of confidentiality may result in termination of the search and disciplinary action against any breaching Search Committee Member.

## IX. CONFLICT OF INTEREST

Stockton University strives to maintain the highest standards of integrity, and it is vital that the public be confident of our commitment to this standard in the search process. Accordingly, any actual or perceived appearance of a conflict must be avoided by Search Committee Members. Search Committee Members must immediately notify the Search Committee Chair and the University's Ethics Liaison Officer of any applicant(s) whom they may know and must affirm whether they can fairly judge the applicant. The Ethics Liaison Officer will decide if there is a prohibited conflict (actual or perceived) and that decision is final and non-appealable.

The Job Search Confidentiality/Conflict of Interest Statement is available on OHR Talent Acquisition webpage.

## X. USE OF SEARCH FIRMS

Stockton University may partner with search firms to conduct national searches for key administrative vacancies. The use of a search firm must be pre-approved by the President (or designee), and the use of a search firm to conduct a Presidential search must be approved by the Board of Trustees. The search firm collaborates with the Divisional Executive, Hiring Manager, Search Committee Chair, Search Committee, Search Advocate, OHR and Office of Diversity and Inclusion to promote a fair, equitable and inclusive search. Search firms are expected to conduct searches in accordance with the New Jersey Law Against Discrimination and Stockton's Policy Prohibiting Discrimination in the Workplace. All search firms are strongly encouraged to follow the University's search procedure to the extent applicable and appropriate. The Hiring Department is typically responsible for the cost of the search firm.



## XI. JOB SEARCH WAIVER REQUEST FORM

Job Search Waivers are exceptions to the general rule of advertising and searching to fill an open, available position. Under limited circumstances, exemptions from this procedure may apply. The Hiring Manager must submit a search waiver request in compliance with all of the steps outlined on OHR website under “Talent Acquisition” “Hiring a Manager, Faculty, or AFT Professional” – “Search Waivers.”

### Review History:

	Date
Procedure Administrator	07/17/2023
Divisional Executive	07/17/2023
General Counsel	08/21/2023
Cabinet	08/31/2023
President	08/31/2023