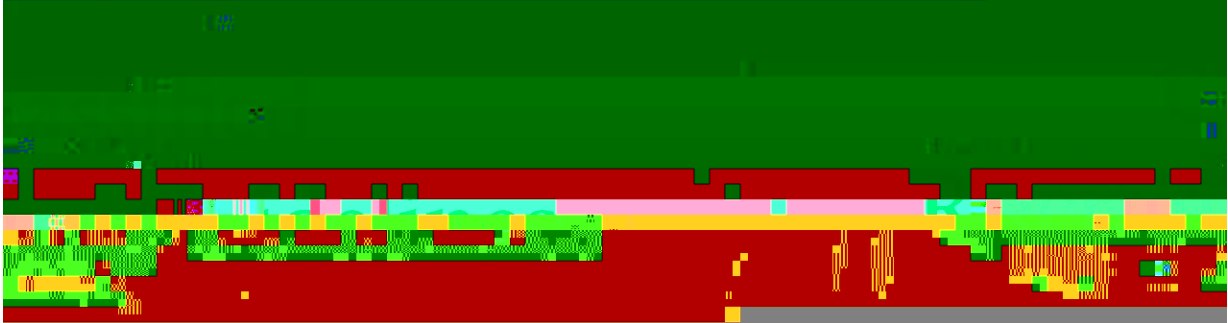


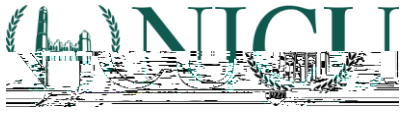


# Human Resources

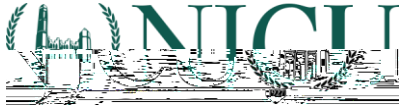
# NICU

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## Activity Checklist for Filling Classified Positions

**The hiring manager is responsible for completing or monitoring completion of the following activities related to the selection process for classified positions.**

For all new positions contact Human Resources, Staffing Unit, Hepburn Hall -105 to determine position title and job specification then proceed with check list.

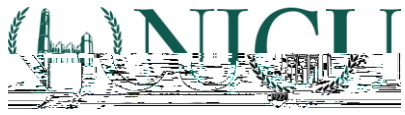
**(All position regardless of classification should be entered in Taleo as requisition)**

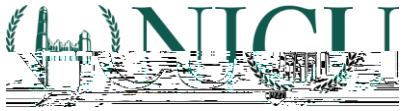
### PRE-RECRUITMENT

**Documents:** Complete a requisition in Taleo (Requisition) (p), a current Job Description (p.7), and a current Organizational Chart, (p.8). For reclassifying a vacant position to a different title, also call the Budget office to ensure you have the money for Reclassification Request Form. Advertising is done using the job description so make sure that it includes all information you would like posted.

**Contact Human Resources for current Eligible certification list inquiries.**

**Posting:** For Civil Service positions. All positions are posted for a minimum of five (5) business days; Position(s) are posted on the NJCU website at <http://www.njcu.edu/hr/employment/> Higher Education Recruitment Consortium (HERC), HigherEdJobs.com, Inside Highereducation by request. The Human Resources Job Announcement Board located outside of Hepburn Hall 105 it will display all vacancies as well as the 8 bulletin boards listed on campus 1. Facilities, 2.



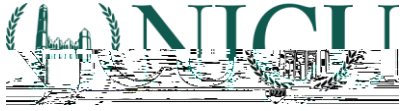


## TALEO REQUISITION FORM

**Instructions:** Use the Taleo requisition form to request recruitment for established positions, re-classifications, promotions, demotions, transfer of positions to another department, Leaves, or to create a new position. Please attach a current job description and organizational chart to this form. (For Reclassification of a vacant position, also attach a proposed job description that clearly illustrates the higher level of responsibilities). If this is a new position, attach supporting justification.

### I. ACTION REQUESTED : Classified Employees

Reasons for Openings	Required forms
Reclassification of a currently filled position  (An incumbent is in the position and you are giving them a promotion to a higher title).  (An incumbent is in the position and they are being demoted to a lower title or previous position).	1. Taleo requisition <a href="http://www.oracle.com/us/products/applications/taleo/overview/index.html">http://www.oracle.com/us/products/applications/taleo/overview/index.html</a> 2.



## Requisition Details

### Current Position Information:

Divisions:

Academic Affairs  
Administration and Finance  
University Advancement,  
President's Office,  
Student Affairs

### Position Number

Consists of 8 numbers      EX: 10001000

### Employee Classification:

**Support Staff-**      Administrative & Clerical Positions, Skilled Craft, Primary Level  
Supervisory, Professional Unit    CWA, IFPTE, AFSME

**Faculty-**              Professors, Assistant Professors, Associate Professors,

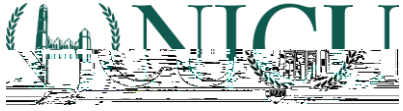
**Professional Staff-**    AFT positions that are not Faculty. Librarian

**Manager**              Unclassified employees

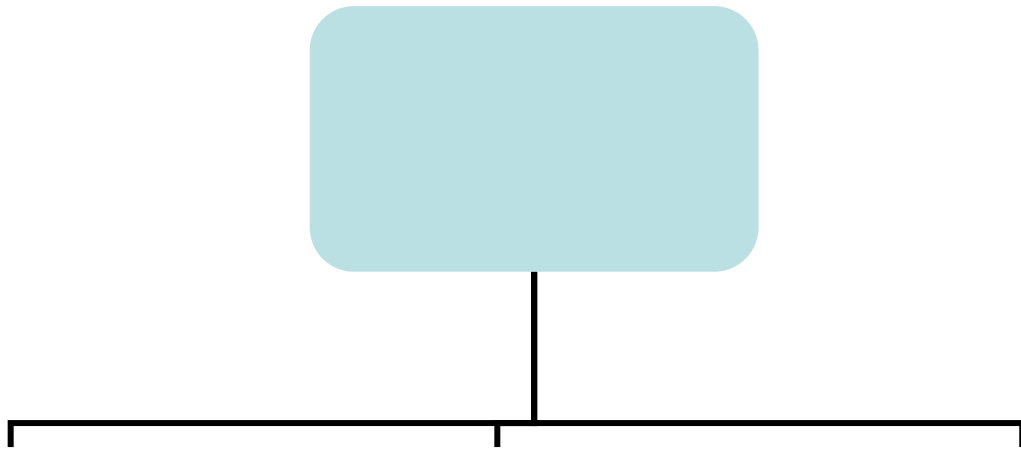
### Employee Category:

Full time - FTE is 1.0  
Part time-





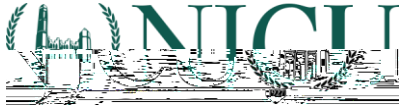
**SAMPLE  
ORGANIZATIONAL CHART**











## **INTERVIEW QUESTIONS: Do's and Don'ts**

### **INTERVIEW QUESTIONS TO AVOID**

#### **Questions to Avoid**

You cannot ask any questions during an interview that relates to an applicant's race, color, religious, age, gender, national origin, or disability. In some states, inquires about an candidate's sexual orientation are illegal. The following questions are merely a few of the questions that should not be asked:

Are you a U.S. citizen?

Where were you born?

What is your birth date?

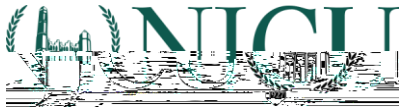
How old are you?

What is your spouse's name?

Do you have any children?

Do you have child care arrangements?

What is your race or ethnic origin?



# Applicant Evaluation Form

This form is to be completed for the top 3 final candidates interviewed for classified/civil service vacancies. Sign and return this form and one copy of the regret letter sent to candidates to the Director of University Staffing Services, Division of Human Resources, Hepburn Hall 105. **The Date of Hire should be on a Monday at the beginning of a pay period.**

**Candidate Name:** \_\_\_\_\_ **Date of Interview:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Position Number** \_\_\_\_\_ **Previous Incumbent:** \_\_\_\_\_

**After interviewing this candidate:**

**I would like to consider other applicants for this position.**

After consulting with Human Resources, **I have offered the position** to the above applicant at the range and salary step indicated below:

**Range** \_\_\_\_\_ **Step 1 \$** \_\_\_\_\_ **Step 3 \$** \_\_\_\_\_

**Step 2 \$** \_\_\_\_\_ **Step 4 \$** \_\_\_\_\_

**Date of Hire:** \_\_\_\_\_

(\* Please consult the Division of Human Resources prior to extending an offer at this step.)

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**COMMENTS:** Please provide feedback and/or information on the candidate's ability or inability to perform the duties required for the position:

CHECK ( ) ONE:

\_\_\_\_\_ Lacked necessary work experience/education

\_\_\_\_\_ Salary too low

\_\_\_\_\_ Location not acceptable

\_\_\_\_\_ Accepted other employment

\_\_\_\_\_ Lacked qualifications/computer knowledge/office procedures

\_\_\_\_\_ Not currently available

\_\_\_\_\_ Not interested in position

Other (EXPLAIN): \_\_\_\_\_

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**Supervisor's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*NOTE: Return to Human Resources when completed