

PERSONNEL
RECRUITMENT AND SELECTION

Recruitment and Selection

The goal of employee selection shall be to assure the best possible staff member for the services which are to be rendered.

Announcement of Vacancy for Full-time Permanent Positions

- A. The Department Director must meet with the Executive Director when a job vacancy occurs. The Department Director will discuss pertinent issues regarding the vacancy with the Executive Director. If the Executive Director approves filling the vacancy, the Department Director will request the Director, Human Resources to forward a Personnel Requisition form and a Recruitment Advertising form. Once the Department Director completes the forms and obtains written approval from the Executive Director, the Department Director will return the forms with a written job advertisement to the Director, Human Resources. For temporary positions, the Department Director need not complete the Recruitment Advertising form or a written job advertisement.
- B. The Director, Human Resources shall post approved ads internally via email.

Use of Placement Service

At the discretion of the Executive Director, a fee-based placement service may be used where there have been two unsuccessful attempts to advertise within and without the Association and there is no successful candidate for the vacancy. In addition, before using a fee-based placement service, the Executive Director shall consider:

- A. Length of time position has been vacant;
- B. Importance of the position to the Association, (consider long range plan and Executive Director's strategic plan); and
- C. Actual dollar amount of the fee charged relative to the position's responsibilities.

Response by Candidates

Candidates for staff positions shall be instructed to respond in writing to the Director, Human Resources.

Screening of Applicants

- A. Staff applicants shall be screened by the appropriate Department Director.
- B. When and if the Department Director determines that there are no qualified applicants, for the position he/

PERSONNEL
RECRUITMENT AND SELECTION

she may seek the approval of the Executive Director to re-advertise the position. The Department Director must first notify all unsuccessful candidates in writing and then complete a Recruitment Ad form along with a written request to re-advertise the position and submit it to the Executive Director. If

approved, the Executive Director will forward the Recruitment Ad form to the Director, Human Resources, who will re-advertise the position.

Interviewing of Applicants

Professional/support staff candidates shall be interviewed by the Department Director. The Department Director may also request that the Director, Human Resources interview the candidates. Professional staff candidates requiring reimbursement of expenses shall require prior approval of the Executive Director.

Response to Unsuccessful Candidates

All candidates who are unsuccessful shall be so notified in writing, by the appropriate Department Director.

Recommendations to Executive Director

Following the interview the Department Director shall conduct employment reference checks of the final candidate. The Department Director may request that the Director, Human Resources conduct the employment reference checks. Once successful results have been received, the Department Director shall forward to the Executive Director a written recommendation of employment, which shall include the recommended salary, and at the least, a projected start date. The Department Director shall attach to the written recommendation the candidate's resume and employment application and the employment reference results. The Executive Director will communicate his/her approval to the Department Director and copy the Director, Human Resources. Once the Department Director receives approval, he/she may schedule the candidate to be interviewed by the Executive Director.

Offer of Employment

- A. An offer of employment is made by the Executive Director on the recommendation of the Director. The following must be communicated to the job candidate at the time of offer of employment:
1. Proof of right to work in the United States is a requirement of employment, as per the Immigration Act of 1986. New employees must bring proof of right to work in the U.S. to the Human Resources Department on the first day of work, or no later than three days following the first day of employment. Failure to do so may result in termination of employment because of the possible risk to the Association in failing to comply with the law.
 2. The starting salary, salary grade, title, and starting date.

PERSONNEL
RECRUITMENT AND SELECTION

3. Parking requirements for all employees.
4. The requirement of the Association for all new employees to receive the New Employee Orientation training.
5. The Director, Human Resources shall schedule a new employee orientation session with all new employees to be completed within the first two days of work.
6. All employees, except the Executive Director, are at-will employees as referenced in GO/4010.

Job File

The Director, Human Resources will provide the Department Director with a job file to hold all relevant information for each job vacancy. The Department Director will be required to complete the job file and return it to the Director, Human Resources once the vacancy has been filled, but before the candidate starts.

Employment of Other Than Full-time Permanent Personnel

- A. Personnel employment categories included in this section are:
 1. Temporary personnel (GO/4121)
 2. Internships and work study (GO/4122)
 3. Part-time personnel—permanent (GO/4123)
 4. Consultants and special counsel (GO/4124)
- B. All requests for personnel in the above categories shall be made to the Executive Director via the Personnel Requisition form.
- C. Salary for personnel in the above categories shall be recommended by the Director with the approval of the Executive Director.
- D. Notice of employment to the successful candidate and the Director, Human Resources shall come from the Executive Director.
- E. Recruitment and selection procedures for personnel in the above categories shall be the same as for full-time permanent positions but may also include the use of employment service agencies, college placement offices and direct recruitment when appropriate.

Definitions of Employees

GO/4110 - Full-time Permanent Personnel

Full-time permanent personnel are staff employed in one of the established position titles and salary

PERSONNEL
RECRUITMENT AND SELECTION

grades established in GO/4141.

GO/4121 – Temporary Personnel

Temporary personnel are staff employed for a specific period of time to perform or assist in a specific designated task or job function and who are employed for less than 20 hours/week. Employees in this category shall not be eligible for or entitled to any staff benefits afforded full-time permanent staff, except those required by law.

Temporary personnel employed for more than 20 hours/week and 60 consecutive days shall be hired through an employment agency as approved by the Executive Director.

Employment in these categories shall not be for longer than 6 months except with the approval of the Executive Director in extenuating circumstances and even then for no longer than 12 months. Staff so employed shall not be eligible for or entitled to any staff benefits afforded full-time permanent staff, except those required by law.

GO/4122 - Internships and Work-Study

Interns may be employed to fulfill specific operational and/or research needs. They may only be employed in a part-time temporary category. They shall not be eligible for any staff benefits afforded full-time permanent staff, except those required by law.

Personnel employed as work-study students shall be high school students participating in a cooperative education program and shall be employed under the rules of the local high school and the state board of education. They shall not be eligible for any staff benefits afforded full-time permanent staff, except as required by law.

GO/4123 - Part-time Personnel – Permanent

Permanent part-time personnel are staff employed for less than 30 hours per week. Permanent part-time personnel employed after June 28, 2011 may be eligible to enroll in the Public Employees' Retirement System (PERS) consistent with applicable statute and/or administrative code.

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N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N

GOVERNANCE & OPERATIONS

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PERSONNEL
RECRUITMENT AND SELECTION

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Also See: GO/4121