

## ✓ *Activity Checklist For Filling Unclassified Positions*

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

### PRE-RECRUITMENT

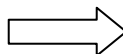
- Job Description and PAAF.** Forward an approved PAAF (Position Action Approval Form), a current job description, Position Announcement and an organizational chart to the Division of Human Resources, 316 College Hall.
- Posting Period.** All positions are normally posted for ten (10) business days. Position(s) are posted on the MSU web site at [www.montclair.edu/hr/jobs](http://www.montclair.edu/hr/jobs), on the Job Board outside of 316 College Hall, HigherEdJobs.com, on campus and in *Insight Online*.
- Screening Criteria.** Develop guidelines, procedures and evaluative criteria to be used during the selection process.

### RECRUITMENT

- Application materials** for candidates interested in the position are forwarded (via campus mail) to the hiring department as received or within three (3) business days after the closing date. This allows consideration of resumes post-marked by the closing date. Please call Staffing Services at Ext. 7138 if you require other accommodations.
- Equal Employment Opportunity/Affirmative Action Guidelines.** Montclair State University is an Equal Opportunity/Affirmative Action employer. The hiring manager should review affirmative action recruitment requirements prior to any recruitment or selection activities. The University EO/AA Officer is available to answer any questions regarding this process, Ext. 4349.
- Recruitment.** You have already completed the Ad Preference Form on the reverse side of the Position Action Approval Form (PAAF) where you indicated the publication selection(s) for external advertising. Be aware that the ads will now be placed consistent with the insertion deadlines. Ad copy should be e-mailed to the Director of Unclassified Staffing.
- Form a Search Committee and Select Candidates for Interview.** Screen resumes and select candidates to be interviewed. **All internal candidates meeting the minimum requirements should be considered and interviewed.** Keep a written record of screening criteria and evaluation of applicants. It is the hiring manager's responsibility to retain all application materials (i.e.; resumes, applications, screening criteria, interview notes, etc.) for a period of one (1) year.

### INTERVIEWS

- Conduct Interviews.** An *Authorization for Release of Information* form should be given to final candidates and collected prior to the end of the interview.



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### SELECTION

- Reference Checks.** Conduct and document reference checks on final candidates using a Reference Checking Form (optional).
- Pre-Offer.** Prior to extending an offer of employment, verify the salary/step information with the divisional vice president and the Division of Human Resources and any specifics regarding the start date with the Division of Human Resources at Ext. 7137. Start dates for all employees should be on a Monday and on the first day of a pay period, if possible.
- Selection.** A candidate whose qualifications, experience and background best meets the requirements for the position and is a good fit within the department should be selected.

### POST SELECTION

- Extending the Offer.** The hiring manager should extend the offer of employment and immediately notify Human Resources of the selection by completing the *Recommendation for Appointment Form* and attaching all required paperwork as indicated on the form.
- Appointment Letters.** The Division of Human Resources will send an Appointment Letter from the President confirming the verbal offer to the new employee. The letter will include specific information on the position title, term of appointment, annual salary and assignment. **No one is to begin employment without an official, signed Appointment Letter from the President and approval by the Board of Trustees.**
- Regret Letters.** The hiring manager should ensure that all applicants not selected receive written notification that the vacancy has been filled. Return the *Recommendation for Appointment Form and required paperwork, Authorization for Release of Information, Reference Checking Form(s) and one (1) copy of the regret letter* to the Division of Human Resources at the end of the selection period.
- New Employee Orientation.** New employees will be scheduled for New Employee Orientation and In-processing appointment in the Division of Human Resources from 10am – 12 noon on their first day of work. If the beginning of a pay period is a holiday falling on a Monday, the candidates should begin work on Tuesday. New employees will receive a New Hire Package.

### ATTACHMENTS

- Recommendation for Appointment Form
- Authorization for Release of Information
- Legal Interview Questions
- Reference Checking Form (Optional)
- Sample Regret Letter