

HIRING GUIDELINES: PROFESSIONAL STAFF

POSITION AUTHORIZATION

- The hiring manager submits the following documents to the Division of Human Resources: [\(a\) Position Action Approval Form \(PAAF\)](#); [\(b\) Position Announcement](#); and [\(c\) Job Description](#).
- The Division of Human Resources will confirm the following with the Budget Office and/or Grants Accounting, as applicable: (a) authorization and (b) funding resources for the position.
- Human Resources prepares a classification and compensation recommendation and forwards that final determination to the Budget Office.

RECRUITMENT

- The hiring manager invites Human Resources to the search committee's initial meeting via email invitation to recruiter@mail.montclair.edu.
- Human Resources forwards applicant resumes to the search committee chair. The search committee shall review all applicants and determine a process for selecting candidates for interviews and conducting those interviews.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION REPORTING

- Prior to recommending a finalist for hire, the hiring manager will ensure that the search committee chair completes an online [Affirmative Action Report](#) explaining why each non-selected candidate was not hired for the position. The online Affirmative Action Report contains a listing of acceptable reasons for not hiring a candidate.
- Human Resources will review the Affirmative Action Report and the recruitment process to ensure compliance with the University's EEO/AA guidelines.

SELECTION

- After consulting with Human Resources' Classification and Compensation Unit to confirm the appropriate compensation recommendation, the hiring manager will finalize salary discussions and a potential start date with the finalist.¹
- The hiring manager will notify Human Resources when salary discussions are finalized.
- The hiring manager will contact the finalist to obtain: (1) three references, **one of which is the finalist's current supervisor**; (2) background check authorization; and (3) an official copy of the finalist's transcript.

APPOINTMENT

- The hiring manager submits a [Recommendation for Appointment Form](#) to Human Resources.
- Human Resources prepares all necessary paperwork for the President's review and signature.
- Human Resources sends the finalist an appointment letter signed by the President.

¹ Hiring divisions/units *are not authorized* to extend an offer or conditional offer to any candidate; however, hiring divisions/units may advise a candidate that he/she is being *recommended* for appointment. **Hiring divisions/units may discuss a start date with a candidate *after* consulting with Human Resources.**