

Stockton University
Office of Institutional Diversity and Equity

RESPONSIBILITIES of the SEARCH COMMITTEE

Steps	Action Required
Steps 1 through 7	<i>Handled by the Hiring Department/Division/School</i>
Steps 8 through 18	Handled by the Search Committee
Steps 19-21	<i>Handled by the Hiring Department/Division/School</i>
8. Search Committee Chair will schedule a meeting with IDE	Once the file is returned to the Department/Division/School, call the Office of Institutional Diversity and Equity @ 652-4693 to schedule a meeting with the Search Committee and an EEO Officer.
9. Search Committee Members will review Applicant Resumes in the HireTouch Search Applicant System	The person designated to receive the Applicant resumes will need to: <i>Immediately, upon receiving the Applicants letter of interest or resume.</i> <ul style="list-style-type: none"> • Send an Acknowledgement letter <ul style="list-style-type: none"> ◆ Indicate if the application is complete or if items are missing
10. Search Committee Meets to review Applicants/Candidates	Search Committee will conduct their own meeting to review applicants: <ul style="list-style-type: none"> • Identify a selection of candidates to be invited for interviews • Review References
11. Review Applicants with BUM and IDE	The Search Committee will review the selection of applicants with the Budget Unit Manager and an EEO Officer.
12. IDE Reviews Applicants	<i><u>The Office of Institutional Diversity and Equity will review the resumes of ALL APPLICANTS before candidates are invited for an interview.</u></i> <ul style="list-style-type: none"> • Provide a list of candidates you would like to interview.
13. Notify the Candidates that have been chosen to be interviewed.	<ul style="list-style-type: none"> • Request proof of candidates credentials • Review reimbursement policy with candidates https://intraweb.stockton.edu/eyos/adminfin/content/docs/travel_procedures1208.pdf • Establish interview schedule • Send Candidate Follow-up letter which should include: <ul style="list-style-type: none"> • Interview dates/time/arrangements/etc. • Campus Information (Directions, Maps) • Position information they are applying for • Specific information of any presentation to be made • Statement that applicants with a disability in need of an accommodation for the interview should request such in advance by contacting the Human Resources Director; 609-652-4384 • Summary of Your Rights under FCRA http://intraweb.stockton.edu/eyos/affirmative_action/content/docs/Rights%20Fair%20Credit%20Reptg_Act.pdf • Notification/Authorization/Release <i>(to be signed and returned at the time of interview)</i> http://intraweb.stockton.edu/eyos/affirmative_action/content/docs/Notification_Author_Release%20of%20Info%20Frm_HR.pdf • Include the following statement: “New Jersey First Act” N.J.S.A. 52:14-7 (S. 1730 P.L. 2011 c.70) was amended to require those employees not subject to an Exemption must be a resident of the State of NJ. The effective date of the law is September 1, 2011. For a full reading of the law go to: http://intraweb.stockton.edu/eyos/human_resources/NJFirstResidencyrev.pdf
14. Re-Advertise: If necessary or “If Search was unsuccessful”	Budget Unit Manager will send a memo to The Office of Institutional Diversity and Equity with instructions to re-advertise. Include: <ul style="list-style-type: none"> • Copy of Advertisement / any Revisions to advertisement if needed • Names of publications to be used

15. Notify unsuccessful Applicants/Candidates

Notify unsuccessful applicants that their candidacy either:

- is no longer being considered
- is still being considered and that they should hear shortly regarding their status. (This should include “alternates” in the event those candidates offered

Interviews decline or are unacceptable after the interview)

You may wait until the search is completed before you notify unsuccessful applicants/candidates.

16. Interviews

Interviews will be conducted in accordance with Stockton’s Equal Employment Guidelines.

- Become familiar with the candidate’s educational and professional background
- Become familiar with the qualifications required for the position
- Demonstrate the highest level of personal and professional courtesy and consideration to all the candidates
- Ask questions that are job related

Following is the list of pre-employment inquiries, which are illegal or may draw forth information that could be used to discriminate.

DO NOT MAKE THESE INQUIRIES

(Unless directly related to the qualifications for this particular position)

Age	List of Previous Addresses
Arrests	Maiden Name
Citizenship (You may ask if applicant is eligible to work in the U.S.)	Marital Status
Club / Society / Lodge Membership	National Origin / Birthplace
Dates of College attendance	Number / Ages of Children
Gender	Political Affiliation
Gender Identity or Expression	Race / Color / Ethnicity
General Physical Condition	Religious Affiliation
Handicap / Disability	Sexual Orientation / or Preference
Height / Weight	Union Membership

17. Collection of Interview Reports

Collect all Interview Reports (Goldenrods) and Meeting of Search Committee to Determine recommendations. Insure that all references are on file.

18. Submit to BUM
A list of top candidates

Submit to Budget Unit Manager a list of top candidates, along with “goldenrods”. Also indicate candidates interviewed that are “NOT acceptable” for the position.