

Section:	IX.3.14	
Title:	Recruitment for Staff	
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Approved By:	Vice President for Human Resources	
Responsible Unit:	Office of Human Resources (609) 771-2282; hr@tcnj.edu	
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3.0	May 28, 2019	Revised
2.0	March 9, 2017	Revised
1.0	July 28, 2011	New policy; Initial release

I. INTRODUCTION

This document establishes The College of New Jersey’s policy on recruiting new or existing staff to vacant positions.

II. DEFINITIONS

N/A

III. POLICY

At the College of New Jersey, it is our policy to strive to attract, select, and develop people that are talented, passionate, and driven by our mission. Along with this, we value each individual and the unique skills and backgrounds he or she brings to our community. We offer a number of diverse career opportunities and encourage employees to discover their potential in a work environment that stimulates professional and personal growth. The College is committed to recruiting the best people to our campus and insuring that our benefits, policies, and programs give them a compelling reason to stay.

It is the policy of the College that employees are an important part of the college community where their contributions are valued. Employees have limitless opportunities to help create a positive impact on our students’ educational experiences. Working at TCNJ provides an opportunity to contribute to the College’s mission and values, to work with talented educators and staff, and to advance

personally and professionally.

The College of New Jersey is an Equal Opportunity Employer and encourages the recruitment and retention of qualified candidates for all positions. As a federal contractor, the College of New Jersey has an Affirmative Action Plan which is overseen by the Office of Institutional Diversity, Equity & Inclusion. The College of New Jersey encourages members of all diverse groups to seek employment with the College through the Division of Human Resources.

Current TCNJ employees must apply for job transfers and promotions by submitting their application online. To qualify for transfer or promotion, you must have completed at least one year of service in your present position, and have a satisfactory work record. However, there may be situations where this requirement would be waived with the approval of the employee's supervisor and the Human Resources office. The College's intention is to provide extra focus on internal applicants; however, there is no requirement that departments select an internal candidate seeking transfer or promotion.

For information on the procedures used to recruit faculty and staff, please refer to the Division of Human Resources website at www.tcnj.edu, call (609) 771-2282 or email your questions to hr@tcnj.edu.

All Division of Human Resource policies are subject to change to satisfy legal requirements or to address the needs of the institution. Please contact the Division of Human Resources at (609) 771-2282 if you have any questions about this policy.