

FILLING STAFF VACANCIES

There are three types of requests: filling a vacancy, create a new position, and reclassify an existing position.

Follow These Steps To Fill a Vacancy:

1. After receiving budget approval to recruit for COLT, URA-AFT or MPSC (Managerial, Professional, Supervisory, Confidential) staff positions, complete the [Classification and Recruitment Form](#) (CARF) outlining the key responsibilities and other related information about the position in question.
2. Include to whom the position reports in the position summary section.
3. Attach an organization chart showing the UL at the top box.
4. Attach a cover memo indicating the line to be filled, incumbent and why it is critical to fill the vacancy.
5. If you wish to recruit for a new position the CARF will be reviewed and evaluated to the appropriate range or grade prior to posting.
6. Indicate names of persons you wish to have “read only” or “approver” status to review the applications.
7. Send CARF, memo and organization chart to S. Troy electronically.
8. The CARF will be circulated to UL, Budget, and Administrative Services for final approval to proceed to post.
9. Positions once approved will be posted to the [ATS](#) (Applicant Tracking System) when Library Human Resources contacts University Human Resources (UHR) to do so.
10. Postings for COLT positions display the range and salary.
11. Postings for Administrative and Professional provide the salary grade. A click on the grade will display the minimum, midpoint and maximum salaries.
12. Union postings (COLT and URA-AFT) will be open to union members only for 5 working days.
13. Positions are automatically posted by UHR to NJ HERC (New Jersey Higher Education Consortium). UHR will post to HigherEdJobs.com by request. UHR does not charge to advertise to post to HERC and HigherEdJobs.
14. The Director/AUL designates a search chair and committee.
15. Resumes are reviewed on the ATS.
16. The ATS asks applicants the following questions:
 - a. Were you previously employed by us?
 - b. Have you been convicted of a crime since age 18?
 - c. If “yes”, describe the crime(s). A conviction record is not an absolute bar to employment.
 - d. Are you currently authorized to work in the United States?
17. Chair and search committee select candidates to be contacted for interviews with approval of Director/AUL. Committee should:
 - a. Keep confidentiality
 - b. Demonstrate sensitivity to veterans, and other protected groups
 - c. Follow question guide for Conducting Interviews on Libraries HR Page
 - d. Secure references prior to conducting interviews (copies to Libraries HR)
 - e. Move the search along quickly.

18. If the Director/AUL approves the candidate, the Director/AUL or chair will inform S. Troy who enters the candidate “for review” into the ATS.
19. The Search Committee chair should change the status on the ATS to “interviewed” or “do not send electronic rejections”. Do not delete candidates because system may reject all candidates accidentally.
20. The UHR consultant will review to determine if candidate meets the qualifications.
21. Once approved by UHR, Troy will notify the Director/AUL to contact the candidate and offer the position.
22. Salary should be discussed with S. Troy. The salary determination is guided by principles of salary equity within the libraries.
23. If Director/AUL wishes to offer salary that is higher than what is on the line, the salary amount over what is on the line must be funded from Director/AUL’s budget.
24. The offer process differs for COLT positions where the UHR employment coordinator will handle the offer and wrap up the search. No offer letter required for COLT position.
25. If candidate accepts, arrange start date and prepare offer letter.
26. If candidate is internal, payroll is completed by UHR, if outside candidate, department completes PAF.
27. Arrange for benefits orientation and other paperwork with assistance from Library Human Resources.