

The Staff Recruitment Process

SAS Office of Human Resources

Vacant Position or New Position:

- For a Vacant Position after the Position Request is initiated in ROCS it should be routed to the Divisional Director of Administration for Budget Approval and notation.
- For a New Position(s) the department should consult with the Divisional Director of Administration prior to initiating the Position Request in ROCS.

Enter the Position Request into ROCS:

- Department initiates the Position Request in [ROCS](#) (orange side) and attaches the CARF, Org Chart, Feasibility Assessment form, and PRF (if applicable). Please reference the UHR ROCS Requirements document to ensure all necessary documentation is attached.
 - For Position Requests with Multiple Hires, be sure to include in the Departmental Comments – “Position Request is for Multiple Vacancies”. This is important as only one Candidate may be marked as Finalist for each Posting (Public/Internal).
 - Department routes to the appropriate Budget Reviewer for Budget Approval. The Position Request must also be routed to the Divisional Director of Administration if the Budget Approver is different from the appropriate Director of Administration or their designee.
- The Divisional Director of Administration routes to SAS-HR as Authorizer 2.
- SAS-HR will review the request and contact the Initiator/Authorizer 1 if any edits are needed. Otherwise, SAS-HR will route the request to UHR for review.

Posting the Position:

- Once the Position Request is approved by SAS-HR and UHR, UHR prepares the draft Posting.
- For Class 1, Class 3, and Class 4 Staff Postings, UHR sends draft posting language to SAS-HR and Authorizer 1 for review.
- Hiring Unit should review the draft posting and pass any suggested revisions to SAS-HR and UHR.
- SAS Overview language should be included in the Overview section of all Postings.
- The appropriate Work Arrangement language should be included on the posting per the approved Feasibility Assessment form that was attached to the position request.
- Hiring Unit should add unit/position specific Applicant Reviewers or Search Committee Members. (Note: Only an Applicant Reviewer can move candidates through Workflow in ROCS and it is not necessary to rename Applicant Reviewers as Search Committee Members.)
- In addition to the Hiring Department/Unit Applicant Reviewers: For Class 1 Postings, be sure to add Karalyn Gallagher, Rosemary Lane, Diane Jones, and Vivian Santamaria-Vega as Applicant Reviewers. For Class 1 ASFCME Local 1761 COLT, Class 3, and Class 4 Postings, be sure to add Rosemary Lane, Diane Jones, Vivian Santamaria-Vega, Victoria Long, and Heather Eng.
- Hiring Unit should consider using screening questions (not all knock-out questions, but questions that should help us quickly screen candidates). Hiring Unit drafts the questions and passes by SAS-HR and UHR for review/approval.
- ****Note for multiple vacancies there should be only one Public Posting and UHR will create multiple Internal Postings so that final candidates can be assigned to a Posting.**

Candidate Review:

- Class 1 ASFCME Local 1761 COLT postings are subject to a bidding period per the collective bargaining agreement. All applicants for Class 1 ASFCME Local 1761 COLT postings should remain as “under review by department/committee” until UHR confirms if there are any applicable bidders.
- Per the URA-AFT Layoff/Recall Process, when an affected employee applies for jobs online, UHR will contact SAS-HR informing them that they have applied for the vacancy. SAS-HR will then notify the department hiring manager of the employee’s status. The employee is entitled to apply for those open positions, and if they have the requisite minimum qualifications and ability to perform the work, they shall be interviewed and considered for that position.
- Per the URA-AFT Internal Candidate Consideration Process, new postings will be exclusively available to internal URA-AFT employees for the first five business days from the date of posting before becoming publicly available. Hiring departments are required to interview the two most senior URA-AFT internal candidates who have met the requisite qualifications and have applied during the first five business days from the date of the posting. UHR Talent Acquisition will provide a summary of URA-AFT applicants in order of seniority at the conclusion of the five business day period. If no internal candidates apply for the position, the posting will be made accessible to external candidates after the first five business days. If the internal candidates do not meet the requirements, the hiring manager can proceed to interview any qualified external candidates. Please note that UHR Talent Acquisition will be requesting confirmation that interviews were conducted per the Collective Negotiations Agreement upon selection of a finalist in ROCS by SAS-HR.
- The Hiring Department/Unit is responsible for reviewing all Applicants to the Posting and completing all Applicant Dispositions with the exception of marking any applicants as Finalist. SAS-HR will mark the applicant as Finalist after a contingent verbal offer has been extended by SAS-HR and accepted, and the offer letter has been received by SAS-HR fully signed.
 - ****Note** UHR will not initiate the Background Check process until all applicant dispositions have been completed (Evergreen Postings do not require applicant dispositions to be completed for all applicants).
- See [UHR workflow](#) and [ROCS guide for Applicant Reviewer role](#).
- When you have a short list of candidates, phone interviews/screens are encouraged.
- Be sure to keep notes on all searches (keep central files).
- Please note that SAS is committed to ensuring applicants who have been or are on layoff are granted interviews.

Interview Process:

- Candidates must be qualified by UHR and OEE prior to the Hiring Unit contacting them to schedule any interviews; phone, Zoom, Webex, etc., and in-person interviews. This is facilitated via ROCS. An Applicant Reviewer can move applicants through Workflow – Moving to UHR Qualification.
- The Hiring Unit will receive an email when candidates have been approved by UHR and OEE for an interview. Please be sure to check in ROCS that all candidates have been approved. Once approved, the Hiring Unit’s Applicant Reviewer should move the qualified candidates to “Interview” status in ROCS.
- Hiring Unit sends Interview Questions to SAS-HR for review and approval prior to any interviews conducted by the Hiring Unit.
- During the phone screening process, the Hiring Manager should inform the candidates of the university’s pre-employment conditions using this question for example: *All offers of employment at Rutgers University are subject to pre-employment conditions that must be met. For this position, the selected candidate will need to successfully clear a background check prior to beginning. Do you understand that this requirement would be a condition of employment at Rutgers?*

- Hiring Unit conducts the departmental/unit interviews, including initial phone screens and second interviews, in-person or on Zoom, with the Search Committee, for all Class 1, Class 3, and Class 4 Staff positions.
 - Please note that SAS-HR does not participate in the initial phone screens or second interviews.
 - Phone interviews are strongly encouraged. If a department chooses to forego the initial phone interview, in-person/Zoom interviews must be held.
 - The phone interview should cover salary requirements and a reminder of the “no Visa sponsorship” (if applicable) practice. Please note that the Hiring Unit cannot ask what the candidate’s visa status is during the interview process.
 - If the position is grant-funded, this should be made clear to the candidates.
 - Before concluding the interview, introduce or reiterate the university’s pre-employment conditions. For example, you may ask: *I’d like to make sure you are aware of the university’s conditions of pre-employment. For this position, the selected candidate will need to successfully clear a background check investigation prior to beginning employment. Do you understand that this requirement would be a condition of employment at Rutgers?*

Identifying a Final Candidate & Reference Checks:

- After the Hiring Unit has narrowed the applicants to one final candidate, reference checks must be completed by the Hiring Unit.
 - Reminder: The Hiring Unit must **not** move any candidates to “Finalist” status in ROCS. This is done **only** by SAS-HR and **only** when a contingent verbal offer has been offered and accepted, and the offer letter has been fully signed.
- The Hiring Unit should check at least three professional references, including a current supervisor.
 - For Rutgers internal candidates, University Human Resources requires the Hiring Unit to conduct a reference check with the current supervisor. Please be sure to inform the candidate and advise them to notify their supervisor prior to conducting the reference check.
- Be sure to describe the position and then ask the references to describe their working relationship and how long they have known the candidate. Refer to [UHR’s website](#) for further guidance.
- Once reference checks are complete, the Hiring Unit must notify SAS-HR.

SAS-HR Finalist Interview and Contingent Verbal Offer:

- Once a final candidate is identified, SAS-HR will conduct an interview with the final candidate for Class 1 and Class 3 positions only (not Class 4 positions).
- After SAS-HR conducts the interview with the final candidate, SAS-HR will prepare to make the contingent verbal offer.
 - Reminder: SAS-HR extends contingent verbal offers for all Class 1, 3 and 4 staff offers of employment.
- At this point, all applicant dispositions should be completed in ROCS by the Hiring Unit with the exception of the final candidate and a second or third option as alternate choices (if applicable).
- The other candidates who were phone screened or interviewed should be moved in the ROCS Workflow to “Interviewed, Not Selected – **Do Not Notify**” and should receive a “No Thank You” email from the Hiring Unit. SAS-HR can provide a template for the “No Thank You” emails.
- When the final candidate has been identified, SAS-HR will reach out to the Hiring Unit to discuss a salary offer. The proposed salary offer needs to be approved by the Divisional Director of Administration (for Class 1 staff and in some cases Class 3 and Class 4 staff as well) and SAS-HR.

- Once the terms of the offer are approved and the Hiring Unit has verified that interviews were conducted per the Collective Negotiations Agreement, SAS-HR extends the contingent verbal offer of employment. **All offers of employment are contingent upon successful completion of all applicable pre-employment screenings.**

Upon Acceptance of Contingent Verbal Offer:

- When the contingent verbal offer is accepted, SAS-HR will prepare the contingent offer letter using the current letter template from UHR's SAKAI Library Resources and route through DocuSign for Hiring Manager's electronic signature and then to the final candidate for electronic signature. The offer letter should be signed by the final candidate within two business days.
 - Note, for Class 1 and Class 3 positions, that the final candidate will be registered for UHR's New Employee Orientation, and the Orientation date will be included on the offer letter. The candidate will also receive an email from UHR to confirm.
- At this time, the second and third choices (if applicable) should also be moved in the ROCS Workflow to "Interviewed, Not Selected – **Do Not Notify**" and sent a "No Thank You" email from the Hiring Unit. Once this process is completed, the Hiring Unit must notify SAS-HR. When SAS-HR receives the fully signed offer letter, SAS-HR will mark the final candidate as "Finalist" in ROCS. Only one candidate should be marked as "Finalist". For multiple hires – SAS-HR will notify UHR of the "Finalists" so that UHR may assign or move one Finalist to each of the "Internal" Postings.
- When the final candidate has been marked as "Finalist" in ROCS, this triggers UHR to initiate the background check (as long as all other Applicant Dispositions have been completed).
- The final candidate will receive an email from the Background Check vendor (BGI) (noreply@hireright.com). The final candidate must give consent before the background check can be initiated so it is crucial that the final candidate responds in a timely manner (within five (5) calendar days of receipt).
 - Reminder: Employment cannot commence until successful completion of all applicable pre-employment screenings.
- When SAS-HR receives the Background Check Clearance (BGI) from University Human, SAS-HR initiates the onboarding process in the SAS Onboarding Portal.
 - Employment cannot begin until the following has been received the background check has been successfully completed and SAS-HR receives the BGI certification of completion from University Human Resources via email.
- SAS-HR will contact the new hire to schedule the SAS Onboarding, inclusive of the I-9 verification followed by the submission of their payroll record.
 - Please note that the new hire cannot begin work until onboarding and the I-9 has been completed.
- For SAS-HR Personnel: Signed offer letter and BGI certification of completion for the background check (email from UHR) must be uploaded in HCM when completing the template-based hire.