



Recruitment & Hiring Overview

Hiring Managers & Search Committees

Overview

The College of New Jersey believes that diversity in its many forms is essential to the educational experience. TCNJ strives to be an institution where diversity and inclusion are reflected in the culture, climate and daily operations of the college. Therefore, a primary goal in the hiring process is to attract diverse applicant pools of individuals who share our commitment to, and values of diversity and inclusion.

This presentation provides an overview of recruitment and hiring practices for individuals who will participate in the recruitment and hiring of TCNJ staff and faculty. These practices facilitate and ensure fairness, equity, and consistency throughout the search process.



Our Commitment

Recruitment Components for Search Committee Members



Sourcing



Screening



Interviewing



Selecting



Recruitment

The process of attracting, identifying, interviewing, selecting, hiring and onboarding employees.

Confidentiality



Essential to the Search

Establish clear guidelines at the outset of the search process for keeping discussions, personal or background information on a candidate, and all candidate's names in confidence.

Search Committee Responsibilities

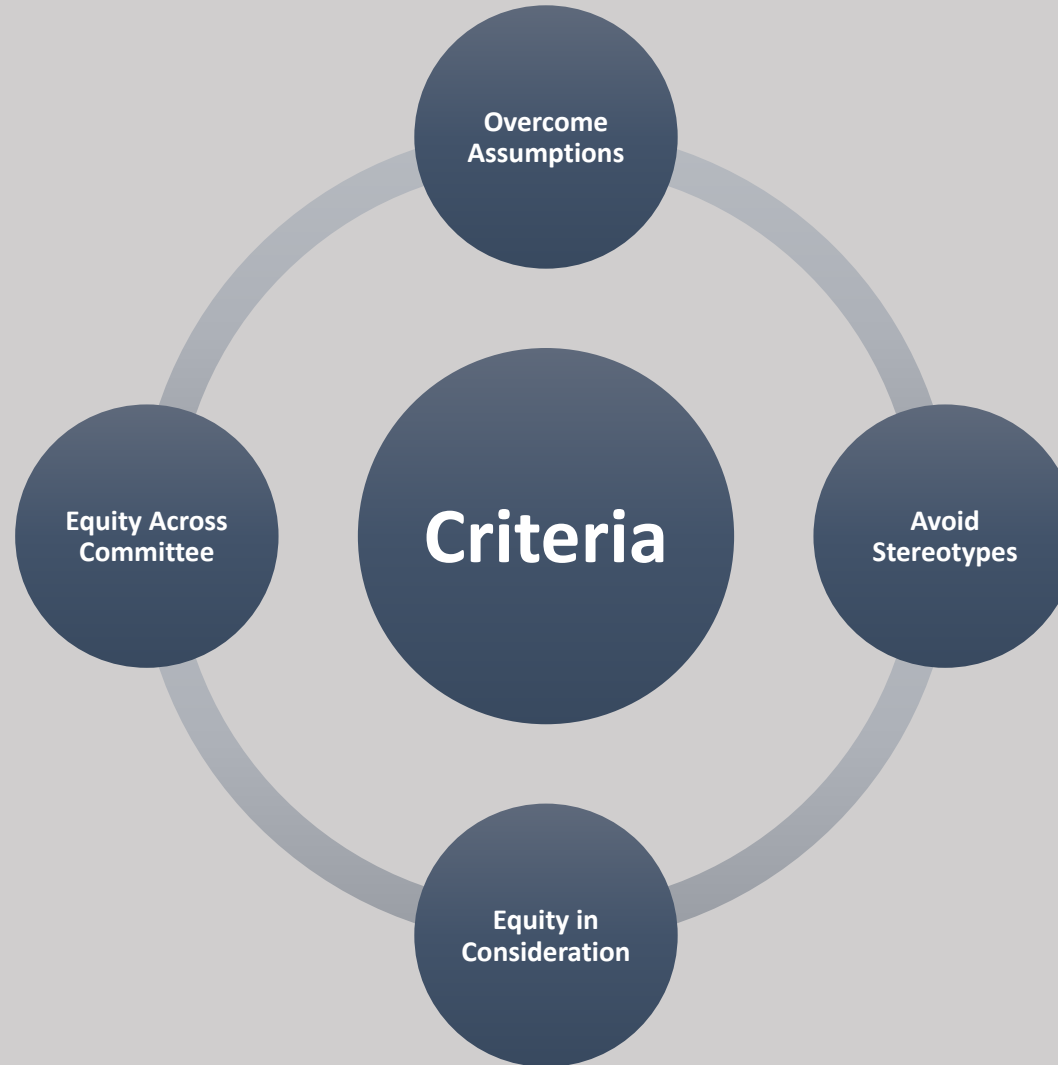
- To identify a slate of top candidates for the vacancy
- To advance the goal of identifying outstanding candidates who are women, underrepresented minorities, and members of other underrepresented groups




Avoid Common Biases in the Process: Documentation



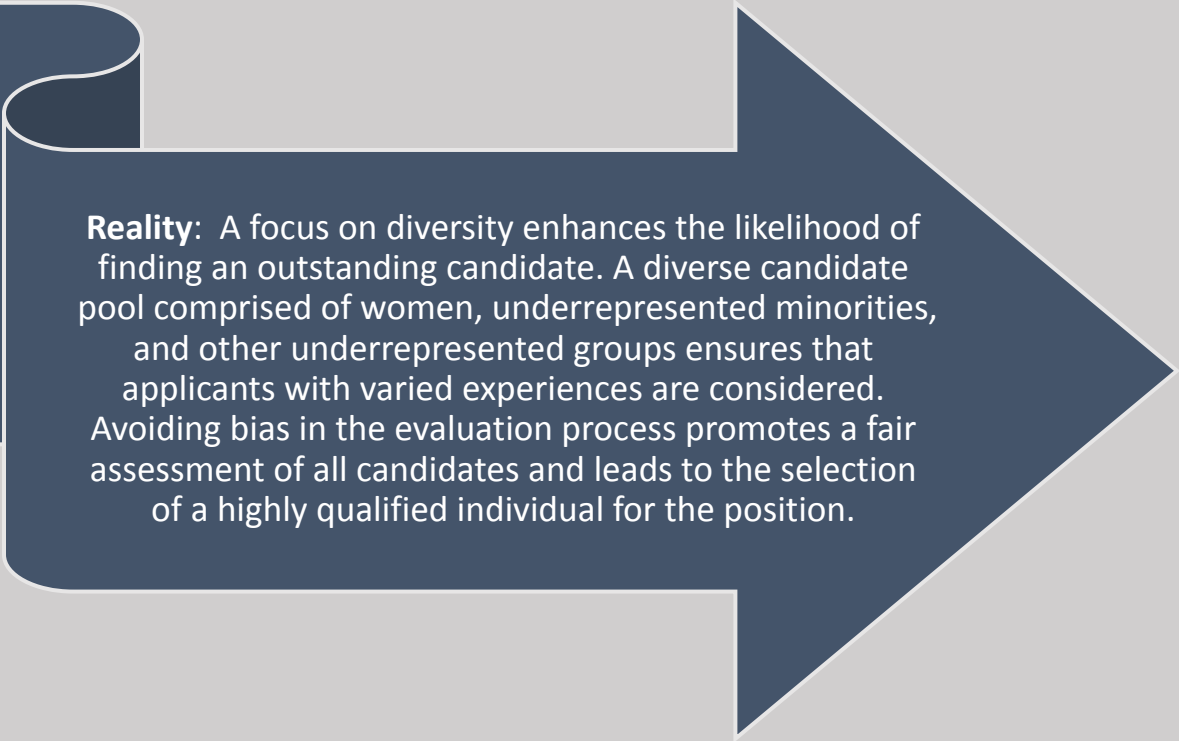
Avoid Common Biases in the Process: Establish Criteria



Dispelling Myths about Diversity Recruitment

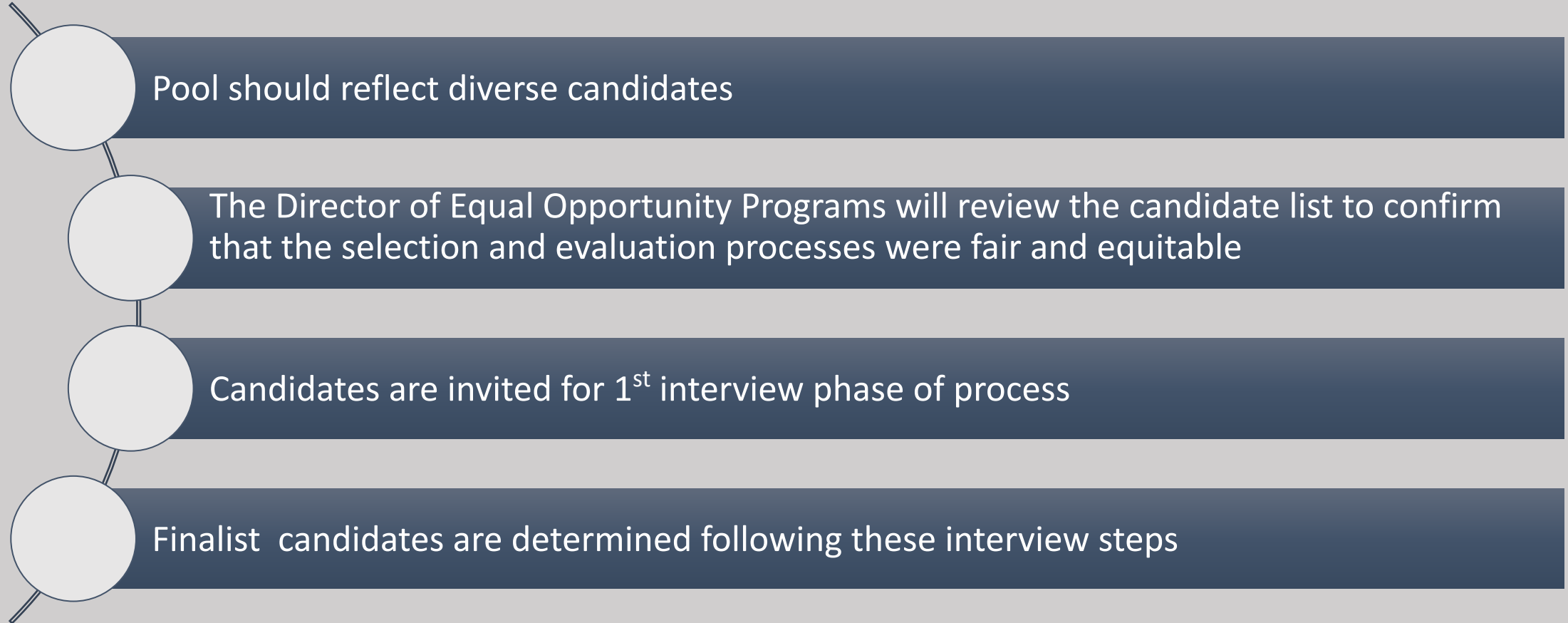


Assumption: Factoring in diversity considerations will distract from the goal of finding an exceptional candidate.



Reality: A focus on diversity enhances the likelihood of finding an outstanding candidate. A diverse candidate pool comprised of women, underrepresented minorities, and other underrepresented groups ensures that applicants with varied experiences are considered. Avoiding bias in the evaluation process promotes a fair assessment of all candidates and leads to the selection of a highly qualified individual for the position.

Candidate Review



State as a Model Employer (SAME Program)

The New Jersey State as a Model Employer of People with Disabilities (SAME) program is designed to increase awareness of employment opportunities for persons with disabilities, provide appropriate avenues and remove barriers to the application and hiring process, and create mechanisms to increase advancement and retention rates for persons with disabilities employed by the State of New Jersey.

P.L. 2021, Chapter 465 and P.L. 2021, Chapter 466 require the Division of EEO/AA to develop and implement a State as a Model Employer of People with Disabilities (SAME) program (effective May 1, 2022)

Goal is to increase the representation of qualified persons with self-identified disabilities in the State workforce.

SAME Program- Search Committee Responsibilities

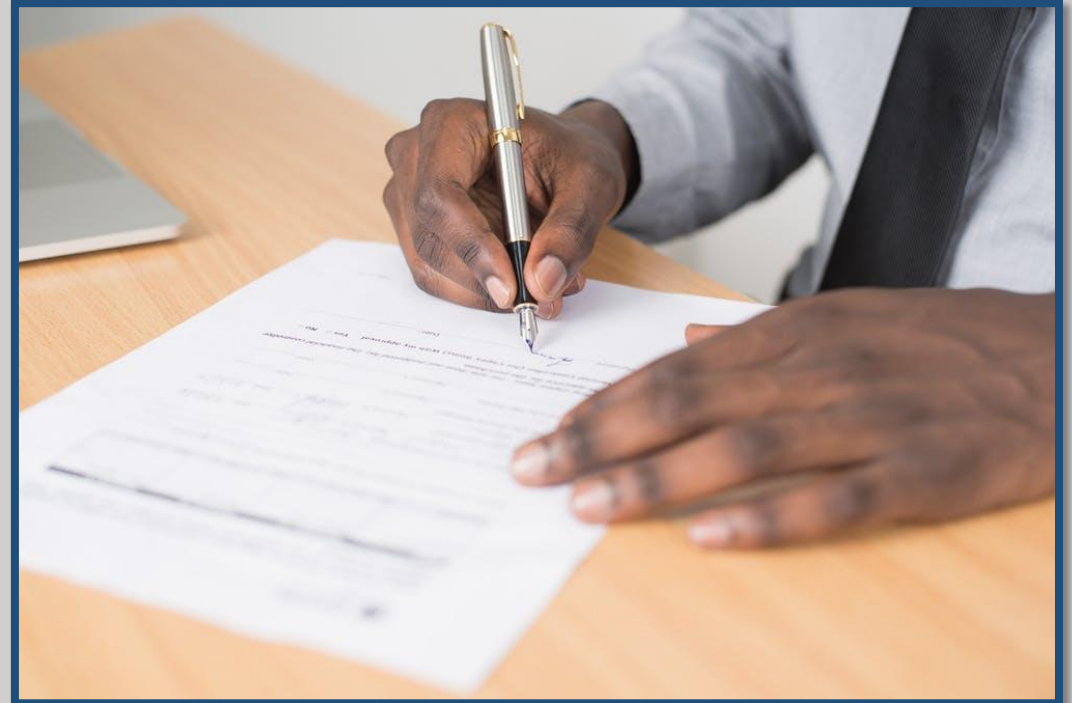
From time to time Human Resources and/or the Office of Accessibility Resources will identify certain qualified candidates who, either by contractual obligation or as mandated by law, are to be extended a bona fide interview. While the candidate must be interviewed this does not mean the candidate must be selected. All candidates should be afforded equal consideration.

Search committee members are responsible for ensuring that all candidates are treated in the following manner

- We all communicate in various ways. It is ok to ask applicants their preferred communication style
- Pay attention to cues from the person you are communicating with
- Face the person and speak in typical tones
- Don't be afraid to say that you don't understand, ask the person to repeat what they said and repeat it back to make sure you understood
- Don't speak for a person or attempt to finish their sentences
- Sit down when speaking for more than a few minutes with a person who uses a wheelchair, so you are at eye level

Evaluating the Applicant Pool

- Establish evaluation criteria and adhere to it!
- Use a weighting or ranking system to determine the pool of qualified candidates.
- Review each application thoroughly.
- Identify strengths and rely on evidence.
- Be sure to recognize outstanding candidates who are:
 - Women
 - Underrepresented minorities
 - Members of other underrepresented groups
- Fair, equitable and consistent evaluation is a must!



Screening

The process of reviewing applicant resumes and cover letters.

Preparing Interviewers

- Provide interviewers with the candidate's visit schedule, including times and locations of interviews and evaluation/rating documents.
- Provide a list of interview questions to the interviewers to be asked of each candidate.

Interviewing Steps

- Phone screen
- Remote interviews
- In person interviews



Interviewing

Enables the interviewers to determine if an applicant's skills and experience meet the job's requirements.

Importance of the Candidate Experience

- Accessibility
- Coordination of the Campus Visit
- Interview Schedule
- End the campus interview with next steps in the hiring process and include a general timeline.



Interviewing

Enables the employer to determine if an applicant's skills, experience and personality meet the job's requirements.

Checking References and Making the Selection

- Notify candidates that references may be contacted.
- Develop specific job related questions for the reference check telephone conversation.
- Maintain confidentiality: Reference discussions should not be shared with anyone who is not a member of the search committee.
- Coordinate with HR for salary determination
- HR will extend job offer

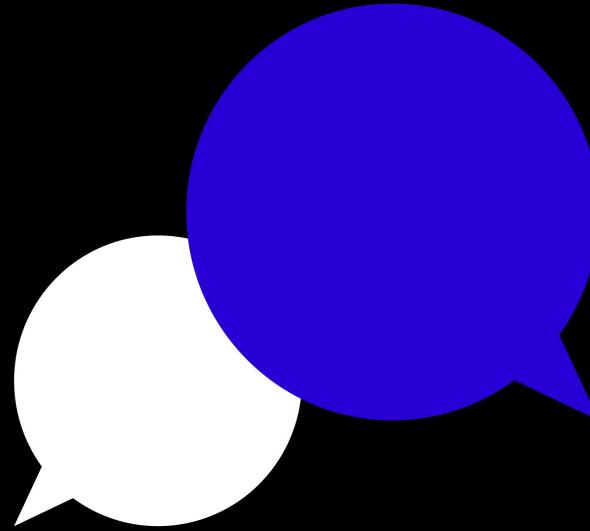


Selecting

Choosing the hire

After the Search

Debrief



Lessons Learned

Before You Begin Carrying Out Your Charge: Lean into a Diversity and Inclusion Mindset

[Diversity Recruitment & Hiring Learning Modules to be Viewed Prior to Recruitment](#)





Questions?

Contact your dedicated recruiter