

STOCKTON UNIVERSITY



PROCEDURE

Recruitment and Selection of Classified Employees

Procedure Administrator: Associate Vice President for Human Resources

Authority: N.J.A.C. 4A:4-4

Effective Date: January 5, 2009; January 5, 2011; August 15, 2019

Index Cross-References: 6100

Procedure File Number: 6325

Approved By: Harvey Kesselman, President

Stockton University observes all civil service, equal opportunity/affirmative action, and other federal and state statutes, regulations, and policies and the provisions of collective negotiation agreements pertaining to the recruitment and selection of employees for classified positions.

Classified appointments may be either regular appointments allocated to the competitive division of the career service subject to a civil service examination process and successful completion of a working test period or regular appointments of a qualified person to a title in the noncompetitive division of the career service without examination as authorized by the Civil Service Commission and subject to a working test period.

The Office of Human Resources complies with all civil service rules and regulations regarding job postings, applications, examinations, and eligibility lists. Any questions regarding the recruitment and selection process should be directed to the Office of Human Resources.

Review History:

	Date
Associate VP for Human Resources	06/26/2019
General Counsel	08/01/2019
Cabinet	08/01/2019
President	08/15/2019