

## Standard Operating Procedure

<b>Section:</b>	Talent Management
<b>Section Title:</b>	Recruitment, Onboarding and Classification System (ROCS)
<b>Procedure Name:</b>	Search Committee Role
<b>Policy Attached to:</b>	
<b>Originally Issued:</b>	March 11, 2016
<b>Revisions:</b>	

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*The following procedures are for the Rutgers-Camden campus only. These procedures are in accordance with the policies established by the University Human Resources department. <http://policies.rutgers.edu/view-policies/human-resources-hr-%E2%80%93-section-60>*

### **PURPOSE:**

A search committee is formed to ensure final candidates receive an unbiased and fair opportunity for a position. The hiring manager should select employees who will have direct and indirect interaction with the candidate during the course of their employment. In addition, the hiring manager should ensure that the committee represents a diverse group from the campus. A human resources representative should be included to provide the candidate with an understanding of the culture and “feel” of the campus as well as a general benefits overview.

Each search committee member is expected to review the attached Affirmative Action/Equal Employment Opportunity Guidelines and abide by them.

### **PROCEDURE:**

In ROCS, the “Search Committee” role is assigned to individuals who will review the applicant pool to a job posting for which they have been assigned. The “Search Committee” role has **view-only** privileges and only the “Applicant Reviewer” role can move applications through the workflow.

Once you have been assigned the role of “Search Committee” you will receive a system triggered e-mail to alert you.

1. The process begins when the department determines whom they would like to designate as “Search Committee” members for a specific position.

2. The **Department** will:
  - a. Provide Camden HR with the names of the “Search Committee” members.
3. **Camden Human Resources** will:
  - a. Grant “Search Committee” access to these individuals. Again, these individuals will receive a system triggered e-mail.
4. The **“Search Committee”** member will use the instructions on the attached Guide to access the applicants.

**ATTACHMENTS:**

1. ROCS – Guide to Search Committee Role
2. Recruitment Toolkit for Managers

**DOCUMENTATION REQUIRED to submit to Human Resources:**

1. Names of Search Committee members

***Note: This Standard Operating Procedure (SOP) and its attachments can be found online at <https://hr.camden.rutgers.edu>.***

***For further information on the ROCS system, please visit <http://rocs.rutgers.edu>.***