

Critical Staff Hiring Procedures

1 – The Department submits the Job Description to Human Resources - Comp/Class for review and benchmarking.

2- Once HR-Comp/Class completes the review and benchmarking of the Job Description and populates the Critical Hire Process Template (CHP) as much as possible, HR-Comp/Class sends the CHP to the Department (Hiring Manager) for completion.

3- The Department (Hiring Manager) completes the CHP and forwards it up to the Division VP for review.

4- If the Division VP approves the CHP, the Division VP submits the CHP to the Chief Business Officer (CBO). If the Division VP does not approve the CHP, the Division VP notifies the Department and HR-Comp/Class of non-approval and any next steps.

5- The CBO reviews the Division VP-approved CHP. If the CBO approves the CHP, the CBO forwards the CHP to the President for final review and approval. If the CBO does not approve the CHP, the CBO notifies the Division VP and HR-Comp/Class of non-approval and any next steps if applicable.

6- The President reviews the Division VP and CBO-approved CHP. If the President approves the CHP, the President forwards the approved CHP to the CBO, who forwards it to HR-Comp Class. If the President does not approve the CHP, the President notifies the CBO, who then notifies the Division VP and HR-Comp Class of non-approval and any next steps.

7- HR submits the approved CHP to the System Office for consideration.

8- Once the System Office notifies HR-Comp Class of their decision, HR-Comp Class sends an email to the Hiring Manager with cc to the Division VP, CBO and President showing approval or non-approval by the System Office.

9- If approved by the System Office, the position will be posted on the HR Employment site.

Accessibility Statement:

If you need this form in another format, please reach out to [Michael McLeod](mailto:Michael.McLeod@state.nj.gov) – 678.717.2232