

POLICY

All written inquiries and applications pertaining to employment at Ocean County College will be properly recorded and responded to in a timely manner by the appropriate official of the department in which the position is located, or by the Vice President of Human Resources in cases where job interest cannot be determined from the written instrument received.

ADOPTED: December 16, 1974

Revised: December 10, 1984

Revised: April 22, 1996

Revised: February 28, 2000

## PROCEDURE

I. Purpose: To provide a procedure for recording and responding to all inquiries and applications/resumes pertaining to employment at Ocean County College in an accurate way and timely manner.

II. Method of Implementation:

- A. Upon receipt of a written or verbal inquiry/application pertaining to employment, the following action shall be taken:
1. All inquiries will be responded to in writing by the Office of Human Resources.
  2. The Office of Human Resources will maintain an employment application/inquiry log which lists the following information on each applicant: name, date of receipt in Human Resources, home address, home telephone number, business telephone number (if applicable), email address (if available), date of acknowledgement by Human Resources, and the disposition of the application/resume/inquiry.
  3. If a department other than the Office of Human Resources receives a written employment inquiry or application, the department head should forward the inquiry/application to the Vice President of Human Resources for the appropriate response.
  4. If a department other than the Office of Human Resources receives a telephone inquiry or an in-person visit regarding employment, the Department should refer the caller/visitor to the Office of Human Resources for the appropriate response.
- B. Maintenance of Application Files
1. The Office of Human Resources will maintain all application files. However, applications/resumes/letters of inquiry regarding Adjunct Faculty and Reserve Professional and/or Managerial/Technical employment may be maintained by the department supervisor of the position. Such application/resumes will be first acknowledged by the Office of Human Resources and then forwarded to the appropriate department supervisor for review and possible interview.
  2. Applications/resumes will be retained on active file for six (6) months if no vacancy existed at the time the inquiry was made.

Applications/resumes of those applying for open vacancies will be maintained for two (2) years from the date of the closure of the search to fill the vacancy. Once these timeframes have been satisfied, the applications/resumes/inquiries may be destroyed.

Ocean County College, Toms River, NJ

PERSONNEL

Administrative

General

Recording and Responding to

Inquires and Applications

for Employment #3103

3. In all cases where the hiring action has been challenged by a grievance, a civil rights charge, court action, etc., all applications/resumes/inquiries, etc., will be retained by the Vice President of Human Resources until the dispute has been fully settled. Destruction of these case files will not take place until specifically approved by the Vice President of Human Resources.

III. All matters related to recording, responding to, and destruction of inquiries, applications, resumes, etc., for employment at Ocean County College not covered by these procedures will be referred to the Vice President of Human Resources for resolution.

ADOPTED: December 16, 1974

Revised: September 25, 1984

Revised: October 22, 1991

Revised: April 30, 1996

Revised: April 25, 2000

Revised: May 30, 2002