



Office of HUMAN RESOURCES NEWSLETTER



Special Edition: For TCNJ Professionals with Recruitment & Hiring Responsibilities

Happy Fall Semester! This special edition of the HR Newsletter provides helpful tools and updates to navigate through new recruitment processes.

Meet the Recruitment & Hiring Team



Tracey Sullivan handles full time faculty and staff hiring. Tracey's email address is sullivat@tcnj.edu.



Nia McGowan handles adjunct, temporary, supplemental, and contingent hiring. Nia's email address is mcgowann@tcnj.edu.



Effective July 1, student employment joined the Office of Human Resources. Marla Sucsuz handles student employment. Marla's email address is sucsuzm@tcnj.edu.



Amanda Puchon oversees the recruitment and hiring team. Please contact Amanda at puchona@tcnj.edu with questions, feedback, or to set up hiring training sessions.

Taleo User Group

HR hosted a kick off meeting two weeks ago with a group of more than 30 hiring managers who frequently use the applicant tracking system, Taleo 2020. We discussed system improvements, shared tips and tricks, and committed to working together to identify and resolve functionality issues some are experiencing. Our goal is to achieve an enhanced, best in class experience. The user group will meet on a monthly basis. If you're interested in joining us, please contact Amanda at puchona@tcnj.edu.



Taleo Access for Hiring Managers

To create a requisition or review applicant details, hiring managers should log into Taleo through [TCNJ Today](#). To gain access to Taleo as a hiring manager, you need to enter your single sign on credentials. If you have any issues logging in, please contact a member of the recruitment team.

Instructions and a video tutorial on how to submit a requisition through Taleo may be found on the HCM Cloud Learning website [here](#). When initiating a requisition, it is important to include the job posting details in the Job Description section of the requisition so that HR has all of the information necessary to post your vacancy as soon as the request is fully approved.

Taleo 2020 Access for Job Applicants

To search for a vacant position at the College, log on to the TCNJ Today webpage and select the **About** icon. Once the drop down menu appears, select **Careers@TCNJ**. On the careers page there are several options from which to choose. To



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apply for a position, click **Apply** next to the job posting and create a user login. As an applicant to a TCNJ open position, you will need to establish a user name and password. Your account as a job applicant is not connected to your single sign on.

Employment Opportunities

- Faculty
- Adjunct Faculty
- Staff/Administrative
- Internal Employment
- Student Employment

Welcome.

Job Search My Jobpage

Basic Search

Return to the home page

Apply Online Add to My Job Cart SHARE

Job Description

Mandatory fields are marked with an asterisk.

*User Name

*Password

Forgot your user name?
Forgot your password?

Login New User

Requisition Approval Requirements

Approvals are required for all hiring requests including staff, faculty, adjunct faculty, temporary vacancies, supplemental assignments for current employees, and student employees. Prior to submitting a requisition to fill a vacancy, please discuss your plans with the appropriate managers in your division.

Hiring a Current TCNJ Employee for a Secondary Position (Supplemental Assignment)

We now utilize Taleo 2020 for all supplemental position hiring requests. Department hiring managers will need to submit a request to hire a current employee for an additional position (assignment). The supplemental employment requisition [Supplemental Employment Hiring Form](#) must be attached to the requisition.

Hiring New Adjunct Faculty Members

Please email Nia McGowan at mcgowann@tcnj.edu if you are hiring a new adjunct faculty member whose has never been employed by TCNJ. Nia will need critical information about the new adjunct faculty member at least two weeks prior to the individual's anticipated start date in order to complete the education and background verifications, and to complete the I-9 process.

Thank you for your cooperation, patience, and feedback as we continue to improve the recruitment and hiring processes and systems!



Human Resources: Building Foundations, Creating a Unified Community