

Jersey City Employment and Training Inc. (JCEPT)

Executive Director

Updated Hiring Process

As per By laws Section 2A.: Duties of the Personnel Committee:

The Directors who constitute the Personnel Committee shall review all Personnel appointments and shall make all personnel recommendations to the chairperson of the Board of Directors.

In accordance with the JCEPT, by laws Section 2A, the Board Personnel committee will lead the Executive Director Search process (EDS).

Board must appoint no more than three Members on July 30th.

The following is a guide that should be considered to adoption:

- July 31, 2019: Press Release Announcing Executive Director Position Open.
- By Aug 2, 2019: All previous applications will receive a call (Angel Santos will call)
Additional Paid Advertising for Job posting - Jersey Journal, Jersey Reporter, Idealist.org (The leading website used by not for profits) and other job search portals By Aug 2, 2019.
- Aug 15, 2019 Application closing date
All applications will be submitted to HR@JCETP.org
- Aug 20, 2019: EDS Team will review all applications with evaluation, score sheet and conflict questionnaire (prepared by Board counsel).
- Aug 22, 2019: EDS Team will meet to interview top three candidates.
- Aug 22, 2019: EDS Team will select top candidate and invite Prospective ED to Aug 27,2019 meeting
- Aug 27, 2019: Board will review candidates and information in Executive Session.
- Aug 27, 2019: Board will offer Executive Director Position to prospective candidate.