

HLLC Admissions for 2019-2020

Dear Rutgers University-Newark Community,

The HLLC team would like to invite all new **and** returning evaluators to sign-up for the HLLC large group and personal interviews that will identify the 2020 HLLC cohort. We will host interview sessions starting in January and throughout the spring semester. The support we received in the past from faculty, administrators, and staff was integral to the success of our admissions process. We need your help again and cannot accomplish this goal without the support of the RU-N community!

The HLLC increases access to higher education for academically promising, exceptionally talented, and civically minded individuals with a desire to positively impact their communities. Utilizing a holistic admissions rubric, the HLLC identifies exceptional first-year students and community college transfers from Newark, Greater Newark, and other regions, some of whom may be overlooked when relying solely on standard academic indicators for college success.

Benefits of participating in the HLLC evaluation process:

- **Serves as professional development**
- **Promotes equity and access to higher education for all students**
- **Endorses RU-N's anchor mission**

The time commitment is not extensive: a 4-hour block which includes a refresher training, interview session, and submission of scores. Please plan to engage for the entire time slot(s) that you select as we have found that partial participation can be disruptive to the rhythm and flow of the interviews.

The HLLC will host refresher trainings before the start of each interview to acquaint and inform you about the process and our evaluation rubric. Advancing the vision of the HLLC is greatly nourished by your encouragement and participation and we thank you in advance for serving as an evaluator for this recruitment cycle. The success of these interviews is dependent upon your participation. This year two off-campus dates have been scheduled.

Below are the scheduled interview dates and times:

January Interviews (First Years):

- Thursday, January 9, 2020 (3:30 p.m. to 8:30 p.m.) – Large Group
- Friday, January 10, 2020 (3:30 p.m. to 8:30 p.m.) – Large Group
- Saturday, January 11, 2020 (7:30 a.m. to 1:30 p.m.) - Large Group
- Wednesday, January 15, 2020 (3:30 p.m. to 8:30 p.m.) – Large Group *off campus*



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March Interviews (Transfers):

- Tuesday, March 5, 2020 (3:30 p.m. to 8:30 p.m.) - Large Group *off campus*
- Saturday, March 7, 2020 (3:30 p.m. to 8:30 p.m.) - Large Group

PLEASE RSVP [HERE](http://bit.ly/hllcevaluatorsignup) (<http://bit.ly/hllcevaluatorsignup>)

For only RU-N community:

The participation of employees is welcome and RU-N's Non-Exempt employees are a valued member of our community and should be afforded an opportunity to participate. Employees with a non-exempt FLSA status must be compensated appropriately per Federal and State laws; additionally, as a member of any collective bargaining unit. Any participating employee must discuss their options; which are listed below, with their supervisors regarding how to be appropriately compensated for their time helping with the group and individual interview process. Supervisors can:

1. Provide Comp Time per university policy to the employee for the hours worked beyond their classification- 40, 37.5, 35 and/or respective collective bargaining agreement which can be found: <http://uhr.rutgers.edu/collective-negotiations-agreements>
2. Provide paid overtime in accordance with university policy to the employee for the hours worked beyond their classification- 40, 37.5, 35 and/or respective collective bargaining agreement which can be found: <http://uhr.rutgers.edu/collective-negotiations-agreements>
3. Temporarily adjust the work schedule for the employee during the days of participation.

Employees can find information on the university policy and details about entering and tracking comp time and over time at: <https://uhr.rutgers.edu/policies-resources/policies-procedures/policy-and-compliance-guidelines/overtime-provisions-and-flsa>.

Once you choose an option from the above for your non-exempt employee; you will need to contact HR-Newark to ensure that any communication to the employee is in line with university policy and negotiated agreement.

Get involved, impact lives, and share the experience with us!

To become an HLLC evaluator, please click [HERE](#) to sign up for the up-coming dates in 2020.

If you have any questions or concerns, please contact Jennifer Bucalo at hllc.evaluator@newark.rutgers.edu