

UNIVERSITY OF  
**Nebraska**  
Lincoln **Certification Statement**

This Certification Statement is made with regard to the recruitment and hiring of \_\_\_ for the position of \_\_\_ in the \_\_\_ Department.

I certify that the recruitment procedures used in soliciting applicants, selecting qualified applications from among all who applied, and in the offering of employment have been conducted in accordance with the intent of equal opportunity employment. Specifically, I certify that:

- All applicants were considered on the basis of their qualifications for the work to be performed without regard to their race, color, religion, sex, age, national or ethnic origin, marital status, sexual orientation, disability, or veteran background.
- Prior to the selection of final candidates, no unofficial employment offer(s) was/were extended (verbally or in writing).
- The level of pay offered to each applicant to whom an offer was made was not less than the advertised level of pay and was based on the applicant's qualifications; any offer above the advertised, approved level was coordinated with and approved by the Department of Human Resources prior to the extension of an offer.

Signature of Department Head or Hiring Official: \_\_\_\_\_ Date: \_\_\_\_\_