



Guidelines for Recruitment and Hiring of Managerial/Professional Employees

The Department of Human Resources (HR) is providing these guidelines to assist you and your Department during the recruitment process. Your adherence to these guidelines will ensure that the University of Nebraska Lincoln's (UNL) recruitment procedures are being applied uniformly. It also ensures that UNL is in compliance with federal and state laws and regulations. Along with these guidelines, also refer to the [Managerial/Professional Recruitment Checklist](#) to assist you with this process.

Please Note: The hiring department is responsible for ensuring adequate funding and approval prior to the recruitment process.

1. An approved job description must be in place before a requisition is prepared to fill a position. If creating or updating a job description, it may be prepared electronically through the People Admin system. Access to the electronic job description is through the same website as the electronic HR Requisition – <http://employment.unl.edu/hr>. Assistance in preparation of a job description is available by contacting a member of the Human Resources Compensation staff or sending an e-mail to hrclasscomp@unl.edu.

2. Submit a requisition for the position through the PeopleAdmin recruitment system at <http://employment.unl.edu/hr>.

3. A position may be posted for recruitment in one of three ways:

- **Department Only** – with approval of the Office of Equity, Access and Diversity Programs, a search may be limited to those within the department who are current regular part-time or full time employees hired through the regular UNL competitive search process (not a temporary employee).
- **University employees only** – with approval of the Office of Equity, Access and Diversity Programs, the position would be open to all University employees, including those from University of Nebraska at Omaha, the University of Nebraska at Kearney, the University of Nebraska Medical Center, and Central Administration.
- **External** – open to everyone, both University and non-University applicants.

Please Note: Approved "Department Only" searches do not eliminate the need to conduct and document the recruiting process in accordance with these guidelines. Instead, it places the responsibility for the entire process on the hiring unit. A minimum of five working days is required for posting all "Department Only" positions unless otherwise approved. No applicants, internal or external, will be considered or referred unless they meet or exceed minimum qualifications.

4. The extent of external advertising and the minimum posting period for recruitment is based on the projected availability of qualified applicants and the number of applicants in the targeted groups (women, minorities, and the disabled). The scope of recruitment (national, regional, or local) is determined by guidelines issued by the Office of Equity, Access and Diversity Programs. The UNL AA/EEO Plan encourages a minimum thirty day posting period, unless otherwise waived. However, a minimum of ten working days is required for all externally advertised managerial/professional positions. Exceptions to required recruitment advertising must be approved by the Office of Equity, Access and Diversity.

5. Human Resources is responsible for placement of advertisements. The hiring unit is responsible for the expense. As long as the position is open, the hiring unit may re-advertise until a suitable candidate is found. Please Note: newspapers will bill your department directly for advertisements (you may want to use your departmental [purchasing/procurement card](#)).

6. The Job Line is updated daily by Human Resources. The Job Line will be available via a telephone recording at 402-472-2303. The jobs are posted on the web for the public at <http://employment.unl.edu/>

7. Candidates will be asked to submit all application materials (cover letters, resumes, vita, references, etc.) through the PeopleAdmin recruitment site at <http://employment.unl.edu/> There are two standard ways to specify the deadline for candidates to respond to managerial/professional job openings. The first, designating that resumes "must be submitted by a specific postmark date" is used when a firm closing date is preferred because the anticipated pool of candidates is strong. The second, indicating the date when "the review of resumes will begin, but keeping the position open until a suitable candidate is found" is used when the prospect for attracting a good pool of qualified candidates is uncertain. In either case, the date by which candidates should respond is referred to as the "closing" date. The choice of wording used in the advertising/announcements determines how to handle application materials that arrive after the closing date.

8. Application materials which are submitted on-line before the closing date must be considered. When a specific closing date is designated in the announcement, any application materials postmarked after the specified deadline cannot be considered. Please do not record these names on the applicant log as candidates. When a review date is designated, but the position remains open until a suitable candidate is hired, application materials arriving after the review begins may be considered. Hiring units are cautioned to give all late application materials equal consideration by the screening/search committee. Hiring units are encouraged to contact Human Resources with questions about the appropriate handling of late arriving application materials.

9. The hiring unit may request that the position be re-advertised if a suitable candidate is not found.

10. Former employees who were [dismissed](#) from UNL are ineligible for rehire; former employees whose performance is documented as below satisfactory may be ineligible for rehire. Internal applicants whose performance is documented as less than satisfactory and those who are

under corrective action are ineligible for transfer. Questions about eligibility policy should be directed to Human Resources (472-3101). Conducting reference checks with supervisors of current and former UNL employees is strongly recommended.

11. Applicants receive a confirmation number when they have completed the application process for a position through PeopleAdmin. The Office of Equity, Access and Diversity can obtain the necessary demographic information on the candidates from the application. The letter of acknowledgement and the buff demographic cards are no longer necessary.

12. A screening/search committee is required for all managerial/professional searches. All hiring officials and staff directly involved in recruiting and screening at any level must attend Search Committee training. Committee members must have attended Search Committee training within the past two years. If your staff members are not familiar with the interviewing process you may want to have them attend the Search Committee Training (or Renew Training) provided by the Office of Equity, Access, and Diversity. Please also refer to the [Solving the Puzzle of on Target Interviewing](#) publication (also obtainable from the Office of Equity, Access, and Diversity). A screening/search committee should include at least one woman and, if possible, representation from minority groups and the disabled. Depending upon the nature of the job (e.g., much contact with students), it is suggested that in addition to departmental personnel, other constituents be included. These may include alumni, students or community professionals.

13. Prior to conducting interviews, the hiring unit must submit to the Office of Equity, Access and Diversity Programs a list of the candidates who have been chosen for interviews, which can be done through the PeopleAdmin system on the Hiring Official/Search Committee tab on the requisition. For those positions which require national recruitment or when the hiring unit has limited financial resources for interviewing purposes, it is suggested that telephone interviews be conducted before narrowing the pool to the candidate(s) who interview on campus. Please make certain questions are consistent to all applicants and focus on job related education, skills and experience. An offer of employment may be made based on telephone interviews, on-campus visits or a combination of both. Hiring units should be consistent in their approach to all finalists for a particular position. When assessing candidates and determining those to be interviewed on campus, it is beneficial to include women and/or racial minorities in order to achieve a desirable diverse workforce. *Please Note: Hiring units must obtain approval from the Office of Equity, Access and Diversity Programs before administering any skill, knowledge, ability tests during the hiring process.*

14. Once interviews have been completed, the hiring unit should conduct reference checks of the top candidate's previous employers. Conducting reference checks with supervisors of current and former UNL employees is strongly recommended. It is important to be consistent in conducting all reference checks. [Telephone Reference Check](#) List or [PDF Version](#) should be used as a guide when conducting reference checks. Certain positions require that the selected candidate pass special tests or checks prior to beginning to work. Job offers are made "contingent" upon the successful completion of the test or check. When applicable, [Pre Placement Physicals](#) (UNL Policy) or D.O.T. mandated [Commercial Driver's License \(CDL\) drug testing](#) (UNL Policy) or Criminal History Background Checks must be completed and details arranged with the

Employment Office. Please call 472-3101 for more information regarding these pre placement processes.

15. Prior to posting a position, a hiring rate/range will be developed with the assistance of HR Compensation staff. This hiring rate/range will provide guidance in making final salary decisions. Approval of the hiring rate/range and salary offer rate will be dependent upon your departmental/unit approval requirements. If you have questions or need assistance in determining the appropriate salary for a job offer, contact a member of the Human Resources Compensation Staff. Factors to consider in making salary decisions include: budget constraints, internal equity, market relevance, and internal value of the position, within your unit and UNL. Justification for an offer that is above the approved hiring rate/range should be documented on a Salary Determination Form. After obtaining appropriate unit signatures, this form is forwarded to Human Resources Compensation for review and recording of your unit’s salary decision. This form will be returned to your unit for record keeping.

16. If the hiring unit has authorized a move of household goods for the successful candidate to be charged to UNL, please contact the Travel Section of Purchasing (472-6305 or 472-2126) for assistance.

17. After the verbal offer of employment is made, a Letter of Offer listed below,

Microsoft Word	PDF
Grant Funded	Grant Funded
Non Grant Funded	Non Grant Funded
Transfer Grant Funded	Transfer Grant Funded
Transfer Non Grant Funded	Transfer Non Grant Funded
Temporary Appointment	
and an	
Information Sheet	Information Sheet

must be mailed to the successful candidate. The successful candidate must reply to the Letter of Offer in writing with either a Letter of Acceptance or by signing and returning the Letter of Offer. The Letter of Acceptance must include the start date, the position title, the salary, and confirmation of the terms of probation. A copy of the letter of offer and acceptance should be submitted with the PAF. When the offer is accepted in writing, all other applicants should be informed that the position has been filled. The hiring unit is responsible for sending either letter below.

Microsoft Word	PDF
Letter to Unsuccessful Candidates – Interviewed	Interviewed
Letter to Unsuccessful Candidates – Not Interviewed	Not Interviewed

Occasionally, unsuccessful candidates inquire about the status of their application. It is best to respond to an inquiry from an unsuccessful candidate by indicating that a candidate whose qualifications better matched the needs of the unit was selected for the position. Additional reasons should not be given. The hiring unit may refer persistent unsuccessful candidates to Human Resources.

18. The hiring unit completes the necessary paperwork to officially hire the new person. Please refer to the [Managerial & Professional Recruiting Checklist](#) to assist you with this process. All newly hired employees must serve an original probationary period usually six months. This probationary period is an extension of the selection process and is used to determine an employee's suitability for UNL employment. Note that current UNL staff members [transfer employees](#) who have regular status do not serve another original probation.

19. The hiring unit will complete the following and mail to the appropriate Budget Office:

- [Personnel Action Form \(PAF\)](#)
- [Personnel Data Form \(PDF\)](#)
- [Hiring Certification Statement](#) or [PDF Version](#)
- Copies of Letter of Offer and Acceptance
- The Affirmative Action Application Log and other relevant search forms should be completed and sent to the Office of Equity, Access and Diversity, 127 Canfield Administration, 0437.

If a new hire: Insurance forms

- [I-9 Form](#)
- [Direct Deposit Form](#)
- [W-4 Form](#)

20. Human Resources- Employment will prepare and mail a letter to the new employee (copy also to hiring department) confirming position title, salary, and effective employment date.

21. Additional information about benefit provisions can be found on <http://hr.unl.edu/benefits/benefits.shtml/> [Direct Deposit Form/](#) [Overtime Agreement](#) or [PDF Version/](#) [UNL Photo Identification Card](#) / [Parking Permit \(Temporary\) Information](#) or [PDF Version/](#) [New Employee Orientation](#)

22. [Application Records Retention Policy](#): All materials pertaining to the recruitment process must be maintained within the department for a period of four years. These materials will be important to you in the event you to respond to any legal action or inquiry in connection with the hiring process. Each hiring unit is responsible for ensuring that hiring practices and decisions uphold the intent of [UNL's Non-Discrimination Policy](#). To ensure full compliance with UNL's Recruitment Policies and Procedures, please be sure to complete and submit the [Hiring Certification Statement](#).

23. If you have questions at any time during the selection process, please call Human Resources-Employment (472-3101).