



## Guidelines for Recruitment and Hiring of Office/Service 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 [Office/Service 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 PeopleAdmin 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](mailto:hrclasscomp@unl.edu).

2. Submit a requisition for the position through the PeopleAdmin recruitment system at <https://employment.unl.edu/hr>. If you need assistance please call the Employment Office at 472-3101.

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

- **Department Only** – with approval Human Resources, 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 Human Resources, 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 employment staff will conduct routine recruitment efforts on a local basis. Office/Service positions do not require any advertising but if newspaper advertisements are needed to secure qualified applicants, the employment staff will prepare the copy and place the advertisements in appropriate publications. Content and placement of ads will be discussed with the hiring unit prior to placement. The hiring unit is responsible for the expense.

5. 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>

6. All applicants, both internal and external, will be instructed to apply on the web site at <http://employment.unl.edu>. The Employment Office in Room 407 of the Canfield Administration building has computers available for applicants to use and will assist applicants with the process if necessary.

7. The employment staff will screen applications down to the top qualified applicants for Office/Service positions and forward them to the hiring manager via PeopleAdmin after the review date; no less than three and no more than ten applicants are normally referred to the hiring unit. The hiring unit is required to interview all referred applicants. If the hiring unit does not find a suitable candidate after interviewing all referred applicants, the hiring unit may request in writing that additional candidates be referred. The request should include reasons why the candidates referred initially were not acceptable. *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.*

8. The hiring unit may request that the position be re-posted on our website and if needed, advertised in the newspaper if a suitable candidate is not found.

9. All hiring officials and/or staff involved in recruiting and screening at any level must attend a Search Committee training session. These sessions are provided on an on-going basis by the Office of Equity, Access & Diversity Programs. A screening committee is recommended for all positions. For additional information, refer to the [Solving the Puzzle of Target Interviewing](#) publication obtainable from Equity, Access and Diversity, 128 Canfield Administration Building, 14th & R Streets, Lincoln, NE 68588-0437 Phone: (402) 472-3417. For additional interviewing help, a [Interview Guide](#) is available for hiring managers which includes [competency based interview questions](#).

10. An office/service employee is eligible to apply for a [transfer](#) to another department after completing six months of satisfactory service in the present position. An employee with less than six months of service is eligible to apply for promotion and/or transfer within the same department.

**11.** 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.

**12.** Once interviews have been completed, the hiring unit should check the references of the top candidate. 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. For a list of suggested reference questions, review the [Telephone Reference Check List](#) or [PDF Version](#). When checking references, you may find an employer who will not release any information without written consent from the applicant. There is a [Release of Liability Reference check form](#) that may assist you in obtaining the information that you need. You will need to have the applicant sign the release before faxing to the former employer.

**13.** When the reference check process has been completed, the hiring unit should confer with a member of the HR-Employment staff prior to an offer of employment. A member of the HR-Employment staff will extend a formal offer of employment or authorize the hiring unit to do so. 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.

**14.** 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.

**15.** After the verbal offer of employment is made, the hiring manager will complete a Letter of Offer listed below.

<b>Microsoft Word</b>	<b>PDF</b>
<a href="#">Grant Funded</a>	<a href="#">Grant Funded</a>
<a href="#">Non Grant Funded</a>	<a href="#">Non Grant Funded</a>
<a href="#">Transfer Grant Funded</a>	<a href="#">Transfer Grant Funded</a>
<a href="#">Transfer Non Grant Funded</a>	<a href="#">Transfer Non Grant Funded</a>
<a href="#">Temporary Appointment</a>	

and an	
<a href="#">Information Sheet</a>	<a href="#">Information Sheet</a>

Offer must be given to the successful candidate either on or before the start date. 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.

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-Employment. After the hiring process has been completed, the employment office will complete the post hire details and mark the position as filled in PeopleAdmin. The hiring manager has the option of having Human Resources send an e-mail to all applicants not hired or the hiring department may elect to send a letter to the unsuccessful applicants that were interviewed using the templates below.

Microsoft Word	PDF
<a href="#">Letter to Unsuccessful Candidates – Interviewed</a>	<a href="#">Interviewed</a>
<a href="#">Letter to Unsuccessful Candidates – Not Interviewed</a>	<a href="#">Not Interviewed</a>

**16.** The hiring unit completes the necessary paperwork to officially hire the new person. Please refer to the [Recruitment 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.

**17.** 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

If a new hire: Insurance forms

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

**18.** Once the hiring department has completed the new hire paperwork, the employment office will prepare and mail a letter to the new employee (copy also to hiring department) confirming position title, salary, and effective employment date.

**19.** 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](#)

**20.** [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](#).

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