

## 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 [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. Send an approved [Human Resources Requisition](#) authorizing recruitment for the position to the Department of Human Resources at 407 Canfield Administration (0438).
2. A position may be posted for recruitment internally or externally. With approval of the Office of Equity, Access and Diversity Programs, a search may be limited to the department or to all University employees. **Internal postings** allow only individuals receiving a University paycheck to be considered or referred for positions. **External postings** allow anyone (University employees and the general public) to be considered or referred for positions. No applicants, internal or external, will be considered or referred unless they meet or exceed minimum qualifications.

*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.*

3. 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.

4. Human Resources is responsible for placement of advertisements. When circumstances warrant, Human Resources will work with the Office of Equity, Access and Diversity Programs to coordinate the placement of ads. Desired ad copy should be attached to the HR Requisition, along with the name, address, telephone/tele-fax numbers, and deadlines of publications in which the ad should be placed. 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](#)).

5. The Job Line will be created each week by Human Resources. The Job Line will be available via: 1) a telephone recording (402-472-2303), 2) posting on specified bulletin boards and 3) the Human Resources Employment web site: <http://busfin.unl.edu/hr/employment> .

6. Candidates will be asked to submit all application materials (cover letters, resumes, vita, references, etc.) directly to the hiring department. When requested by the hiring department, application materials may be submitted to and/or screened by Human Resources/Employment. 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.

7. Application materials which are postmarked on or before the closing date must be considered. When a specific postmark date is designated in the announcement, any application materials postmarked after the specified deadline must be returned to the applicants with an explanation that they have missed the required deadline and 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.

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

9. 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.

10. Hiring units are responsible for acknowledging receipt of application materials ([sample Acknowledgment Letter](#) or [PDF version](#)) and providing to all applicants an Affirmative Action Statistical Card immediately upon receipt of resume for an advertised vacancy. An initial supply of these cards is provided by the Office of Equity, Access and Diversity Programs together with a packet of search documentation forms that the hiring unit will complete and return. Additional cards may be obtained from the Office of Equity, Access and Diversity Programs, 128 Canfield Administration Building, 14th & R Streets, Lincoln, NE 68588-0437; telephone: (402) 472-3417.

**11.** A screening/search committee is recommended for managerial/professional searches. A screening/search committee is required for all positions at a salary grade of 905 or higher. 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). Please Note: A screening/search committee is required for (1) positions which are determined to have substantial responsibilities and (2) positions within departments identified by the Office of Equity, Access and Diversity as being deficient in employment of the protected classes (women and minorities). A screening/search committee should include at least one woman and, if possible, representation from the 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.

**12.** 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. Use the Short List form, in the packet of search forms, to notify them of the candidates chosen. 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.

**13.** Once interviews have been completed and the candidates have been ranked, 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.

**14.** Prior to extending a formal offer of employment, approval for salary offers above the minimum hiring rate or advertised rate ([Managerial/Professional Pay Schedule](#)) must be obtained from Human Resources (472-3101). An employee who transfers to a position in the same salary grade will not receive an increase in salary as a result of the transfer. An employee, who is promoted to a higher salary grade, will receive a minimum increase of five percent per salary grade to a maximum of fifteen percent per salary grade or the minimum rate of the new salary grade, whichever is greater. The new salary must be within the established range for the new salary grade. Salary increases exceeding five percent per pay grade (or appropriate minimum rate) must have prior approval of Human Resources, Classification and Compensation. Please review policy on salary changes for employees who are [promoted](#) or who [transfer](#).

15. 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.

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

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

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
<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>

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.

17. 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.

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

- [Personnel Action Form \(PAF\)](#) (select Downloads, then select UNL campus, select your system, select Business Forms, select Human Resources)
- [Personnel Data Form \(PDF\)](#) (select Downloads, then select UNL campus, select your system, select Business Forms, select Human Resources)
- [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](#) (In SLUGO select Downloads, then select UNL campus, select your system, select Business Forms, select Human Resources)
- [W-4 Form](#) (In SLUGO select Downloads, then select UNL campus, select your system, select Business Forms, select Human Resources).

**19.** 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.

**20.** Additional information about benefit provisions can be found on [http://www.uneb.edu/hr/hr\\_benefits.shtml](http://www.uneb.edu/hr/hr_benefits.shtml) / [Direct Deposit Form](#)/ [Overtime Agreement](#) or [PDF Version](#)/ [UNL Photo Identification Card](#) / [Parking Permit \(Temporary\) Information](#) or [PDF Version](#)/ [New Employee Orientation](#)

**21.** [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](#).

**22.** If you have questions at any time during the selection process, please call Human Resources-Employment (472-2120).