**Staff (Benefits Eligible)**

1. **A job description must be created.** Use forms to assist in the preparation of a job description. The hiring manager may also contact Lolita Schumacher, Manager, Payroll/Compensation & Records at 402-554-2739.

   An approved job description is necessary for the position to be classified and a salary range developed. The job description and classification must be done before a job requisition can be prepared and a job posted.

   Once the classification information is received by the manager, factors in making final salary decisions include: budget constraints, internal equity, market relevance, and internal value of the position, within your unit and UNO.

2. **After the position is classified, the hiring manager should submit a requisition for the position.** Contact Employment at 402.554.3998 or 402.554.3668 in Human Resources for further instructions on how to create a job posting in PeopleAdmin or download the PeopleAdmin User Guide.

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

   - **External** – open to everyone, both University and non-University applicants. Most positions are posted external.

   - **University employees only** (requires Employment approval) – the position would be open to all University employees, including those from University of Nebraska-Lincoln, the University of Nebraska at Kearney, the University of Nebraska Medical Center, and Central Administration.

   - **Department Only** (requires Employment approval) – a search may be limited to those within the department who are current regular part-time or full time employees hired through the regular UNO competitive search process (not a temporary employee).

4. **All office/service and managerial/professional positions will be posted for a minimum of five working days.** Exceptions must be approved by the Employment office.

   All open positions are posted on the UNO website and the State Employment website, NEWorks. For any additional advertising of the position, please let the Employment Office know. The Employment Office is responsible for placing advertisements, with the exception of any Professional Organization websites that REQUIRE a membership to post job ads, which means the hiring unit is responsible for placing ads on those websites. Please contact Stella Watts or the Employment Specialist for the EEO verbiage that needs to be on the ad. The hiring unit is responsible for all advertising expenses.

5. **All applicants, both internal and external, will be instructed to apply on the UNO Job Openings page.** The Office of Human Resources in Room 205 of the Eppley Administration Building has computers for applicants to use and will assist applicants with the process if necessary.
6. All applications are screened. Those who meet the minimum requirements will be forwarded to the hiring manager via PeopleAdmin. Those applicants not meeting the minimum qualifications for the job are notified via PeopleAdmin immediately.

The hiring unit is responsible for reviewing the referred candidates and selecting those to be interviewed. Contact the Employment Specialist, at 402.554.3668 if you do not find a suitable candidate after interviewing from the referred applicants. The request should include reasons why the candidates initially referred were not acceptable.

A search committee is required for all managerial/professional positions classified at the Senior Zone level in all job families and strongly recommended for all other managerial/professional positions. The Employment Specialist, at 402.554.3668 can assist you with giving access for your search committee to see referred applicants.

7. The hiring unit may request that the position be re-posted and re-advertised if a suitable candidate is not found out of the initial pool of candidates referred, or if the job requirements change. Contact the Employment Office for assistance with this process.

8. After identifying the candidates you wish to interview, move them in the workflow to “Request for Interview.” This list of names will go to Charlotte Russell. Once your list is approved, the Search Chair/Manager (if one is listed) will receive a system generated email.

9. Once interviews are completed, the hiring unit should conduct reference checks of the top candidate’s current and previous employers. Prior to contacting references, please let the candidate know you plan to make the calls. This allows the candidate time to alert the reference to expect the call. Conducting reference checks with supervisors of current and former UNO employees is strongly recommended. It is important to be consistent in conducting all reference checks.

10. Prior to making an offer of employment, the hiring manager will email Laura Wakefield the final notes on those interviewed for the position. Once Laura has approved, the hiring manager proceeds with the conditional verbal offer of employment.

The verbal offer is contingent on a background check. The manager sends the candidate the link to access the background check form. The background check is performed on all new hires and all internal to UNO hires whose last background check at UNO exceeds 12 months. Contact HR for the background check information if needed: 4-3998.

Certain positions require that the selected candidate pass tests or checks prior to beginning to work. Job offers are made contingent upon the successful completion of any test or check.

Once the results of the background check, or any other required tests are received and the hiring manager is notified by the Employment Office that they may continue with the hire, he/she will send the applicant the formal offer letter of employment using UNO’s official hiring templates.

11. Contact the Human Resource once the posting should be closed.

Postings can be closed before the position is filled if the Hiring Manager feels that they have an adequate pool of applicants and feels confident that a hire can be made from said pool.
Hiring managers will disposition all applicants to their appropriate workflow throughout the hiring process. Applicants who applied to the position and/or participated in the interviewing process need to receive notification that the position has been filled via PeopleAdmin within 30 days of the hire being made.

Contact the Employment Specialist, at 402.554.3668 if you have questions.

12. All newly hired bi-weekly paid employees must serve an original probationary period of six months. This probationary period is an extension of the selection process and is used to determine an employee's suitability for UNO employment.

13. The hiring unit will complete the following and submit to the Office of Human Resources:

The following employment documentation must be completed accurately at least 48 hours* (weekends not include) in advance of the first day of employment:

- Personnel Action Form (PAF)
- Personnel Data Form (PDF)
- Copies of Offer Letter and Acceptance (see above)
- I-9 Form
- E-Verify
- Direct Deposit Form
- W-4 Form

Failure to do so will result in delay of many essential services for new employees, including but not limited to obtaining their Mav Card on the first work day, which allows physical access and parking. One of HR’s primary focuses is to ensure that all new employees have the best possible on-boarding experience possible. This starts with the timely submission of accurate employment information and will require some advance planning on your part. For your convenience, we have attached the following resources: https://www.unomaha.edu/human-resources/managers-and-supervisors/index.php  *Note: intra-campus transfers and rehires may require greater than 48 hours.

If the employee is new to UNO, he/she should meet with Human Resources to arrange benefits.

14. All materials pertaining to the recruitment process must be maintained within the department official files for a period of four years starting from the successful candidate’s start date. These materials will be important to you in the event you have to respond to any legal action or inquiry in connection with the hiring process.