



Hiring Checklist

Managerial/Professional and Office/Service positions

- Create job description and submit for classification

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 sent to cabinet and before 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.

- Create a requisition and submit to the requisition workflow.

Download the PeopleAdmin user guide section [here](#).

Consult with the Employment Success Consultant on how you would like the position posted: Externally, University employees only, or department employees only.

- Position is posted.

The Employment Success Consultant will post the position after cabinet approval. All positions must be posted for a minimum of seven (7) calendar days.

- Make arrangements for search committee members to attend Search Committee Training.

- Consult with the Employment Success Consultant regarding advertising options.

All positions will be posted on the UNO website and the State Employment website and UNO's Handshake page.

The Employment Office will post all formal ads that do not require a professional association membership.

The Employment Office will issue an Ad Copy to be used in professional associations and social media ads.

All applicants must be instructed to apply through the UNO employment site unomaha.peopleadmin.com.

- Applicants are screened by Human Resources

Applicants that meet the minimum requirements are forwarded to the hiring committee via PeopleAdmin for review. Except in the case of prior arrangements, all applicants must be screened through the Employment Office.

- The hiring committee reviews referred applications.

Search committees are required for Senior Level Managerial/Professional positions and strongly recommended for all other positions. The Employment Success Consultant can assist you with giving access to your search committee to see applications.

Identify the applicants you wish to interview.

Each search must have four finalists for interviews.

- Request for Interview via PeopleAdmin.

The Equity, Access and Diversity officer will review the short list and approve interviews.

If this step is skipped, approval for offer will be held until it is completed.

- Conduct Interviews

Interview guides can be found [here](#).

An interview rubric can be found [here](#).

- Conduct reference checks of your top candidates.

Speak with 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.

Reference guidelines can be found [here](#).

A reference template form can be found [here](#).

- Create a summary of the interviews.

Interview summaries should include all applicants interviewed and address qualifications of each, and why or why not they are not being hired.

A sample of summary notes can be found [here](#). (page 7)

- Send interview summaries and reference check notes to unoemployment@unomaha.edu

An offer should not be made until the Employment Office has approved the summary notes and received the reference notes.

At the time of summary note approval, the posting will be closed to further applicants.

- Make a verbal offer to the chosen applicant.

If the offer is accepted, initiate background checks.

If the offer is not accepted, contact the Employment Office to discuss the next candidate.

Ensure the candidate understands that the verbal offer is contingent on the background check being returned in good standing.

- Send background check link.

The links to the correct background checks can be found [here](#).

Background checks must be performed on all new hires, and all internal hires whose last background check is more than 12 months old.

After the background check is completed, if other testing is required for the position, initiate said testing.

You will be notified when final hiring is approved.

- Issue an official offer letter.

Templates can be found [here](#).

This letter should not be sent until the background check and any physical testing has been completed and approval has been received from the Employment Office.

- Disposition all applicants.

Instructions for PeopleAdmin dispositioning are found [here](#).

- Begin onboarding.

Onboarding checklist is found [here](#).