Recruiting and Hiring Procedures

Benefits Eligible Staff Members

University of Nebraska at Omaha

Human Resources

2/9/23

Create/Update Job Description

- NOTE: Existing Job Descriptions should be reviewed for updates and submitted for compensation review at least every 2 years.
- Existing Job Descriptions for replacement requisitions can be obtained by contacting the Compensation team in Human Resources.
- Template forms for the job description and instructions can be found here:
  - Template Job Description Template (Word)
  - Instructions Job Description Instructions

Submit for Classification

- After the job description is finished and all changes are made, submit to the Compensation team in Human Resources for review and market pricing analysis.
- The Compensation Team will send a memo with pay information, FLSA Status and job codes.

Create Requisition

- Copy the relevant sections of the job description into the requisition form in PeopleAdmin
  - PeopleAdmin User Guide LINK
  - The PeopleAdmin field Essential Functions= Position Summary
  - The PeopleAdmin field Additional Duties= Duties and Responsibilities
  - Always include the required qualifications.
  - It is strongly recommended to list the entire salary range in the "SALARY (FOR UNO USE ONLY)" section and the minimum of the range to the midpoint in the "Salary" field.
    - Format should list /hour or /year (eg: $15/hour or $50,000/year)
    - Listing "negotiable", "based on experience" or "commensurate with…" is strongly discouraged.

Mission Critical Position Requests

- Requisitions will be sent through the approval workflow in PeopleAdmin.
- Requisitions must be approved at all levels, including Senior Executive Leadership prior to posting and advertising.
- Requisitions must be approved in PeopleAdmin. Requisitions will not be approved outside the system.

Draft>Initiator>Department Head>Dean> Budget> Division Approval>HR>Posting

Position is posted

- Once approved, the Employment Success Office will post and advertise positions in consultation with the Hiring Manager. All positions must be posted for a minimum of seven (7) calendar days before the committee/hiring manager can begin reviewing applications.
- All members of the search committee are required by policy HR-05 to complete Staff Search Process training prior to participating in the search process.
- Training can be found at this link: LINK

- All applications will be screened for minimum qualifications by Human Resources. Only applications that meet the minimum qualifications will be sent forward to the committee/hiring authority.
- The search committee/hiring authority should review applications to determine who to interview. Criteria and decisions should be documented on the Applicant Log LINK.
- Applicants for interview must be sent forward to the "Request for Interview" workflow state in peopleadmin. The Employment Success Consultant will review your applicant pool to ensure there is diversity in the pool. An email will be sent when interviews are approved.

Conduct Interviews

- Interview guides can be found here: LINK
- Interview rubric can be found here: LINK

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: LINK

Prepare a Request for Offer

- Template form is required, found here: LINK
- Include a summary of each applicant interviewed and the non-select rationale for those not hired.
- Additional pages may be used if needed.
- Send request and notes from background check to unoemployment@unomaha.edu
- DO NOT make an offer until you have received approval from the Employment Success Office.
- At the time of offer approval, the posting will be closed to further applicants.

Make a Verbal Offer

- If the offer is accepted, notify the Employment Office.
- If the offer is declined, contact the Employment Office to discuss next steps.
- Ensure candidate understands that the verbal offer is contingent on the background check being returned in good standing.

HR Initiates the Background Check Process

- Background checks must be performed on all new hires and all internal hires whose last background check is more than 12 months old.
- You will be notified when the background check is complete. NOTE: while background checks can come back quickly, it may also take up to 7 business days to complete the check.
- After the background check is completed, if additional testing is completed, it may be initiated at this time.
- When all processes are finished, you will be notified of final approval to hire.

Issue Offer Letter and power forms/I-9

- Offer letter templates can be found here:
  - Managerial/Professional Letter
  - Office/Service Letter
- Powerforms can be found here: LINK
- If your new hire is international, the following link can be used to schedule an appointment to complete the I-9. LINK
- If your new hire is a US citizen, the I-9 should be completed in the department, unless you have made other arrangements with HR.
- SYSTEM ACCESS CANNOT BE GRANTED BEFORE THE I-9 IS COMPLETE.
- Offer letter, Power Forms and the I-9 must be completed a minimum of seven (7) days prior to the UNO DAY 1 start date.
- Send the offer letter to Human Resources (unorecords@unomaha.edu) with the PAF.

Begin Onboarding

- A completed and fully signed PAF must be received in HR no later than seven (7) days prior to the new employee's start date. Send via email to unorecords@unomaha.edu.
- PAF Template can be found here: LINK
- Onboarding checklist can be found here: LINK
- All new hires will begin on a Monday with UNO DAY 1 onboarding session. Schedule this start date with the Employment Office (unoemployment@unomaha.edu).

TIMELINE	EVENT
Ten (10) days prior to Employee Start Date	New UNO employee completes their I-9 and Powerform documentation, submitted to them electronically.
Nine (9) to Seven (7) days prior to Employee Start Date	PAF is completed and routed to Human Resources. Human Resources processes the PAF and then the NUID, NETID and Personnel Numbers are generated.
Five (5) days prior to Employee Start Date	Manager receives an onboarding checklist (*streamlined checklist*) with steps to be completed prior to the new employee's first day, as well as tasks that should be completed with the new hire within the first two (2) weeks. All materials must be returned to HR for placement in the new employee's personnel file.
Friday before Employee Start Date	HR Employment Team prepares welcome information, including NUID, NETID, Personnel Number, Agenda, and other critical information. Online Orientation is assigned in Bridge, with other online trainings required (B&F processes, leadership training, etc.).
Employee Start Date – First Monday of Work	**Time** / **Event** 8:45 – 9:00 AM: New Employees gather in designated meeting room. 9:00 AM: Greeting by HR representative. 9:05 AM: HR briefing covering: • Firefly • Payroll and Timekeeping • Leaves • Benefits • Intro to Bridge LMS • Intro to FAST • Intro to People Are Everything recognition system 10:00 AM: MavTech manager helps to initiate DUO and claim Campus Tech Identity. 10:30 AM: Employment Team escorts new hires to Milo Bail Student Center and into MavCard Services for the purpose of having their pictures taken and MavCards Issued. 10:45 AM – 11:00 AM: Direct Managers meet new hires at MavCard Services to escort to work area and begin department onboarding.

Disposition Applicants

- Instructions for dispositioning applicants can be found here: LINK
- All applications must be dispositioned within 30 days of an offer being accepted.