Hiring Checklist
Part Time Staff

□ 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 Team will post the position after cabinet approval. All positions
   must be posted for a minimum of seven (7) calendar days.

□ 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.

□ 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.

☐ Make a verbal offer to the chosen applicant.

    If the offer is accepted, initiate background checks.

    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.