



Hiring Checklist

Managerial/Professional, Office/Service and Non-Academic Administrative 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 Senior Executive Leadership and before a job is 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.
 - NOTE: it is STRONGLY recommended to list a salary range in the posting. Listing “TBD”, “Negotiable”, “based on experience” or similar is not recommended. Examples may include: “\$10/hour”, “\$15-\$20/hour”, “\$45,000/year”, etc.
- ☐ Position is posted.
 - The Employment Success Office will post the position after Senior Executive Leadership approval. All positions must be posted for a minimum of seven (7) calendar days.
- ☐ Remind search committee members that they need to complete Search Committee Training in Bridge.
- ☐ 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 Success Office will post all formal ads that do not require a professional association membership.
 - The Employment Success 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.
- 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 Office can assist you with giving access to your search committee to see applications.
 - Base reviews on qualifications, education, experience, knowledge, skills and abilities.
 - Document decisions on the applicant log found [here](#).
 - Identify the applicants you wish to Interview.
 - Each search must have four finalists for interviews.
- Request for Interview via PeopleAdmin.
 - A Diversity, Equity, Access and Inclusion representative will review the short list and approve interviews.
 - Note: 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 Request for Offer
 - Request should include all summaries of applicants interviewed and address qualifications of each, and why they are or are not being hired.
 - A template can be found [here](#).
- Send Request for Offer and reference check notes to unoemployment@unomaha.edu
 - An offer should not be made until the Employment Success 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, notify the Employment Office.
 - 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.
- 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 completed.
 - After the background check is completed, if other testing is required for the position, initiate said testing.
 - When all processes are finished, you will be notified of final approval to hire.
- Issue an official offer letter.
 - Templates can be found here:
 - [managerial/professional](#)
 - [office/service](#)
 - 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.
 - All new hire paperwork must be completed and received in HR no later than 1 week prior to the new employee's start date.
 - The I-9 must be completed to give access to all systems. Do not wait until the new employee's first day of work to complete the I-9 Verification section. I-9's for international hires must be completed in Human Resources.
 - New Hire paperwork can be found here:
 - [Powerforms](#)
 - [PAF](#)
 - Onboarding checklist is found [here](#).