Search Process- Employees

1- Determine if you want to hire a regular budgeted position or a temporary position.
   a. What is the difference?
      i. **Temporary Employees**: No formal requisition or search is required. A Temporary Employment Form must be submitted to the College HR for approval and routing to EVC/HR as necessary. Employees will not be granted temporary appointments in the same department for more than two years. Temporary employees may be eligible for some benefits.
      ii. **Regular Employees**: Employees are permanently employed by the University of Nebraska and eligible for all benefits. An approved job description must be in place before a requisition is prepared to fill a position. If the Dean has given the Department Chair approval to create a new position, contact College Human Resources to create and submit a job description for approval. UNL Human Resources will evaluate the job duties and requested salary and offer suggestions or changes. This process can take up to 6-8 weeks. Once a job description is approved, a formal requisition may be created. The requisition approval process takes approximately 1 week. College HR will create and submit the requisition in People Admin.

2. How do I create a search for regular employees?

   Once a requisition has been created and approved a position will be posted on UNL website.
   a. **Office Service**: O/S candidates are evaluated by College HR and a list of applicants are provided to the department for interview. If you do not find a suitable candidate in this group, contact College HR for additional candidates. If you find a suitable candidate, references and a criminal background check must be completed prior to a formal offer of employment being extended. This process takes about 7 days. These positions do not require a formal search committee, but must designate one hiring official who is has attended the search process training.
   b. **Managerial Professional**: M/P candidates- M/P candidates are evaluated by the department via a Guest User log in to the applicant system. A formal “short list” (Candidates you want to interview) and Applicant Log must be approved by Institutional Equity and Compliance prior to interviews being conducted. Contact College HR to prepare the Applicant Log and gain approval of the requested short list. These positions do not require a formal search committee, but must designate one hiring official who is has attended the search process training. You may create a formal search committee if you wish to do so. All committee members must have attended search process training and be approved by Institutional Equity and Compliance. If you find a suitable candidate, references and a criminal background check must be completed prior to a formal offer of employment being extended. This process takes about 7 days.

3. **Background Checks**: Criminal Background checks are completed on all candidates prior to a formal offer of employment. Department staff should send an email to the candidate the says the following:
As part of our employment approval process, we ask that you complete a criminal background check.

- Please complete the attached disclosure form and return to me right away (e-mail, fax or scan is fine). Nre2@unl.edu or fax to 402-472-4444
- Then, please click the link to the online criminal background check listed below.

If you have any issues completing the background check, please contact One Source at 800.608.3645.

Be sure to read through the instructions completely.

College Of Engineering: TCAL3503COE:
https://www08.8f7.com/ADACTION/WebAppOrderEntryOneSource/TCAL3503COE

The position title is ______________
The department is ______________
Department contact is ______________

Criminal History Disclosure form can be found here:
http://hr.unl.edu/forms/Applicant%20Criminal%20History%20Disclosure%20Form%281%29.docx

4. Offer Letters- Every appointment, (with the exception of hourly student workers) whether the culmination of a search or otherwise, must be conveyed via a letter of offer and a subsequent written acceptance. Contact College Human Resources if you are unsure of which template to use. Salary must be within the specified range approved by UNL HR. If you wish to offer a salary above the approved range, contact College HR. Templates for offer letters are available at http://hr.unl.edu/forms All letters of offer must be reviewed and approved by the College and signed off on behalf of the Dean before it can be forwarded to the prospective employee.

5. New Hire Paperwork - Once a candidate has been selected, the department may complete new hire paperwork and formally hire the employee. Contact College HR if you need assistance.

   i. Ensure all necessary documents are completed along with a PAF.
   ii. Notify College HR to add employee to various college list serves.
   iii. Assist employee in registering for UNL training courses and contact College departments to complete individual training as needed. At a minimum, all new employees (temporary or regular) must attend New Employee Orientation.
   iv. IMPORTANT- Once Payroll has entered this individual into SAP, an NU ID will be created. This number is necessary to claim a My.UNL account, TrueYou account, to set up e-mail and computer services, to request keys and door access, Blackboard, get an N Card, etc. Therefore, it is recommended that you complete the New Hire Paperwork with the candidate as soon as possible. If you have any questions or need assistance with the paperwork, please contact the CoE HR Office.
v. Discuss and determine office/work space. Ensure there is a desk, phone, computer, office supplies
vi. Contact Department Key Manager to request a key
vii. Contact UNL HR and request a complimentary 30 day permit. Instruct the candidate on how to purchase a year-long parking permit. Additional information is available http://parking.unl.edu/permit-types-facultystaff
viii. Order business cards, name badges and name plate
ix. Contact UNL HR to request a benefit packet for the employee.
x. Determine who will be available to greet the new employee and work with them their first day.
xii. College HR will close the requisition and finalize the documentation in People Admin

Managerial/Professional/Office/Service Temporary Worker

Purpose:
The following procedure details the steps required to offer positions to prospective employees when a formal search process is not required. This process is not required when hiring student hourly workers.

Please note as indicated below: Per UNL policy, a written offer of temporary employment may only be offered upon successful Criminal Background Check, a process which typically takes 2-3 days to complete.

Restrictions:
Every position within the College is to have a position description. Position description shall be formatted in three sections (COE Temporary Employment Form):

1. Justification: a brief paragraph that outlines the need for this position
2. Duties and Responsibilities: several bullet points with corresponding effort percentage that detail specific actions performed by this position
3. Required and Preferred Qualifications: a section that communicates the minimal accepted education and experience as well as those that the most attractive candidate would possess.

Employment:
Positions eligible for this process:
Managerial/Professional Temporary Worker
Office/Service Temporary Worker

Forms Needed:

Resume or Curricula Vitae
CoE Temporary Employment form
Process:

1. Hiring Manager:
   • Coordinate with College HR staff to ensure search or waiver process is not required
   • Complete all sections of CoE Temporary Employment Form
   • Obtain candidate Resume or Curricula Vitae
   • Route for Department Approval

2. Department Approval:
   • Review all documentation to ensure departmental criteria are met
   • Department Chair or approved multi-disciplinary Center Director signs the Temporary Employment Form
   • Route for College Approval

3. College Approval:
   • Review all documentation to ensure:
     1. Equitable salary or justification for variance
     2. Minimum requirements are commensurate with position and are met by prospective employee
     3. Visa implications are addressed
     4. Identified funding is adequate and allowable
   • Route through Executive Vice Chancellor and UNL HR.

4. Background Check:
   • Position may only be offered in writing to candidate upon successful Criminal Background Check, not before. A verbal offer may be extended, however, the candidate must be notified the offer is contingent upon a successful background check upon which time a formal offer letter will be forwarded to the candidate.
   • A proposed start date should take into consideration a possible 2-3 day period for completion of the Criminal Background Check.
   • Hiring unit asks candidate to complete Criminal Background Check paperwork and hiring unit forwards to UNL HR. UNL HR will then notify hiring unit of results.

5. Department Hire
   • Hiring unit prepares offer letter in anticipation of Criminal Background Check coming back clear. Start date in offer letter should be on or after receipt of Criminal Background Check result. All offer letters must be signed by the Dean in addition to the Department Chair. Appropriate offer letter templates can be found here: http://hr.unl.edu/forms

   • Return signed Letter of Offer and approved Temporary Hire Form to department

   • PAF, a copy of the signed offer letter, Criminal Background Check result as well as any additional applicable hiring paperwork sent to College HR for processing.