Reclassification of Current Employees

Determine if you are able to promote an employee to a different position or if you must open the position for a formal search. Contact College HR for guidance.

1. If it is determined that a reclassification is appropriate
   a. You will be asked to describe in detail the difference of position duties, responsibilities, knowledge, skills and abilities.
   b. College HR will edit the current job description to reflect the changes and submit to Dean/EVC/UNL HR for approval.
   c. If approved for reclassification, a final job description and approved hiring salary range will be determined by UNL Human Resources. This process takes approximately 6-8 weeks.

2. If it is determined that you must open a search for the new position:
   a. An approved job description must be in place before a requisition is prepared to fill a position. Contact College Human Resources to create and submit a job description for approval.
   b. 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.
   c. 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.
   d. Once a requisition has been created and approved a position will be posted on UNL website. The standard search process will ensue until a successful candidate is selected.