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Responsible University Administrators:
Vice President for Business & Finance

Responsible University Office:
Human Resources

Contact:
Campus Human Resources Office

HR-05: RECRUITMENT & SELECTION POLICY

CONTENTS
Purpose
Applicability
Authority/Responsibility
Policy Statement
Recruitment
Position Description
Position Posting Requirements
Employment Application
Application Review Dates
Closing Positions
Selection/ Hiring Decisions
Hiring Authority/ Search Committee Approach
Nebraska Veteran's Preference
Reference Checking Requirements
Criminal History/ Background Checks
Offer Letters
Moving Allowance
Confidentiality
Record Keeping
Exceptions
History

Purpose

This policy establishes minimum standards for staff recruitment, posting positions, and conducting reference checks at the University of Nebraska (NU).

NU is an equal opportunity employer committed to recruiting and employing individuals without discrimination towards race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, citizenship and/or political affiliation in its programs, activities, or employment.

Applicability

This policy shall be applicable to all regular full-time and part-time Administrative, Managerial/Professional and Office/Service positions. Other positions such as temporary, on-call, student employees, graduate assistants, house officers and other academic related positions may be set forth in other campus policy and procedures.

Authority/Responsibility

Human Resources (HR) is responsible for developing policy requirements. NU Departments are responsible for implementing this policy.

Policy Statement

NU embraces equal employment opportunity and will take proactive steps to hire qualified applicants for available employment opportunities based on the individual's knowledge, skills, abilities, and talents. These factors promote fairness, equal evaluation, and treatment, in our selection decisions and processes. This also supports our commitment to recruit, assess and select all applicants/employees using job-related criteria.

This policy supports NU strategies for diversity and inclusion, which include the benefits of recruiting and retaining a diverse workforce through integration of diversity, access, inclusion, and equity strategies, activities, and procedures. See [Executive Memorandum No. 33](#) and [34](#).

Recruitment

Position Description

All recruitment begins with a position description that identifies duties/responsibilities, with annotations for the essential functions, and the necessary knowledge, skills, and abilities. Essential functions are fundamental job duties an individual must perform with or without an accommodation. Details identified as minimum and preferred qualifications are criteria to screen applicants.

Position Posting Requirements

The purpose of a position posting is to attract suitable candidates for the position by providing information about the position and how to apply.

On-line Job Posting

All positions must be posted for a minimum of seven (7) calendar days prior to dispositioning and interviewing.

Advertising

Positions may be posted to external sources as requested by the hiring department. All advertisements must include the appropriate NU non-discrimination statement.

Posting/ Search Waiver

An option to waive posting requirements should be a thoughtful exception and requires written approval from HR and/or Compliance offices. Examples of waivers include, but are not limited to, reduction in force applicants, department only applicants, university-employee only applicants, or selected approved applicants only. If approved the person authorized to be placed in a position via a search waiver must complete an application for employment.

Employment Application

The following standards apply to applicants for NU positions:

- An applicant must be at least 16 years of age.
- U.S. law requires NU to employ only individuals who may legally work in the United States. NU participates in E-Verify.

- An individual must apply for a job posting to be considered an applicant. Resumes, cover letters, and other related “application” materials received outside of the online job posting procedure will not be considered.
- Applicants are required to certify the information reflected in their application to be true to the best of their knowledge and belief. Any misrepresentation by an applicant/employee may result in revocation of a job offer or discharge, if hired, regardless of when discovered.

Application Review Dates

Application review dates will be published for applicants to see. Each posting will include the following language:

Initial application review will begin on [DATE]. Applications received prior to this date will be considered. Applications received after the review date may be considered.

Closing Positions

Applications will be accepted until the posting is closed or a hiring decision is made.

Applicants should receive notification of disposition in a timely manner.

Selection/Hiring Decisions

Hiring Authority/Search Committee Approach

All hiring authorities/search committees must follow the process defined below. Search committees are required for regular Administrative positions. Search committees are optional for regular Managerial-Professional and Office/Service positions at NU and may be used at the discretion of the hiring authority. Although optional, search committees including diverse perspectives are encouraged for those managerial and professional roles with high levels of supervision, and institutional responsibility and impact. The opportunity to “borrow perceptions” and dialogue with others at major decision points would help to reduce potential bias during the selection process.

The Hiring Authority and/or a search committee is responsible for a good faith effort to: 1) develop and implement a strategy to recruit a diverse applicant pool; 2) demonstrate a commitment to inclusive excellence throughout the search process; 3) the hiring authority/search committee may benefit from a review of available data and materials from a representative sample of past searches and current staffing composition to identify concerns/success or gaps that might inform the current search process; 4) conduct an inclusive, equitable, lawful, and nondiscriminatory screening, interview and selection process; 5) recommend or select finalists for the position; and 6) document the search process.

Search Committee Composition

1. Hiring Authority - The person responsible for providing information to the search committee concerning the departmental need, position details, and necessary qualifications to be successful in the role. This individual is responsible for making the final decision and may serve on the committee or as committee chair.

2. Committee Chair – Works closely with the Hiring Authority to understand the specific hiring need, will serve as the spokesperson for the group, and will be responsible for maintaining records and communication related to a search.
3. Search Committee Member(s) – Responsible for reviewing applications, interviewing, and recommending finalists for the position to the Hiring Authority.
4. Search committees consist of at least three individuals.

Committee Member Selection

Search committees should be as diverse as possible and include individuals who have broad perspectives, a commitment to diversity, inclusion, and equity, and when possible, a member with some level of subject matter expertise in diversity, inclusion, and equity and/or a member(s) who have worked on projects related to diversity, equity, and inclusion.

1. Including members or stakeholders from outside the hiring department to serve on the search committee is encouraged.
2. Search committee members must self-disclose known or potential conflict of interest issues as soon as they arise.

Recruitment and Selection Orientation

1. The hiring authority and anyone involved in the recruitment process, including search committee members, are required to complete Recruitment and Selection Orientation within the past two years.
2. At a minimum, the orientation should cover the following topics:
 - Federal, State and Local laws relevant to recruitment and hiring
 - Protected Status and the university's policy on non-discrimination
 - Americans with Disabilities Act
 - Veterans Preference
 - Required documentation
 - Implicit/Unconscious Bias
 - Formulation of assessment and interview criteria and processes
 - Fair and equitable best practices
 - Inclusive Language
 - Instructions on how to obtain Affirmative Action information

Nebraska's Veterans Preference

In accordance with Nebraska state law, the University of Nebraska grants a preference to veterans and their spouses in terms of their initial employment or their return to employment with the University if they are deemed "preference eligible" within the meaning of the law.

A veteran or spouse seeking a preference must self-identify and provide the requisite documentation establishing that they are "preference eligible."

The University will grant the preference afforded to "preference eligible" veterans and their spouses in the manner prescribed by state law.

The University will notify veterans who are not hired by regular mail, electronic mail, telephone, or personally within thirty (30) calendar days after the position is filled and will advise them of any available administrative appeal.

Reference Checking Requirements

A reference check is conducted to obtain relevant position-related information and verify information provided by the candidate during the hiring and selection process to help determine an applicant's suitability for a position.

General Requirement

A reference check process that includes a prior employer must be performed, when possible, on the final applicant for a hiring event (employment or transfer) prior to the start date of the hiring event.

Applicant Authorization

Authorization to conduct a reference check is granted when an applicant submits an application to NU. If an applicant does not wish to have an employer contacted, the applicant must check the appropriate box in their application.

Information Obtained

Only position-relevant information such as verification of work history, and professional reference information regarding performance and work behaviors may be obtained. This generally includes the following:

Work History – Contact at least one employer, preferably the most recent, to verify and obtain the following:

- Job title and duties
- Dates of employment
- Job performance
- Potential suitability for the proposed position
- Reason for leaving
- Eligibility for rehire

Professional Reference – Contact at least one reference to obtain the following:

- Relationship history
- First-hand knowledge of work performance
- Potential suitability for the proposed position

Position-relevant Information/ Regulatory Requirements and Guidelines

Information that is protected by federal, state, or local regulations or NU policy shall not be obtained.

Information regarding attendance may only be obtained if it is in compliance with applicable regulations. Therefore, absenteeism information protected by the Family Medical Leave Act, Americans with Disabilities Act, Workers Compensation claims, military leave or any other related regulation or protected status may not be obtained.

Unfavorable Reference Information

If an unfavorable reference check is obtained and serves as the rationale for non-selection, documentation must be in the selection materials.

Documentation

All reference check materials and information obtained must be kept with the selection materials.

If a reference check cannot be completed or relevant individuals cannot be contacted, the reason must be documented.

Criminal History/ Background Checks

Background checks are required. See Criminal History/ Background Check policy.

Offer Letters

A letter of offer is required and may only be extended by an approved hiring authority in compliance with Human Resources procedures and will outline the details of the appointment.

Moving Allowance- see [Moving Allowance policy](#).

Confidentiality

The confidentiality of information provided by all applicants shall be maintained. Access to applicant information shall be restricted to those with an official “need to know.” Any information attributed to an applicant shall not be discussed outside of the search committee by its members.

Record Keeping

The University of Nebraska has a records retention schedule for employment records and Regents Policy 6.7. This schedule can be found at: <https://nebraska.edu/offices-policies/policies>. Particular attention should be given to the following:

- Recruitment Materials Records – four (4) years
- Application Records – four (4) years except for:
 - Affirmative Action Reports/ Records for hired shall be current year plus seven (7) years.
 - Background Check Information – six (6) years
 - Application Certification Statement – Equity Access and Diversity shall be separated plus seven (7) years.

Exceptions

Exceptions to this policy may only be made with the written approval of the campus Director of Human Resources, the campus Vice Chancellor for Business, the campus Chancellor, the Vice President for Business and Finance or the President.

History

This policy replaces individual campus policies.

August 25, 2021 Approved by the President