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## HR-05: RECRUITMENT & SELECTION POLICY

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### 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 the essential functions, knowledge, skills, and abilities. Essential functions are those functions that are necessary for the successful performance of the position. Essential functions are identified in the position description and are used to determine the minimum qualifications for the position. Essential functions are also used to determine the minimum qualifications for the position. Essential functions are also used to determine the minimum qualifications for the position.





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

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