This form is internally created for State of Nebraska Human Resources Shared Services ("HRSS") and is intended for HRSS Customer Agencies only. No State of Nebraska Agency is required to use this form unless otherwise instructed.

Advanced Hire Request Process

HUMAN RESOURCES HIRING MANAGER

Hiring Manager determines whether to persue negotiation (reviews PSL with Agency Finance and Leadership)

Hiring Manager informs HR of determination

If Yes, proceed down workflow.

If No, skip to the last step

HR informs candidate of process and sends Hiring Manager Advanced Hire Request Form

Hiring Manager completes Advanced Hire Request Form and sends back to HR

HR submits paperwork to State Personnel - Classification and Compensation

HR recieves determination from State Personnel

HR informs candidate of determination

HR informs Hiring Manager of determination