

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.

RECRUITING PROCESS

HUMAN RESOURCES

HIRING MANAGER

Receives "approval to fill" from Director, completes New Requisition Questionnaire, and creates interview question list

Submits Recruitment Case in Workday

Receives Recruitment Case in Workday and notifies Hiring Manager about the anticipated turn-around time

Creates Requisition in Applicant Tracking System and moves Recruitment Case to "In Progress" status in Workday

Once Job Advertisement is active online, send Vacancy Notice email to agency

Reserve times on interview panel's calendars for interviews

Notify hiring manager when job advertisement closes and all eligible candidates have been referred for consideration

Sends HR a list of candidates they would like to interview

Coordinates interview times with candidates

Notified hiring manager of final interview schedule

Conducts interviews

Notifies HR of top candidate

Notifies hiring manager of employment offer options, if applicable

Confirms desired offer details to HR (pay, probation, start date, etc.)

Makes employment offer to candidate

Notifies hiring manager of acceptance, denial, or counter offer