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

SOS RECRUITING PROCESS

HUMAN RESOURCES | HIRING MANAGER | SOS PROGRAM

Receives "approval to fill" from Director and completes SOS New Requisition Questionnaire

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

If advertising online and Hiring Manager wants to conduct interviews: HR reserves time on panel's calendars for interviews

If not advertising online: Hiring manager review applications (if applicable) and informs HR of who they want to hire

HR notifies SOS Program to make a hire

SOS Program conducts a general interview, background check, and makes offer of employment

SOS Program notifies hiring manager and HR that a hire has been made + start date

HR inquires with hiring manager regading computer access and email setup for new teammate

Hiring manager responds to HR

HR sets up teammate's email and personal drive accesses

SOS Program sets up teammate's E1 and EWC accesses

First day: SOS Program completes New Hire Paperwork

First day: HR brings teammate to get badge at Capitol

Hiring manager handles further onboarding