

Copy Application to Similar Requisition

In Workday, if a requisition has a single position associated with it, once a candidate is hired, the requisition status updates to filled. Once a requisition is in a filled status, you cannot hire any other candidates from the requisition. Additionally, once a requisition is created, you cannot add any additional positions to it.

Chapter 3.02 of the Classified System Personnel Rules allows an agency to hire from an existing pool for up to 90 days, for an additional vacancy that is same classification, similar in duties and at a location within the same proximity. Note, the classification must be exactly the same, including the same employment coverage indicator.

Ideally, evergreen requisitions are used for this type of situation. However, for the situations that happen unexpectedly, the following process should be utilized.

Process:

If you have identified an application that meets the following criteria to be copied to another requisition, you should create a second requisition for the new position to be filled. The recruiting instruction should be listed as posting not required on the second requisition. A comment should also be entered that the requisition is to be used for the copy application process.

- ✓ Job posting on original requisition closed in the past 90 days.
- ✓ Both requisitions have the same job profile (classification).
- ✓ Both requisitions have similar duties listed and the same requirements.
- ✓ Both requisitions are at locations within the same proximity.

Once the second requisition is created, send an email to state.jobs@nebraska.gov to request the application is copied. The emailed request must include the original requisition number, new requisition number, and name of candidate to be copied.

State Personnel Talent Acquisition will review request to ensure it meets the criteria outlined above. If all four conditions are met, State Personnel Talent Acquisition will copy the application to the new requisition. Once the copy application is complete and the application passes the minimum qualification review, you can move the application forward per standard practices.

If all four conditions are not met, State Personnel Talent Acquisition will not copy the application. An email denying the request, with the reason for the denial, will be sent to you.

This process is not to be used if the second requisition is posted for application submission. In those cases, the candidate would need to apply on their own accord to be considered for the opportunity.

Questions regarding this process should be directed to the State Personnel Talent Acquisition Team.