

Create Job Requisition & Evergreen Requisitions – Frequently Asked Questions (FAQ's)

Create Job Requisition & Evergreen Requisitions – Frequently Asked Questions (FAQ's)

The objective of this guide is to help you find answers to questions about Creating Requisitions.

Security Role

- Recruiter

Contents

1.	What location do I put for the primary posting location?	1
2.	What is the format for Minimum Qualifications?	2
3.	Where should the Knowledge, Skills, and Abilities (KSAs) be located on a Job Requisition?.....	2
4.	Why are colors not allowed on a job requisition/posting?	3
5.	How do I know what the recruiting instructions should be for the posting?	3
6.	What do I put after I list a pay range for a classification on a job posting?	3
7.	If listing multiple classifications -- specifically an underfill – what pay do I put in the compensation?	3
8.	Where can I find the pay for a classification?	3
9.	If I list an underfill, do I need to include the minimum qualifications for all applicable classifications?.....	3
10.	If there is a potential for an underfill, do I add the job profile on the requisition?	3
11.	If the position is classified as a lower classification in a series, can I hire for a higher classification in the series? .	4
12.	Can I list a temp/on call job classification in the job profile?	4
13.	Where do I find the Minimum Qualifications for a job specification/classification?	4
14.	If a specification has Legal Requirements, do I need them on my posting?	4
15.	If the Minimum Qualifications state “A general qualification....” do I copy that in my job posting?	5
16.	What is the recommendation to update a requisition after it has been posted?	5
17.	What do I do if a job is posted as open until filled?	5
18.	How do I close a posting?	5

1. What location do I put for the primary posting location?

- The primary posting location is the city in which the position will be located.
- You are allowed to put “Statewide” if you have multiple positions available in multiple cities if you are listing the available locations in the job description.
 - This also applies for positions that are telecommunicating.
- Any additional job locations can be added in the Additional job location section.

- For example: hiring in two locations – Lincoln & Omaha.
 - Primary Job Location: Location of where the person will work in Lincoln.
 - Primary Job Posting Location: Lincoln, NE.
 - Additional Location(s): Location of where the person will work in Omaha.
 - Additional Posting Location(s): Omaha, NE.

Primary Location

Primary Job Posting Location

Additional Locations

Additional Job Posting Locations

2. What is the format for Minimum Qualifications?

- The required formatting is (see sample below):
 - Requirements / Qualifications
 - Minimum Qualifications:
 - Legal Requirements (if applicable):
 - Preferred Qualifications:
 - Other:

Sample Office Technician

Requirements/Qualifications

Minimum Qualifications: Coursework/training or experience in public contact, customer service, and/or performing and applying office/clerical support procedures, including the use of a personal computer, associated software, and office equipment.

Preferred Qualifications:

- Experience working with the public.
- Experience answering phones.
- Experience working with confidential information.
- Experience with entering information into data base systems
- Microsoft Office/ computer skills/ Excel/ Word/ Nuance

Other: A valid driver's license or the ability to provide independent authorized transportation.

Knowledge/Skills/Abilities:

- Good communication skills
- Ability to answer phones in a professional manner.

3. Where should Knowledge, Skills, and Abilities (KSAs) be located on a Job Requisition?

- The KSAs should be located under the Qualifications.
- It will go under the last formatting position for the qualifications. See example below.
 - Requirements / Qualifications
 - Minimum Qualifications:
 - Legal Requirements (if applicable):
 - Preferred Qualifications:
 - Other:
 - Knowledge, Skills, and Abilities:
 - Knowledge:
 - Skills:
 - Abilities:

4. Why are colors not allowed on a job requisition/posting?

- Colors are avoided in job postings to be more compliant with ADA recommendations and Web Content Accessibility Guidelines (WCAG) Section 1.4.6. Colors are limited to those with a contrast ratio of 7:1 on job requisitions/postings. The only color that is compliant with this in Workday is black text on a white background with a 21:1 contrast and, therefore, is the only text color that should be used on requisitions.

5. How do I know what the recruiting instructions should be for the posting?

- **Posting Internally and Externally**
 - This will be posted to both internal candidates (via the Jobs Hub) and external candidates (via the external career site) and is not linked to an Evergreen.
- **Posting Internal only (agency specific)**
 - This will be posted internally **ONLY** to current State of Nebraska employees in the respective agency (via the Jobs Hub).
- **Posting Internal only (statewide)**
 - This will be posted internally **ONLY** to current State of Nebraska employees (via the Jobs Hub).
- **Posting Not Required**
 - This will **NOT** be posted.
 - This is only to be used when you are linking the requisition to a posted Evergreen or when the copy application process is going to be used.

6. What do I put after I list a pay range for a classification on a job posting?

- If it is a classified position and you are listing the pay range in a posting, you need to have the following language after the specified pay range:
 - **Pay range: \$XX.XXX - \$XX.XXX per hour - Pay rate may be commensurate with education and/or experience within fiscal constraints, if approved.**

7. If listing multiple classifications -- specifically an underfill -- what pay do I put in the compensation?

- If you are listing multiple classifications, you will want to put the higher classification's pay in the compensation details.
 - You also need to add both rates of pay in the job description when there is a chance for an underfill.

8. Where can I find the pay for a classification?

- You can go to the DAS Classification & Compensation website to see the current pay plan:
 - [Nebraska DAS State Personnel Classification and Compensation: Pay Plan.](#)

9. If I list an underfill, do I need to include the minimum qualifications for all applicable classifications?

- Yes. If you are listing multiple job profiles on a requisition, you need to list minimum qualifications for all job profiles. Applications should be screened for minimum qualifications of the lowest level classification.

10. If there is a potential for an underfill, do I add the job profile on the requisition?

- Yes. If there is potential for an underfill, the Job Profile will need to be added in the Additional job profiles.

NOTE: you will also need to add the additional MQs and pay to the description sections.

11. If the position is classified as a lower classification in a series, can I hire for a higher classification in the series?

- No. If the position is a lower classification, then the requisition will need to be only the lower classification job profile and MQs.
- The position would need to be reclassified to hire into the higher classification. Contact the Classification & Compensation Team with questions.

12. Can I list a temp/on call job classification in the job profile?

- If you are recruiting for it and it is listed in the job description, you can add the temp/on call job classification in the job profile.
- If not, you cannot add the job classification in the job profile.

13. Where do I find the Minimum Qualifications for a job specification/classification?

- You can go to the DAS Classification & Compensation website to see the classification specifications:
 - [Nebraska DAS State Personnel Classification and Compensation: Class Specifications](#)

14. If a specification has Legal Requirements, do I need them on my posting?

- Yes, if the legal requirements are applicable to the position, they need to be included in the posting.

NOTE: Sample Attorney

Requirements / Qualifications

Minimum Qualifications: Graduation from an accredited school of law and admission to the Nebraska Bar.

Legal Requirements: In accordance with Section 7-101, Nebraska Revised, Reissued Statutes of 1943, incumbents in this class must be admitted to the Nebraska Bar.

Preferred Qualifications: Graduation from an accredited school of law and admission to the Nebraska Bar. One year of experience as an attorney practicing law including preparing cases, advising clients, and/or interpreting laws and/or administrative policies. In accordance with Section 7-101, Nebraska Revised, Reissued Statutes of 1943, persons in this class must be admitted to the Nebraska Bar. Demonstrated knowledge, expertise, and practice in administrative law and parole statutes

Other: Regular and reliable attendance is required.

Knowledge, Skills and Abilities

Knowledge of: State and/or federal statutory and case law and constitutional provisions pertinent to agency programs; the techniques of preparing or drafting legal document and forms; judicial procedures and rules of evidence; the principles and practices of legal research; the procedures of trial and administrative hearings; the principles and practices of criminal and civil law administration.

Skill In: preparing summaries, legal analyses, findings and conclusions, briefs and other legal documents, negotiating and communicating with others sufficient to persuade their acceptance of contentious goals or viewpoints; analyzing and interpreting various factors, perspectives, and options and applying critical thinking to resolve issues.

Ability To: prepare and communicate in person and by telephone, emails, summaries, and correspondence, the facts and arguments of a case to persuade others to accept the viewpoint presented; interact with legal associates, other governmental employees, the public, and representatives of parties involved in a case; formulate legal opinions and recommendations based on legal research and investigations; conduct legal research and investigations; identify critical elements of legal questions or issues and select appropriate course of action; prepare drafts of legal documents and forms; interpret and apply statutes, case law, decisions of judicial and administrative hearings, and administrative rules and policies.

15. If the Minimum Qualifications state “A general qualification....” do I copy that in my job posting?

- No, that is an old formatting for the MQs. The MQs included on the posting start where it is listing the specific experience/education that is required.
 - For example, the following should be removed from the MQs: “Any combinations of equivalent education, training, and/or experience that will enable the individual to possess the required knowledge, skills, and abilities. A general qualification guideline for positions in this class is ...”

16. What is the recommendation to update a requisition after it has been posted?

- Generally, changes to requisitions cannot be made once the job is posted, to ensure a positive and equitable candidate experience and alignment with applicable labor contracts, Personnel Rules, or other regulations. If a change is needed after the job is posted, you will need to close the requisition and start over. Exceptions are made on a case-by-case basis and can be requested through state.jobs@nebraska.gov.

17. What do I do if a job is posted as open until filled?

- To check if a job is currently posted and if there is an end date, go to the requisition, click job postings, and it will state the current job posting:

Overview Candidates Details Organizations **Job Postings**

Current Historical

Post Job

2 Items

<input type="checkbox"/>	Job Posting	Type	Posting Start Date	Posting End Date	Primary Posting	Job Application Template	Posting Cost	External Posting URL	Action
<input type="checkbox"/>	Internal	Internal				...	0		Actions
<input type="checkbox"/>	External Career Site	External					0	https://son.wd1.myworkdayjobs.com/NebraskaStateCareers/job/Lincoln-NE/	Actions

- If you are wanting to see past job postings start/end dates, click job postings, and then historical:

Overview Candidates Details Organizations **Job Postings**

Current **Historical**

Post Job

2 Items

<input type="checkbox"/>	Job Posting	Type	Posting Start Date	Posting End Date	Primary Posting	Job Application Template	Posting Cost	External Posting URL	Action
<input type="checkbox"/>	Internal	Internal				...	0		Actions
<input type="checkbox"/>	External Career Site	External					0	https://son.wd1.myworkdayjobs.com/NebraskaStateCareers/job/Lincoln-NE/	Actions

18. How do I close a posting?

- Go to the requisition, click job postings, click the boxes (Both internal and externally), then click Unpost Jobs at the bottom:

Overview Candidates Details Organizations **Job Postings**

Current Historical

Post Job



2 Items

<input type="checkbox"/>	Job Posting	Type	Posting Start Date	Posting End Date	Primary Posting	Job Application Template	Posting Cost	External Posting URL	Action
<input type="checkbox"/>	Internal	Internal				...	0		Actions
<input type="checkbox"/>	External Career Site	External					0	https://son.wd1.myworkdayjobs.com/NebraskaStateCareers/job/Lincoln-NE/	Actions

Create Job Requisition & Evergreen Requisitions – Frequently Asked Questions (FAQ's)

2 items | All 2 selected

<input checked="" type="checkbox"/>	Job Posting	Type
<input checked="" type="checkbox"/>	Internal	Internal
<input checked="" type="checkbox"/>	External Career Site	External

➤ You will need to click submit when the Unpost Jobs screen pops up:

Unpost Jobs

Enter a Job Posting End Date to reflect the closing date per labor contracts or applicable rules or policy.
The end date entered will be the first day the job is no longer available for applications.
The job posting will close at 11:59 PM the day prior to the end date entered.

2 items

Site	Start Date	End Date
Internal	07/01/2025	
External Career Site	07/01/2025	

NOTE: if you want to close a posting, make sure to review all apps before making a decision on hiring.