UNLV

Classified Recruitment Information Guide

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Introduction

This document was developed to provide general information about the changes to classified recruitment using Workday. We anticipate some improvements to the process and will communicate any changes accordingly. Please visit our website at https://www.unlv.edu/hr/search/facpro for the most up-to-date information and forms. Our office is eager to assist you in this transition and we encourage you to contact us with any questions or concerns.

UNLV Human Resources
Recruitment Staff
702-895-3504

Request to Fill

The following documents are required to open a Classified search

- [Position Questionnaire (NPD-19)](#) This form should be attached to all job requisitions created in Workday.
- An organizational chart should be submitted along with the Position Questionnaire (NPD-19), please circle the position.
- [Vacancy Announcement Template](#)   Please retrieve the most up-to-date version of this form by going to the HR webpage at the time of requisition creation. The form will include the necessary information needed to post the position –a description of the job duties, any preferred qualifications beyond minimum education and experience, the name of the search chair or hiring manager, and the work schedule.
- Essential Functions Form
  We will need to save this to the position. It is also required to be provided to a 700 hour candidate if a 700 hour list for your classification exists.

Where do I submit forms?

First, you will need to determine if a pre-loaded requisition has already been created for you in Workday. In October 2017, when we went live with Workday, if your position was vacant a requisition was created at that time. To determine if your position has a pre-loaded requisition, go to the position in Workday and click on the requisitions tab to see if there is a requisition number listed as "OPEN".

- If you have a pre-loaded requisition, please look it over carefully to ensure all the information in it is correct. Check the job profile, whether it is hourly or regular, the scheduled weekly hours (typically 40), the supervisory organization, etc. If the requisition looks correct and has no errors, please send the required documents listed above via email to classified@unlv.edu. Include the requisition number in the subject line, and "ready to post". Include your posting instructions in the body of the email to let us know how you would like the position posted (Open-Competitive, Current UNLV Classified only, or Current NSHE Classified Only)

- If your existing position does not have a pre-loaded requisition, you will create a job requisition in Workday. When you create the job requisition you will attach the required documents above in the attachments section. If you want to recruit for a new position, you must first complete the Create Position Business Process.

Recruitment Types

There are a few different types of classified recruitments. Recruitment Staff may assist in determining the best solution in filling your vacancy. If you have questions prior to submitting your job requisition, please contact us at classified@unlv.edu.

Open Competitive or **External recruitments** are open to the public and must be posted for at least 14 days or until the sufficient number of applications are received.

Internal Recruitments are open to current **classified** employees with 6 months of full-time equivalent service at either of the following levels; current NSHE Classified Employees, current UNLV Classified Employees, and current UNLV Department Classified Employees. Internal recruitments must be posted for a minimum of 7 days. Other employee types (Professional, Academic, Student Worker, Graduate Assistant, etc.) are NOT classified employees, and people holding these positions on campus are not eligible to apply for internal classified recruitments. Please note that Workday will not stop people from applying to your internal recruitment if they are from the wrong employee type, it will only prevent external applicants from applying.

Special State Lists

What is a layoff list?
A layoff list or reemployment list is a list of eligible current or former classified employees who have reemployment rights because of military service, layoff, and a permanent disability arising from a work-related injury or occupational disease, seasonal separation, reallocation or reclassification of his or her position to a lower grade. This permits the classified employee to be placed into another classified position by means of a non-competitive appointment. Human Resources will verify there are no reemployment lists for the position prior to moving forward with the recruitment.

What is a 700 hour list?

Governor Sandoval issued an Executive Order to facilitate the hiring of individuals with disabilities within the State using the 700 hour program pursuant to NRS 284.327 and NAC 284.364. Recently, AB-192 passed (effective 1/1/2018) requiring appointing authorities to make temporary limited appointments.

What if there is a layoff/reemployment list or 700 hour list for the position I am filling?
Human Resources will notify departments if there are eligible candidates on either of these lists at the time when we receive your requisition through Workday. A certified list (containing one or more candidates) will be provided to the department. Typically, a meeting is scheduled between the hiring manager and the eligible person to discuss the position further. For Layoff lists, the candidate with the most seniority on that classification's layoff list has the "right of first refusal" and will decide after speaking with you if they want to accept the position. For 700 hour lists, you must select one of the candidates on the list to fill the position for a 700 hour appointment. You will need to code the certified list and return it to your primary recruiter. Your recruiter will close the existing requisition and create a new classified exception requisition so that the new hire's information can be entered into Workday.

Job Posting/Vacancy Announcement

When and where is my position posted?
Human Resources will automatically post classified positions on Higheredjobs.com, UNLV Jobs Web Page, and Nevada Job Connect.

How do I place an ad in a publication or online job portal?
Our ad placement partner will research pricing for any paid advertising and will provide a cost breakdown which will be emailed to the department contact. You will need to provide the name of the venue for ad placement by emailing classified@unlv.edu or by attaching a document to request ads to your requisition. Human Resources will coordinate this process.

Can we include preferred qualifications on the Vacancy Announcement Form?
A section is included for preferred qualifications on the vacancy announcement however any applicants who meet the minimum qualifications are eligible for an interview (consideration). When choosing a decline code to disposition candidates, only those that failed to meet the minimum qualifications should be declined using this code. You should not use the "does not meet minimum qualifications" code for candidates that do not meet your preferred qualifications. All candidates that meet minimums will be considered toward the 5 candidate minimum for an interview pool.

How do I know when my position is posted?
Once all ad costs have been approved, the position is posted on Workday, Higheredjobs.com, and UNLV Jobs Web Page and a Confirmation of Job Posting email is sent to the hiring manager/supervisor. Higheredjobs.com pulls the positions from Workday and places them on their site as well as on the UNLV jobs page. This may take up to 24 hours from the time of posting. All communications regarding job postings will be sent via classified@unlv.edu. The email confirmation will also include the requisition number assigned to the search. Please include this number in all future correspondence regarding the search.

Reviewing Applications for Minimum Qualifications

All applicants must meet the minimum education and experience qualifications that are stated in the vacancy announcement. The minimum qualifications are derived from the Division of Human Resources Management (DHRM) class specifications that are available on their website at http://hr.nv.gov/resources/class_specifications.

Note regarding Training and Experience Exams:
- HR will conduct the initial review of minimum qualifications for positions with written training and experience exams. If your recruitment requires a Training and Experience exam (T&E), you will need to wait until you receive word from your primary recruiter to begin reviewing candidates. The candidates you receive from the primary recruiter after a T&E review, have already been screened for minimum qualifications. If you are unsure if your position's classification requires a T&E, please check the List of Classified Positions Requiring a T&E, found at this link https://www.unlv.edu/hr/search/facpro/step5.
- If your position does not require a T&E, you will conduct the initial review of the applicants.

How do I access applicant materials?

All applicant materials are collected in Workday. The hiring manager and the person or persons who have the Administrative Assistant Role over the Hiring Manager's supervisory organization will automatically have access to the requisition in Workday. If exercising the option to utilize Consensus for your search, you must submit a Search Committee Management Form to request Consensus access for committee members. Consensus will pull the Applicants' attached documents over to Consensus. Remember this is not required, and the recruitment can be conducted entirely by the Hiring Manager and the person with the Administrative Assistant role for that supervisory organization.

To access your recruitment, type the requisition number Rxxxxxxx into the search bar in Workday. If the system does not find the recruitment, try changing your search parameters to "All of Workday".

When you first access your recruitment, all candidates will appear in the review stage. You can access them either by clicking on the candidates' tab, then clicking on each candidate's name to see their materials, or by clicking on the level of the overview funnel you wish to go into, clicking "Candidate Actions" and then clicking on the name within the chart there. You will need to review each applicant in the review stage. If you determine they do not meet the minimum qualifications or do not meet a department-preferred qualification, please hold off on declining them at this time. You must wait to decline any candidates until after your primary recruiter concludes their screening during the screen stage and moves your interview pool to the interview stage. This is important, because the primary recruiter may need you to add candidates you initially planned to dismiss based on some state requirements regarding minimum numbers in interview pools and/or veteran status requirements.

As you conduct your initial review of the candidates you should take notes outside of Workday regarding your reasons for choosing or not choosing each candidate, and whether they met the minimum qualifications. Workday has an "Export to Excel" feature that you can use for this purpose. You can create a spreadsheet and add a column for comments. This way you will be able to remember your reasoning later when it is time to disposition candidates and be able to choose the appropriate code.

How do I determine if the candidate meets the minimum qualifications?

An applicant's education and experience should be evaluated against the minimum requirements defined in the job posting. The minimum education and experience requirements are also listed on the DHRM website as mentioned above.

The minimum education requirements for some job classifications will accept education in lieu of experience. Below are education and experience equivalencies.

Degree Equivalencies	Experience Credit
Associates	1 Year
*Bachelors	2 Years
Masters	3 Years
Doctorate	4 Years

*Some professional level positions have a 1:1 ratio of education to experience. Example: Program Officers, Management Analysts,

Credit is given for the highest degree obtained. Degrees are not cumulative. For example, if someone has an Associate's degree, two Bachelor's degrees, and a Master's degree; you would credit 3 years of experience for the highest (Master's) degree.

If a candidate indicates they are working on a degree, but have not completed it, they must indicate the number of credits they've completed in order for that to count toward the experience requirements.

College Credits	Education Credit	Experience Credit
2 Semesters = 30 credits	1 Year	6 Months
4 Semesters = 60 credits	2 Years	1 Year

Apprentice Program	
Apprentice Program = 4 years	Equivalent Work Experience = 4 years

Apprentice Programs have a 1:1 ratio of education to experience.

Evaluation of Experience

Applicants must provide complete information regarding their employment history as requested on the application in order to properly evaluate applications for minimum experience requirements.

- Dates of employment must be carefully reviewed for accuracy (review for overlapping time-frames or miscalculated time)
- Description of duties included in previous positions is necessary to determine if they have the required experience with the types of tasks listed in the minimum qualifications (Titles and dates are not sufficient to determine what they were doing.)

What is the difference between Professional and a Para-Professional experience?

Some job classifications require experience as a professional or para-professional. **Professional level experience** is gained in occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dieticians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, teachers, surveyors and kindred workers.

Para-professional level experience is gained in occupation in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion. Included: research assistants, medical aids, child support workers, policy auxiliary welfare service aids, recreation assistants, homemakers aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.

What is the difference between Skilled, Semi-Skilled and Unskilled?

Many of the job classifications for trade's occupations require skilled, semi-skilled or unskilled work experience. Below are some general guidelines in determining if an applicant meets these requirements:

Skilled	Semi-Skilled	Unskilled
Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of management, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary engineers, tailors, arts occupations, hand painters, coaters, bakers, decorating occupations, and kindred workers.	Workers who operate machines or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, sewers and stitches, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meat cutters, inspectors, testers and graders, hand packers and packagers, and kindred workers.	Workers in manual occupations which generally require no special training perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, groundskeepers and gardeners, farm workers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading, and pulling operations, and kindred workers.

What disqualifies an applicant?

- Applicants will be disqualified if they do NOT meet the minimum qualifications outlined in the class specification
- The applicant did not provide enough detail to show how they meet minimum qualifications as resumes must reference each of the minimum qualifications and include major duties at each position. Education and experience must be clearly documented.
- All required documents were not attached. Please do not disqualify an applicant for the documents being attached under the wrong heading (in Consensus). You may need to check under other headings to locate the required document.

What if I am having trouble determining if an applicant meets the minimum requirements?
The review of most applications will be simple in determining if the applicant meets the requirements however if you are experiencing difficulty, please contact us so we may assist. An informational video will be available on our website which will fully describe the process of reviewing minimum qualifications.

How should I document my review of each application?
To maintain consistency in the evaluation of applicants, please use the following guidelines when making comments on your review process. You may include additional comments but refrain from comments that are subjective in nature, such as, "applicant is nice" or "applicant would fit in".

All comments MUST be related to the job requirements. Comments become part of the search record and could be used if the search process is ever under review.

Guidelines:
Write one of the following dispositions in the comments

- Does not meet minimum qualifications - Specify how the applicant does NOT meet MQs
  - Example: Less than (<) 5yrs of experience or does not hold the required certification
- Application Incomplete, failed to attach required cover letter or resume
- Candidate withdrew
- Search Cancelled

Examinations

How do I know if a position requires an exam?
The state has eliminated the Civil Service exams, however, some classifications still require a Training and Experience Exam. The Training and Experience Exam is an open-ended questionnaire that is used to evaluate applicants on their training, experience, and education. Although this exam is not pass or fail, the applicant's responses to the questionnaire are scored and ranked. Applicants with a higher rank receive priority for consideration (interview). HR will provide guidance and instructions for those positions with an examination requirement. (Exams are no longer required for the Administrative Assistant and Accounting Assistant series.)

Who handles the examination process?
HR will inform you in the beginning steps of the recruitment which positions require an exam. We will also coordinate and facilitate the exam phase**.**

Can I administer my own job skills assessment?
You can develop and administer your own job skills assessment. **Your assessment can be administered after you receive approval for interviews.**

Consensus (OPTIONAL FOR CLASSIFIED RECRUITMENT)

Search Committees - Are they required?
Search committees are **not** required for classified searches. Typically a classified search includes the hiring manager and the person with the Administrative Assistant role over their supervisory organization. Therefore use of Consensus for search committee work is not

required for these recruitments. If your department chooses to use a search committee and needs to provide access to applicant materials to others in addition to the Hiring Manager and the Administrative Assistant role, you may submit a request for Consensus access for the requisition.

This system pulls attached documents from the applications in Workday. Committee members can review applicant materials, rate applicants, and the search chair can move applicants through levels to keep track of committee work. The hiring manager will still need to move the candidates to Screen in Workday when you've determined whom you'd like to request to interview. If you are unfamiliar with using Consensus, we recommend you review the Consensus User Manual before reading the rest of the section on managing applicant materials in Consensus.

When do I get access to Consensus?
Once your position is posted, you may request access to Consensus online using the Search Committee Management Form however access to Consensus will not be ready until there are applicants in your requisition in Workday. You may make multiple submissions with the same link throughout your search. Each committee member who is new to the Consensus system will receive an email confirmation for login and password from the email address consensus.access@unlv.edu. A separate notification email will be sent only to the requestor(s) that access has been granted to all the committee members. The requestor(s) should then notify the committee members that access has been granted by forwarding the email notification. Existing users should already have their login information but can request their login & password by emailing consensus.access@unlv.edu.

How do I utilize Consensus to move applicants to each level?
The search chair will be responsible for moving applicants through the various levels in Consensus. If you decide to use Consensus for your Classified recruitment, please move the applicants as follows (This will help you keep track for later when you are declining candidates. Reminder: Please do not decline candidates as you go.)

LEVEL 1	All applications received
*LEVEL 2	ALL candidates who meet the minimum qualifications
**LEVEL 3	Candidates selected for further narrowing of the pool or phone interviews (requires approval **PRIOR** to contacting candidates)
LEVEL 4	Candidates selected for interview (requires approval **PRIOR** to contacting candidates)
LEVEL 5	Candidate selected for job offer (requires approval **PRIOR** to making a job offer)

*_Level 2 A_ll applicants who are minimally qualified by the minimum requirements on the job posting should be moved from Level 1 to Level 2.

**_Level 3_ Candidates selected for telephone/Skype interviews (optional)
You must request approval PRIOR to conducting a telephone/Skype interview. The Hiring Manager or Administrative Assistant will make the request by moving them to the screen in Workday. If you will not conduct telephone/Skype interviews, you may skip this level or you may use this level to narrow the pool based on department preferred qualifications.

Remember approval is required PRIOR to contacting candidates for telephone/skype _or_ campus interviews and approval is also required PRIOR to making a job offer. This is one major difference between the Classified process and the Faculty hiring process.

How should I rate applicants in Consensus?
Please rate all applicants in Level 1 in the following manner:

Highly Recommended (X) – Applicant meets minimum qualifications
Not Recommended (O) – Applicant does **NOT** meet minimum qualifications

Please **do not use** the Moderate (/) rating for level 1 since applicants either meet or do not meet the minimum qualifications.

Please also indicate the reason why an applicant does not meet the minimum requirements for the position (see next section on *"Reviewing Applications for Minimum Requirements - How should I document my review of each application?"*)

You are not required to rate applicants *beyond* Level 1. Below is **an example** of how the rating system can be defined or **you may develop your own rubric based on the position's job elements.**

Highly Recommended (X)
Applicants who have the <u>highest level</u> of experience, training, and education and/or knowledge, skills, and abilities with <u>direct experience</u>.

Moderate (/)
Applicants who have <u>some</u> level of experience, training, and education OR knowledge, skills, and abilities beyond the minimum qualifications with <u>direct experience</u>.

Not Recommended (O)
Applicants who have some level of experience, training, and education OR knowledge, skills, and abilities beyond the minimum qualifications with <u>no direct experience</u>.

Interviews

How do I request interviews?
All interviews must be requested through Workday. When you've determined whom you would like to interview, move those candidates forward to the screening stage in Workday. (Do not move everyone who met Minimum Qualifications forward to screen, only those you wish to contact for an interview should be moved in Workday.) This must be completed by either the Hiring Manager or the Administrative Assistant role.

If less than five (5) applicants meet the minimum qualifications, can we proceed with interviews?
HR will verify that less than five (5) applicants meet MQs and will approve the interview pool accordingly.

When can I schedule interviews?
You may schedule interviews once HR approves your interview pool. Your primary recruiter will move your candidates forward to the interview stage and you will receive workday inbox items to schedule the interviews. Your primary recruiter may also send you an email asking you to add other candidates or to explain why a candidate in your requested pool can not be moved forward.

How long will it take for my interview pool to be approved?
You should receive a response from the primary recruiter within a couple of business days.

What if I contact a candidate for an interview and they don't respond?
Depending on the contact method (phone, email, letter) you are no longer required to consider a candidate for an interview after the contact deadline has passed. The following guidelines should be applied:

Contact Code (Type)	Deadline for Response from Candidate
Mailed letter	6 days after postmark
In Person	24 hrs. after written inquiry is hand delivered
Telephone	24 hrs. after a direct oral inquiry to the candidate
Email	3 days after email date
Voicemail	3 days after voice mail or similar message left

Job Offer/Approval

When can I make a job offer?

Job Offers require PRIOR approval from HR. You will move the candidate you wish to appoint forward to reference check, check their references, then move them forward to the offer stage. **Please do not make a job offer until you receive email notification from HR.** Notifications will be sent via classified@unlv.edu.

The first step in the offer stage requires the primary recruiter to enter a tentative start date. Please send a tentative start date to your primary recruiter through the classified@unlv.edu email including the requisition number in the subject line. The primary recruiter will enter this date, which triggers a conviction disclosure questionnaire going out to the candidate. State law requires that we only ask this question of the finalist in the hiring process.

Once your candidate has answered this questionnaire and it has been reviewed by HR, you will receive an email letting you know it is OK to proceed with the verbal offer and providing you with the correct rate of pay for the offer.

Can I request an accelerated step?

An accelerated step can be requested by submitting the forms to request the accelerated rate through email when you send the tentative start date. To make this request, you must submit an NPD-4, an NPD-4B, and a memo addressed to the Chief Human Resources Officer explaining the reasoning for the request. The NPD-4 form requires appointing authority (VP or Provost's office) signature approval. If you are not sure if you will need to request an accelerated rate, but suspect you may, please send us an email to let us know. This way we can hold off on starting the proposed compensation step in Workday till after you make your verbal offer and determine if an Accelerated rate is needed.

The Offer Stage

The offer stage in Workday has several steps and goes back and forth between the candidate, the department, HR, and some other approvers, so keep watching your Workday inbox to avoid delays in this stage.

Background Checks

When are background checks conducted?

Background checks are typically only conducted on certain positions involving public safety (childcare workers, police officers, etc...) and will be conducted after the finalist (s) accepts the position. Contact HR for the appropriate background check forms.

Can I request a background check for a position when it was not communicated in the vacancy announcement?

A background check requirement must be included in the vacancy announcement.

Who is responsible for the cost associated with background checks?

Your department is responsible for all costs associated with background checks.

Onboarding/New Hire

After the offer stage is completed, the primary recruiter will move the candidate to ready for hire, which completes the recruitment and kicks off the *Hire* business process or the *Job Change* business process (depending on whether the chosen candidate was an internal or external candidate). You must initiate the *Hire* or *Job Change* from the Workday action item which will appear in the inbox of the Hiring Manager and the Administrative Assistant role. Please do not initiate *hire/job change* as a stand-alone business process.

Recruitment Staff
702-895-3504 or classified@unlv.edu