



# Classified Recruitment Information Guide

UNLV Human Resources  
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## **Introduction**

Effective **December 1, 2016**, in transition to Workday, all Classified recruitments will be managed through Consensus. To accomplish this migration to Consensus there has been important changes made to the classified recruitment process. This document was developed to provide general information about these changes and we have also incorporated some of the questions we have received during training sessions conducted over the few months. 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. 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 Approval Form](#) or Approval to Recruit form

This form should include information regarding the position (position number, job title, grade, job class code, if the position is new or existing, etc...). The appointing authority (Vice President or Executive Vice President and Provost) signature must be included on the form.

[Position Questionnaire \(NPD-19\)](#)

This form should be completed for new positions or for existing positions when the most recent position questionnaire on file in Human Resources is more than five years old. Human Resources will advise if this form is needed for an existing position.

Please refer to this [informational video](#) on how to complete a Position Questionnaire (NPD-19)

Organizational Chart

An organizational chart should be submitted along with the Position Questionnaire (NPD-19), please circle the position.

[Vacancy Announcement Template](#)

Form should include the necessary information needed to post the position (essential job functions, requirements beyond minimum education and experience. Please include the work schedule

### **Where do I submit forms?**

In order for us to manage and process paperwork, all documents must be submitted via email to [classified@unlv.edu](mailto:classified@unlv.edu). Please refrain from sending documents via inter-office mail or dropping off in-person. Original documents are not needed.

## Recruitment Types

There are a few different types of classified recruitments. Recruitment Staff may assist in determining the best solution in filling your vacancy.

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

**Internal Recruitments** are open to current classified employees with 6 months full-time equivalent service at the either of the following levels; current NSHE Classified Employees, current UNLV Classified Employees, 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 are not eligible to apply for internal classified recruitments.

**Shared Recruitments** may be utilized in lieu of recruiting for another position under the same classification. This option is preferred especially if a recent search has already been conducted.

### **How long does a shared recruitment stay available?**

Recruitment Staff will determine if a recruitment should be closed. The goal is to find and hire qualified candidates as soon as possible. The longer a recruitment stays open the chances are applicants will have found other employment. The option of sharing recruitments will not be available when we go live in Workday.

## Layoff/Reemployment List

### **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 noncompetitive appointment. Human Resources will verify there are no reemployment lists for the position prior to moving forward with the recruitment.

**What if there is a layoff/reemployment list for the position I am filling?**

Human Resources will notify departments if there is an eligible classified employee who may be interested in your position and discuss options. Typically a meeting is scheduled between the hiring manager and classified employee to discuss the position further. Human Resources will coordinate communications and oversee the process.

**Since the Clerical Support Exam will no longer be required for Administrative Assistant and Accounting Assistant positions, will UNLV classified employees who did not take this exam in these job classifications still have layoff rights to transfer to other state agencies?**

A classified employee who has obtained permanent status and whose position is not grant funded will have layoff rights.

## Budget Verification

**How do I establish the budget for my position?**

Positions should already be budgeted prior to requesting to fill a position through a search. If your position is not budgeted, please contact the [Budget Office](#) for the necessary paperwork. Once the budget has been established you may proceed to fill your position.

Human Resources will confirm/verify funding with the Budget Office prior to recruitment. Please ensure all of the information is correct on the Position Approval Form or Approval to Recruit form (position number, account lines, department code, etc...) or your request could be delayed. The Budget Office will contact you directly if there is an issue with the position budget.

**Does the budget approval still need to be done before posting?**

The budget will need to be approved prior to posting the job.

## 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 when completing the [Vacancy Announcement Template](#). 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). All applicants who meet the minimum qualifications must be moved to Level 2 in Consensus.

**How do I know when my position is posted?**

Once all ad costs have been approved, the position is posted on Higheredjobs.com and UNLV Jobs Web Page and a Confirmation of Job Posting email is sent to the department. All communications regarding job postings/vacancy announcements will be sent via [classified@unlv.edu](mailto:classified@unlv.edu). The email confirmation will also include the search number assigned to the search.

## Consensus (Applicant Tracking System)

**Until the Nevada System of Higher Education goes live in Workday in October 2017**, UNLV will utilize the same system used for Faculty and Professional searches, Consensus. This system accepts applications and has a robust search committee functionality. Committee members can review applications, rate applicants and access the search throughout the process. A search chair or search coordinator has additional capabilities of reviewing committee ratings of applicants and moving applicants through various levels of the search. 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 granted until the search is closed. 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](mailto: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](mailto:consensus.access@unlv.edu).

### Search Committees - Are they required?

Although a search committee is recommended, it is not required. Typically a classified search includes the hiring manager and either a colleague and/or the hiring manager's supervisor. This continued practice is permissible.

### How do I utilize Consensus to move applicants to each level?

The search chair or search coordinator will be responsible for moving applicants through the various levels in Consensus. The following defines each level:

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

*\*Level 2* It is required that all applicants who are minimally qualified in accordance with the minimum requirements on the job posting be moved from Level 1 to Level 2. This is necessary for purposes of accurately tracking EEO data on applicant pools, record retention and the dispositioning of applicants.

*\*\*Level 3* Candidates selected for telephone/Skype interviews (optional)

You must request approval **PRIOR** to conducting telephone/Skype interviews. 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.

HR will closely monitors each search to ensure applicants are appropriately moved to the appropriate level(s) and 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.

### 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 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 ratings 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 highest level of experience, training and education and/or knowledge, skills and abilities with direct experience working in a higher education setting.

*Moderate (/)*

Applicants who have some level of experience, training, and education OR knowledge, skills and abilities beyond the minimum qualifications with direct experience working in a higher education setting.

*Not Recommended (O)*

Applicants who have some level of experience, training and education OR knowledge, skills and abilities beyond the minimum qualifications with no direct experience in a higher education setting.

## 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](http://hr.nv.gov/resources/class_specifications).

### How do I access applicant materials in Consensus?

All applicant materials are collected in Consensus. Once your position is posted you may request access to Consensus using the [Search Committee Management form](#) but access will not be granted until the search is closed. Please refer to the [Consensus User's Guide](#) on how to retrieve applicant materials and navigate the system or call the HR Main Desk at 895-3504.

### 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 experience in lieu of education. 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 that is relevant to the position. Degrees are not cumulative. For example, if someone has an Associate's degree, two Bachelor's degrees, and a Master's degree and all degrees are relevant; you would credit 3 years of experience for the highest (Master's) degree.

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.

### Length of Experience

- Dates of employment must be carefully reviewed for accuracy (review for overlapping time-frames or miscalculated time)

HR will conduct the initial review of minimum qualifications for positions with written and training and experience exams. This step will be communicated in advance.

### 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
<p>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 and tailoresses, arts occupations, hand painters, coaters, bakers, decorating occupations, and kindred workers.</p>	<p>Workers who operate machine 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.</p>	<p>Workers in manual occupations which generally require no special training who 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.</p>



## What disqualifies an applicant?

- Applicants will be disqualified if they do NOT meet the minimum qualifications outlined in the class specification
- 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 recording comments on Page 2 of the Applicant Profile in Consensus. Not sure how to find this screen in Consensus? View the [Consensus User Manual](#) for assistance or call 895-3504. 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 section on Page 2 of the Applicant Profile for candidates who will not progress to Level 2

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

## Examinations

### How do I know if a position requires an exam?

HR maintains a list of positions that require a civil service exam or training experience exam. A civil service exam is a multiple choice question exam that is scored. Applicants who do not pass the exam are not eligible to progress to the interview stage. The Training and Experience Exam is an open-ended questionnaire which 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 is 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.

There are no longer exams 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. We recommend you request HR's review of the assessment to ensure that all job skills assessment questions are job related. Your assessment can be administered after you receive approval for interviews.

### **Does HR have job skills assessments?**

HR does have some job skills assessment. You would be responsible for administering and evaluating responses. Please contact HR for more information.

## **Interviews**

### **How do I request interviews?**

All interviews must be requested online prior to contacting candidates using the [Search Committee Management form](#).

### **If less than five (5) applicants meet minimum qualifications, can we proceed with interviews?**

HR will verify that less than five (5) applicant's meet MQ's and will approve the interview pool accordingly.

### **When can I schedule interviews?**

You may schedule interviews once HR approves your interview pool.

### **How long will it take for my interview pool to be approved?**

If all requirements have been met (applicants meet minimum qualifications and have been moved to appropriate level in Consensus) our goal is to provide a response within a few 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 and must be submitted online via the [Search Committee Management form](#). The request will require the names of candidates contacted which should be identical to the names of candidates approved for interviews, and the result of the contact (interviewed but not hired, appointed/hired, withdrew per candidate's request, etc...). This is the same information that was previously requested on the certification list.

Please do not make a job offer until you receive email notification from HR. Notifications will be sent via [classified@unlv.edu](mailto:classified@unlv.edu).

### **Can I request an accelerated step?**

An accelerated step can be requested when submitting the Request to Job Offer via [Search Committee Management form](#). You will need to complete and attach the [Request to Accelerate Salary Form \(NPD-4\)](#) and justification memo. The form requires appointing authority approval.

## **Onboarding/New Hire**

After your finalist(s) has accepted the job offer, you and the new hire will need to provide some information for processing. HR will send the search chair (hiring manager) information on the steps to collect this information when the job offer has been approved and HR will also coordinate the hiring process with Salary Administration on generating a PAF for Payroll.

## **Background Checks**

### **When are background checks conducted?**

Background checks are typically only conducted on certain positions involving public safety (child care workers, police officers, etc...) and will be conducted after the finalists(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 for background checks?**

Your department is responsible for all costs associated background checks.

Recruitment Staff  
702-895-3504 or [classified@unlv.edu](mailto:classified@unlv.edu)