



e-memo

TO: Search Chairs

FROM: Sam Connally
Associate Vice President
Human Resources & Affirmative Action

SUBJECT: Conclusion of Search Process
for Professional Staff Positions

RE: Title of Position
Search Nbr: #####

Congratulations! I understand you have completed interviewing candidates for the position referenced above and are prepared to make a selection decision. This memorandum outlines the steps you need to take to conclude the search process and extend a formal offer of employment to the candidate you have selected. All steps in the process are designed to be completed electronically by e-mail (as indicated).

Recommendation for New Appointment

The search committee chair or Hiring Official should forward the following information to HRSearch@ccmail.nevada.edu (or designee in Human Resources) for EEO/AA certification of the search process:

- Position Title, Position Number and Search Number
- Composition of the search committee by name, title, & department.
- A brief narrative summary of the search process including key steps in the screening process and selection criteria.
- Names of on-campus interview candidates including a brief comparative evaluation of each interview candidate and rationale for the hiring recommendation.
- Name of recommended candidate, position number, account number(s), recommended starting date, and annual salary.

[Note: If the recommended starting salary exceeds the current position budget, prior approval of the Provost or division Vice President is required and your recommendation for hire should include the source of funds to increase the position budget accordingly.]

EEO/AA and Budget Certifications

- The Associate VP for Human Resources & Affirmative Action (or designee) will confirm that the search process complies with the provisions of the University's EEO/AA policy.
- After EEO/AA certification, Human Resources staff will forward the recommended hiring decision to the Budget Office for budget certification.
- Once EEO/AA & Budget certifications are completed, Human Resources will forward the electronic recommendation for new appointment – together with EEO/AA and Budget approval – directly to the Search Reviewer, with a copy to the Hiring Official.

[The ***Search Reviewer*** is typically the next higher person in the chain of command to whom the Hiring Official reports, represented most frequently by a dean or department director.]

Action by Search Reviewer

If the Search Reviewer concurs in the hiring recommendation (including proposed starting date and annual salary), the Search Reviewer should forward the electronic recommendation for new appointment to the final appointment authority or to the office responsible for obtaining final appointment approval, as appropriate.

[***Final appointment authority*** for most positions will be the Provost or the division vice president, unless the position under recruitment reports directly to a vice president, in which case the President is the final appointment authority.]

Action by Final Appointment Authority

Upon approval, the final appointment authority should send the electronic recommendation for new appointment to Human Resources and the Search Reviewer. Consistent with divisional practice, the final appointment authority or search reviewer may extend a written offer of employment to the selected candidate and forward a copy to Human Resources.

All communications with the recommended candidate by either the hiring official or search reviewer prior to obtaining approval of the hiring recommendation by the final appointment authority must clearly indicate that such communications are exploratory in nature or represent an “intent to offer” which is subject to approval and does not represent a formal offer of employment.

After receiving approval of the final appointment authority:

- Human Resources will remove the position vacancy from the university's website; and
- The hiring department should prepare an Employment Document and route the E-Doc for formal signature approvals.

Please feel free to call Bob Sitts at 895-1655 or Larry Hamilton at 895-1299 if you have questions.