Step-by-Step Search Process Checklist

1. Hiring Official/Search Committee
   a. Complete through PeopleAdmin: https://employment.unl.edu/hr. **Be sure to include the hiring official, chair and committee appointing official.**
   b. Non-senior zone M/P positions only require entering the hiring official.
   c. Be sure to click on the e-mail link to notify our office of completion.
   d. The search committee must be approved before reviewing applications.

2. Short List :
   a. Complete through PeopleAdmin by changing applicant status.
   b. **Do not** use “Not Considered” unless the application was never reviewed.
   c. Be sure to click on the e-mail link to notify our office of completion.
   d. **Submit with completed Applicant Log.**

3. Applicant Log (found in PeopleAdmin reports, above the tabs):
   a. Print report.
   b. List minimum qualifications in spaces provided.
   c. Indicate how each applicant met the qualifications.
   d. **Submit with the short list as an e-mail attachment to: equity2@unl.edu**

4. Post Hire Details
   a. Complete through PeopleAdmin.
   b. Submit after the offer has been made and accepted and you are closing out the requisition.

Applicants - https://employment.unl.edu
Search Committees - https://employment.unl.edu/hr

Call 2-3417 if you have any questions.