

NEVADA DEPARTMENT OF AGRICULTURE
RECRUITMENT & HIRING
POLICY #AG-1-HR-16

PURPOSE:

To establish general procedures and guidelines to supervisors and management to ensure effective recruitment and hiring of vacant positions, and compliance to Agency Human Recourse Services (AHRS) recruitment and hiring process, the Division of Human Resource Management (DHRM) regulations, and federal Americans With Disabilities Act (ADA) and Equal Employment Opportunity (EEO) requirements.

POLICY:

It is the policy of the Department of Agriculture that supervisors and management will work directly with AHRS in recruiting highly qualified and motivated employees by giving due consideration to all requirements and conditions of employment involved with each position being filled; providing that information to AHRS; and ensuring compliance with all state and federal regulations in the recruitment, interviewing and hiring process.

SCOPE:

This policy and the procedures contained within shall apply to all department supervisors and administrators involved in the recruitment and hiring of employees

REFERENCES:

Nevada Revised Statutes (NRS) 284.150, 284.255, 284.265, 284.305; and Nevada Administrative Code (NAC) 284.295 through 284.439; and AHRS –Request to Fill (RTF) Hiring Instructions.

FORM:

As provided by AHRS (RTF online completion and related form letters) and Division DHRM (ADA-3, Essential Functions)

RESPONSIBILITY:

1. AHRS shall be responsible for:
 - a. Handling all recruitment needs for the Department and providing assistance to supervisors and managers in the recruitment, interviewing and hiring of employees and the interpretation and application of this policy and related policies and regulations.

2. Supervisors and/or Division Administrators shall be responsible for:
 - a. Following all instructions and guidelines provided by AHRS in the recruitment and hiring of employees.
 - b. Following the guidelines outlined in this policy to ensure that complete and thorough recruitment information is provided to AHRS on each position to be filled and that all possible options have been explored in determining best course of action in recruiting and filling the vacancy.
 - c. Review and provide signed approval on each hiring recommendation.

PROCEDURES:

When the supervisor or manager receives notification of a vacancy either through a letter of resignation from a current employee or approval and establishment of a new position, they will complete Section A of the AHRS online Request to Fill (RTF) form located at the DHRM's website.

In many cases, the supervisor or administrator may not readily know exactly how they want to open recruitment for the vacant position or positions and will likely have to do some research to get all their questions answered. Some of these questions can be discussed with AHRS when the supervisor submits the RTF. They can review past recruitments that have been completed and check on the status of existing eligible lists. But, it is essential that the supervisor/administrator provide complete and accurate information on the RTF and work with AHRS in determining the recruitment strategy that will best meet the needs of the department.

1. **Preliminary Considerations:** Some questions that should be answered prior to completion of the RTF include:
 - a. Is there current budget authorization to fill the vacancy or vacancies?
 - b. Are Essential Functions in place for the position that accurately reflects the physical and mental requirements? If there are no Essential Functions in place, the hiring authority must develop the Essential Functions, as AHRS requires they be attached to the RTF.
 - c. Is there an existing eligible list for this class and location that still has sufficient qualified and available applicants to choose from?
 - d. Are there current promotional employees who would meet your hiring needs for the position and also meet the minimum requirements as stated on the class specification?

- e. Have previous recruitments for this class and location proven to be “hard to recruit” or had other problems that developed during the recruitment that need to be defined and resolved? If previous recruitments have been “hard to recruit” due to a serious shortage of qualified and available applicants, what are your options?
- f. Is this position in a classification that should be recruited pro-actively – for “anticipated vacancies as they occur”? A pro-active recruitment would open with an open ended closing date to allow for the time required to perform major outreach efforts to reach qualified applicants, both within and outside the state and interest them in applying.
- g. Is the vacant position one that can be recruited at a lower level in the class series, in order to produce a greater number of candidates available to under-fill the lower level position? The candidate chosen would work in a training capacity at the lower level and be promoted to the budgeted level upon meeting the requirements of the established level of the position and with approval of the hiring authority.
- h. Do you want to consider a transfer, reinstatement or reappointment to fill the position at the established level? If the hiring authority has knowledge of a specific person or persons who are interested, he or she can request to only consider these types of appointments or consider them in addition to recruiting for the position or using an existing eligible list.
- i. What outreach methods would be the most effective (both in cost effectiveness and timeliness) in reaching a qualified applicant pool? This could include advertising in trade journals and other media, notification of job openings at conferences or through professional association mailing lists, word of mouth, or other resources.

2. **Position Description:** The RTF form requires specific position information, and includes drop down menus for certain sections. It is important to indicate the type of position (full-time, part-time, seasonal or intermittent), and the specific location of the position. A clear and concise position description should be provided that outlines the major duties of the position and, when applicable, any selective criteria, (e.g. a Management Analyst position requiring experience in the State of Nevada’s budget development process) Also, identify all additional requirements or working conditions (i.e., a specific certification, license, or endorsement, drug testing, a background check, pre-employment or random drug testing, and any mandatory travel required.

3. **Type of Recruitment:** The hiring authority will choose from the following types of recruitment:
- Divisional – applicants for promotion from within the division where the vacancy exists.
 - Departmental – applicants for promotion from within the department where the vacancy exists.
 - Statewide - applicants for promotion from throughout state service.
 - Open Competitive – all applicants inside and outside state service equally considered.
 - Other – can be any combination of the above recruitments. For Example, when a ranked list is certified on a Departmental/Open Competitive recruitment, departmental promotional applicants would appear first in ranked order with all remaining applicants following in ranked order
4. **List Agency Application Reviewers:** This section on the RTF is where the supervisor submits the name or names of the agency staff responsible for reviewing applications of successful candidates. This may be only the person hiring for the position, or it could also include that person’s second in charge or an agency subject matter expert. Confidentiality of applicant information is critical.
5. **Length of Recruitment:** Recruitments expected to produce a sufficient applicant pool are typically open for no longer than two weeks and can be open for a shorter time specified by the hiring authority and AHRS. “Hard to Recruit” positions will typically be open “until filled”.
6. **What Comes Next:** Once the RTF is completed, the hiring manager submits it, with the Essential Functions, to AHRS at agencyhr@admin.nv.gov. An AHRS recruiting specialist will process the request and will first check for possible layoffs for that position and location.
- If there are layoffs, AHRS will notify the hiring manager and provide guidance and instruction in the rules governing layoffs.
 - If there are no layoffs, AHRS will work with the hiring authority in opening a recruitment through the DHRM, or will provide an existing list of candidates that will meet the department’s hiring needs.
7. **Interviewing Process:** Once a recruitment is complete or an eligible list is received, the hiring manager will contact candidates for interview. AHRS will provide guidance and instruction in the contacting and interviewing of candidates to ensure compliance to NRS and NAC and federal EEO regulations. (Also see “RTF Hiring Instructions” located at the DHRM’s website.

8. **Reference Check:** Once a selected candidate is chosen, the hiring manager will contact three employment references provided by the candidate. If the candidate is a current state employee, the hiring manager should send an email request to agencyhr@admin.nv.gov to generate an employee jacket review from AHRS personnel. Once the hiring manager is satisfied with the results of the reference check, he or she completes Section B of the RTF and sends it to AHRS, with the “proposed” candidate information (as outlined in the “RTF Hiring Instructions”).

9. **Divisions Administrator’s Office Review:** At the same time Section B of the RTF and the proposed candidate information is forwarded to AHRS, the hiring manager will also submit his or her proposed appointment selection to the Division Administrator or his designated representative for review and approval. No person shall be offered employment with the Department of Agriculture without the Division Administrator’s approval.

10. **Hiring Documentation:** No job offer should be made until AHRS has reviewed the information submitted, made a final check for any new layoffs, and given final approval to the hiring manager. If the candidate is being hired in a position that requires pre-employment drug testing the selected candidate must be sent for testing per NRS and NAC.
 - Following AHRS guidelines in the RTF Hiring Instructions, the hiring manager can now make a job offer to the successful candidate and decide on a start date.

 - Once the job offer has been accepted, Section C on the RTF is completed, the eligible list is coded and signed, and both are sent to AHRS.

 - The hiring manager also is required to send out an offer letter and receive written acceptance of the offer.

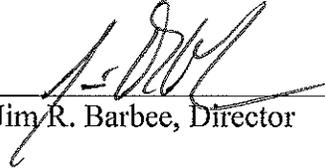
 - Within five days of the candidate’s acceptance, the candidates interviewed but not chosen are sent letters of regret or contacted directly and notified.

 - Samples of the offer letter and letter of regret can be found at the DHRM’s website.

POLICY COMMUNICATION:

All supervisors and managers of the Department of Agriculture will receive a copy of this policy. Supervisors needing clarification or who are experiencing problems on any processes involved in the recruiting and hiring of employees should contact AHRS, or their Division Administrator for assistance/problem solving.

DIRECTOR'S POLICY AUTHORIZATION:



Jim R. Barbee, Director

3/28/13

Date

APPROVED BY THE BOARD OF AGRICULTURE ON March 26, 2013.
Effective Date

This policy is not a substitute for relevant law or regulation nor does it establish additional rights beyond those provided in law and regulation. This policy is intended to be used in conjunction with the state law and the Rules for State Personnel Administration (NRS & NAC 284).