

## **Submission Order for Hiring Packets Nebraska Judicial Branch**

### **Administrative Office of the Courts and Probation (AOCB)**

**Effective September 3, 2024**

When you have made your decision about which candidate to hire and you have the supporting evidence to proceed (scoring sheets, etc.):

- 1: Contact the candidate and extend the conditional offer to hire.
2. Ask the candidate to complete the Background Request form and sign the Background Check letter of understanding, explaining them the importance of being honest and forthcoming about past arrests and convictions.
3. Once you have the signed forms, send the two background forms to the email address listed on the form and wait for the background to be reviewed
4. following receipt of the “cleared” background check email from the Administrative Office. Materials shall be ordered in the following order:
  - A. Documentation of Hiring Procedures form (Page 2)
  - B. Criminal History Background Check clearance email
  - C. Request for increased salary considerations
  - D. Position screening criteria form (Used in interview selection)
  - E. Personnel interview worksheet - RECORDERS COPY ONLY
  - F. Supplemental questions or writing examples required
  - G. Final Interview scoring sheet (used to score interviews) (only one copy necessary)
  - H. Documentation of reference checks
  - I. Verification of education (If Applicable)
  - J. Verification of licensure (If applicable)
  - K. Other pertinent information

**The AOCB will run, and retain in a secure location, the following information as part of the hiring packet. This information will not be returned.**

- L. Background check letter of understanding
- M. Criminal history record check request form
- N. NCJIS/Justice record check, including all aliases
- O. NCIC record check, including all aliases
- P. Local record check (If available) with explanation
- Q. Other pertinent information

Request to Hire (RTH)

Submit Court related positions to [nsc.courthiring@nejudicial.gov](mailto:nsc.courthiring@nejudicial.gov)

Probation related positions to [nsc.probationhiring@nejudicial.gov](mailto:nsc.probationhiring@nejudicial.gov)

Job Title \_\_\_\_\_ Pay Grade \_\_\_\_\_ Position Number \_\_\_\_\_

Requisition Number \_\_\_\_\_ District/Court \_\_\_\_\_ FTE Status \_\_\_\_\_

Current/Last Employee in Position \_\_\_\_\_ Vacancy Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Primary Location \_\_\_\_\_

Vacancy posted for a minimum of six days from \_\_\_\_\_ to \_\_\_\_\_.

Applicant pulled from a different Requisition Number \_\_\_\_\_

No outside applications/resumes were accepted for any candidate.

Selected candidate received a "conditional" job offer noting the requirement for a criminal history check.

All other candidates are notified they were not selected for the position.

List names of applicants offered interviews for this position:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Candidate Chosen for the position: \_\_\_\_\_

Is this candidate transferring from another state agency? No Yes Agency: \_\_\_\_\_

Is this candidate a current Judicial Branch Employee? No Yes

Is this candidate a former Judicial Branch or state employee? No Yes

Is this candidate a licensed attorney in Nebraska? No Yes

Projected Start Date: \_\_\_\_\_

Salary: \_\_\_\_\_\*

\*(New hires above hiring rate or other increased salaries, you must attach AOCPP approval)

_____	_____	_____
Name of Requestor	Signature	Date

_____	_____	_____
Approval	Signature	Date