

Hiring Procedure Policy

Approved: 
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I. Policy

The Nebraska Probation System as a division of the Nebraska Supreme Court shall follow the equal opportunity employment policy endorsed by the Court and hiring practices shall conform to and be made without discrimination on the basis of race, color, religion, sex, national origin, political affiliation, marital status, physical or mental handicap, or age. To ensure that employees of the Nebraska Supreme Court are recruited and selected in an open and competitive basis:

- A. Existing staff shall be considered to fill openings provided they meet hiring criteria.
- B. Criteria as to needed competency, education, and experience shall be determined for each position before hiring.
- C. Selection procedures shall be uniformly administered in making a formal hiring decision.
- D. Existing employees prior to applying for another position shall inform their immediate supervisor.

II. Purpose

To ensure all applicants are afforded equal consideration for positions for which they are applying. To create a standardized process by which the best applicant is selected for the position.

III. Reference

[Nebraska Supreme Court Personnel Policies and Procedures](#)

IV. Procedure

A. Resignation

An employee shall provide a written resignation letter to their supervisor ten working days prior to their last day of employment to remain in good standing. (Good standing shall mean an employee could be considered for rehire.)

In the event an employee submits an immediate verbal or written resignation, the supervisor shall arrange for a witness, via person or phone.

The supervisor receiving said resignation shall communicate this to the next level of supervisor in the chain of command.

B. Request to Hire

In the event of a vacancy and prior to advertising the position, appropriate approval shall be sought from the Administrative Office of Probation.

C. Receiving Administrative Approval to Fill Vacancy

The Probation Administrator or designee shall review the information provided on the selected candidate and approve or deny the hire. If approval is granted, the Probation Administrator or designee shall indicate the date the vacant position may be filled and the rate of pay. The Probation Administrator or designee shall provide a response in a timely manner.

D. Advertising to Fill Vacancies

All positions shall be posted internally and externally through at least three different posting sites: Nebraska Probation System, Supreme Court Website, Workforce Development, State Personnel, newspaper ad, or electronic media.

1. Positions must be advertised internally for a minimum of five (5) work days and externally for six (6) work days excluding the day of posting.
2. Applications/résumés shall be received by the close of business on the specifically announced closing date for applicants to be considered as viable applicants for a vacancy.

E. Return of Applications and Résumés When No Vacancy Exists

1. Applications/résumés shall only be accepted when a vacancy is posted.
2. Applications/résumés that are received when a vacancy is not posted shall be returned to the sender.

F. Documenting Elements Within the Hiring Process

1. The hiring for the Chief Probation Officer position is governed by state statute and system procedure.
2. Upon receipt of the hiring information, the Probation Administrator shall grant formal authorization to allow the supervisor to extend an offer.
3. All applicants applying for a position shall be required to complete all sections in detail of the application found on the State Personnel's website (statejobs.nebraska.gov).
4. If a higher pay step is desired for an applicant, this shall be requested and accompanied by correspondence outlining the reasons for the increase in salary. The lack of such a request and correspondence indicates the prospective employee shall begin at the beginning level of the respective salary grade.
5. Special emphasis shall be placed specifically on the criminal and traffic history record of the applicant desired to hire. The applicant shall sign a traffic/criminal history record check authorization form before a search is conducted. If a criminal or traffic record is ascertained, consideration shall be given based on the nature and gravity of the offense(s), length of time between conviction and/or completion of sentence, and the nature of the position for which the applicant is being considered.

6. Upon making an offer and having the applicant accept the position, the supervisor shall notify the applicant in writing of the starting date, location of position, starting salary, job title, and information, if available, regarding training dates and locations.
7. Applications/résumés of all those not hired as a result of a respective district vacancy shall be maintained within the district for a period of two (2) years. Applicants not chosen for a position shall be notified in writing within 30 days of the chosen employee beginning employment.
8. If a second opening within the same district occurs thirty (30) days after the last date of hire (the date the applicant begins employment), applications for the previously-hired position may be considered after the position has been internally posted for five (5) work days.