

Board of Trustees of the Nebraska State Colleges

Personnel

POLICY NAME: Search and Selection Procedures

POLICY NUMBER: 5020

A. PURPOSE

To establish guidelines for search and selection procedures for personnel.

B. DEFINITIONS

None

C. POLICY

1. Employment Searches

- 1.1. College employment searches shall be conducted through the College's Human Resources Office.
- 1.2. Use of external search firm consultants to assist with employment searches shall require prior approval from the President and Chancellor.
- 1.3. Contract requirements for search firm consultants are noted in Board Policy 6401.
- 1.4. The authority for approval of all employment appointments resides with the Board. Such authority shall be exercised by the persons to whom the Board has delegated such responsibility.

2. Search Procedures

- 2.1. Whenever a vacancy occurs in a position at the System Office or College level, and assuming the position is to be refilled, a committee may be appointed to serve in an advisory capacity.
- 2.2. Such committee, if appointed, will be selected and function within the Board's equal opportunity hiring requirements.
- 2.3. Nothing in this section shall be construed as restricting the authority of the President, Chancellor or the Board, as appropriate, to make appointments to vacancies in senior administrative positions.

3. Veteran's Preference Standards

- 3.1 The standards comply with the requirements set forth in the Revised Statutes of Nebraska, Sections 48-225 to 48-231, with respect to veterans seeking a preference in employment.
- 3.2 The veteran's preference extends to the spouse of a veteran who has a one hundred percent (100%) permanent disability as determined by the U.S. Department of Veteran's Affairs.
- 3.3 Selection and qualification of applicants is not on the basis of an employment examination but based on the applicants' qualifications. Those who are "preference eligible" shall be entitled to employment over other persons of equal qualifications in the selection process.

FORMS/APPENDICES:

None

SOURCE:

Legal Reference:	Neb. Rev. Stat. 48-225	Veterans preference; terms defined.
	Neb. Rev. Stat. 48-226	Veterans preference; required, when.
	Neb. Rev. Stat. 48-227	Veterans preference; examination or numerical scoring; notice and application; statement; veteran; duty; notice; contents.
	Neb. Rev. Stat. 48-229	Veterans preference; Commissioner of Labor; duties.
	Neb. Rev. Stat. 48-230	Veterans preference; violations; penalty.
	Neb. Rev. Stat. 48-231	Veterans preference; county attorney; duties.

Policy Adopted: June 1993

Policy Revised: June 2003, June 2006, January 2010, June 2011, March 2016, May 2022, April 2023