



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#64-16

August 11, 2016

TO: DHRM Listserv Recipients

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: REVISED RECRUITMENT PROCESS

In February, 2016 DHRM launched a pilot process allowing agencies the option to use existing eligible lists or to open new recruitments, even if existing eligible lists were available. DHRM has reviewed this pilot process and determined that the opening of recruitments is being delayed due to the large volume of requests for the same job class and location. In addition, the timeframe for certifying lists has reached an unacceptable level, mainly due to the multiple number of same class recruitments being conducted with a subsequent increase in applications submitted for evaluation. Many of the additional applications are from the same person(s) applying for these multiple recruitments. Therefore, in the interest of providing the best customer service to agencies and applicants, a few minor modifications need to be made.

To ensure lists are provided in a timely manner, the following changes to the recruitment process will be implemented for open competitive recruitments:

1. If a recruitment is requested, and there is a current list less than six months old for the same job class (with same additional criteria, if applicable) and same geographical area, that list will be issued.
2. If no current list is in place, a new recruitment will be opened, unless a recruitment for that same job class (with same additional criteria, if applicable), and same geographical location, is already open. If a recruitment is already open the list will be provided upon finalization of that recruitment.
3. If a recruitment is requested with additional criteria which is skill based, e.g. Access, Excel, etc., then existing lists, if available, will be surveyed for those skills before a recruitment is opened.

4. Recruitments for job classes that historically result in a high volume of applications may be opened for less time than requested, depending upon the number of vacancies associated with the request.

Reminder:

1. Additional criteria which can be learned in six months or less will not be approved.
5. Additional criteria cannot be qualitative or quantitative nor can it increase the minimum qualifications.

To best serve your needs, we will review these process modifications again in February 2017, and revise again if appropriate. Also, we are currently updating the Skills bank. If there are specific skills that you would like added, please send suggestions to Beverly Ghan at bghan@admin.nv.gov with the subject line indicated as “skills.”