



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#03-18

January 12, 2018

TO: Directors
Deputy Directors
Administrators
Agency Personnel Liaisons
Agency Personnel Representatives

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

SUBJECT: REVISED RECRUITMENT PROCESS

Based upon input from agencies and a subsequent review of DHRM's current practice used to assist agencies in filling vacancies, we are implementing a change.

We will continue to provide required lists comprising layoffs and persons with disabilities (700-hour) first, when available. Subsequently, if there is a current list for the requested job class that is less than 6 months old, it will be offered and may be used.

However, effective immediately, if an appointing authority chooses not to use a current, existing list (excluding layoff and 700-hour), a new recruitment will be opened, unless a recruitment for the same job class (with the same additional criteria, if applicable) and same geographic location is already open. Should that situation occur, you will be provided a list from that recruitment as soon as it is processed.

We appreciate any feedback that you would like to share, regarding this new process, and over time, if it is better assisting in fulfilling your needs. Our intent is to provide the best service we can by partnering with agencies to produce the best candidates available. If you have questions please contact Beverly Ghan, Supervisory Personnel Analyst, at bghan@admin.nv.gov.