



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMO PERD #34/12

August 13, 2012

TO: Department Directors
Division Administrators
Agency Personnel Representatives
Agency Personnel Liaisons

FROM: Lee-Ann Easton, Administrator *Lee-Ann Easton*
Division of Human Resource Management

SUBJECT: UPDATED PROCESS FOR CHECKING LAYOFFS

The Division of Human Resource Management is pleased to announce a change to our process of checking for layoffs. This new process is effective immediately.

Now agencies must only check for layoffs prior to initiating recruitment, requesting a certified list or filling a position that is an application to agency job class. The second step of checking again once interviews have been completed and an offer of employment is ready to be made is no longer required.

We hope you find this new process to be more efficient in meeting your agency needs. If you should have any questions or concerns, please feel free to contact Dana Carvin at (775)684-0133 or Peter Long at (775)684-0103.

Thank you