



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
Agency HR Services

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Guidelines For Contacting Candidates On A Reemployment (e.g., layoff) List

- Candidates must be contacted in the order they appear on the list.
- The amount of time that must be allowed prior to contacting the next candidate on the list is dependent on how the candidate is contacted, see the below timelines:
 - 6 days after mailed offer has been postmarked;
 - 2 days after email offer has been sent or an offer by voicemail or message; or
 - 24 hours after written offer has been hand delivered or a verbal offer during a conversation with the individual.
- The sample/template below will help guide you in how you should discuss the position with the candidate when offering the position verbally but should not be read verbatim.
- If you contact the applicant via email or letter please use the sample/template below. Please fill in all the blanks with the information as it applies to the position.

Sample/Template Email/Letter Verbiage:

Greetings (applicant's name) ,

Our agency currently has a vacant (title of position) position in our (name of section) section. This position is primarily responsible for (briefly list or describe position duties) .

Please be advised that this recruitment has the following selective criteria (selective criteria if required experience for the position):

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You have appeared on a current reemployment list for (classification title) 's. If you are interested in taking this position with the Department of (agency) please call me at - - - . If we do not hear from you by (day) at (time) we will consider that as a decline to this offer.

Thank you,