



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

400 W. King Street, Suite 406 | Carson City, Nevada 89703
Phone: (775) 684-0201 | www.hr.nv.gov | Fax: (775) 687-1150

Hiring Process Utilizing the Request to Fill/Appoint a Candidate Form (RTF)

Please use the most updated version of the RTF form every time which can be found at http://hr.nv.gov/Resources/Forms/Agency_HR/Agency_HR_Services/

- Hiring Manager/Primary Contact/Designated Representative completes section A on the RTF (by clicking on the boxes for drop down menus).
- Submit RTF to Agency HR Services (AHRs) at agencyhr@admin.nv.gov with the following attached (preferably via email):
 - Essential Functions
 - Physical & Cognitive Characteristics Inventory
 - Justification to Fill (JTF) Form which can be found at: http://budget.nv.gov/uploadedFiles/budgetnv.gov/content/Governance/Policy_Directives/2019/Justification%20to%20Fill.pdf
 - JTF approvals
- An AHRs representative will be assigned as your first line of contact for the entirety of the recruitment.
- If there are **no** layoff candidates or 700 Hour candidates, an existing list or new recruitment will be initiated. Your AHRs representative will communicate this to you.
- If there **are** layoff candidates or 700 hour candidates, your AHRs representative will instruct you as to how to proceed.
- **Ranked Lists** - Hiring Manager will attempt to contact (via a candidate's preferred method of contact) a minimum of at least five candidates within the top ten ranks as specified in NAC 284.361, appointments must be made from within ranks one through ten.
- **Unranked Lists** - Hiring Manager will attempt to contact (via a candidate's preferred method of contact) at least five candidates from an unranked list. Appointments must be made by attempting to communicate with five or more

eligible persons deemed most qualified by the agency or with all eligible persons if there are five or less.

- Once the recruitment is complete or list received, arrange and conduct interviews.
 - The interview panel should consist of a minimum of three people. An odd number of people on the interview panel is recommended to avoid a tie. The panel should consist of the same members for each interviewee.
 - All interviewees are to be asked the same interview questions. Clarification questions may be asked if needed and do not need to be asked of each interviewee.
 - All interviewees are to sign the essential functions form specific to the position they are interviewing for, the nepotism form, and complete three [reference forms](#).
 - Federal law prohibits any form of discrimination in the hiring process.
 - Additional information may be found in the [RTF Hiring Instructions](#) document.
 - After the selected candidate is chosen, the Hiring Manager will contact the three employment references. If the candidate is a current state employee, the hiring manager should send an email request to their AHRS representative to generate an employee jacket review.
 - The Hiring Manager is to send out an offer letter to the selected candidate. Notification to the candidates not selected should be made within five days via letter of regret, e-mail or telephone. Templates for these letters are available at http://hr.nv.gov/Resources/Forms/Agency_HR/Agency_HR_Services/
 - All new hires or transfers should always have a Monday start date (or Tuesday, if Monday is a holiday).
 - Any conditional requirements such as pre-employment drug screening or finger printing will be completed according to agency policy.
 - If applicable, the Hiring Manager will need to submit the NPD-04 (Request to Accelerate Salary) form and back-up documents to their AHRS representative prior to finalizing the offer of employment with the selected applicant. An offer of employment may be made to the selected applicant prior to the NPD-04 being submitted, however the offer must be made at the position's starting grade and step.
 - Once the job offer is accepted by the selected applicant, the Hiring Manager must submit the following documentation to their AHRS representative:
 - RTF – with Sections A, B and C completed
 - Completed finalized list – coded in NEATS and signed by Hiring Manager and Appointing Authority (this should not be the same person)
 - Essential Functions signed by selected candidate
 - Nepotism Acknowledgement signed by selected candidate
 - Selected candidate's NEATS application and/or resume along with any attachments
 - Offer Letter signed by selected candidate & person making appointment
 - Driver's License Inquiry Acknowledgement signed by selected candidate (if applicable)
- *(Note: Originals are not required, emailed copies are acceptable.)
- After documents are received, the selected candidate and their supervisor will be notified of the time of the new hire/transfer orientation.