



# Enhancing Diversity

UNMC is an equal opportunity/affirmative action employer and promotes equal educational and employment opportunities in the academic and work environment. UNMC makes all decisions regarding recruitment, hiring, promotion and all other terms and conditions of employment without discrimination on the basis of race, age, color, disability, religion, sex, national origin, marital status, genetic information or Veteran status.

Although there has been legislation passed at the state level barring preferential treatment based upon race, sex, color, ethnicity, or national origin, UNMC is a government contractor and abides by the Affirmative Action regulations set forth by federal legislation - Executive Order 11246. Pursuant to the regulations, hiring and search agencies are required to broaden their recruitment efforts in order to obtain a diverse pool of applicants from which to choose the most qualified candidate. As well as meeting our federal obligations, this also furthers UNMC's mission by being able to serve our customer base more effectively. For questions related to affirmative action, please call 559-8534.



# Faculty/Staff Recruitment Reference Sheet

## UNMC Mission

The mission of the University of Nebraska Medical Center is to improve the health of Nebraska through premier educational programs, innovative research, the highest quality patient care, and outreach to underserved populations.



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The University of Nebraska Medical Center values diversity and the importance of creating an environment of inclusion and academic excellence. In light of this, the goal of the recruitment process is to generate a broad range of candidates from which to select the best person for the job.

This document is intended to serve as a quick reference to hiring authorities during the recruitment and hiring process.

*"Diversity and excellence are not mutually exclusive. They go hand-in-hand. We need to address this like we do all issues -- with passion, determination and persistence -- with our ultimate goal to be world class."*

Chancellor Harold M. Maurer



## Search Reminders

- a. Have a thorough understanding of the position for which you are going to hire.
- b. Only ask a candidate questions that are job related, fair to everyone, and consistent across all applicants.
- c. In addition to assessing knowledge and skill level, also consider cultural fit, personality, and level of dedication.
- d. Question the candidate regarding items such as frequent job changes, reasons for leaving previous employment, gaps in employment, or avoidance of specifics.
- e. Be sure to conduct reference checks with former chairs/supervisors. Inability to make contact with references may warrant further investigation.
- f. Consider a diverse group of candidates in order to enhance organizational effectiveness
  - Advertise opening in a variety of publications and media sources.
  - Include a diverse group of people in the selection process to get multiple perspectives and fresh ideas.
  - Keep interviewer errors in mind such as being inclined towards people that are just like ourselves or responding favorably towards someone because they remind us of someone we like.
  - Recognize your own personal biases in order to minimize their affect on the selection process.
  - Consider all information gathered during the recruitment process prior to making a final decision (i.e. application/C.V., interview notes, test results, references, others perspectives).
  - At the close of the recruitment be able to clearly defend the hiring decision.

## Faculty

Faculty recruitment is an ongoing effort to identify diverse individuals who will further UNMC's mission currently and into the future. The following information should be kept in mind when recruiting new faculty.

- a. The recruitment of all faculty positions must be open and advertised to all potential candidates.
  - Advertisements must be placed in at least two major publications including a publication that promotes faculty diversity.
- b. If the position is not advertised, documented justification must be submitted that outlines one or both of the following reasons:
  - The department was presented an unexpected opportunity to recruit an outstanding candidate and a normal recruitment process is not feasible.
  - The required expertise is limited and it is highly probable that a normal recruitment process will provide no increase in value to the organization.
- c. Credential verifications are required for each faculty position hired to include a background check.
  - UNMCP will verify credentials for newly hired UNMC faculty that will also practice at UNMCP
  - UNMC faculty not practicing at UNMCP must have documented credential verification on file at UNMC
  - Background Check Policy #1010 requires all new hires to undergo a pre-employment background check
- d. Additional funds may be available to aid in the recruitment of diverse faculty. Contact your Dean's Office for additional information.

## Staff

### UNMC Policy

UNMC policy and procedures relevant to the employment process can be found at [www.unmc.edu/hr/Guidelines.htm](http://www.unmc.edu/hr/Guidelines.htm)

- a. Employment Policy #1004 governs the staff employment process.
- b. Background Check Policy #1010 requires all new hires to undergo a pre-employment background check.
- c. Compensation Administration Procedures #1007P provides guidance for setting new hire rates of pay.

## Additional information

Additional information regarding the following topics is available at [www.unmc.edu/nuvalues](http://www.unmc.edu/nuvalues) by clicking *Staffing* or *Academic Recruitment*.

- Background checking
- Policy and procedures
- Skills testing
- Sample letter templates

For questions related to any of the above topics or for additional interview and selection tools, or training, please call 559-4070. For questions specifically related to academic recruitment, please call 559-7522.