

# VRIS UPDATE

## **Filling Vacant Positions Effective 8/30/2007 Number 111**

### **SUMMARY OF UPDATES**

The Filling Vacant Positions section of the Hiring Information Notebook has been revised in several places to reflect actual practice as it relates to the hiring process.

The changes are as follows:

Step 4 was added to document current practice.

Step 20 was revised to designate Sheri Nitzsche as the VR Webmaster, replacing Sarah Chapin.

Step 37 was added to reflect current practice.

Step 38b specifies that the signed Background Screen Release of Information be faxed to the VR Human Resources Administrator.

Step 38c was added to document current practice.

Step 48 regarding the notification of staff about the new hire was revised to include additional recipients. It also revised the order of the data to coincide with the actual notices.

Step 49 was revised to correct the list of recipients and include the addition of Bob Lundberg and Jayne Uher to the list of NDE HR recipients. The order of the data was also revised to coincide with the actual notices.

Step 50 was added to separately notify State Personnel of new hires to reflect current practice.

### **VRIS POSTING**

The Filling Vacant Positions chapter of the Hiring Information Notebook is located at: VRIS: Program Manual Main Menu: Administration: Personnel: Hiring Information: **Filling Vacant Positions**

### **TEAM COMMUNICATION**

Supervisors should share this information with their respective personnel clerks responsible for processing this information.

### **LEADERSHIP CONTACT**

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