



State Of Nevada Hiring Process



Overview

The Nevada Division of Human Resource Management (DHRM) has the responsibility to oversee the state's hiring process. The steps in the hiring process are listed below:

Step 1 – The Job Announcement

When an agency decides to recruit for a vacancy, the job is posted on our **DHRM's career website** - careers.nv.gov. The posted announcement will give the applicant information about the position such as: hiring agency, job location, salary, recruiter contact, a brief description of the position, the minimum qualifications, and other informational notes or special requirements.

Step 2 – The Application

The job announcement has an "apply" button on the bottom of the page so that applicants can apply directly through our career page. Once the applicant has clicked the "apply" button, the applicant will be prompted to either sign in to their existing profile or will have to create one, at which time they can apply for the position.

Step 3 – The Examination

There are two main types of examinations for the application process: Application Evaluation and a Training and Experience Exam. Less commonly used exams consist of an Oral Board Exam or a Written Exam. In the Application Evaluation exam, the recruiter evaluates the application for meeting qualifications for the position. In the Training and Experience exam, the applicant answers a set of rated questions on the announcements and the recruiter determines if minimum qualifications are met for the position, then scores the questions and assigns ranks to each applicant.

Step 4 – The Hiring List

Each applicant who meets the qualifications for the position, will be placed on the hiring list that is given to the hiring agency. If the announcement required a Training and Experience Exam, the applicant would be placed on the hiring list in a ranked order. This is also where the residency points are added and where the veterans' preference points are considered.

Step 5 – The Eligible Bank List

Each applicant who applied for a position and met all qualifications is subsequently placed on a hiring list for the current position and will also be placed in a bank list for future vacancies for that same position/class. The bank list is simply a pool of all qualified applicants who applied for the position. Applicants placed in the bank list maintain eligibility for one year. A bank list can be used as a hiring list by agencies in lieu of posting a recruitment. However, if a recruitment is posted this means that a bank list was not utilized so an applicant would need to apply.

Step 6 – The Interview

Once a hiring list has been issued, the agency will begin the interview process. Anyone whose name appears on the hiring list may be considered for an interview. For a recruitment/bank list that does not require a Training and Experience exam, and that has more than five eligible applicants, the agency must attempt to contact at least five applicants on the list. For a recruitment/bank list that does not require a Training and Experience exam and that has less than five eligible applicants, the agency must attempt to contact all of the applicants on the list. For a recruitment/bank list that requires a Training and Experience exam, the agency must contact at least five applicants who were in the top ten ranks.

Step 7 – The Job Offer

Upon completing the interview process, the hiring agency will extend an offer of employment to the applicant they feel best meets the needs of the position and the agency. Once the applicant accepts the job offer and is moved to the onboarding process, the hiring process is complete.