

Steps for Recruitment and Hiring to Comply with the FCC's EEO Rules and Policies for KVNO-FM.

Adoption of Program, Outreach and Prong One.

Create/Update Job Description

- Job descriptions should be reviewed and updated each time a position is requested for hire.
- Existing Job Descriptions for replacement requisitions can be found in the PeopleAdmin Position Management Module by searching for the position number.
- Instructions for creating and modifying job descriptions can be found at this link: [Classification and Compensation](#)
- After the job description is finished and all changes are made, submit to the Compensation Team in Human Resources for review and market pricing analysis.
- The Compensation Team will review, complete the job description and move it to approved status to be used for requisitions.

Create Requisition

- Copy the relevant sections of the job description into the requisition form in PeopleAdmin
 - [PeopleAdmin User Guide 05252023.pdf](#)
 - It is strongly recommended to list a salary range in the “Pay Information” section.
List the minimum of the recommended range to the highest amount budgeted for the position.
 - Format should list /hour or /year (eg: \$15/hour or \$50,000/year)
 - Listing “negotiable”, “based on experience” or “commensurate with...” is strongly discouraged.

Mission Critical Position Requests

- Requisitions will be sent through the approval workflow in PeopleAdmin.
- Requisitions must be approved at all levels, including Senior Executive Leadership prior to posting and advertising.
- Requisitions must be approved in PeopleAdmin. Requisitions will not be approved outside the system.

Draft > Initiator > Department Head > Dean (if applicable) > Academic Budget (if applicable) > UNO Budget > Division Approval > Leadership Review > Human Resources

Position is posted

- Once approved, the Talent Acquisition team will post and advertise positions in consultation with the Hiring Manager. All positions must be posted for a minimum of seven (7) calendar days before the committee/hiring manager can begin reviewing applications.

- The KVNO hiring manager will let the UNO Employment Office know of any additional advertising needs. The Employment Office will post all formal advertisements (ads) that do not require a professional association membership. The Employment Office will issue Ad Copy for KVNO's use in placing ads on websites used by professional associations and social media ads. All Full-Time Open Positions at KVNO are advertised in national and regional publications or websites *to ensure the broadest possible outreach*. KVNO is responsible for all advertising expenses.
- All members of the search committee are required by policy to complete Staff Search Process training prior to participating in the search process.
 - Training can be found at this link: [LINK](#)
- All applications will be screened for minimum qualifications by Human Resources. Only applications that meet the minimum qualifications will be sent forward to the committee/hiring authority.
- The search committee/hiring authority should review applications to determine who to interview. Criteria and decisions should be documented on the [Applicant Review Log 08202021.pdf](#).
- Applicants for interview must be sent forward to the "Request for Interview" workflow state in peopleadmin. The Manager for Talent Acquisition will review your applicant pool to ensure there is diversity in the pool. An email will be sent when interviews are approved.

Conduct Interviews

- [Interview Guide UPDATED 12112023.pdf](#)
- [Interview Rubric Template 07082021.pdf](#)

Conduct Reference Checks of your Top Candidates

- Speak with current and previous employers.
- Prior to contacting references, please let the candidate know you plan to make the calls. This allows the candidate time to alert the reference to expect the call.
- [Reference Guidel UPDATED 12112023.pdf](#)

Prepare a Request for Offer

- Template form is required, found here: [LINK](#)
- Include a summary of each applicant interviewed and the non-select rationale for those not hired.
- Additional pages may be used if needed.
- Send request and notes from background check to unoemployment@unomaha.edu
- DO NOT make an offer until you have received approval from the Talent Acquisition Office.
- At the time of offer approval, the posting will be closed to further applicants.

Make a Verbal Offer

- If the offer is accepted, notify the Talent Acquisition Office.
- If the offer is declined, contact the Talent Acquisition Office to discuss next steps.
- Ensure candidate understands that the verbal offer is contingent on the background check being returned in good standing.

HR Initiates the Background Check Process

- Background checks must be performed on all new hires and all internal hires whose last background check is more than 12 months old.
- You will be notified when the background check is complete. NOTE: While background checks can come back quickly, it may also take up to 7 business days to complete the check.
- After the background check is completed, if additional testing is required, it may be initiated at this time.
- When all processes are finished, you will be notified of final approval to hire.

Issue Offer Letter and power forms/I-9

- Offer letter templates can be found here:
- [Offer Letters and Powerforms](#)
- Powerforms can be found here: [Offer Letters and Powerforms](#)
- If your new hire is international, the following link can be used to schedule an appointment to complete the I-9. <http://bit.ly/3ZaMa2d>
- If your new hire is a US citizen, the I-9 should be completed in the department, unless you have made other arrangements with HR.
- SYSTEM ACCESS CANNOT BE GRANTED BEFORE THE I-9 IS COMPLETE.
- Offer letter, Power Forms and the I-9 must be completed a minimum of seven (7) days prior to the UNO DAY 1 start date.
- Send the offer letter to Human Resources (unorecords@unomaha.edu) with the PAF.

Begin Onboarding

- I-9 and Powerform documentation must be submitted electronically to new UNO employee, then completed and returned at least ten (10) days prior to the employee's start date.
- A completed and fully signed PAF must be received in HR no later than seven (7) days prior to the new employee's start date. Send via email to (unorecords@unomaha.edu).
- PAF Template can be found here: [Hiring Form Templates](#)
- Onboarding checklist can be found here: [Hiring Form Templates](#)
- All new hires begin on Monday with UNO DAY 1 onboarding session. Schedule this start date with the Employment Office (unoemployment@unomaha.edu).

<i>TIMELINE</i>	<i>EVENT</i>														
<i>Ten (10) days prior to Employee Start Date</i>	New UNO employee completes their I-9 and Powerform documentation, submitted to them electronically.														
<i>Nine (9) to Seven (7) days prior to Employee Start Date</i>	PAF is completed and routed to Human Resources. Human Resources processes the PAF and then the NUID, NETID and Personnel Numbers are generated.														
<i>Five (5) days prior to Employee Start Date</i>	Manager receives an onboarding checklist (<i>streamlined checklist</i>) with steps to be completed prior to the new employee's first day, as well as tasks that should be completed with the new hire within the first two (2) weeks. All materials must be returned to HR for placement in the new employee's personnel file.														
<i>Friday before Employee Start Date</i>	HR Employment Team prepares welcome information, including NUID, NETID, Personnel Number, Agenda, and other critical information. Online Orientation is assigned in Bridge, with other online trainings required (B&F processes, leadership training, etc.).														
<i>Employee Start Date – First Monday of Work</i>	<table border="1"> <thead> <tr> <th>Time</th> <th>Event</th> </tr> </thead> <tbody> <tr> <td>8:45 – 9:00 AM</td> <td>New Employees gather in designated meeting room.</td> </tr> <tr> <td>9:00 AM</td> <td>Greeting by HR representative.</td> </tr> <tr> <td>9:05 AM</td> <td>HR briefing covering: <ul style="list-style-type: none"> • Firefly • Payroll and Timekeeping • Leaves • Benefits • Intro to Bridge LMS • Intro to FAST • Intro to People Are Everything recognition system </td> </tr> <tr> <td>10:00 AM</td> <td>MavTech manager helps to initiate DUO and claim Campus Tech Identity.</td> </tr> <tr> <td>10:30 AM</td> <td>Employment Team escorts new hires to Milo Bail Student Center and into MavCard Services for the purpose of having their pictures taken and MavCards Issued.</td> </tr> <tr> <td>10:45 AM – 11:00 AM</td> <td>Direct Managers meet new hires at MavCard Services to escort to work area and begin department onboarding.</td> </tr> </tbody> </table>	Time	Event	8:45 – 9:00 AM	New Employees gather in designated meeting room.	9:00 AM	Greeting by HR representative.	9:05 AM	HR briefing covering: <ul style="list-style-type: none"> • Firefly • Payroll and Timekeeping • Leaves • Benefits • Intro to Bridge LMS • Intro to FAST • Intro to People Are Everything recognition system 	10:00 AM	MavTech manager helps to initiate DUO and claim Campus Tech Identity.	10:30 AM	Employment Team escorts new hires to Milo Bail Student Center and into MavCard Services for the purpose of having their pictures taken and MavCards Issued.	10:45 AM – 11:00 AM	Direct Managers meet new hires at MavCard Services to escort to work area and begin department onboarding.
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Disposition Applicants

- Instructions for dispositioning applicants can be found here: [PeopleAdmin User Guide 05252023.pdf](#)
- All applications must be dispositioned within 30 days of an offer being accepted.

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.

All newly hired regular employees (Managerial/Professional and Office/Service) must serve a six-month original probationary period

- This probationary period is an extension of the selection process and is used to determine an employee's suitability for UNO employment.

All materials pertaining to the recruitment process must be maintained within the department's official files for a period of four years starting from the successful candidate's start date.

- These materials will be important to KVNO in the event KVNO has to respond to any legal action or inquiry in connection with the hiring process.

Prong Two.

KVNO will notify referral organizations on file that have requested information on job vacancies of each full-time employment opportunity at KVNO. Requests must be made in writing and include the necessary contact and forwarding information for verification purposes. These requests must be mailed or forwarded to the attention of KVNO Business Manager, KVNO Radio, 6001 Dodge Street, CPACS 200, Omaha Nebraska 68182. KVNO Management will also reach out to existing recruitment organizations in the community.

Documentation of above:

January 2026

Reviewed by Sherry L. Brownrigg, General Manager and Carolyn Schwinck, Business Manager

January 2025

Reviewed by Sherry L. Brownrigg, General Manager and Carolyn Schwinck, Business Manager

January 2024

Reviewed by Sherry L. Brownrigg, General Manager and Carolyn Schwinck, Business Manager

January 2023

Reviewed by Sherry L. Brownrigg, Assistant General Manager and Carolyn Schwinck, Business Manager

January 2022

Reviewed by Sherry L. Brownrigg, Assistant General Manager and Carolyn Schwinck, Business Manager

INFORM EMPLOYEES AND RECOGNIZED EMPLOYEE ORGANIZATIONS OF THE POLICY AND PROGRAM AND ENLIST THEIR COOPERATION.

[University Policies / University of Nebraska at Omaha](#) is available online for all employees. The Affirmative Action/Equal Opportunity Employer Statement is the first item under Employment Policies.

Programs offered on campus to employees. Employees notified through daily emails (Maverick Daily) and flyers. Examples follow:

- January 8, 2025 – TIAA Representative on Campus
- January 15, 2025 – Fidelity Investments Representative on Campus
- January 28, 2025 – TIAA Representative on Campus
- February 10, 2025 – Fidelity Investments Representative on Campus
- February 19, 2025 – Campus Rolls Out New Emergency Preparedness Guides Alert App
TIAA Representative on Campus
- February 21, 2025 – Lecture Series Offered by the Department of Gerontology: Denise Craft: Craft Lifestyle Management – Be in Charge...Not in Crisis
- February 27, 2025 – Reciprocity & Community Partnership in Public Humanities Research
- March 4, 2025 – UNO Experts Share Social Media Safety Tips to Protect Privacy Online
- March 14, 2025 - Lecture Series Offered by the Department of Gerontology: Anne Marcotte: ElderAccess Line – Legal issues for end-of-life planning
Biomechanics Seminar Series: Dr. Douglas Powell
- March 16, 2025 – Fidelity Investments Representative on Campus
- March 24, 2025 – TIAA Representative on Campus
- March 27, 2025 – Plan Ahead with Upcoming Educational Seminars Hosted by Human Resources: FMLA Basics
- March 31, 2025 – Fidelity Investments Representative on Campus
- April 2, 2025 – John F. Kirby to headline 2025 Chuck Hagel Forum in Global Leadership
- April 3, 2025 – Using Critical Digital Pedagogy to Critique GenAI in Higher Education
- April 8, 2025 - Plan Ahead with Upcoming Educational Seminars Hosted by Human Resources: Pre-Retirement
- April 9, 2025 – Digital Accessibility Workshop Series: Accessible Audio and Video
- April 11, 2025 - Lecture Series Offered by the Department of Gerontology: Dr. Steve Doran: Neurosurgeon, bioethicist, and Author of *To Die Well*
- April 14-18, 2025 – National Student Employment Week
- April 16, 2025 – 2025 Engaged Teaching and Learning Showcase
- April 22, 2025 - Plan Ahead with Upcoming Educational Seminars Hosted by Human Resources: Worker’s Compensation
- April 26, 2025 – Run with the Bull at Baxter Arena-philanthropic initiative focused on increasing support for women’s athletics
- May 2, 2025 – Words in Action: A Tell All The Truth Community Celebration
- May 7, 2025 – Digital Accessibility Workshop: Universal Design for Learning

May 8, 2025 – De-Stress Fest: Goats in the Garden

May 19-20, 2025 – The Human Movement Variability and Great Plains Biomechanics Conferences

May 22, 2025 - Plan Ahead with Upcoming Educational Seminars Hosted by Human Resources: Pre-Retirement
Military and Veterans Career and Resource Fair at UNO

June 11, 2025 – Digital Accessibility Workshop: Microsoft Word Accessibility

June 25, 2025 – Digital Accessibility Workshop: PowerPoint Accessibility

June 25-26, 2025 – Humanex Community and Leadership Summit at Baxter Arena

July 16, 2025 – Digital Accessibility Workshop: PDF Accessibility

July 23, 2025 – Digital Accessibility workshop: Universal Design for Learning

August 18, 2026 – On-Campus Student Jobs Fair

August 19, 2025 – Avoiding the Pitfalls of Using AI in Your Instruction and Research: Privacy, Ethics, and Copyright

August 26, 2025 – On-Campus Student Jobs Fair

September 4, 2025 – Digital Accessibility Workshop Series Schedule: Intro to Accessibility

September 11, 2025 - Digital Accessibility Workshop Series Schedule: Microsoft Word Accessibility

September 16, 2025 – The Career Connect Symposium: Career Connect brings together UNO students, faculty, staff, and local employers to highlight the value of internships and the partnerships that power them. Whether you're looking to hire, mentor, or collaborate, you'll leave inspired and connected.

September 17, 2025 – The Future of Work Symposium: The Work Revolution – Redesigning Careers with an Entrepreneurial Approach

September 25, 2025 - Digital Accessibility Workshop Series Schedule: Canvas Accessibility

October 7, 2025 – OMA x AI to Explore the Practical Power of Artificial Intelligence hosted in partnership with KANEKO.

October 9, 2025 - Digital Accessibility Workshop Series Schedule: PowerPoint Accessibility

October 16, 2025 – UNO Overview Session on Navigating Microsoft 365 Applications
UNO SharePoint Overview Training

October 17, 2025 – UNO Overview Session on Navigating Microsoft 365 Applications
UNO SharePoint Overview Training
UNO One Drive Overview Training
Biomechanics Seminar Series: Tarkeshwar Singh
Annual Title IX Training and Renewal - sexual violence prevention and awareness training program in partnership with Catharsis Productions

October 18, 2025 – UNO Teams Overview Training

October 20, 2025 – UNO Overview Session on Navigating Microsoft 365 Applications
UNO SharePoint Overview Training

- UNO Teams Overview Training
 Procure-to-Pay Supplier Showcase
 October 21, 2025 – UNO Overview Session on Navigating Microsoft 365 Applications
 UNO SharePoint Overview Training
 UNO One Drive Overview Training
 October 23, 2025 - Digital Accessibility Workshop Series Schedule: Accessible Audio and Video
 October 24, 2025 – Biomechanics Research Building Open House
 October 28, 2025 – Is AI Luring Everyone into a “Middle Intelligence Trap”?
 October 31, 2025 – 13th Annual Chuck Powell Memorial Lecture
 November 6, 2025 – Health and Wellness Fair – Students, Faculty, Staff Members, and Alumni
 Digital Accessibility Workshop Series Schedule: PDF Accessibility
 November 7, 2025 – Dr. Karl Kosloski Memorial Lecture on Caregiving
 Biomechanics Seminar Series: Rashelle Hoffman
 November 8-14, 2025 – Salute to Veterans Week
 November 11-15, 2025 – Staff Appreciation Week
 November 13, 2025 - Digital Accessibility Workshop Series Schedule: Universal Design for Learning
 November 19, 2025 – Balancing AI and Environmental Concerns
 December 5, 2025 – Faculty and Staff First Fridays – Campus Recreation and Wellness provide free access to Rec Well facilities and programs.
 December 10, 2025 – ORCA Open Writing Sessions Grant Proposals
 January 8, 2026 – TIAA Representative on campus
 January 14, 2026 – ORCA Open Writing Sessions Grant Proposals
 January 15, 2026 – Read to Grow Your Skills? UNO’s Faculty and Staff Training (FAST) Program supports lifelong learning and career growth, helping you lead, collaborate, and innovate in a rapidly changing world. Includes: Leadership development workshops, Professional process training, Wellness and well-being sessions. Presentations by UNO subject-matter experts.
 Fidelity Representative on campus.
 January 21, 2026 – The Coaching Collaborative – resource for faculty and staff that supports their efforts related to student engagement, retention, and success. Benefits include helping people set and achieve goals, support skill development and work through workplace challenges.

University departments such as Criss Library, Sponsored Programs and Research, Accounting Services, and Information Technology Services frequently announce free training programs for employees that will update and enhance skills.

UNO Manager/Supervisor Training

Supervisory Training was incorporated into the Bridge Learning courses offered on campus with UNMC. Examples include Corrective Action Plans, Coaching for Leaders, Legal Aspects of Management, Reality-based Leadership, and Performance Management.

New Employee Orientations

New employee orientations were held most Mondays in 2025.

Faculty and Staff Training (FAST)

Faculty and staff participate in this training via the Bridge Learning Management System. Training is open access/self-paced. Most of 2025 training focused on wellness, also included policy training.

Mandatory Compliance Training

As part of the process defined by the University of Nebraska, all members of our search committees are required to take part in search committee training (every two years) that ensures equal employment opportunity and prevents discrimination. All faculty and staff members are expected/required to complete *Title IX Training (formerly Report = Support) through the University of Nebraska's Learning Management System – Bridge on an annual basis*. All KVNO student workers have also completed *Title IX Training (formerly U Got This!)*.

COMMUNICATE THE POLICY AND PROGRAM AND ITS EMPLOYMENT NEEDS TO SOURCES OF QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, OR SEX AND SOLICIT RECRUITMENT ASSISTANCE.

Documentation:

“The University of Nebraska at Omaha and KVNO are equal opportunity employers. If you would like to learn about job opportunities at KVNO, please see our web page, KVNO.org.”

Per counsel, KVNO does not need to air an EEO statement on-air unless airing vacancy announcements.

From: Brad Deutsch <brad.deutsch@foster.com>
Sent: Wednesday, January 7, 2026 2:33 PM
To: Sherry Brownrigg <slbrownrigg@unomaha.edu>
Subject: RE: Two questions

Hi Sherry, and Happy New Year!

1. Do we still have an obligation to air an EEO statement on-air? Something along the lines that we are an equal opportunity employer and find job openings on our website? I can't seem to find concise info on that.
 1. Unless you are airing vacancy announcements, there is no need to air an EEO statement. If you air vacancy announcement, you should add an EEO statement at the end of each announcement.

Brad

Brad Deutsch
(he/him)
Office Managing Director and Principal

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CONDUCT A CONTINUING PROGRAM TO EXCLUDE PREJUDICE AND DISCRIMINATION FROM PERSONNEL POLICIES, PRACTICES, AND WORKING CONDITIONS

In 2025 KVNO:

KVNO employees on search committees completed training related to search processes and hiring procedures.

In 2025 UNO:

UNO provides sexual harassment training to all faculty, staff, and students on an annual basis through the University of Nebraska's Learning Management System – Bridge.

In 2024 KVNO:

Continues to adhere to the Corporation for Public Broadcasting stipulation requiring all KVNO staff members (full and part-time), student workers, and unpaid interns to have earned certification as having completed their Harassment and Bias Prevention Training on a yearly basis.

KVNO's Business Manager completed UNO Staff Search Processes Training, and Specific Staff Hiring Procedures on December 17, 2024. This training is to be completed every two years.

In 2024 UNO:

UNO provides sexual harassment training to all faculty, staff, and students on an annual basis through the University of Nebraska's Learning Management System – Bridge. Additionally, training was offered through the Center for Faculty Excellence, Human Resources, and on demand; regularly focusing on university policy, expected reporting requirements, and classroom considerations.

In 2023 KVNO:

Continues to adhere to the Corporation for Public Broadcasting stipulation requiring all KVNO staff members (full and part-time), student workers, and unpaid interns to have earned certification as having completed their Harassment and Bias Prevention Training on a yearly basis.

In 2023 UNO:

UNO provides sexual harassment training to all faculty, staff, and students on an annual basis through the University of Nebraska's Learning Management System – Bridge.

- Several Trainings offered to UNO include but not limited to:
- Fast trainings:
 - Organization, trauma informed teaching, health relationships, confronting bullies and conflict management as well as a panel discussion on disabilities and disabled folks in the workplace.
- Campus Resources include but not limited to:
 - Health and Wellness Coaching

Faculty and Staff Employee Assistance Program (FSEAP)
Ombuds Services
Department of Public Safety
Military and Veteran Services

In 2022 KVNO:

Continues to adhere to the Corporation for Public Broadcasting stipulation requiring all KVNO staff members (full and part-time), student workers, and unpaid interns to have earned certification as having completed their Harassment and Bias Prevention Training on a yearly basis.

KVNO's Music Director search committee included a DEIA advocate as an external member. The Music Director was hired March 7, 2022.

In 2022 UNO:

UNO provides sexual harassment training to all faculty, staff, and students on an annual basis through the University of Nebraska's Learning Management System – Bridge. Additionally, Title IX personnel offer training through the Center for Faculty Excellence regularly focusing on expected reporting requirements and Title IX classroom considerations.

- Several Trainings offered to UNO include but not limited to:
- Fast trainings:
 - Mental Health Awareness for Leaders
 - Practical Tips for Designing Accessible Courses
 - Microaggression Awareness Program
- Campus Resources include but not limited to:
 - Health and Wellness Coaching
 - Faculty and Staff Employee Assistance Program (FSEAP)
 - Ombuds Services
 - Department of Public Safety
 - Military and Veteran Services

CONDUCT A CONTINUING REVIEW OF JOB STRUCTURE AND EMPLOYMENT PRACTICES AND ADOPT RECRUITMENT, JOB DESIGN, AND OTHER MEASURES NEEDED TO ENSURE EQUALITY OF OPPORTUNITY TO PARTICIPATE FULLY IN ALL ORGANIZATIONAL UNITS, OCCUPATIONS, AND LEVELS OF RESPONSIBILITY.

1/31/2022

Procedures reviewed by Assistant General Manager and Business Manager.

1/30/2023

Procedures reviewed by Assistant General Manager and Business Manager.

1/31/2024

Procedures reviewed by General Manager and Business Manager.

1/31/2025

Procedures reviewed by General Manager and Business Manager.

1/30/2026

Procedures reviewed by General Manager and Business Manager.