

**EHRA Non-Faculty Employee Hiring  
Step by Step Procedure**

EHRA Non-Faculty positions are broadly divided into two categories: Instructional, Research and Public Service ([IRPS](#)) and Senior Academic and Administrative Officers ([SAAOs](#)). Temporary EHRA Non-Faculty appointments are limited to 18 months

<b>Step</b>	<b>Action</b>	<b>Responsible Party</b>	<b>Duration</b> (business days)
1	For existing positions: review current position description and update if necessary. Appoint Search Committee. Identify administrative support for recruitment	Hiring Manager	
2	Initiate <a href="#">Infoporte</a> request using "Create Position" request type for new position or "New employment" request type for existing position. Select appropriate "Employee Action" route  Provide following information in comments: <ul style="list-style-type: none"> <li>• Working title</li> <li>• Hiring supervisor</li> <li>• Number of work hours per week</li> <li>• Proposed start date</li> <li>• Duration of appointment (for temporary positions only)</li> <li>• <a href="#">Hiring salary range</a></li> <li>• Funding source(s)</li> <li>• Recruitment waiver justification and candidate's CV (if applicable)</li> </ul> <ul style="list-style-type: none"> <li>• Required and optional application documents (e.g. CV, cover letter, list of references)</li> <li>• List of search committee members</li> <li>• List of external advertising sources (if applicable)</li> <li>• Visa requirements (if applicable)</li> </ul> <p>Attach new/updated position description: a) position summary, b) principal functions (with percentage of effort assigned to each duty) and c) education and experience requirements.</p>	Hiring Manager or Designee	At least 3 months in advance  (7 months in advance if visa is required)
3	Routes request through offices for approval	Infoporte	3-5 days
4	Notify IT and Facilities of any computer and facility needs	Hiring Manager	In advance of hire date
5	For new positions and changes to existing positions: Review and finalize position description. Submit add/update position action in ConnectCarolina	HR Consultant	3-10 days
6	ConnectCarolina action routes through offices for approval	ESOP HR/Budget OHR	3-5 days
7	Submit posting or recruitment waiver in PeopleAdmin	HR Consultant	3-5 days
8	Vacancy is reviewed, approved and posted to UNC recruitment website: <a href="https://unc.peopleadmin.com/">https://unc.peopleadmin.com/</a> for minimum of 14 calendar days	ESOP HR OHR	3-5 days
9	<u>Waivers only</u> : Notify Hiring Manager when recruitment waiver is approved. Skip to step 14	HR Consultant	1-3 days
10	Review applications in PeopleAdmin ( <a href="https://unc.peopleadmin.com/hr">https://unc.peopleadmin.com/hr</a> ), record <u>non-selection reasons</u> for unsuccessful candidates. Provide interview selections to HR Consultant for approval. Candidates should not be contacted until approval received from OHR	Search Committee Hiring Manager	5-10 days
11	Candidate pool selected for interview submitted in PeopleAdmin ("interim review"), reviewed and approved by ESOP HR and OHR. Subsequent interim reviews may need to be submitted if additional candidates of interest apply.	HR Consultant ESOP HR OHR	5-10 days
12	Schedule and interview candidates, determine finalists	Search Committee Hiring Manager	5-15 days

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13	Conduct reference check (at least two references) for final candidate(s) ( <a href="#">Reference Check Form</a> ). Notify finalist that s/he is "preferred candidate". Notify HR Consultant of preferred candidate, provide proposed salary/start date and selection justification. Provide <a href="#">non-selection reasons</a> for unsuccessful candidates	Hiring Manager	3-5 days
14	If visa is required: Contact Visa Specialist to initiate <a href="#">visa application process</a> at least 5 months in advance of hire date (for J-1 visas)	Hiring Manager or Designee	5 months prior to hire date
15	Initiate background check and degree verification	HR Consultant	1-3 days
16	Provide background check authorization information at <a href="https://www.castlebranch.com">https://www.castlebranch.com</a>	New Hire	1-10 days
17	Process and return background check / degree verification results	OHR	5-15 days*
18	Prepare and submit hiring proposal in PeopleAdmin	HR Consultant	1-3 days
19	Review and approve hiring proposal	OHR	1-3 days
20	Notify Hiring Manager that hire is approved	HR Consultant	1-3 days
21	Extend formal offer to candidate and confirm start date	Hiring manager	3-5 days
22	Prepare appointment letter utilizing <a href="#">Permanent Appointment EHRA NF template letter</a> or <a href="#">Temporary Appointment EHRA NF template letter</a> and obtain Hiring Manager's and Divisional Chair's signature (if applicable)	Divisional EA/AA or Hiring Manager	3-5 days
23	Send appointment letter, <a href="#">AP-2</a> (Recommendation for Personnel Action), and <a href="#">AP-2a</a> (Conditions of Employment) form to New Hire.	HR Consultant	2-3 days
24	Return signed acceptance letter, AP-2 and AP-2a forms to HR Consultant	New Hire	3-14 days
25	Submit new hire action in ConnectCarolina. Update applicant statuses in PeopleAdmin. Transition hiring proposal to "offer accepted" and posting to "filled/waiver complete"	HR Consultant	2-3 days and 2 weeks prior to hire date
26	New hire action is reviewed and approved in ConnectCarolina	ESOP HR/Finance OHR	3-5 days
27	Schedule <a href="#">UNC new hire</a> orientation	OHR	1-3 days
28	Send welcome email to new hire. Schedule first day appointment. Provide PID to Hiring Manager.	HR Consultant	1-3 days
29	Create <a href="#">UNC ONYEN</a> and password. Review new employee onboarding information at <a href="#">ESOP FAO website</a>	New Hire	1 week prior to hire date
30	Meet with HR Consultant on or before date of hire to comply with I-9 regulations and finalize appointment paperwork (temporary positions only). Check-in with Office of International Student and Scholar Services (foreign nationals only).	New Hire	On or before hire date
31	Attend UNC new hire orientation (permanent positions only)	New Hire	On 1 <sup>st</sup> day

\*Approval of the starting salary may take longer for candidates employed by UNC system if it results in a salary increase