

**Hiring SHRA Permanent Employees
Step by Step Procedure**

Step	Action	Responsible Party	Duration (business days)
1	For existing positions: review current position description and update if necessary (Position Description Form Instructions) Appoint Search Committee (with minority and female representation). Identify administrative support for recruitment.	Hiring Manager	
2	Initiate Infoporte request. For new positions: select "Create position" request type and appropriate "Employee Action" route. Attach completed Position Description Form and PeopleAdmin Position Posting Worksheet . For existing positions: select "New employment" request type and appropriate "Employee Action" route. Attach updated position description (if applicable) and completed PeopleAdmin Position Posting Worksheet . Provide salary funding source (CFS) and list external advertising sources (if applicable).	Hiring Manager or Designee	At least 10 weeks in advance
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, obtain signatures, and submit add/update position action in ConnectCarolina. Note to supervisors: new position creation and substantial changes to existing positions requires pre-approval from OHR and will lengthen the anticipated timeline.	HR Consultant	3-10 days
6	ConnectCarolina action routes through offices for approval.	ESOP HR/Budget OHR	3-5 days
7	Submit posting in PeopleAdmin.	HR Consultant	3-5 days
8	Vacancy is reviewed, approved and posted to UNC recruitment website: https://unc.peopleadmin.com/ for minimum of 5 business days.	OHR	3-5 days
9	Review applications in PeopleAdmin (https://unc.peopleadmin.com/hr), record non-selection reasons for unsuccessful candidates. Provide interview selections to HR Consultant for approval. Be mindful of candidates who qualify for Veteran's Preference or are lay-off priority candidates. <u>Candidates should not be contacted until approval received from OHR.</u>	Search Committee Hiring Manager	3-7 days
10	Submit candidate pool selected for interview in PeopleAdmin ("interim review") where it will be reviewed and approved by OHR.	HR Consultant OHR	3-7 days
11	Schedule and interview candidates.	Search Committee Hiring Manager	5-10 days
12	Initiate Qualtrics survey for Search Committee to provide feedback following interviews. Provide results to Hiring Manager.	HR Consultant Search Committee	1-3 days

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13	Conduct reference check (at least two references) for final candidate(s) (Reference Check Form). Notify finalist that s/he is "preferred candidate." Notify HR Consultant of preferred candidate, provide proposed salary/start date and selection justification. Provide non-selection reasons for unsuccessful candidates.	Hiring Manager	3-5 days
14	Initiate background check and degree verification. Update applicant statuses in PeopleAdmin. Prepare and submit hiring proposal in PeopleAdmin.	HR Consultant	1-3 days
15	Provide background check authorization information at https://www.castlebranch.com/cmi/	New Hire	1-10 days
16	Process background check and verify degree. Review and approve hiring proposal. Extend formal offer to candidate and confirm start date. Register candidate for UNC new hire orientation.	OHR	5-15 days*
17	Notify Hiring Manager that hire is approved and provide PID. Submit new hire action in ConnectCarolina. Add to new hires/terms list.	HR Consultant	2-3 days and 2 weeks prior to hire date
18	Create UNC ONYEN and password.	New Hire	1 week prior to hire date
19	Attend UNC new hire orientation.	New Hire	1 st work day
20	Complete new user form and Confidentiality Statement and submit to IT	Hiring Manager or Designee	Within 3 days of hire
21	View the ESOP new employee orientation and other new employee resources online at https://faopharmacy.unc.edu/human-resources/new-employees/	New Hire	Within 4 weeks of hire

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