

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

<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 ( <a href="#">Position Description Form Instructions</a> ) 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 <a href="#">Position Description Form</a> and <a href="#">PeopleAdmin Position Posting Worksheet</a> .  For existing positions: select "New employment" request type and appropriate "Employee Action" route. Attach updated position description (if applicable) and completed <a href="#">PeopleAdmin Position Posting Worksheet</a> .  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.  <b>Note to supervisors:</b> 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: <a href="https://unc.peopleadmin.com/">https://unc.peopleadmin.com/</a> for minimum of 5 business days.	OHR	3-5 days
9	Review applications in PeopleAdmin ( <a href="https://unc.peopleadmin.com/hr">https://unc.peopleadmin.com/hr</a> ), record <a href="#">non-selection reasons</a> 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.  <b><u>Candidates should not be contacted until approval received from OHR.</u></b>	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 <a href="#">Qualtrics survey</a> 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) ( <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	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 <a href="https://www.castlebranch.com/cmi/">https://www.castlebranch.com/cmi/</a>	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 <a href="#">UNC ONYEN</a> and password.	New Hire	1 week prior to hire date
19	Attend UNC new hire orientation.	New Hire	1 <sup>st</sup> work day
20	Complete <a href="#">new user form</a> and <a href="#">Confidentiality Statement</a> 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 <a href="https://faopharmacy.unc.edu/human-resources/new-employees/">https://faopharmacy.unc.edu/human-resources/new-employees/</a>	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