

**Postdoc Hiring
Step by Step Procedure**

Step	Action	Responsible Party	Duration (business days)
1	Initiate Infoporte request using "Create Position" request type. Select appropriate "Postdoc Action" route. Attach completed PeopleAdmin Postdoctoral Position Posting Worksheet Provide salary source.	Hiring Manager or Designee	At least 8 weeks in advance (4-6 months in advance if visa is required, depending on type of visa)
2	Routes request through offices for approval	Infoporte	3-5 days
3	Notify IT and Facilities of any computer and facility needs	Hiring Manager	In advance of hire date
4	Submit posting or recruitment waiver in PeopleAdmin	HR Consultant	3-5 days
5	Vacancy is reviewed, approved and posted to UNC recruitment website: https://unc.peopleadmin.com/	Office of Postdoctoral Affairs and EEO/ADA	minimum of 3 calendar days
6	<u>For waivers only</u> : Notify Hiring Manager when recruitment waiver is approved. Skip to step 9	HR Consultant	1-3 days
7	Review applications in PeopleAdmin (https://unc.peopleadmin.com/hr), conduct interviews, and determine finalist(s). "Interim review" not required.	Hiring Manager Search Committee	3-15 days
8	Conduct reference check (at least two references) for final candidate(s) (https://hr.unc.edu/managers/hiring/selecting). Notify finalist that s/he is "preferred candidate". Notify HR Consultant of preferred candidate, provide proposed salary and start date	Hiring Manager Search Committee	3-5 days
9	If visa is required: Contact Visa Specialist to initiate visa application process at least 4-6 months in advance of hire date (depending on type of visa)	Hiring Manager or Designee	4-6 months prior to hire date
10	Initiate background check and degree verification no more than 90 days in advance of proposed hire date.	HR Consultant	1-3 days
11	Provide background check authorization information at https://www.castlebranch.com/	New Hire	1-10 days
12	Process and return background check / degree verification results	OHR	3-10 days
13	Prepare and submit hiring proposal in PeopleAdmin once background check results are received	HR Consultant	1-3 days
14	Selection and Hiring Proposal is reviewed and approved	Office of Postdoctoral Affairs and EEO/ADA	3-5 days
15	Notify Hiring Manager that hire is approved	HR Consultant	1-3 days

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16	Extend formal offer to candidate and confirm start date	Hiring manager	3-5 days
17	Prepare appointment letter http://faopharmacy.unc.edu/human-resources/hiring and obtain Hiring Manager's and Associate Dean for Research's signature (research focused appointments only)	Divisional EA/AA or Hiring Manager	3-5 days
18	Send appointment letter and AP2s (Conditions of Employment) form to New Hire. Schedule first day appointment. Provide PID to Hiring Manager. Notify employee of ESOP's online orientation and Office of Postdoc Affairs next orientation	HR Consultant	2-3 days
19	Return signed acceptance letter and AP2s to HR Consultant	New Hire	3-14 days
20	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
21	Create UNC ONYEN https://improv.itsapps.unc.edu/ and password	New Hire	1 week prior to hire date
22	Meet with HR Consultant on or before date of hire to comply with I-9 regulations and finalize appointment paperwork. Check-in with Office of International Student and Scholar Services (foreign nationals only).	New Hire	On or before hire date
23	Complete the New User Form and Confidentiality Statement and submit to IT: http://faopharmacy.unc.edu/it/forms/	Hiring Manager / Designee	Within 5 days of hire