EHRA Non-Faculty positions are broadly divided into two categories: Instructional, Research and Public Service ([IRPS](https://hr.unc.edu/employees/policies/ehra-non-faculty-policies/classification/ehra-positions/ehra-instructional-research-public-service/)) and Senior Academic and Administrative Officers ([SAAOs](https://hr.unc.edu/employees/policies/ehra-non-faculty-policies/classification/ehra-positions/ehra-senior-saao/)). Temporary EHRA Non-Faculty appointments are limited to18 months

|  |  |  |  |
| --- | --- | --- | --- |
| **Step** | **Action** | **Responsible Party** | **Duration**(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 [Infoporte](https://infoporte.unc.edu) request using “Create Position” request type for new position or “New employment” request type for existing position. Select appropriate “Employee Action” routeProvide following information in comments:

|  |  |
| --- | --- |
| * Working title
* Hiring supervisor
* Number of work hours per week
* Proposed start date
* Duration of appointment (for temporary positions only)
* [Hiring salary range](https://faopharmacy.unc.edu/human-resources/compensation/)
* Funding source(s)
* Recruitment waiver justification and candidate’s CV (if applicable)
 | * Required and optional application documents (e.g. CV, cover letter, list of references)
* List of search committee members
* List of external advertising sources (if applicable)
* Visa requirements (if applicable)
 |

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. | Hiring Manager or Designee | At least3 monthsin advance(7 monthsin 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/BudgetOHR | 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: <https://unc.peopleadmin.com/> for minimum of 14 calendar days |  ESOP HROHR | 3-5 days |
| 9 | Waivers only: Notify Hiring Manager when recruitment waiver is approved. Skip to step 14 | HR Consultant | 1-3 days |
| 10 | Review applications in PeopleAdmin (<https://unc.peopleadmin.com/hr>), record [non-selection reasons](https://faopharmacy.unc.edu/files/2017/09/Misc_PeopleAdmin-Non-Selection-Reasons.docx) for unsuccessful candidates. Provide interview selections to HR Consultant for approval. Candidates should not be contacted until approval received from OHR | Search CommitteeHiring 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 ConsultantESOP HROHR | 5-10 days |
| 12 | Schedule and interview candidates, determine finalists | Search CommitteeHiring Manager | 5-15 days |
| 13 | Conduct reference check (at least two references) for final candidate(s) ([Reference Check Form](https://hr.unc.edu/files/2017/10/Reference-Check-Form-10-05-2017.doc)). 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](https://faopharmacy.unc.edu/files/2017/09/Misc_PeopleAdmin-Non-Selection-Reasons.docx) for unsuccessful candidates | Hiring Manager | 3-5 days |
| 14 | If visa is required: Contact Visa Specialist to initiate [visa application process](https://faopharmacy.unc.edu/human-resources/visas/) at least 5 months in advance of hire date (for J-1 visas) | Hiring Manager or Designee | 5 monthsprior to hire date |
| 15 | Initiate background check and degree verification | HR Consultant | 1-3 days |
| 16 | Provide background check authorization information at <https://www.castlebranch.com>  | 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 [Permanent Appointment EHRA NF template letter](https://hr.unc.edu/files/2017/09/EHRA-Non-Faculty-Contingent-Offer-Letter-For-Use-on-or-after-9.1.2017.docx) or [Temporary Appointment EHRA NF template letter](https://hr.unc.edu/files/2017/08/EHRA-Non-Faculty-Temporary-Employee-New-Appointment-Letter-Template.doc) 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, [AP-2](https://hr.unc.edu/files/2017/05/AP-2-EHRA-Jan-2016.doc) (Recommendation for Personnel Action), and [AP-2a](https://hr.unc.edu/files/2017/05/AP2A-Sept-2017.doc) (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 and2 weeks prior to hire date |
| 26 | New hire action is reviewed and approved in ConnectCarolina | ESOP HR/FinanceOHR | 3-5 days |
| 27 | Schedule [UNC new hire](http://new.unc.edu/new-employee-orientation/) 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 [UNC ONYEN](https://improv.itsapps.unc.edu/) and password. Review new employee onboarding information at [ESOP FAO website](https://faopharmacy.unc.edu/human-resources/new-employees/) | 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 1st day |

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