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| **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](http://research.unc.edu/files/2013/06/PeopleAdmin-Postdoc-Posting-Worksheet-07.14.2014.doc) 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 | For waivers only: 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) ([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 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 |
| 16 | Extend formal offer to candidate and confirm start date | Hiring manager | 3-5 days |
| 17 | Prepare [appointment letter](https://faopharmacy.unc.edu/files/2015/05/Letter_Postdoc-Appointment.doc) 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](https://academicpersonnel.unc.edu/files/2016/11/AP-2S.docx) (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 | New hire action is reviewed and approved in ConnectCarolina | ESOP HR/Finance  OHR | 3-5 days |
| 22 | Send welcome email to new hire. Schedule first day appointment. Provide PID to Hiring Manager. | HR Consultant | 1-3 days |
| 23 | 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 |
|  | 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 |
|  | Attend UNC [postdoc orientation](https://apps.research.unc.edu/events/index.cfm?event=events.browseEvents&searchEventCriteria=&Sponsor_id=9&r=1386352864543) | New Hire | Within 30 days of hire |