|  |  |  |  |
| --- | --- | --- | --- |
| **Step** | **Action** | **Responsible Party** | **Duration**(business days) |
| 1 | For existing positions: review current position description and update if necessary ([Position Description Form Instructions](https://hr.unc.edu/files/2017/08/Instructions-for-Completion-of-the-Career-Banding-Position-Description-Form-PD-102-CB.pdf)) Appoint Search Committee (recommend diversity 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](https://hr.unc.edu/files/2017/11/Position-Description-Form_Revised-5-23-16-3.doc) and [PeopleAdmin Position Posting Worksheet](http://hr.unc.edu/files/2017/08/PeopleAdmin-Position-Posting-Worksheet-07312017.doc).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](http://hr.unc.edu/files/2017/08/PeopleAdmin-Position-Posting-Worksheet-07312017.doc).Provide salary funding source (CFS) and list external advertising sources (if applicable). | Hiring Manager or Designee | At least 10 weeksin 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. Note to hea | HR Consultant | 3-10 days |
| 6 | ConnectCarolina action routes through offices for approval. | ESOP HR/BudgetOHR | 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](https://faopharmacy.unc.edu/files/2017/09/Misc_PeopleAdmin-Non-Selection-Reasons.docx) 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.**Candidates should not be contacted until approval received from OHR.** | Search CommitteeHiring 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 ConsultantOHR | 3-7 days |
| 11 | Schedule and interview candidates.  | Search CommitteeHiring Manager | 5-10 days |
| 12 | Initiate [Qualtrics survey](https://software.unc.edu/qualtrics/) for Search Committee to provide feedback following interviews. Provide results to Hiring Manager. | HR ConsultantSearch Committee | 1-3 days |
| 13 | Conduct reference check (at least two references) for final candidate(s) ([Reference Check Form](http://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 | 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 and2 weeks priorto hire date |
| 18 | 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 |
| 19 | Attend UNC new hire orientation. | New Hire | 1st work day |

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