This workflow describes the process for hiring employees into temporary (0.5 FTE or less) salaried clinical, research, and adjunct faculty appointments

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| **Step** | **Action** | **Responsible Party** | **Duration**  (business days) |
| 1 | Initiate Infoporte request using “New employment” request type. Select appropriate “Employee Action” route  Provide following information in comments or as attachment:   |  |  | | --- | --- | | * Faculty track, rank and working title * Proposed start date and duration of appointment * Proposed FTE and salary range * Funding source(s) * Position description and qualifications requirements * Required and optional application documents (e.g. CV, cover letter, research statement, list of references) | * List of Search Committee members (at least three, include women and minorities) * List of external advertising sources (if applicable) * Posting period (minimum 3 calendar days) * Recruitment waiver justification and candidate’s CV (if applicable) * Visa requirements (if applicable) | | Hiring Manager  or Designee | At least  10 weeks in advance of hire date |
| *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/>. Minimum posting period is 3 calendar days | EEO | 1-3 days |
| 6 | Waivers only: Notify Hiring Manager when recruitment waiver is approved. Apply on behalf of waiver candidate. Skip to step 10 | 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 | Appointment approved at divisional faculty and Full Professors meeting (if applicable) | Division Chair  or Designee | 2-6 weeks |
| 10 | If visa is required: Contact Visa Specialist to initiate visa application process at least 5 months in advance of hire date (for J-1 visas) | Hiring Manager  or Designee | 5 months  prior to hire date |
| 11 | Send [AP2](https://hr.unc.edu/files/2017/05/AP-2-EHRA-Jan-2016.doc) (Recommendation for Personnel Action), [AP2a](https://academicpersonnel.unc.edu/files/2016/02/AP-2a-Faculty-Appointee-Certifications-and-Conditions-of-Employment-rev-1.8.2016.doc) (Conditions of Employment) form to candidate. Initiate background check and degree verification no more than 90 days in advance of hire date | HR Consultant | 1-3 days |
| 12 | Return completed AP2, AP2a and CV to HR Consultant. Provide background check authorization information at [www.certifiedbackground.com](http://www.certifiedbackground.com) | New Hire | 3-10 days |
| 13 | Process and return background check / degree verification results | OHR | 3-10 days |
| 14 | Prepare and approve hiring proposal in PeopleAdmin once background check results are received. Notify Hiring Manager that hire is approved | HR Consultant | 1-3 days |
| 15 | Extend formal offer to candidate and confirm start date | Hiring manager | 3-5 days |
| 16 | Prepare [letter of recommendation to Provost](https://faopharmacy.unc.edu/files/2016/10/Letter_Fixed-Term-Faculty-Appointment_Chair-Dean-to-Provost-2.docx) and [appointment letter to employee](https://faopharmacy.unc.edu/files/2016/10/Letter_Fixed-Term-Faculty-below-.51FTE_Dean-to-Employee.doc), obtain division Chair’s signature, and send to HR Consultant | Division Chair  EA/AA | 3-4 days |
| 17 | Obtain Dean’s signature on Provost recommendation, appointment letter and AP2 form. 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  Dean’s Office | 3-7 days |
| 18 | New hire action is reviewed and approved in ConnectCarolina | ESOP HR/Finance  OHR, Provost | 3-5 days |
| 19 | Send welcome email to new hire with appointment letter. Schedule first day appointment. Provide PID to Hiring Manager. | HR Consultant | 1-3 days |
| 20 | 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 |
| 21 | 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 |