Permanent EPA Non-Faculty Workflows
*Revised as of March 5, 2013
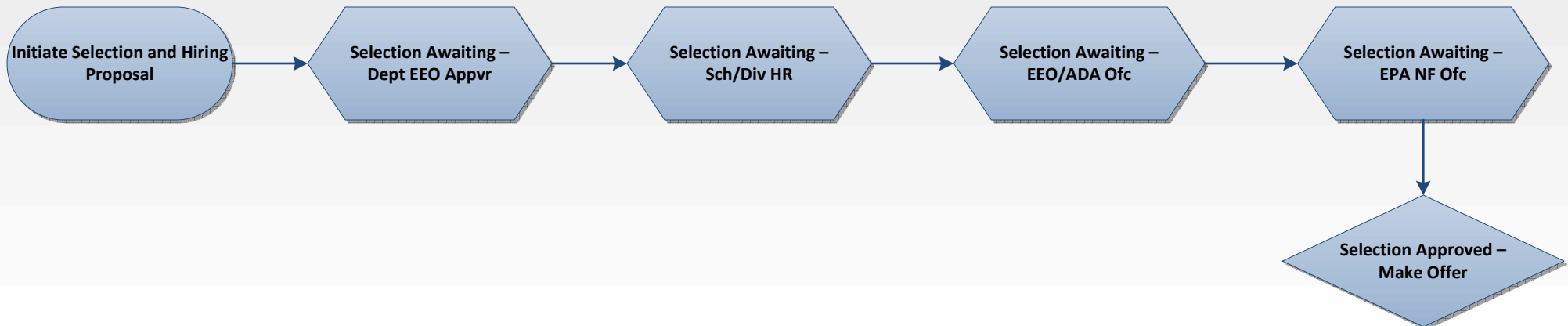
Posting/Waiver

Initiate Posting →

- Posting Awaiting – Sch/Div HR → Posting Awaiting – EEO/ADA Ofc → POSTED (Initiate Interim When Ready)
- Waiver Awaiting – Sch/Div HR → Waiver Awaiting – EEO/ADA Ofc → Waiver Awaiting – EPA NF Office → Approved Waiver, Extend Offer

Interim

Initiate Interim When Ready → Interim Awaiting – Dept EEO Appvr → Interim Awaiting – Sch/Div HR → Interim Awaiting – EEO/ADA Ofc → Interim Approved

Selection

Initiate Selection and Hiring Proposal → Selection Awaiting – Dept EEO Appvr → Selection Awaiting – Sch/Div HR → Selection Awaiting – EEO/ADA Ofc → Selection Awaiting – EPA NF Ofc → Selection Approved – Make Offer

Posting Workflow States – a posting will pass through the following workflow states before it is posted to the UNC Job Board:

Draft
Posting Awaiting-Div/Sch HR
Posting Awaiting-EEO/ADA

Interim Workflow States – an interim will pass through the following workflow states before it can be approved:

Initiate Interim When Ready
Interim Awaiting-Dept EEO Appvr
Interim Awaiting-Div/Sch HR
Interim Awaiting-EEO/ADA
Interim Pool Approved

Selection Workflow States – a Hiring Proposal must pass through the following workflow states before it can be approved:

Draft
Selection Awaiting-Dept EEO Appvr
Selection Awaiting-Div/Sch HR
Selection Awaiting-EEO/ADA
Selection Awaiting-EPA NF Off
Selection Approved-Make Offer

Waiver Workflow States – a waiver must pass through the following workflow states before it can be approved:

Draft
Waiver Awaiting-Div/Sch HR
Waiver Awaiting-EEO/ADA
Waiver Awaiting-EPA Non-Faculty Office
Waiver Approved-Make Offer

Workflow Owners – owners represent roles which designate a particular individual as being able to originate, approve, and/or view recruitment actions for their area.

Originator
Department EPA Approver (FYI notification only)
Department EEO Approver
School/Division HR
EEO/ADA Office
EPA Non-Faculty Office
Search Committee Member

KEY POSTING POINTS:
Permanent EPA Non-Faculty postings should always be created from *Title* in order to pull in position data from EPA Web. If a Title is not found on the Title search screen contact EEO. The minimum posting period is 30 or 45 days (depending on appointment type). The position will need to be created in EPA Web first. At this time the title feed occurs once daily. Modifications to posting fields must be initiated in EPA Web and approved by the EPA Non-Faculty Office. Originator should notify the EEO/ADA Office to make the changes in PeopleAdmin.

After posting the position, the EEO/ADA Office will return the Posting to the Originator with a Status of *Initiate Interim When Ready*.

Once a waiver is approved by the EEO/ADA Office and the offer has been accepted, Departments may initiate a New Employment Action in EPA Web.

KEY INTERIM POINTS:
After a minimum posting period of 30 to 45 days have elapsed (depending on appointment type) the department is ready to initiate the Interim Review. First the department should update Applicant Workflow Statuses and Reason Codes as appropriate. Once the applicant workflows have been updated, via the Summary tab, mouse over Take Action on Posting and submit the Interim Review to the next level of approval.

NOTE: An interim review identifying candidates selected for telephone interview (if this process is used by the department) needs to be submitted and approved by the EEO/ADA Office. Another interim review identifying the candidates selected for onsite interviews needs to be submitted and approved by the EEO/ADA Office prior to conducting onsite interviews. If the candidate recommended for hire was one of the candidates approved for interview on the interim review, the department can initiate the Selection and Hiring Proposal without submitting another interim review.

After reviewing and approving the Interim Review the EEO/ADA Office will return the Posting to the Originator with a status of either 1) *Interim Pool Approved*, which means the position is still being advertised and applications accepted or 2) *Interim Pool Approved (Closed)*, which means the position is no longer being advertised and applications are no longer accepted.

KEY SELECTION POINTS:
A Selection and Hiring Proposal is initiated from the selected candidate's Job Application. Mouse over Take Action on Job Application and select Recommend for Hire. Then click the Start Selection and Hiring Proposal link. A separate Selection and Hiring Proposal needs to be completed for each applicant that is Recommended for Hire. The Selection and Hiring Proposals need to be routed for approval before an offer may be extended.

Originator - Once EPA Non-Faculty Office Approves the Selection and Hiring Proposal, the department can extend the offer of employment. Once the offer is accepted, Take Action on Hiring Proposal status should be changed to Offer Accepted. (This will automatically change the applicant to Hired in PeopleAdmin). Return to the Posting and update all Non-Selection Reason Codes for remaining active applicants and Changes Posting Status to Filled (Take Action On Posting).