## Checklist for Preparing to Post a New or Modified Position (SHRA & EHRA Non-Faculty)

### Day 1
- Send email to HR representative, finance lead, and relevant senior leader letting them know your intention to hire a new position.
  - Email includes:
    - Type of position (new or existing)
    - Hiring range and funding source
    - Desired start date
    - Proposed supervisor
- Create or update all position materials needed to submit ePAR on or before day 4.
  - Position data (e.g., effective date, job family)
  - Position summary (e.g., education requirements, qualifications and experience, and principal functions)
  - Funding source(s)
  - Updated org chart
  - Position attributes

### Day 2
- Contact OHR for a preliminary consult on the scope of your draft position description, as needed to:
  - Determine whether position will require system-level review and align on appropriate deadlines to minimize delays in approval
  - Determine if a position modification justification form is required
  - Share proposed position summary and funding source for feedback
- Respond to any questions from OHR and/or incorporate any feedback provided with regards to the draft position and supporting documents
- Send position materials to hiring manager for review and approval
  - Include position data, position summary, and supporting documents
- Review position materials provided by HR representative and respond with edits/approval on Day 3.
- Identify and confirm individuals who will serve as application screeners and/or interviewers
  - Note: Individuals must be identified when the posting is created in order to receive timely access in PeopleAdmin
- Identify supplemental questions
  - Review supplemental questions in PeopleAdmin
  - Identify supplemental questions useful in filtering out unqualified applicants

### Day 3
- Proceed to day 9 once the HR Representative, division leadership, and OHR sign-off.
- Respond to HR representative with edits/approval to position materials
- Incorporate feedback from hiring manager, obtain all necessary department and division approvals, then finalize ePAR for submission
- Create advertising plan
  - Review data on position diversity and develop strategy to engage underrepresented groups
    - HR representative can view department level diversity via the "Count Report" in InfoPorte
    - Work collaboratively to identify job boards and websites where the position should be posted
    - Support from Graystone Group
    - Advertising can be requested through PeopleAdmin (starting soon)
    - EOC provides a list of diversity recruiting sources
- Identify supplemental questions
  - Review supplemental questions in PeopleAdmin
  - Identify supplemental questions useful in filtering out unqualified applicants

### Day 4
- Proceed to day 9 once the HR Representative, division leadership, and OHR sign-off.
- Submit ePAR into ConnectCarolina for approval
  - Attach position modification justification form if required
  - Attach updated org chart
  - Attach the Position Description form PD102-CR for SHRA positions
- Email hiring manager once ePAR has been submitted and provide an estimated resolution time
- Confirm search committee members and send list to HR representative
- Complete search committee training at http://go.unc.edu/searchcommittee

### Day 5
- Waiting for ePAR approval.
  - Note: If the position requires UNC system review, it will be routed to the system office at this time. See timeline on page 14.

### Day 6 (Weekend)
- Waiting for ePAR approval.
  - Note: If the position requires UNC system review, it will be routed to the system office at this time. See timeline on page 14.

### Day 7 (Weekend)
- Waiting for ePAR approval.
  - Note: If the position requires UNC system review, it will be routed to the system office at this time. See timeline on page 14.

### Day 8
- Waiting for ePAR approval
- Monitor ConnectCarolina for ePAR approval
  - Note: Position ePAR must be executed in ConnectCarolina before position can be posted

### Day 9
- Monitor ConnectCarolina for ePAR approval
- Create posting in PeopleAdmin after the position is executed in ConnectCarolina
- Set posting duration
  - For SHRA: Positions should post for 5 business days
  - For EHRA non-faculty: Positions should post for 14 calendar days
  - In unique circumstances (e.g., senior roles), it may be appropriate to post for longer
- Create PDF of applicant view of posting and send to hiring manager for review
- Review and approve applicant view of posting provided by the HR representative

### Day 10
- Submit posting in PeopleAdmin
  - Track posting approvals by division approver and OHR. Follow up if there are any delays
- Position posts once OHR provides approval
- Monitor PeopleAdmin and send email to the hiring manager once position has been posted
- Once HR representative provides confirmation that position is posted, send email to announce posting to the department
- Move on to the checklist for selecting a candidate on page 17