### CHECKLIST FOR PREPARING TO POST A NEW OR MODIFIED POSITION (SHRA & EHRA NON-FACULTY)

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<th>DAY 1</th>
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<th>DAY 3</th>
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| **Send email to HR representative, finance lead, and relevant senior leader letting them know your intention to hire a new position**<br>**Email includes:**<br>- Type of position (new or existing)<br>- Hiring range and funding source<br>- Desired start date<br>- Proposed supervisor<br>**Create or update all position materials needed to submit ePAR on or before day 4**<br>- Position data (e.g., effective date, job family)<br>- Position summary (e.g., education requirements, qualifications and experience, and principal functions)<br>- Funding source(s)<br>- Updated org chart<br>- Position attributes | **Contact OHR for a preliminary consult on the scope of your draft position description, as needed to:**<br>- Determine whether position will require system-level review and align on appropriate deadlines to minimize delays in approval<br>- Determine if a position modification justification form is required<br>- Share proposed position summary and funding source for feedback<br>**Respond to any questions from OHR and/or incorporate any feedback provided with regards to the draft position and supporting documents**<br>- Include position data, position summary, and supporting documents<br>**Review position materials provided by HR representative and respond with edits/approval on Day 3**<br>- Identify and confirm individuals who will serve as application screeners and/or interviewers<br>- **Note:** Individuals must be identified when the posting is created in order to receive timely access in PeopleAdmin | **Proceed to day 9 once the HR Representative, division leadership, and OHR sign-off**<br>- **Respond to HR representative with edits/approval to position materials**<br>- **Incorporate feedback from hiring manager, obtain all necessary department and division approvals, then finalize ePAR for submission**<br>- **Create advertising plan**<br>- Review data on position diversity and develop strategy to engage underrepresented groups<br>- HR representative can view department level diversity via the “Count Report” in InfoPorte<br>- Work collaboratively to identify job boards and websites where the position should be posted<br>- Support from Graystone Group Advertising can be requested through PeopleAdmin<br>- EOC provides a list of diversity recruiting resources<br>- **Identify supplemental questions**<br>- Review supplemental questions in PeopleAdmin<br>- Identify supplemental questions useful in filtering out unqualified applicants<br>- **Submit ePAR into ConnectCarolina for approval**<br>- Attach position modification justification form if required<br>- Attach updated org chart<br>- **Attach the Position Description form PD102-C9 for SHRA positions**<br>- Email hiring manager once ePAR has been submitted and provide an estimated resolution time<br>- **Confirm search committee members and send list to HR representative**<br>- **Complete search committee training at**<br>http://unc.oard.com | **Waiting for ePAR approval.**<br>Note: If the position requires UNC system review, it will be routed to the system office at this time. See timeline on page 14. | **Submit posting in PeopleAdmin for ePAR approval**<br>- **Create posting in PeopleAdmin after the position is executed in ConnectCarolina**<br>- **Set posting duration**<br>- For SHRA: Positions should post for 5 business days<br>- For EHRA non-faculty: Positions should post for 10 calendar days<br>- In unique circumstances (e.g., senior roles), it may be appropriate to post for longer<br>- **Create PDF of applicant view of posting and send to hiring manager for review**<br>- **Review and approve applicant view of posting provided by the HR representative**<br>- **Submit posting in PeopleAdmin**<br>- Track posting approvals by division approver and OHR. Follow up if there are any delays<br>- **Position posts once OHR provides approval**<br>- **Monitor PeopleAdmin and send email to announce posting to the department**<br>- **Once HR representative provides confirmation that position is posted, send email to announce posting to the department**<br>- **Move on to the checklist for selecting a candidate on page 17**

**DAY 6 (WEEKEND)**

**DAY 7 (WEEKEND)**

**DAY 8**

**DAY 9**

**DAY 10**