

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


HR REPRESENTATIVE

HIRING MANAGER




CALENDAR DAYS

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

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
 - 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-CB](#) 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://unc.csod.com>


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)

DAY 7 (WEEKEND)

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