

CHECKLIST FOR EXTENDING AN OFFER AND RECEIVING ACCEPTANCE EHRA NON-FACULTY

■ HR REPRESENTATIVE
 ■ HIRING MANAGER

CALENDAR DAYS

DAY 1

- **Contact finalist**
 - Confirm that applicant is still interested
 - Reconfirm candidate understands the salary range available for the position
 - Notify candidate you will begin contacting references including current supervisor
 - Notify candidate they will receive a background check email from UNC Chapel Hill and must respond ASAP (check junk mail)

- **Initiate reference checks**
 - This should take 1-3 days to complete
 - Best practice is to connect with at least one reference today to quickly identify major concerns
 - Review the [reference check worksheet](#) for best practices when conducting these calls

- **Contact HR Representative**
 - Notify HR Representative that background check can be initiated
 - Notify and align on desired salary and proposed start date so HR representative can prepare hiring proposal
 - If applicable, notify HR Representative you are interested in authorizing moving expenses and/or temporary housing (i.e., "non-salary compensation")

- **Update status in PeopleAdmin**
 - Change workflow state of finalist to "selected" finalist and route to "school/division"

- **Initiate background check in ConnectCarolina**

DAY 2-3

- **Prepare hiring proposal**
 - Create hiring proposal in PeopleAdmin
 - Provide justification for selection and salary
 - If a finalist is a current SHRA employee at UNC-CH or another state entity, or is a current EHRA-NF employee at UNC-CH, then please email the [salary adjustment form](#) ("Rainbow Form") email to the EHRA NF mailbox ehraanf@unc.edu .
 - If finalist has a relative or closely affiliated person in your division, complete the [Employment of Related Persons form](#) and attach to hiring proposal in PeopleAdmin. An updated organizational chart should also be attached to the hiring proposal
 - Ensure you have obtained the necessary department and division approvals

- **Submit hiring proposal to OHR**
 - OHR will approve the hiring proposal within 48 hours unless it requires additional review by the UNC system office
 - If the recommended salary requires UNC system review, it will be routed to the System Office at this time. See timeline on page 16

- **Monitor status of background check**
 - Send follow-up email to finalist if they have not initiated the background check

- **Code candidates in PeopleAdmin**
 - Code other candidates as not selected/not hired
 - Do not remove or change posting status since it sends an automated email to candidates

- ! *If the highest qualified candidate lives outside of the US and is unable to relocate immediately a teleworking arrangement must be initiated by the department and approved by OHR with a recommendation by the Global working group.*

DAY 4-5

- ! *Once background check is complete, move to Days 6-10*

- **Complete reference checks**

- **Receive approved hiring proposal (can be contingent) from OHR**

- **Monitor status of background check**
 - Send follow-up email to finalist if they have not initiated the background check

- ! *If OHR approves the hire proposal before the background check is complete, you may extend a contingent offer to your finalist*

DAY 6-10

- **Hire approval**
 - Once background check is cleared by OHR, the official offer can be extended
 - Candidate should provide an answer within 1-3 business days

- **Extend official offer**
 - **For EHRA non-faculty:** Department extends appointment letter to candidate
 - Note: The AP-2 and AP-2a forms are no longer required as part of the EHRA hiring package

- ! *Once candidate accepts offer, move to next steps*

DAY 11-16

- **Start internal onboarding process**
 - Begin planning for access and tools for new hire
 - Review the onboarding checklist

- **Initiate hire ePAR in ConnectCarolina**

- **Schedule UNC new employee orientation (only for external employees)**
 - Mandatory orientation is every Monday
 - If candidate is currently a permanent employee, it is not mandatory to participate

- **Update posting status**
 - Input the date the offer was accepted into the hiring proposal in PeopleAdmin
 - Mark the offer as accepted in PeopleAdmin
 - OHR marks posting as filled in PeopleAdmin once the individual officially starts work