# Checklist for Extending an Offer and Receiving Acceptance SHRA

## Day 1

- **Contact finalist**
  - Confirm that the applicant is still interested
  - Reconfirm the candidate understands the salary range available for the position
  - Notify the candidate if a background check is required
  - Notify the candidate if 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 temporary housing (i.e., non-salary compensation)

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

- **Initiate background check in ConnectCarolina**

## Day 2

- **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, they must first complete the **Employment of Related Persons form** and attach to the 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 (see page 17).*

## Day 3

- **Once background check is complete, move to Day 5**

## Day 4

- **Once background check is complete, move to Day 5**

## Day 5

- **HR REPRESENTATIVE**
  - **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 SHRA: OHR extends appointment letter to candidate and informs department
  - Once Candidate accepts offer, move to steps below

## Day 6-10

- **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**
  - 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