CHECKLIST FOR EXTENDING AN OFFER AND RECEIVING ACCEPTANCE SHRA

🟨 HR REPRESENTATIVE   🟦 HIRING MANAGER

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

🟨 **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 attach the salary adjustment form ("Rainbow Form")
- 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 a recommendation by the Global working group (see page 17).*

DAY 3

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

🟦 **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 4

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

🟨 **Monitor status of background check**
- Check daily since it might be updated earlier

DAY 5

🟨 **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 (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