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** (Hiring Manager)
  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** (HR Representative / Hiring Manager)
  - 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:** (HR Representative)
  - 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** (HR Representative)
- **Send position materials to hiring manager for review and approval** (HR Representative)
  - Include position data, position summary, and supporting documents
- **Review position materials provided by HR representative and respond with edits/approval on Day 3** (Hiring Manager)
- **Identify and confirm individuals who will serve as application screeners and/or interviewers** (Hiring Manager)
  - 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** (Hiring Manager)
- **Incorporate feedback from hiring manager, obtain all necessary department and division approvals, then finalize ePAR for submission** (HR Representative)
- **Create advertising plan** (HR Representative / Hiring Manager)
  - 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** (HR Representative / Hiring Manager)
  - Review supplemental questions in PeopleAdmin
  - Identify supplemental questions useful in filtering out unqualified applicants

DAY 4

Proceed to day 9 once the HRRepresentative, division leadership, and OHR sign-off

- **Submit ePAR into ConnectCarolina for approval** (HR Representative)
  - 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** (HR Representative)
- **Confirm search committee members and send list to HR representative** (Hiring Manager)
- **Complete search committee training at http://unc.csod.com** (Hiring Manager)

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 16.

DAY 6 (WEEKEND)

DAY 7 (WEEKEND)

DAY 8

Waiting for ePAR approval

- **Monitor ConnectCarolina for ePAR approval** (HR Representative)
  Note: Position ePAR must be executed in ConnectCarolina before position can be posted

DAY 9

- **Monitor ConnectCarolina for ePAR approval** (HR Representative)
- **Create posting in PeopleAdmin after the position is executed in ConnectCarolina** (HR Representative)
- **Set posting duration** (HR Representative / Hiring Manager)
  - **For SHRA**: Positions should post for 5 business days
  - **For EHRA non-faculty**: Positions should post for a minimum of14 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** (HR Representative / Hiring Manager)
- **Review and approve applicant view of posting provided by the HR representative** (Hiring Manager)

DAY 10

- **Submit posting in PeopleAdmin** (HR Representative)
  - Track posting approvals by division approver and OHR. Follow up if there are any delays
- **Position posts once OHR provides approval** (HR Representative)
- **Monitor PeopleAdmin and send email to the hiring manager once position has been posted** (HR Representative)
- **Once HR representative provides confirmation that position is posted, send email to announce posting to the department** (HR Representative / Hiring Manager)
- **Move on to the checklist for selecting a candidate on page 18** (HR Representative / Hiring Manager)