

## ***PeopleAdmin Faculty Recruitment Workflow Updates***

### ***FAQs***

#### **1. Why were updates made to applicant workflows in PeopleAdmin?**

Applicant workflows are being updated as part of the realignment of Academic Personnel Functions. As such, we are making processes more consistent across the board for permanent recruitments in PeopleAdmin. The workflows are now more intuitive, allow for applications to be screened during the posting period, and more closely align with Permanent Staff (EHRA Non-Faculty) workflows.

#### **2. Will there be changes to the Faculty workflow routing?**

First, the workflow routing for Visiting/Part-Time Faculty and Permanent Faculty in PeopleAdmin will be changing to align with how EHRA Non-Faculty works today. Where Postings, Interims, and Hiring Proposals were routed to the Provost Office they will now be routed to Employment or EHRA Human Resources.

#### **3. When will the new updates be effective?**

The updates will be effective November 18, 2022.

#### **4. Are resources available to help me with this new process?**

Yes, please see the following “new” job aides on the PeopleAdmin home page under “My Links” at: <https://unc.peopleadmin.com/hr:>

- Applicant Workflow Quick Guide
- Non-Selection Reason Codes
- Applicant Workflow State Definitions
- FAQs

The above job aides are also on the OHR Website under “Hiring Manager Information” in the “Using PeopleAdmin” section <https://hr.unc.edu/managers/hiring/>

#### **5. Will applicants selected for phone/screening interviews continue to require approval in advance?**

No, applicants only need to be submitted for review and approval before they are extended a formal interview.

#### **6. If I move a candidate to a non-selection workflow will they receive an email?**

An email will be sent only if **(Auto Generated Email)** is noted in the workflow once a posting has been transitioned to the “Filled” or “Failed Search – No One Hired” workflow state. The “Not Interviewed, Not Selected (Auto Generated Email)” workflow state is typically used after the application review finds the candidate does not meet the requirements of the position and will not move forward in the recruitment process. People Admin will send an email once the posting has been transitioned to the

“Filled” or “Failed Search – No One Hired” workflow state.

**7. What happens if I moved the candidate to a non-selection workflow by mistake?**

An applicant workflow state can be changed at any point up until the posting has been transitioned to the “Filled” or “Failed Search – No One Hired” workflow state.

**8. Will any emails automatically be sent to candidates once the posting is moved to “Filled”**

Yes, emails will be sent once the position is transitioned to “Filled” if you selected a workflow state that includes “Auto Generated Email” in the label.

**9. Will any emails automatically be sent to candidates once the posting is moved to “Failed Search – No One Hired”**

Yes, emails will be sent once the position is transitioned to “Failed Search – No One hired” if you selected a workflow state that includes “Auto Generated Email” in the label.

**10. Will any emails automatically be sent to candidates once the posting is moved to “Canceled?”**

Yes, emails will be sent once the position is transitioned to “Canceled” but only if you selected a workflow state of “Canceled”.

**11. What should I do if I’m not sure yet if a candidate will be selected for a screening interview or an in-person interview?**

You may select “Under Consideration” for those who have not yet had a screening interview or “Screening Interview Complete, Hold for Possible Addt'l Interview” when you have conducted a screening interview and you’re not ready to move them forward for an in-person interview.

**12. How will I gain access to the Recruitment Coordinator User Group?**

All Dept HR Reps and Hiring Supervisors are granted access to the Recruitment Coordinator user group. The Recruitment Coordinator is a required field in the posting and can include multiple individuals from the drop-down list. If the name you are looking for does not appear in the drop down list, please call 919-962-HELP or submit a help ticket. For assistance in adding a Recruitment Coordinator to a published posting, please contact your assigned Talent Acquisition Partner.

**13. If I am currently a Dept HR Rep, must I change my User Group to Recruitment Coordinator to update applicant workflows?**

It depends, you will need to change your user group to Recruitment Coordinator to update applicant workflows and non-selection reasons if Recruitment Coordinator was selected to manage applicant workflows when the posting was created. However, you will still need to submit your postings, applicant reviews, and hiring proposals as Dept HR Rep.

**14. How do I know who is responsible for updating the workflow states?**

Last Revised: November 18, 2022

To determine who is responsible for managing applicant workflows, please refer to the Workflow State column under the Applicant Tab. The role indicated in parenthesis is responsible for updating workflow states.

**15. Are there any changes to the Faculty waiver process?**

Waivers will still route to EOC, but they will now route to EOC before being routed to EHRA Human Resources.

**16. When moving a Posting or Applicant Review to OHR Employment, should I select the name of my assigned Talent Acquisition Partner from the drop-down list?**

Yes, please select your assigned Talent Acquisition Partner's name from the drop-down list when moving a Posting or Applicant review to OHR Employment.

**17. What is the definition of a screening interview?**

A Screening Interview is a brief job interview to determine whether an applicant is qualified. The interview will determine if the applicant matches the job requirements for the position, and if their credentials are a fit for the role for which the school/division is hiring.

**18. Is the search committee required to wait until after the 30-day posting period or can screening interviews be conducted immediately?**

The search committee may begin screening interviews during the 30-day posting period. However, formal interviews cannot be conducted until the minimum posting period has ended.

**19. Does the interview format need to be the same for all candidates?**

The interview process should be consistent for all candidates who are selected for interview. For example, if an initial screening interview is conducted via Zoom with one candidate, it is expected that all other candidates selected for interview receive a screening interview via Zoom as well. If second round interviews are conducted, the interview format should be the same for all candidates who will be interviewed during this phase of the interview process