


CHECKLIST FOR POSTING A POSITION WITH NO CHANGES (SHRA & EHRA NON-FACULTY)

 HR REPRESENTATIVE


 HIRING MANAGER

DAY 1


-  Send email to HR representative, finance lead, and relevant senior leader letting them know your intention to fill an existing position


Email includes

- Current position name or number
- Desired start date

-  Identify and confirm individuals who will serve as application screeners and/or interviewers

- Note: Individuals must be identified as search committee members when the posting is created in order to receive timely access in PeopleAdmin

-  Confirm search committee members and send list to HR representative

-  Create advertising plan

- 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](#)


DAY 2

-  Identify supplemental questions


- Review supplemental questions in PeopleAdmin
- Identify supplemental questions useful in filtering out unqualified applicants


-  Set posting duration

- **For SHRA:** Positions should post for 5 business days
- **For EHRA non-faculty:** Positions should post for a minimum of 14 calendar days.
- In unique circumstances (e.g., senior roles), it may be appropriate to post for longer

-  Create and submit posting in PeopleAdmin


- Track posting approvals by division approver (if applicable) and OHR. Follow up if there are any delays

-  Create PDF of applicant view of posting and send to hiring manager for review

-  Review and approve applicant view of posting provided by the HR representative


DAY 3


-  Complete search committee training at <https://unc.csod.com>

-  Monitor PeopleAdmin and send email to hiring manager once position has been posted

DAY 4

CALENDAR DAYS

-  Continue to monitor PeopleAdmin and send email to the hiring manager once position has been posted

-  Position posts automatically once OHR provides approval

-  Once HR representative provides confirmation that position is posted send email to announce posting to the department

-  Move on to the checklist for selecting a candidate on page 18