

# CHECKLIST FOR EXTENDING AN OFFER AND RECEIVING ACCEPTANCE EHRA NON-FACULTY

 HR REPRESENTATIVE

 HIRING MANAGER

CALENDAR

## 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"

## DAY 2-3

### 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 please email the [salary adjustment form](#) ("Rainbow Form") email to the EHRA NF mailbox ehraanf@unc.edu.
- 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


### 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.*



## DAY 4-5

 *Once background check is complete, move to Days 6-10*

### Complete reference checks

### Receive approved hiring proposal from OHR and extend contingent offer.

### Initiate background check in ConnectCarolina

## DAY 6-10

### 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 EHRA non-faculty:** Department extends appointment letter to candidate
- Note: The AP-2 and AP-2a forms are no longer required as part of the EHRA hiring package
- If the candidate is not required to attend new employee orientation, the Conditions of Employment (COE) must be attached to the hire ePAR.

*Once candidate accepts offer, move to next steps*

## DAY 11-16

### 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