

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

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

- 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:

- 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



Send position materials to hiring manager for review and approval

- Include position data, position summary, and supporting documents



Review position materials provided by HR representative and respond with edits/approval on Day 3



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

- 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



Incorporate feedback from hiring manager, obtain all necessary department and division approvals, then finalize ePAR for submission



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](#)



Identify supplemental questions

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

DAY 4



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



Submit ePAR into ConnectCarolina for approval

- Attach position modification justification form if required
- Attach updated org chart
- Attach [Position Description](#) form for SHRA & EHRA NF positions



Email hiring manager once ePAR has been submitted and provide an estimated resolution time



Confirm search committee members and send list to HR representative



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

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

Note: Position ePAR must be executed in ConnectCarolina before position can be posted

DAY 9



Monitor ConnectCarolina for ePAR approval



Create posting in PeopleAdmin after the position is executed in ConnectCarolina

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 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 10



Submit posting in PeopleAdmin



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



Position posts once OHR provides approval



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



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