



EXTENDING AN OFFER AND RECEIVING ACCEPTANCE

Quotes from stakeholders who have been using the Playbook

"It's nice to have a tool that helps us understand and navigate the process better. It definitely reduced the amount of questions and clarifications that I typically have for a hiring representative."

– Hiring manager, School of Public Health



TIPS AND TRICKS

- **Prior to conducting a background check**, a contingent offer must be extended. This will provide finalists with an expedited offer in effort to land top talent as quickly as possible during the offer process.
- **Notify finalists in a timely manner** if they were not selected and ensure the posting is properly closed so that all non-selected applicants are notified of their final status
- **Ensure your candidate provides background check information** as soon as possible to avoid delays



FREQUENTLY ASKED QUESTIONS

- **Do I need to complete the Rainbow Form?**
A Rainbow Form must be completed for any hire who is a current SHRA state employee (at any university or agency) as well as for all EHRA-NF employees of UNC Chapel Hill
- **When should I utilize a contingent offer?**
An offer contingent on the satisfactory outcome of a background check, reference checks, verification of academic and professional license credentials, funding as well as final salary approval (if applicable) is required
- **How long does it take to complete a background check?**
Over 75% of background investigations are completed within 5 days of the applicant providing their information. Length of time can vary by such factors as the number of prior out-of-state residences
- **Do I need to complete the 3 reference checks in order to submit a hiring proposal?**
Two reference checks are required, but best practice is 3. All reference checks should be completed before extending an offer and at least one reference check (from their current supervisor) is to be completed before initiating the hiring proposal
- **Are we required by law to interview at least three candidates during the SHRA and EHRA Non-Faculty hiring process?**
The recommendation for number of candidates to be interviewed was established by UNC-Chapel Hill's EOC Office based on university and corporate standards with guidance from the Office of Federal Contract Compliance (OFCCP). As a federal contractor, we must do our best to increase our applicant pools, especially to include individuals with disabilities and veterans. Also, use of overly subjective hiring practices (e.g. word-of-mouth recruitment, only looking at an application, or relying too heavily on subjective evaluations) can result in adverse impact. Exceptions to the three candidate best practice can be made for difficult to fill positions with the approval of OHR-Employment. Please contact your school/ division HR Officer with any questions you may have.
- **Who extends the offer to the candidate?**
For EHRA non-faculty offers, the HR representative will prepare the letter and for SHRA the HR representative or OHR will make the offer
- **What should I do if the candidate is requesting a higher salary than what was approved for the position?**
For SHRA positions, you are bound by the salary range that was approved when the position posted. For EHRA positions, you will need to discuss this further with the EHRA non-faculty office
- **When do I need to complete the form for Employment of Related Persons (e.g., nepotism)?**
If the candidate has a relative or closely affiliated person in your school or division, a disclosure form and organizational chart of reporting relationships is required. It is not required if the affiliated person works in another school or division
- **How long should I save the records of each hiring event?** Hiring managers should coordinate with their unit HR team to ensure records are saved for three years
- **When should I extend a formal offer?**
A formal offer can be extended once the background check is complete and clear, final salary has been approved, and a start date has been determined. Once the formal offer is accepted, candidates will receive communication regarding next steps.



ADDITIONAL RESOURCES

- [SHRA salary adjustment form "Rainbow form"](#) (under Salary Adjustment & Increase)
- [Background check FAQs](#)
- [Reference check worksheet](#)
- [Contingent offer letter template](#)
- [Employment of Related Persons form](#)
- [EHRA salary adjustment form](#)