



PREPARING TO POST

Quotes from stakeholders who have been using the Playbook

“It has been really helpful because it has clarified the expectation and responsibilities of all parties involved in the hiring process.”

– Hiring manager, School of Public Health

“It guides and shows the hiring manager and other stakeholders to be more proactive, for example while the position is posted you can start to screen candidates which makes the process faster.”

– Hiring representative, Research division

“The hiring manager can see all the steps so they can be thinking about what is coming up and have realistic expectations on timing.”

– OHR team

TIPS AND TRICKS

- **Write a position description that will inspire** applicants to apply for this position and feel excited to join your team.
- **Develop a strategy for sourcing applicants** through advertising and outreach. Applicants may not find the position if it is only posted on UNC Chapel Hill’s job site. You may advertise directly with Graystone Group Advertising Agency when your position is being posted in PeopleAdmin.
- **Utilize supplemental questions** to filter out candidates who lack critical skills or qualifications. This tool in PeopleAdmin is particularly powerful if you expect a large number of applications.
- **Limit the size of your selection committee** to a manageable number and set clear expectations regarding the time commitment.
- **Set your selection schedule in advance** and take upcoming scheduling conflicts into account when determining who participates in selection and when you post the position.
- **Avoid using “Open Until Filled”** for SHRA and EHRA-NF positions. Instead, set a defined posting period and extend the posting if needed.

FREQUENTLY ASKED QUESTIONS

Can I start to screen applicants during the posting period?

Yes, we encourage you to screen applicants on a regular basis once the position has been posted.

The checklist starts on a Monday, but what if my hiring process begins in the middle of the week?

The hiring process can begin on any day of the week. If you start on a Tuesday-Friday, then the weekend will fall at a different time than shown but the order of activities remains the same.

Is there a template rubric for scoring applications?

Yes, you can find a template for scoring applicants [HERE](#). Your department or division may also have materials from earlier searches that you can utilize.

How do I know if my position will go to the UNC System Office for approval? How long will that take?

There is a list of actions requiring System Office approval on page 15. System Office approval usually adds 1-3 weeks to the position approval process. Process is subject to change.

How many members must I have on my search committee?

The minimum requirement is 2 individuals for SHRA positions and 3 individuals for EHRA positions. See page 9 for further guidance

How do I know if my search committee adequately represents the diversity of the university? The hiring manager or search committee chair should be able to explain to the HR representative how the search committee includes individuals with diverse perspectives. Examples of diverse perspectives include but are not limited to: individuals of different faculty rank, gender, or race; individuals with veteran status; and campus partners from outside the unit.

How long should a position be posted?

An EHRA non-faculty position should be posted for a minimum of 14 calendar days. An SHRA position should be posted for 5 business days. Postings can be extended if needed.

What if I want to hire multiple people in the same role?

We recommend hiring multiple individuals off a single posting to reduce duplication of effort.

What if I have a business need to hire someone to work remotely from outside of the United States?

The position location must be updated in ConnectCarolina using an ePAR with the reason code ‘Position Location Update.’ The position ePAR must then be approved by the Classification and Compensation Consultant or EHRA Non-Faculty Consultant before posting.



ADDITIONAL RESOURCES

- [ConnectCarolina actions for HR representatives guide](#)
- [Search committee training](#)
- [Sample screening rubric](#)
- [Position Description Form](#) (located under ‘Career Banding Forms’)
- [Recruitment advertising](#)
- [Compensation policies for EHRA NF and SHRA](#)
- [Global Employment and Hiring](#)