

EHRA Non-Faculty Permanent Recruitment Checklist

Position Number: _____ Vacancy ID: _____

	Who is responsible?	Task
<input type="checkbox"/>	Administrative Manager	Submit CAS Staff Hiring Request Form (Position Authorization Form) to HR Consultants.
<input type="checkbox"/>	HR Consultant	Review and sign Position Authorization Form. Route to Budget approver and SAD for signature. Be sure position is added to PosAuth database (if needed). Notify Administrative Manager of approval.
<input type="checkbox"/>	Administrative Manager	Complete EHRA Recruitment Request Form and route request to HR Specialist in Infoporte (<i>Excludes: Biology, Chemistry, EXSS, Physics & Astronomy, and Psych & Neuro</i>).
<input type="checkbox"/>	HR Specialist	Initiate recruitment/posting request in PeopleAdmin. <i>NOTE: Minimum posting period for EHRA Non-Faculty positions is 14 calendar days.</i>
<input type="checkbox"/>	EHRA-NF Office and OHR Employment Consultant	Recruitment/posting request routes to OHR's EHRA Non-Faculty Office <u>and</u> Employment Consultant for approval. Posted Date: _____ Closing Date: _____
<input type="checkbox"/>	Administrative Manager	Post to external job sites and keep track of recruitment expenses.
<input type="checkbox"/>	Supervisor & Search Committee	Once posting is closed, review applications and create pool of applicants for interim pool selection.
<input type="checkbox"/>	Administrative Manager	Notify HR Specialist of applicants for interim/interview pool selection. Indicate if phone or in-person interview. <i>At least three applicants must be interviewed.</i>
<input type="checkbox"/>	HR Specialist	Submit interim/interview pool for approval in PeopleAdmin.
<input type="checkbox"/>	OHR Employment Consultant	Approve interim/interview pool.
<input type="checkbox"/>	Supervisor / Search Committee Chair	Work with Administrative Manager to coordinate interviews and travel. Select final candidate and conduct reference checks.
<input type="checkbox"/>	Administrative Manager	Complete Final Selection Worksheet and submit via Infoporte (<i>Excludes: Biology, Chemistry, EXSS, Physics & Astronomy, and Psychology & Neuroscience</i>). Send HR Consultant a draft of the offer letter (using template on the CAS Intranet).
<input type="checkbox"/>	HR Specialist	Submit Selection and Hiring Proposal in PeopleAdmin & background check request in CastleBranch. Sent rainbow form to HR Consultant if applicable.
<input type="checkbox"/>	HR Consultant	Review offer letter. Notify Administrative Manager of any updates. Send rainbow form to EHRA-NF Office if applicable.
<input type="checkbox"/>	EHRA-NF Office	Must approve hiring proposal prior to department extending an offer.
<input type="checkbox"/>	Hiring Supervisor	Upon approval of hiring proposal and offer letter, extend offer to selected candidate. Notify Administrative Manager when offer has been accepted.
<input type="checkbox"/>	Administrative Manager	Collect and assemble Standard order paperwork from new employee and supervisor. Submit electronic copies via Infoporte to HR Specialist (<i>excludes: Biology, Chemistry, EXSS, Physics & Astronomy, and Psychology & Neuroscience</i>)
<input type="checkbox"/>	HR Specialist	Once all Standard Order documents have been received, submit Hire action in ConnectCarolina. eForm ID#: _____ . <i>NOTE: hire action must be approved at all levels and reach the EHRA-NF Office by 12:00pm the Wednesday before their start date (following Monday).</i>
<input type="checkbox"/>	EHRA-NF Office	For new employees, register employee for New Employee Orientation on their first day of hire.

Reminders

- If posting a salary shown to applicants, then the salary must start at the minimum of the salary band.
- Start date must be on a Monday (with some exceptions due to State holidays).
- Contingent offers can be made if the background check results have not yet been received. The hiring proposal and offer letter **MUST** be approved before any offer is extended.
- Standard order for EHRA Non-Faculty hires: offer letter, AP2, and background check summary page.
 - o The AP2a will be collected at orientation and scanned into employee's file by OHR.

Helpful Resources

- Offer letter template (Onyen-protected): <https://casbo.web.unc.edu/letter-templates/>
- Instructions for Placing an External Ad through Employment & Staffing: <http://hr.unc.edu/managers/hiring/advertising/>

EHRA Non-Faculty Temporary Recruitment Checklist

Position Number: _____ Vacancy ID: _____

	Who is responsible?	Task
<input type="checkbox"/>	Administrative Manager	Submit CAS Staff Hiring Request Form (Position Authorization Form) to HR Consultants.
<input type="checkbox"/>	HR Consultant	Review and sign Position Authorization Form. Route to Budget approver and SAD for signature. Be sure position is added to PosAuth database (if needed). Notify Administrative Manager of approval.
<input type="checkbox"/>	Administrative Manager	Complete EHRA Recruitment Request Form and route request to HR Specialist in Infoporte (<i>Excludes: Biology, Chemistry, EXSS, Physics & Astronomy, and Psych & Neuro</i>).
<input type="checkbox"/>	HR Specialist	Initiate recruitment/posting request in PeopleAdmin. <i>NOTE: Minimum posting period for EHRA Non-Faculty positions is 3 days.</i>
<input type="checkbox"/>	EHRA-NF Office and OHR Employment-Temps	Recruitment/posting request routes to the EHRA Non-Faculty Office <u>and</u> OHR's Employment-Temps for approval. Posted Date: _____ Closing Date: _____
<input type="checkbox"/>	Administrative Manager	Post to external job sites and keep track of recruitment expenses.
<input type="checkbox"/>	Supervisor & Search Committee	Once the posting is closed, review applications and schedule interviews. Select final candidate and conduct reference checks.
<input type="checkbox"/>	Administrative Manager	Complete Final Selection Worksheet and submit via Infoporte (<i>Excludes: Biology, Chemistry, EXSS, Physics & Astronomy, and Psychology & Neuroscience</i>). Send HR Consultant a draft of the offer letter (using template on the CAS Intranet).
<input type="checkbox"/>	HR Specialist	Submit background check request in CastleBranch. Once results are returned, notify Administrative Manager.
<input type="checkbox"/>	Administrative Manager	Extend an offer to the selected candidate. Coordinate salary and start date. Gather Standard Order documents. Complete CAS Hire Form and submit to HR Specialist in Infoporte (<i>Excludes: Biology, Chemistry, EXSS, Physics & Astronomy, and Psych & Neuro</i>).
<input type="checkbox"/>	HR Specialist	Create Selection and Hiring Proposal in PeopleAdmin and mark as "Hire Approved." Email the selected candidate to schedule appointment for completing I-9 and direct deposit form.
<input type="checkbox"/>	New Employee	Complete I-9 and direct deposit. Return signed AP2 to department manager.
<input type="checkbox"/>	HR Specialist	Submit Hire action in ConnectCarolina once all Standard Order documents are received. eForm ID#: _____.