

SHRA Permanent Recruitment

Things to consider:

- Does the position already exist?
 - If not, please see instructions for Creating a SHRA Position.
 - If so, are any changes needed? The position description should be modified before beginning recruitment. Work with the HR Consultant to modify.

- Is the position vacant?
 - If not, a resignation letter must be submitted to Chair before recruitment for the position may begin. Also, if overlap is being requested, notify the HR Specialist or HR Consultant at the time of the request for posting. The Dean's Office may approve or disapprove an overlap period based on the availability and source of funding and the nature of the position.
 - If the position is vacant, how long has it been vacant? Positions vacant longer than 12 months must be re-established with OHR prior to posting. Re-establishing a position requires a new position description and organizational chart. Work with the HR Consultant to re-establish the position.

- What will you post for the hiring range?
 - A salary offer cannot be made outside of the hiring range. Try not to be too broad, or too restrictive.
 - Consider the funds that you have available.

- How long will you post?
 - The minimum posting period for SHRA permanent positions is **five (5) business days**.
 - Postings can be extended in increments of (3) business days.

- Will this be internal only?
 - If so, you will need to indicate this in the posting. The following statement must appear in the essential skills section of the posting: "INTERNAL ONLY: Internal posting for permanent, time-limited and layoff priority employees of UNC-Chapel Hill only."
 - If posting internal only results in too few applicants, OHR may require extending the posting period or removing this stipulation.

- Who needs access to the applicant pool?
 - Search committees are not required for SHRA positions. However, you may want to have multiple individuals reviewing applications.
 - The hiring supervisor and Chair will be automatically granted access to review applicants. Anyone else who needs access should be identified in the Search Committee section of the request form.

The Process:



1. Posting

- Manager submits the SHRA Recruitment Request Form to the HR Specialist in InfoPorte. Include any special instructions (i.e. overlap or internal-only) in the request description. We will provide you with a draft for your review and edit.
- HR Specialist routes the request in PeopleAdmin and works with the Employment Consultant to establish the posting.
- Manager is notified by email when the position is posted.
- Applications will be received in PeopleAdmin until the posting closes.
- Departmental representatives (Chair, hiring supervisor, committee members, etc.) may begin reviewing applications and moving applicants in workflow at any time during the posting period.
- The posting will close to applicants at 11:59pm on the last day of the posting period.

2. Interviewing

- Applicants may not be contacted for interviews prior to the posting closing.
- Manager should notify the HR Specialist of candidates selected for interviews so that verification of state minimum requirements can occur.
- At least **three (3)** applicants must be interviewed. Please be mindful of applicants who have priority (i.e. veteran's preference, layoff, etc.).
- It is the responsibility of the department to schedule and conduct interviews.
- You may request a Dean's Office HR or Finance employee to be included in interviews for Department/Chair vacancies.
- Interview questions and format should be the same for all applicants.
- It is the decision of the department whether or not to conduct multiple interviews per applicant.

3. Selection

- A department representative should check references on final candidates prior to making a final selection. A form is provided on the OHR Website (<http://hr.unc.edu>).
- Manager submits the Final Selection Worksheet to the HR Specialist via InfoPorte. Your HR Specialist can help with this step.
- Manager or hiring supervisor enters non-selection reasons for remaining applicants, or work with the HR Specialist to enter the reasons on behalf of the department.
- HR Specialist submits the Selection and Hiring Proposal to the Employment Consultant in PeopleAdmin and initiates the background check.
- The OHR Employment Consultant will not process the offer until non-selection reasons, background check and selection and hiring proposal are completed.

- Contingent offers may be extended beginning 12/4/17. Offer is contingent upon return of satisfactory background check results.
- Please note: non-selection reasons must be entered, a background check must be submitted, and the hiring proposal must be approved prior to a contingent offer being extended by OHR.
- An offer of employment should not be communicated to the candidate, except by OHR. It is appropriate to communicate to the applicant that (s)he is being “recommended” for the position. If you have questions about this step, contact your HR Specialist or Consultant.

4. Offer of Employment

- The salary amount will be determined in consultation with the Dean’s Office.
 - The general guideline is 100% - 105% market rate, regardless of funding source.
 - State-funded positions are generally allocated 100% market rate from the SHRA pool; any amount in excess of that must be supported by department funds.
 - Chairs/Managers should work with HR Consultants in the Dean’s Office to discuss any exceptions to the College of Arts & Sciences guidelines.
 - Salary amount cannot be outside of the posted hiring range.
 - Salary amount cannot violate Career Banding Pay Plan guidelines.
- Start dates for SHRA employees must be on a Monday. Exception can be made during weeks in which Monday is a holiday (i.e. Memorial Day).
- Formal offer of employment is verbal, followed by a confirmation of acceptance email.
- For departments in the College of Arts & Sciences, the formal offer of employment may only be issued by the Employment Consultant in OHR.

5. Confirm Hire/Transfer

- HR Specialist will submit hire/transfer action in the system.
- New hire action must be approved at all levels and reach the OHR Employment Consultant by **12:00pm** the Wednesday before their start date (following Monday).