SHRA and EHRA Non-Faculty Permanent Recruitment

I. When Can I Post? (CAS Intranet)
   a. Resignation Letter
      i. The position does not need to be vacant before posting. However, you do need a signed resignation letter or other official documentation of separation for current employee.
   b. Position Authorization Form Approval
      i. SHRA Permanent Positions
         1. Approval by HR Consultant, Budget Analyst, and Associate Dean of HR PRIOR to posting
      ii. EHRA Non-Faculty Positions
         1. Approval by HR Consultant, Budget Analyst, and Senior Associate Dean PRIOR to posting
   c. Overlaps

II. Recruitment Process
   a. Internal-Only Postings
      i. Internal to the University, not just the department
      ii. Must be approved by Dean’s Office and OHR
   b. Equal Opportunity Considerations
      i. Minimum Posting Periods
         1. SHRA permanent: 5 business days (holidays do not count)
         2. EHRA Non-Faculty permanent: 14 days
      ii. Recruitment Advertising
      iii. Veteran’s Preference
         1. Must be interviewed if they meet the minimum qualifications for the position
         2. Must be recommended candidate for hire when applicant is substantially equal in qualifications to the best-qualified applicant
      iv. Layoff Priority
         1. Must be recommended candidate for hire when applicant is substantially equal in qualifications to the best-qualified applicant
         2. If the layoff candidate does not have all the Essential Skills for the position, then the department must compose a Layoff Non-Selection Letter and submit it to the Employment Consultant in OHR for approval.
   v. Nepotism Policy
      1. SHRA Policy and Form
      2. EHRA Policy and Form
   c. Posted Hiring Range (“Salary Shown to Applicants”)
      i. SHRA Permanent
         1. 90% to 105% market rate
      ii. EHRA Non-Faculty Permanent
         1. If posting a range, salary must start at the minimum of the band
   d. SHRA Permanent Postings
      i. Essential Skills vs. Preferred Qualifications
      ii. Supplemental Questions
         1. SHRA Permanent: at least 3 required (not including the Experience/Education question)
            a. Must reference the Essential Skills or Preferred Qualifications
            b. Disqualifying questions must refer to an Essential Skill
      iii. Applicant Documents
   e. Interviews & Final Selection
      i. Interviews
         1. At least three qualified candidates
2. Interim pool approval required **PRIOR** to contacting candidates to schedule interviews
3. Questions should be consistent ([Interview Question Bank](#))

ii. Reference Checks
   1. At least three reference checks on selected candidate

iii. Background Check

iv. Final Selection & Hiring Proposal
   1. F.A.I.R.
      a. Financial Resources, Appropriate Market Rate, Internal Pay Alignment, Required Competencies

### III. Hiring

#### a. Offers

i. **SHRA Permanent**
   1. Offer made by OHR Employment Consultant once hiring proposal and background check are completed
      a. Contingent offers (beginning 12/4/2017)

ii. **EHRA Non-Faculty**
   1. Offer letters must be reviewed and approved by the HR Consultant first
      a. [Offer Letter Template](#) (onyen-protected)
   2. An offer can be extended after the hiring proposal and background check are complete
      a. Contingent offers may be made after the hiring proposal is approved; contingent offer letter must be reviewed and approved by HR Consultant first

### IV. New Employee Orientation

#### a. New Employee Orientation

i. Central Office will register new employees for orientation
ii. New employees will attend on the first day of hire ([New Employee Website](#))

#### b. SHRA Permanent Hire Action Deadline

i. Hire actions should be approved at all levels and reach your OHR Employment Consultant by **12:00 pm on Wednesday** in order for a new employee to be hired with an effective date of the following Monday

#### c. EHRA Non-Faculty Hire Action Deadline

i. Hire actions should be initiated and FULLY EXECUTED by **12:00pm on Wednesday** in order for a new employee to be hired with an effective date of the following Monday

### Helpful Links

- OHR Website (background checks): [http://hr.unc.edu/managers/hiring/background/](http://hr.unc.edu/managers/hiring/background/)
- CAS Recruitment Forms: [https://casbo.web.unc.edu/forms/human-resources-forms/](https://casbo.web.unc.edu/forms/human-resources-forms/)
- OHR Policies and Forms: [https://hr.unc.edu/about/hr-community/](https://hr.unc.edu/about/hr-community/) (onyen-protected)
- OHR Hiring Manager Information: [https://hr.unc.edu/managers/hiring/](https://hr.unc.edu/managers/hiring/)
- Hiring EHRA Non-Faculty Employees: [https://hr.unc.edu/managers/hiring-ehra/](https://hr.unc.edu/managers/hiring-ehra/)