



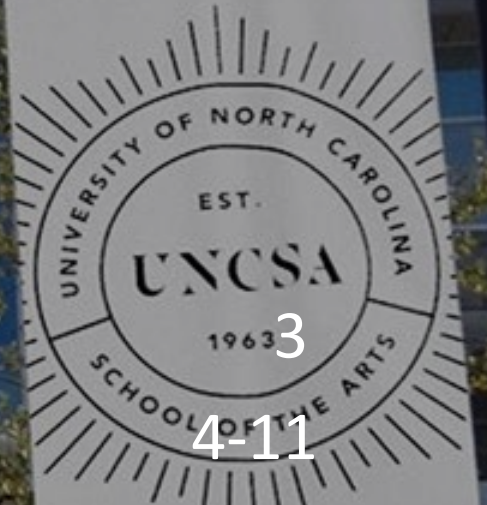
canvas



HR Canvas – Recruitment and Onboarding Navigation Guide

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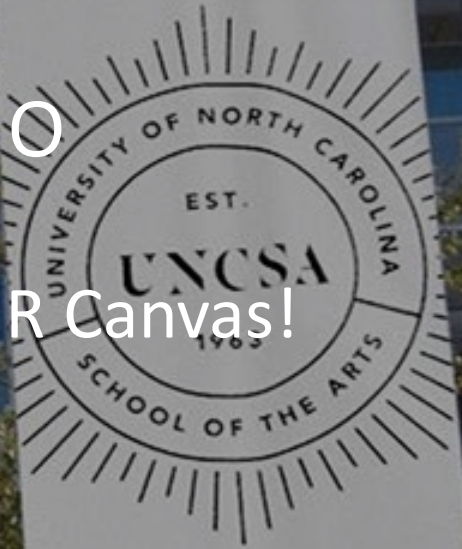
Recruitment and Onboarding Video

Watch the video below for an overview of topics offered in HR Canvas!

https://youtu.be/1RE_nOYoZog?si=VeCReMeogtn_9-DO




Click to view
the video!



Where the future of art and artist align.

VISIT

APPLY NOW



Click the 3 lines in the right corner to open the main menu.

↓

Find your program



Where the future of art and artist align.

VISIT

APPLY NOW



Click "Information For"



Find your program

Dance

Design & Production

Drama

Filmmaking

Music

About & News

Giving

Performances

High School

Undergraduate

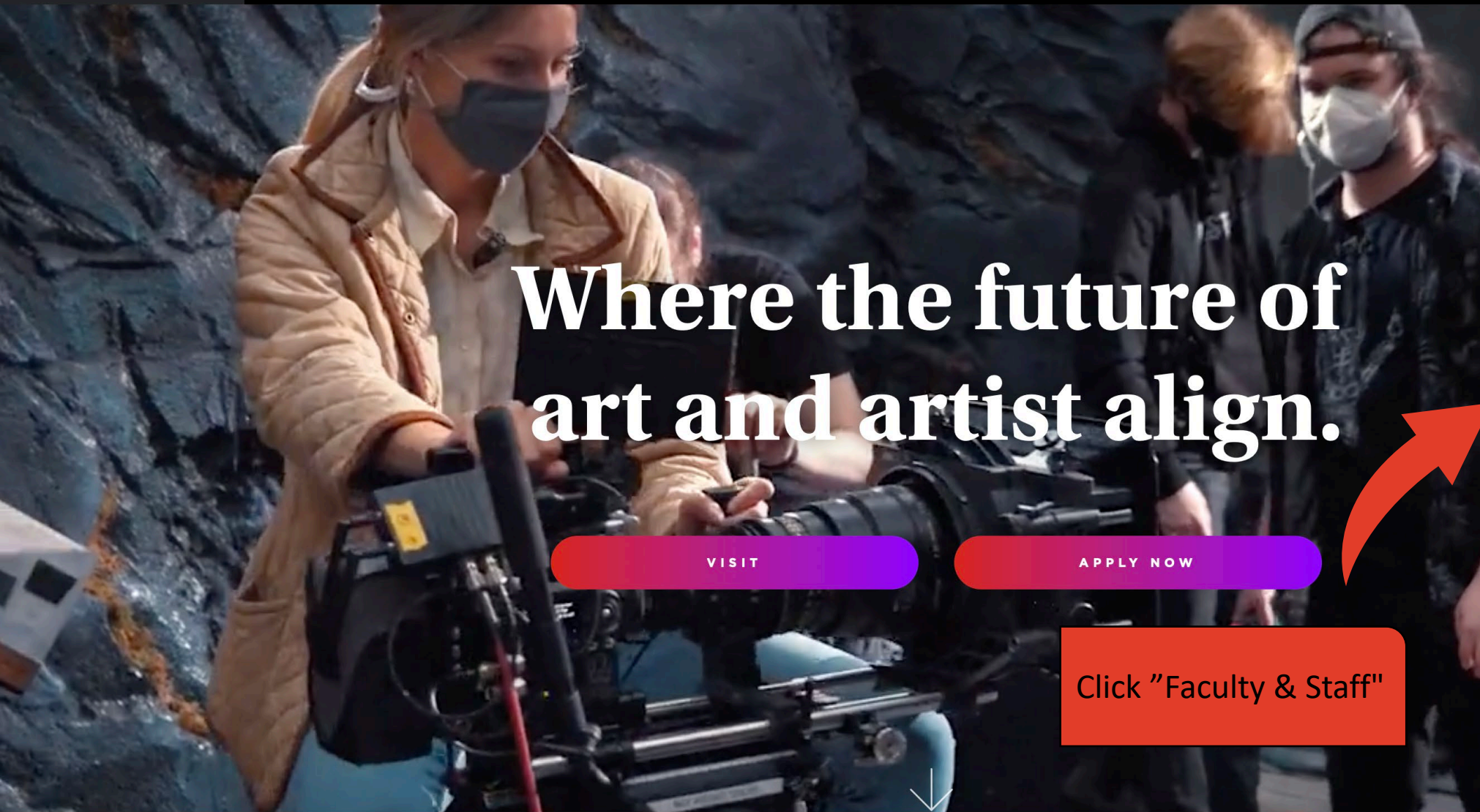
Graduate

Community

Summer

Information For





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APPLY NOW

Click "Faculty & Staff"



menu

Prospective Students

Incoming Student

Parents & Families

Alumni

Patrons & Friends

Current Students

Faculty & Staff

Media



Find your program

Need Help?

CHECK OUT HOW-TO DOCUMENTS FOR THE UPGRADED E-Z ARTS >>

[Home](#) > Faculty & Staff

Faculty & Staff

Faculty Resources

Forms

Financial Services

Human Resources

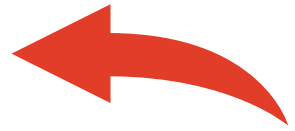
Ombuds Office

Staff Council

Technology Support

UNCSA Branding

Here you will find information from [Human Resources](#), [faculty and staff calendars](#), [campus services](#), [IT](#) and other employee resources. We recommend bookmarking this page since you will be using these resources often during your time at UNCSA.



Click
"Human Resources"

- Art H
- Cal
- COVID-19 Dash
- E-Z
- P
- Web E

Human Resources

Employee Assistance

Search Job Openings 

HR Service Expectations

Benefits

Classification & Compensation

Employee Relations

Forms

Holiday Schedule

Learning & Development
Training

Leave Administration

Manager & Supervisor Toolkit


Policies

Policy Review 

Thank you for contacting the Office of Human Resources. In consideration of social distancing and out of an abundance of caution, we are working remotely whenever possible. The Office of Human Resources is open and willing to assist our campus community. We can be reached in the following ways.

The Office of Human Resources is committed to functioning as a strategic partner in the development and retention of a highly qualified, diverse workforce.

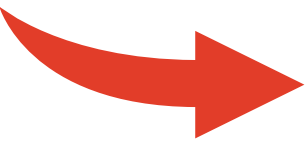
- Our values are defined by our core beliefs, thereby influencing our daily choices and behaviors. As persons with integrity, we believe in being:
- Ethical - Adhere to professional standards;
- Sincere - Genuine, earnest;
- Respectful - Acknowledge the worth of every person, having consideration for others thoughts and feelings;
- Honest - Act honorably in principle, intentions, and actions.

[North Carolina State Human Resources](#) 

[UNC System Human Resources](#) 

[UNC System Communications](#)

Click
"Manager &
Supervisor
Toolkit"



[Home](#) > [Human Resources](#) > [Manager & Supervisor Toolkit](#)

Manager & Supervisor Toolkit

Hiring & Recruitment Resources

Managing Employee Resources

Performance Management Resources

Collection of Policies

The Department of Human Resources has developed materials intended to provide UNCSA supervisors tools needed to successfully supervise. The Human Resources team is available to assist supervisors with understanding UNCSA policies and procedures, the role of the supervisor, and the importance of having a partnership with HR. Questions? [Contact a member of the Human Resources Team \(PDF\)](#).

Click
“Hiring & Recruitment Resources”



Managing employees effectively

Employees look to managers for a variety of information. Here are resources for employee assistance, leave administration, workers' compensation and the UNCSA holiday schedule.

MANAGING EMPLOYEES >>

[Home](#) > [Human Resources](#) > [Manager & Supervisor Toolkit](#) > [Hiring & Recruitment Resources](#)

Hiring & Recruitment Resources

Hiring & Recruitment Resources

[Managing Employee Resources](#)

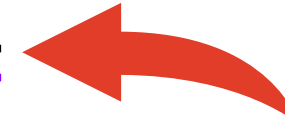
[Performance Management Resources](#)

[Collection of Policies](#)

From vacancy to hiring a candidate, you'll find resources on the hiring process and need to fill positions.






HR Canvas

- [Recruitment and Onboarding Guide](#) 




Classification/Composition

Forms

- [Position Management Job Aid](#) 
- [Position Description](#)  (PDF)
- [Employment Competency Assessment](#)  - SHRA Employees
- [Example of Employee Competency Form](#) 
- [SHRA Career Banding Rates](#) 

Employment/Hiring

- [EHRA Faculty Recruitment Process](#) 
- [EHRA Employment](#)
- [SHRA Employment](#)
- [Temporary Employment](#)

Click
"Recruitment and
Onboarding Guide"
under "HR Canvas"

[Home](#) > [UNCSA HR Canvas](#) [Login](#)

UNCSA HR Canvas Login

Are you a UNCSA employee or student?

[Login here.](#)



Not a UNCSA employee or student?

[Login here.](#)

Click
"Login Here" under
the UNCSA Employee
or Student option.

UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS

RISE TO GREATNESS

1533 SOUTH MAIN ST.

ABOUT

CAREERS

CENTERS & INSTITUTES

NEWSLETTERS

LIBRARY

MEDIA RESOURCES

DIVERSITY

NEWS & FEATURES

UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS

Sign in

someone@example.com

[Can't access your account?](#)

Next



Sign-in options

Enter your UNCSA
email credentials.

UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS



Enter password

.....|



[Forgot my password](#)

Sign in

Enter your UNCSA
email password.

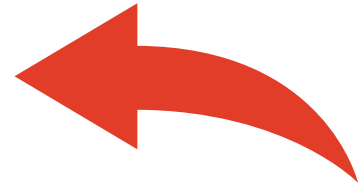


Notifications. Tell us how and when you would like to be notified of events in Canvas.
[Notification Preferences](#)

Coming Up [View Calendar](#)
 Nothing for the next week
[View Grades](#)

Dashboard

Published Courses (1)



Click on the Recruitment and Onboarding icon to open the course.

Unpublished Courses (0)

No courses to display



Account



Dashboard



Courses



Calendar



Inbox



History



Help

Collapse All

View Course Stream

View Course Calendar

View Course Notifications

To Do

Nothing for now

▼ Course Overview

Course Overview

▶ Preparing to Post a Vacant Position

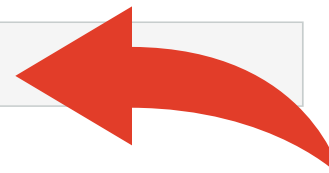
▶ Employee Recruitment

▶ Preparing for Interviews

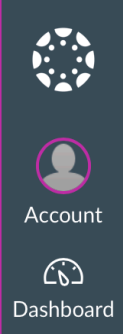
▶ Interviewing for Success

▶ Communicating with the Candidates During the Process

▶ New Hire Onboarding



In addition to the Course Overview displayed earlier, you will see a list of 'modules' with topics to view. Click on desired topic to view course content.



Collapse All

View Course Stream

View Course Calendar

View Course Notifications

To Do

Nothing for now

▼ Course Overview

- Course Overview

▼ Preparing to Post a Vacant Position

- So you have a vacancy, now what?
- Updating position descriptions
- Action Form Process
- Recruitment timelines
- PeopleAdmin Resources
- SHRA Competency Profiles
- Job posting resources
- Check your learning: Preparing to Post a Vacant Position
5 pts



Once you've clicked the Module title/dropdown, click and select which topic within the module you would like to review.

- Account
- Dashboard
- Courses
- Calendar
- Inbox
- History
- Help

View All Pages

Once within the individual topic page, you can return to the main page of the course by clicking “Recruitment and Onboarding”.

So you have a vacancy, now what?

Now that you have a staff vacancy, it is time to start the formal recruitment process. The chart below outlines the general steps in the position posting approval process. This module provides some additional details on the steps outlined below as well as resources and documents you will need during the process.

Position Description Update and Job Posting Process

for Recruitment

Update position description and complete separation form (Action Form 101 or 201)

01

The first step in any search is to complete the separation from (Action Form 101 or 201) and update the position description in PeopleAdmin to ensure all aspects of the position are reflected accurately. It is important to update any changes to the budget/budget codes before submitting. Additionally, please confirm or create a budget for the position (contact Budget with any questions regarding position number, account number, or salary). Submit the position description to HR for review by routing it through the workflow for approval.

Review position workflow in PeopleAdmin

02

Route the position description to Hiring Manager/Dean. Hiring Manager/Dean routes to Budget. The budget office will route to the Cabinet-level, Foundation, and/or Faculty Affairs, then to HR for Final Review to complete the position description approval process. Some positions require approval by The UNC System Office Office. HR will advise if required.



Begin the applicant review

05

Once the posting is closed an initial screening will occur. The Hiring Manager / Search Committee will identify a pool of the most qualified candidates. The pool of the most qualified candidates shall be those individuals determined to be substantially more qualified than other applicants. For search committee training email suttonar@unc.edu to register.

The interview process

06

The Hiring Manager/Search Committee is responsible for scheduling and conducting the interviews. The hiring manager must use a structured interview in the selection process. The same questions should be asked of each applicant interviewed. Each question should be based on one or more of the essential knowledge, skills, and abilities as given. The Hiring Manager/Search Committee Chair maintains documentation of the interview content. All work products of the search committee will be maintained by the department for at least three years. At the end of that time, the files may be destroyed. Original applications documents for the pool and successful candidate will be maintained by Human Resources.

Hiring proposal process

07

The hiring manager will prepare and submit a Hiring Proposal in PeopleAdmin to hire the selected applicant. The hiring proposal should include a start date, salary recommendation, competency assessment (SHRA), and recruitment summary. The hiring proposal approval workflow is as follows: Originator to Hiring Manager/Dean to Budget to Cabinet Level and/or Foundation and Faculty Affairs to Human Resources. The search committee chair or hiring manager will indicate the "reason for non-selection" for each applicant in PeopleAdmin not hired.

Once the hiring proposal is received the Talent Solutions Team will then generate the background check. Additionally, the team will check for nepotism, equity, priority consideration (veteran, career state, RIF, reemployment), compliance with salary administration guidelines, and background check results. The Talent Solutions Team will make a verbal offer to the candidate and prepare and mail/email the offer letter to the applicant and hiring manager.



You can also navigate directly to previous and next topic pages by clicking the respective buttons located at the bottom of the page.



◀ Previous

Next ▶

The image shows a user interface with a dark sidebar on the left containing icons for Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area features a user profile for 'Test Student' with a 'Logout' button. A red callout box is overlaid on the 'Logout' button, and a red arrow points from the 'Account' icon in the sidebar to the 'Logout' button.

es > So you have a vacancy, now what?

At any time ,you can logout by:
Clicking the “Account” icon on the left
Then click “Logout” under “Test Student” which will be replaced by your name when logged in.

Position Description Update and Job Posting Process for Recruitment

01
Position and complete Form 101 or 201)
Complete the separation from (Action position description in PeopleAdmin are reflected accurately. It is to the budget/budget codes before firm or create a budget for the questions regarding position). Submit the position description to the workflow for approval.

02
Review position workflow in PeopleAdmin
Route the position description to Hiring Manager/Dean. Hiring Manager/Dean routes to Budget. The budget office will route to the Cabinet-level, Foundation, and/or Faculty Affairs, then to HR for Final Review to complete the position description approval process. Some positions require approval by The UNC System Office Office. HR will advise if required.

Thank You!

Thank you for reviewing our guide!

For any questions or additional information, please contact Human Resources via the email below.

hrforms@uncarts.onmicrosoft.com

GO PICKLES!

