



SHRA/EHRA STAFF RECRUITMENT PROCESS (revised: 03/2017)

To begin the process to recruit for a SHRA/EHRA STAFF Position, you will need to make sure the Position Description is updated before routing paperwork in the PeopleAdmin System to Post the position. **Edits cannot be made once you begin the process to post.** To access the PeopleAdmin SelectSuite Portal please use the following link and login with your 96 Banner Number:

<https://employment.uncsa.edu/hr/>

To update a Position Description:

Make sure you are logged in using the correct user group (Originator / Business Officer, Hiring Manager / Dean / Department Head; etc.) You must also make sure you are logged in using the Position Management Module (orange screen). From there you will go to the "Position Descriptions Tab" and select SHRA/EHRA STAFF. Once at this screen you will be able to see the positions you have access to view. Select the position you wish to update. When you open the position you will see a link in the right hand corner to "Modify Position Description" and begin the process to update the position description. After you have made all necessary changes to the Position Description, submit to the next user in the routing process for approval. After this has reached HR for Final approval follow the steps below to post the SHRA/EHRA STAFF Position.

To begin the process to create new SHRA/EHRA Staff posting:

Make sure you are logged in using the correct user group (Originator / Business Officer, Hiring Manager / Dean / Department Head; etc.) You must also make sure you are logged in using the Applicant Tracking Module (blue screen).

1. While in the Applicant Tracking Module Home Screen, click the link to **Create New SHRA/EHRA STAFF Posting**.
2. A "Create New" Take Action box will appear. Choose to **Create from Position Description**.
3. Enter the proposed Working Title and be sure the Organizational Unit is filled out (Cabinet Level, Department, & Divisional Level). At the bottom of this screen you will see "**Supporting Documents**" with a check mark beside it; Please make sure this box is checked so applicants can attach required documents for this posting. Then select, "**Create New Posting**".
4. For **Position Details**, review to make sure position information is correct, and enter the following: Proposed Effective Date (Start Date), Open Date, Close Date or Open until Filled.
 - a. If choosing Open until filled option, do not insert close date. Just be sure you have chosen "YES" to leave open until filled.
5. **Check Budget Information** to be sure Salary Range, Recruitment Range, and Budget Summary carried over from the position description.
 - a. EHRA STAFF positions will not have a salary range or Recruitment Range.



6. **Select the Documents Needed to Apply** for the position you are posting.
 - a. We normally require Cover Letter and Resume for all STAFF positions. If you have any questions, please contact HR.
7. **Select the Supplemental Questions** you would like to attach to your posting.
 - a. Remember, if a question is not available that you would like to ask, you can create your own. (Please see Training Guide Manual for further assistance or contact HR).
8. **Attach the Posting Documents** for this Position such as: Justification, Org Chart, OSHR / HR Position Description Form, Recruitment Plan, and Print Ad Text.
 - a. To add documents, go to Actions and you can Upload New , Create New, or choose existing (*By selecting the “choose existing” option it will allow you to choose any previously upload documents*)
9. **Enter Search Committee Members** and select who the Search Committee Chair will be.
 - a. Click “Add existing User” to add UNCSA Employees
 - b. Click “Create New User Account” if someone outside of the system needs access to the posting and Applicants
10. **Enter Evaluative Criteria.**
 - a. Remember, if an evaluative criteria is not available that you would like to use, you can create your own. (Please see Training Guide Manual for further assistance or contact HR).

NOTE: You can skip this step if you do not know. It is up to the Search Committee Chair and search committee to choose the Evaluative Criteria they would like to use for a posting. This step must be completed before the initial 30 days passes.

11. **Enter Guest Users.** This will only give someone access to the posting.
 - a. If you create a guest user account: this will create a generic user name and password.
 - b. Enter a valid email address for each person who will use this account. Enter only one email address on each line.
 - c. Guest users will receive a system email with the guest user login credentials
12. **Review Summary Page.** Please review all information to make sure everything is valid. To submit to the next person in the routing queue select the orange “**Take Action on Posting**” to submit.
 - a. **Routing Process is as follows:**
 - i. Originator / Business Officer > Hiring Manager / Dean / Department Head > Initial HR Review > Summer Intensive Budget / Budget > Cabinet Level Approver > Final HR Review
13. Once HR has approved for Final Review, **HR will post the position** (a notice & link will be sent out to Hiring Manager / Dean / Department Head saying the position has been posted).
 - a. Note: A SHRA STAFF position must be posted for a minimum for 5 business days.



- b. Note: An EHRA STAFF position must be posted for a minimum of 30 days.
14. **Once the position has closed:**
- a. **SHRA STAFF:** HR will review applications in People Admin and screens out applicants that do not meet the minimum qualifications for SHRA STAFF Postings. Qualified applicants are forwarded to the hiring supervisor who is required to screen applicants and select the most qualified from this group as required by state policy.
 - b. **EHRA STAFF:** Postings qualified applicants are forwarded to the Search Committee or Hiring Supervisor who is required to screen applicants and select the most qualified from this group as required by state policy.
15. Appropriate Interviews are conducted – A set of core questions should be utilized during the interview process to ensure all candidates are evaluated equitably. Core questions should be provide to HR prior to interviews. If position requires an internal test, the test must be provided to HR prior to use.
16. Once the interviews are completed and a candidate is selected, the hiring supervisor completes the **Initial Functional Competency Assessment** for the selected candidate and emails it to HR FORMS box (*FOR SHRA STAFF ONLY*). **The hiring supervisor may make a conditional offer to the preferred applicant contingent upon Human Resources' final approval and completion of the criminal background check. Prior to making a conditional offer of employment please contact Budget to discuss salary amount and HR to confirm official hire date prior to starting the Hiring Proposal. When the hire has been finalized HR will send out the benefits packet and all hiring documents.**
17. Hiring supervisor or Search Committee Chair will enter the non-selection codes into People Admin for all candidates who applied for the position (candidates will not know the specific code given them). **WE CAN NOT COMPLETE THE HIRING PROCESS UNTIL THIS STEP IS COMPLETE. Please select the codes that accurately defines the reason for non-selection. All codes selected are subjected to auditing by The Office of State Human Resources.**
- a. Be sure the selected candidate is in the “**Recommend for Hire**” state to begin the hiring proposal.
18. **Route the completed Hiring Proposal for approval.**
- a. **Routing Process is as follows:**
 - i. Originator / Business Officer > Hiring Manager / Dean / Department Head > Initial HR Review > Summer Intensive Budget / Budget > Cabinet Level Approver > Final HR Review
19. Human Resources will send the candidate a benefits package and acceptance letter after receiving and approving the Hiring Proposal. A copy of acceptance letter will be emailed to the hiring Supervisor.



HUMAN RESOURCES

20. The first day of employment, the candidate will report to the Human Resources office for their new hire orientation at the appointed time that is listed in the acceptance letter.