

## Human Resources

### Recruitment/ Selection/Job Offer FAQ's

#### Posting a Vacant/New Position

**1) Can we post for internal candidates only?**

Yes, Departments have the option to post SHRA permanent and time-limited positions as internal only. Internal only recruitments limit applicants to current, permanent, or time-limited employees of UNC-Chapel Hill or to individuals with UNC-Chapel Hill layoff priority. Internal only recruitments may not be limited to employees of any specific unit, department, or division of the University, nor may any of the position's essential requirements indirectly infer required employment in a specific area of the University. (<http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/recruitment-and-selection/internal-only-recruitment-for-spa-positions/>)

**2) When posting a SHRA position for recruitment, how important is the Essential Skills section?**

**Essential skills** are the required knowledge, skills, and abilities that are critical to a position, without which the duties of the position cannot be performed. Any essential skill listed in the job posting must also be reflected as an essential skill in the position description. A selected candidate must possess all essential skills listed in the job posting of the position for which they are being selected.

**3) Are there any helpful tools that will ensure candidates have all the essential skills posted?**

Yes, the supplemental questions of the job posting are a great way to get answers to questions to ensure the candidate meets all essential skills. Questions regarding essential skills can be made disqualifying to eliminate candidates from the pool when they do not have those essential skills required.

**4) What is the minimum time period a position must be posted?**

Vacancies for SHRA positions must be posted for a minimum of five business days. The posting cannot close on a day on which the Office of Human Resources is closed for business.

**5) What do we need to do if we need to extend the closing date for recruitment?**

Please contact your OHR Employment Consultant by phone or email. Extensions to posting periods must be at least **three business days** if no changes need to be made to the original information posted. If changes are made to the posting, you must post for five business days.

**6) What should we do if we have a position under recruitment and we need to make changes to what's posted?**

You cannot make changes to an active posting, you must cancel the recruitment, update the posting, and re-post for at least five business days.

**7) If the pay band minimum is below \$25,000 can we post that amount?**

No, the minimum annual SHRA salary is \$25,000 at UNC-Chapel Hill for 1.0 FTE.

**8) When beginning the recruitment process, what if the incumbent is still in the position?**

You must send a copy of the individual's resignation letter to School of Medicine Employment Consultant.

**9) Can we administer Pre-Employment Testing?**

Yes, you may. However, pre-employment testing (written, oral, physical, skills) requires the hiring department to receive prior approval from OHR. Requested applicant presentations and/or writing samples, do not have to have prior approval. Please contact the SOM Employment Consultant to discuss. Test procedures and results must be retained by the hiring department for at least 2 years.

**Application Review, Referral & Interview Guidelines**

**10) Do we have to wait until we have received all applications and the position has closed before we can start reviewing and interviewing candidates?**

The department can begin reviewing applications immediately. However, the position must be closed before the department can submit the list of candidates to OHR for approval. Interviews cannot begin until this approval has been received.

**11) Do we need to interview veterans?**

In appreciation for their service to our country, and in recognition of the time and advantage lost toward the pursuit of a civilian career, [veterans](#) shall be granted preference in University employment. Therefore if a veteran possesses the essential skills listed, the hiring supervisor must interview him/her.

**12) Is it mandatory to interview layoff candidates?**

Yes, persons who have been laid off have re-employment priority through State Law, State policy, and University policy. This includes persons laid off from other State universities and agencies. Persons identified by the Office of Human Resources as being entitled to re-employment priority due to their layoff status must be interviewed when they are referred for a specific position for which they are qualified. Interviewing layoff candidates is an essential part of re-employment priority.

[http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/recruitment-and-selection/recruitment-and-hiring-policy-for-spa-permanent-employment/#Application Referral Interviewing](http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/recruitment-and-selection/recruitment-and-hiring-policy-for-spa-permanent-employment/#Application%20Referral%20Interviewing))

- 13) How long does a layoff candidate retain priority re-employment consideration?** Priority re-employment consideration for State positions is up to 12 months for those employees.
- 14) Do I still have to interview a layoff candidate if his/her year of priority has expired?**  
Yes, as long as the layoff candidate was referred during his/her year of priority, he/she retains the priority until the recruitment for the position is closed.
- 15) When does a person's layoff priority begin?**  
Layoff priority begins as soon as the candidate receives their written notification of layoff. Candidates who have received written notification will appear on the applicant list with (Priority) indicated.
- 16) If a candidate indicates they were laid off, but not noted with Priority, do they have priority?**  
Not necessarily, as they may have applied for a higher level position for which they do not have priority. Their layoff priority period may have ended. Or there could be other reasons not noted with Priority. If you have questions, please call SOM HR Employment.
- 17) How can I check the accuracy of the layoff candidate's status?**  
You may contact the SOM Employment Consultant.
- 18) Do I need to submit a justification letter if I do not select a layoff candidate?**  
You must submit a justification letter if you select an external candidate and do not select a layoff candidate designated with priority reemployment. This letter will explain why the layoff candidate does not have the required essential skill sets and will also explain how the candidate selected has all essential skills. The SOM Employment Consultant can provide further guidance.
- 19) Are there a certain number of applicants that must be interviewed?**  
The hiring department determines which applicants are the best qualified among those referred and then contacts those candidates directly to schedule interviews. It is expected that hiring departments will interview at least **three** candidates. (See Best Qualified Pool and Interviewing) [http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/recruitment-and-selection/recruitment-and-hiring-policy-for-spa-permanent-employment/#Commitment to Equal Employment Opportunity EEO](http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/recruitment-and-selection/recruitment-and-hiring-policy-for-spa-permanent-employment/#Commitment%20to%20Equal%20Employment%20Opportunity%20EEO)
- 20) What if the hiring supervisor selects and receives approval to interview 3 candidates, but one candidate declines the interview – is this sufficient?**  
Unfortunately, no, it isn't. At least 3 candidates must be interviewed. An attempt to interview a candidate that declines, does not count.

## Reference Checking, Updating People Admin, & Generating Hiring Proposals

**21) Are References required and whose responsibility is it to check references on the selected candidate?**

Yes. Hiring Supervisors are required to complete reference check(s) on the selected candidate prior to recommendation of employment (minimum guideline and best practice is to conduct 3 reference checks). The candidate's signed application authorizes the University to request information pertinent to the candidate's work experience, education, and training. **NOTE: Even if the applicant indicates on the Application that the current employer should not be contacted, the hiring supervisor must advise the applicant that contact will be made if s/he is selected to proceed in the recruitment process.** The [Reference Check Form](#) is the form for documenting reference checks.

**22) Are there any other resources available for checking references on current or former State Employees who are the selected candidate?**

For applicants who are current or former State employees, the hiring supervisor also may request to review the applicant's performance appraisals by requesting the appraisals from the applicant's supervisor. This request must be honored. Contacted supervisors are required to provide direct, honest evaluations of the applicant's work performance to other State hiring supervisors.

**23) I have already run a criminal conviction check on my temporary employee; do I have to run it again, now that the temporary is the selected candidate for the permanent position?**

Yes, The Background check requirement is dependent upon the employee type. Please note: A new Background check is required for job changes between employee types (i.e. from SHRA to EHRA, Temporary to Permanent) See Background check policy. <http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/employment/pre-employment-background-checking-spa-epa-non-faculty/>

**24) If a position doesn't require a degree, do we still need to request a degree verification when requesting the background check?**

Yes, if the candidate indicates on their application that they have a degree, even if the position does not require one, you must have the degree verified.

**25) If the selected candidate is a transfer and salary needs to be verified, how can we verify this information?**

You should contact the SOM Employment Consultant to discuss current and proposed salary to ensure proposed salary meets current policy requirements.

**26) If the salary requested results in an increase from the current salary and June 30 salary, do we need to complete a Rainbow salary form?**

Yes, you must complete the Rainbow salary form. A salary form is not required for temp-to-perm hires with a salary increase.

**27) When completing the hiring proposal do we need to complete the Workforce Profile Section?**

For minorities and women with "NO" indicated as being underrepresented, nothing further needs to occur. If minorities and/or women have "yes" shown as underrepresented, you must determine how many minorities and/or women are in the applicant pool based on the EEO report, and indicate the total number underrepresented.

**28) Who are considered minorities?**

They are any groups that are not white.

**29) If minorities and/or women are underrepresented and I have indicated the total number referred, is anything else necessary?**

Possibly, if no candidates in the underrepresented group have been interviewed, you must explain why they were not interviewed.

**30) If a Current UNC employee accepts a transfer offer to another department, how is the effective date of transfer determined?**

When a current, permanent University SHRA employee accepts a transfer offer to another department, the two departments involved are responsible for arriving at the starting date for the transfer. The current supervisor, once the candidate has notified them of the acceptance, should contact the new supervisor to work out a mutually agreeable transfer date. If the two departments do not agree on an effective date, they refer the issue to their respective organizational superiors.

**31) How long is the probationary period?**

All new part-time and full-time SHRA permanent and time-limited employees will serve a probationary period of 12 months from their effective hire date before attaining [career status](#). This probationary period serves as an extension of the selection process, providing time for new employees to adjust and supervisors to ensure new employees can satisfactorily meet performance expectations and perform essential job functions.

This policy applies to all individuals receiving initial SHRA appointments to part-time or full-time, permanent or time-limited positions.

**32) Are there any instances where an employee would be required to serve a subsequent Probationary period?**

A former SHRA (SPA) employee who has had a break in service greater than 31 days must serve a new 12-month probationary period which cannot be extended. Periods of [extended leave of](#)

[absence](#) with or without pay do not suspend or increase the duration of the probationary period beyond 12 months.

Employees transferring from a local government entity subject to the State Human Resources Act who have a break in service greater than 31 days between their local government employment and the University will be required to work a new probationary period of 12 months before career status is attained.

An employee in layoff priority status may be required to serve a new probationary period if the employee returns to work after a break in service greater than 31 days. The employee must work another 12-month probationary period before career status is attained.

**33) Does the time spent in a temporary position count toward the probationary period?**

No, Employment in a temporary appointment may not be credited toward the probationary period.

**34) After an offer is accepted, when do I need to generate the ePar?**

The ePar needs to be generated as soon as you get the SHRA Offer Accepted Notification email from the SOM Employment Consultant. Since the process may take time to route through all the approvals, these need to be initiated immediately so that they can be executed by 5:00pm on the Wednesday before the start date.

**35) What is the Welcome to Carolina Session?**

This is a ½ day Orientation session for new SHRA employees on their first day of hire, conducted by the Office of Human Resources. The first half includes the Job Acceptance Session, review and signing of Conditions of Employment, completion of I-9, direct deposit and tax forms and Creditable State Service form. The second half of the session includes a benefit orientation along with review of SHRA Programs, Policies, Services, ending with a Benefits Review Q&A session.

**36) What are examples of why the hiring process can appear to be so slow?**

- If postings have to be adjusted to revise essential or preferred skills. For example if skill sets are indicated in the essentials as being ideal or desirable.
- If postings have the essentials written as job duties rather than skill sets.
- If essentials indicate requirements that exceed the State's minimums.
- If the rainbow form needs to be revised.
- If the salary justification doesn't support the salary.
- If an addendum must be requested because the candidate hasn't documented all posted essential skill sets.
- The background check information isn't complete. (For example a degree verification or driver's license isn't requested but required).