Recruiting and Selecting Candidates

NOTE: The timeline provided below is in business days.

Preventing Vacant Position
- Day 1: Hiring manager consults with System Office HR Director on intent for vacant position, and reviews the job description on file for accuracy. (1 day)
  - Day 1: Hiring manager confirms with their business point of contact [POC] and finance they have budget to fill the position. (1 day)
- Day 2-3: HR initiates the PEA Form and sends the job description to the talent acquisition consultant. (1 day)
- Day 2-3: Talent acquisition consultant drafts posting, and works with hiring manager on advertising strategy, establishing a search committee, and the recruitment process. (2-3 days)

Job Posted
- Day 5: The position is approved, published, and ready for applicants. (1 day)
- Day 5: The business POC completes the PEA Form with funding and chart field information & routes for approvals to fill the position. (1-2 days)

Recruiting and Selecting Candidates
- Day 1-2: Hiring manager/search committee identifies top 5-10 applicants for the talent acquisition consultant to perform phone screens to identify for first round interviews. (3-5 days)
- Day 1-2: Search committee conducts first round interviews to determine no more than 4 final candidates to schedule for final interviews. (3-5 days)
- Day 1-2: The talent acquisition consultant conducts background checks on the finalists when they are scheduled for final interviews. (3-5 days)

Candidate Selected
- Day 25-30: The top candidate has been identified and hiring manager starts the offer process. (1 day)

Extending an Offer
- Day 30-35: The top candidate has been identified and hiring manager starts the offer process. (1 day)
- Day 2: Hiring manager provides justification for hire, discusses terms with talent acquisition consultant, and conducts reference checks. The talent acquisition consultant compiles salary & equity analysis for HR Director approval. (2 days)
- Day 1: Once the verbal offer is accepted, the talent acquisition consultant will send the written offer. (1 day)
- Day 1-2: The talent acquisition consultant negotiates salary and start date with the candidate. (1-2 days)

Process to Post and Fill Established Permanent Positions with No Changes
In accordance with state law and policy, the UNC System Office search process follows a prescribed series of steps that are critical to our success in recruiting and selecting top candidates.