Process to Post and Fill New or Modified Permanent Positions



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.

NOTE: The timeline provided below is in business days.

Preparing Vacant Position

Day 1



description on file for accuracy.



1-2 days

Hiring manager works with their business point of contact (POC) and finance to ensure they have budget to fill the position.



1-2 days

The business POC completes the PEA Form with funding and chart field information & routes for approvals to fill the position.



2-3 days

The talent acquisition consultant drafts posting, and works with hiring manager on advertising strategy, establishing a search committee, and the recruitment process.





Day 10-15

The position is approved, published, and ready for applicants.



Hiring manager consults with System Office HR Director on intent for new or modified position, and reviews the job



1-2 days

HR confirms classification/series for updated position description, initiates the PEA Form.



5-10 days

HR conducts classification analysis, submits for additional approvals needed, and updates systems while PEA form routes for approvals. HR sends position description to the talent acquisition consultant.

Recruiting and Selecting Candidates



Min of 5 days

While the position is posted, the talent acquisition consultant monitors the applicant pool and refers qualified candidates to hiring manager, insufficient pools result in extending a posting. Typical postings are 1-4 weeks



3-5 days

Search committee conducts first round interviews to determine no more than 4 final candidates to schedule for final interviews.



3-5 days

Hiring manager/search committee conducts final interviews and identifies the top candidate.

Candidate Selected



Day 30-35

The top candidate has been identified and hiring manager starts the offer process.



3-5 days

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

The talent acquisition consultant conducts background checks on the finalists when they are scheduled for final interviews.



Extending an Offer



Hiring manager provides justification for hire, discusses terms with the talent acquisition consultant, and conducts reference checks. talent acquisition consultant compiles salary & equity analysis for HR Director approval.



Once the verbal offer is accepted, the talent acquisition consultant will send the written offer.

1 day



Day 40



salary and start date with the candidate.