PROCESS MAP FOR HR.07.00
RECRUITMENT AND HIRING OF EHRA NON-FACULTY & SAAO TIER II EMPLOYEES

NC STATE
College of Sciences

Expected Time for Hiring Employee
10 week minimum

FACULTY / HIRING OFFICIAL

Start Here

Department/Unit **identifies need** for a EHRA Non-Faculty Employee and has secured position & funding[1,4]

Hiring official should develop a **diverse search committee** & ensure all members have received OIED training.[7]

Search committee begins to **review applicants** & prepare to submit interim report.[4,**]

Once the interim report is **approved**, candidates can be contacted for interviews

A minimum of 3 applicants must be **interviewed.**[4,9,**]

At least 2 **professional references** for the selected candidate is required to be completed.[4,**]

Position required to post externally for a minimum of 10 business days.[4]

If hire is expected to hold faculty position as a secondary appt, see POL 05.20.01.[8]

DEPARTMENT HR PARTNER / BUSINESS OFFICER

Submits job description in PA7[2] & **request to post for recruitment.**[4]

Submits the **Interim Report for approval.** It must be approved prior to contacting candidates to conduct interviews.

Submits **Hiring Proposal** through PA7[2,3]

If funded by an L5 account, follow the **SOP CRO.02.00** and complete the **COS Salary Action Approval Form.**

With approved Hiring Proposal, follow **Offer Letter Process Map & SOP**[5, *]

Submit Hire/Transfer Packet[6] to **Initiate Hire/Transfer Process**.

COLLEGE HR (COS HR)

Receives the PA7 action to **review & approve**. After COS HR approval, action is routed[3] through various College & University approvers*

Reviews & approves the interim report and route to the next level of approval.[3,*]

Receives Hiring Proposal to **review & approve.** After COS HR approval, Hiring Proposal is routed through various College & University approvers[3,4,*].

Using the full COS Hire/Transfer[6] Packet, COS HR **initiates JAR action**[10].

Employment can start after Background Check is endorsed.

End Here

UNIVERSITY APPROVERS

OIED serves as the University AA Officer approver and must approve the interim report **BEFORE** candidates can be contacted for an interview. If OIED recommends edits, the interim report is pushed back to the Department Representative*. Upon approval, the initiator will be notified via automatic email[4].

Associated Links & Footnotes:

1. **UHR Class & Comp/System Office Requirements**
2. **PeopleAdmin 7 (PA7)**
3. **PeopleAdmin Workflow**
4. **Recruitment & Search Committee SOP (HR.04.00)**
5. **Offer Letter Process Map & SOP (HR.02.02)**

6. **COS HR Hire Action Request Form**
7. **OIED Recruitment & Hiring Training**
8. **POL 05.20.01 – Appointment, Reappointment, Promotion and Permanent Tenure**
9. Hiring Official is the supervisor of the position that is responsible for interviewing and overseeing the position recruitment process.

10. COS HR will contact **COS OFBM** if position budget in JAR doesn't match hire/transfer packet. COS OFBM will review budget tables with Department Representative/Business Officer.

* Approval timelines can vary with other College & University approvers after COS HR approves PA7 request. If any approver recommends edits/changes, the action is pushed back to the Department Representative which could delay the recruitment.

** Timeline driven by Hiring Official

Last Updated 11/11/2020