

SPA Hiring Instructions

General information: Once the applicant pool has been screened by HR they will send an email notifying you that applications are available for review on the <http://jobs.uncc.edu/hr> website. Once you're in the applicant pool section there is a tab for recommended interview questions – you might want to go through this to help select the most applicable questions to assure the competency level of your candidate. You should also include your own questions that you feel are relevant.

- The university HR process does require that all interviewees be asked the same set of questions (these questions will need to be submitted as part of your hiring packet). Responses and comments you note from these questions during the interview will be helpful in the determination and elimination of candidates within the system, a process required once you make a selection.
- All candidates should receive Authorization of Background Investigation (CBC) and Summary of Benefits to SPA Employees. Both documents can be found in the Human Resource web-site.
- You should consider a skills assessment as part of the interview. This often helps confirm their skills in Word, Excel, written communication etc. (the Dean's office can help with this, we have some samples that have been used in the past).
- Once you've selected a candidate, before notifying or making an offer to candidate, you must do **2 - 3 reference checks** the reference form is available electronically from the HRMS system.
- We do NOT have the authority to hire – an on-line hiring proposal must be submitted to HR.
 - o This process will include disqualifying all applicants referred by HR, and not interviewed (there is a drop down list for this).
 - o Identify the applicants interviewed, and note why their qualifications were not as preferred as the selected candidate's and the position.
 - o Identify your candidate, state why this selection was most appropriate, and state the salary you'd like to offer (if this is higher than Market reference rate you will need to justify).
 - o Attach requested information: department organizational chart, scan and attach references if done on paper, interview questions, Authorization for Background Investigation, and funds transfer if needed to cover salary (the business officer will assist with the org chart and transfer of funds (if required)).
 - o Submit to HR – it may take a day or two for them to get back with their decision, they will first have to process the background check.
- HR will send an email stating their decision to hire, and a salary range to offer. You may then contact your candidate, make an offer and determine the start date.
- Once your candidate has accepted, email HR (Robyn Flowers) and let her know the terms of the hire: start date, salary etc.

First day of work – follow New Employee Checklist:

1. First thing is to have employee go to HR (King Bldg, 2nd floor) and complete new employee information for payroll. They will need to have their social security card and another form of ID – driver's license, passport, birth certificate etc. HR will issue a small white card needed for the remaining departments.
2. While in King Bldg, go to benefits office and get a benefit packet and a schedule for new employee orientation. (FYI...this is 2 days to complete)
3. Have someone show them where to get their ID badge (Student Union)
4. Go to the parking services building for a permit
5. Have employee complete **Personnel Profile** and **Overtime agreement**.

6. Submit all hiring documents: resume, cover letter, application, copy of CBC, ID card and any other forms to the Business Officer. SPA personnel files are maintained in the business office within the Dean's area.
7. Start the check off list document located in HR web-site on Supervisor/Mentor checklist – this is a 6 month hiring guide that you will use for the first 6 months during the employee's probation period.
8. Within the first 30 days HR will send a reminder to complete the employee's **Workplan** in HRMS. This should be done in consultation with the employee, and defines the specific duties and expectations of the position.

RESOURCES FOR INFORMATION:

Business Officer, COEN HR liaison – Jane Stewart 7-8243
HR Hiring contact – Robyn Flowers 7-0667
HR Benefits – Gina Ewart 7-0657
HR Main desk – 7-0669
Kieffer Gaddis – Comp and classification supervisor 7-0654

On-line resource for hiring: <http://hr.uncc.edu/hrms/hrms>

Instructions for Interim Performance review, annual performance reviews, position modification, information on work plans and recruitment etc.

Other resources for Supervisors and Managers – <https://hr.uncc.edu/managers>

HRMS processing link: <http://jobs.uncc.edu/hr>