

## Quick Reference Guide: Steps to take Before Conducting Interviews for an EHRA Non-Faculty Posting

### Steps:

1. Login to NinerTalent, ensure you are logged in as an Initiator.
2. Ensure you are in the "Applicant Tracking" module to (blue background).
3. Hover over the Postings tab and select "EHRA Non-Faculty".
4. Click the Actions and select "View Applicants" for the posting you want to review.
5. To review multiple applicants at one time, click the box on the left hand side in the gray menu bar (this will check the box beside each name on that page).
6. Then click the orange "Actions" button. This will bring up a menu on the left. Select "Download Applications as PDF."
7. Next, select the application data and documents you would like to download for each applicant, and click "Submit." The default option is "Application and All Documents." The PDF file will open in the same window. We recommend saving it to your computer and then hitting the back button to get back into NinerTalent.
8. During the screening process, remember to double check the minimum qualifications that are listed in the posting. Anyone you interview MUST meet the minimum qualifications.
9. As you go through the application information, decide what status each applicant should go into (see "Applicant Statuses and When to use Them Chart" on the next page).
10. Once you have reviewed the Application materials, you can now update the statuses. To update multiple applicant statuses at the same time, click the box on the left hand side next to the applicants you want to update. Once you have selected the applicants you wish to update, click the orange "Actions" button and select "Move in Workflow."
11. You will get a list of the applicants, and you can update all the statuses at once using the drop down at the top of the page, or you can update each one individually by using the drop down next to their name.
12. Once you are confident that you have a competitive pool and are ready to move forward with scheduling interviews, make sure the candidate statuses are updated and submit the posting for Equity Review.
13. The Equity Review is REQUIRED before any interviews take place. There are two ways to submit the posting for Equity Review. The Approver can route the posting through NinerTalent or you can email [eparecruitment@uncc.edu](mailto:eparecruitment@uncc.edu). Please be sure to include the position number in your email.
14. The Equity Specialist will send an email to the Initiator once the equity review is complete, confirming you can move forward with scheduling interviews.
15. Call the applicants and schedule the interviews.

### Helpful tips:

- **Best Practices when Reviewing Applicants**
  - Review should be ongoing.
  - Screen out applicants who do not meet the minimum qualifications.
  - Be accurate. It is important to make sure you update the statuses to reflect what happened during the recruitment process. The statuses are considered part of the record of the recruitment process.

- **Moving Multiple applicants at Once**

- In order to move multiple applicants at once, you need to have all applicants on the page in the same status. In order to filter by status click “More Search Options” and select the appropriate status.

- **Applicant Status Options and When to Use them**

Pre-Interview Status Options	When to Use	Email sent?
Under Review by Hiring Department	Applicants automatically enter this status when they apply	No
Not Best Qualified	Applicant who is not being considered for the position  Dropdown options: <ul style="list-style-type: none"> <li>• Does not have preferred qualifications</li> <li>• Does not meet minimum qualifications</li> <li>• Job Instability</li> <li>• Less qualifications than further considered candidates</li> <li>• Job Instability</li> <li>• Unrelated Education and/or Work Experience</li> </ul>	Yes, when position is filled
Further Consideration	Applicant who your department is interested in	No
Not a Current University Employee	Applicant who is not a Current University Employee (used if the job is ONLY open to current employees)	Yes, immediately

- **Equity Review**

- The equity review is an important step that ensures the applicant pool is reflective of the labor market, and the candidates that are moving forward in the process meet the minimum requirements that were posted. Not completing this step will delay the hiring process and creates potential compliance issues.
- If the posting is open, the Equity Specialist will close it if the end date is listed as “opened until filled,” however, the posting can be reopened if needed.

- **Links and Information**

- [EHRA Non-Faculty Applicant Tracking User Guide](#)
- [EHRA Non-Faculty Administration Website](#)
- Contact [eparecruitment@uncc.edu](mailto:eparecruitment@uncc.edu) with any questions.