NinerTalent

Applicant Tracking

(Formerly known as Hire)

User Guide for Initiators and Approvers

EHRA Non-Faculty

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Overview

Introduction

The **Applicant Tracking** module in NinerTalent is where positions are posted, applications are gathered, and candidate selection is made. This module has a blue header, and will be the default module if you have not updated your preferences. The **Applicant Tracking** module is used to:

- Create new EHRA Non-Faculty Postings
- Review and Update EHRA Non-Faculty applicants
- Create EHRA Non-Faculty Hiring Proposals

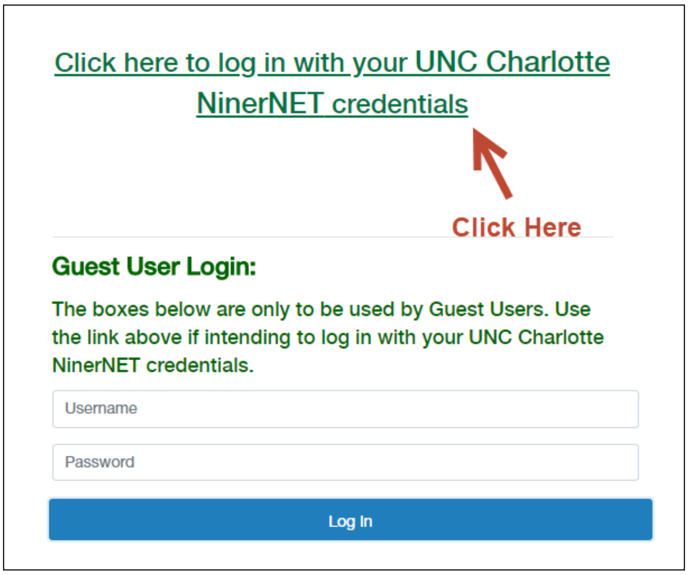
Process Overview

All postings are created from a Position Description, so before you begin, please ensure there is an approved Position Description in NinerTalent. Click here to access the Positions User Guide.

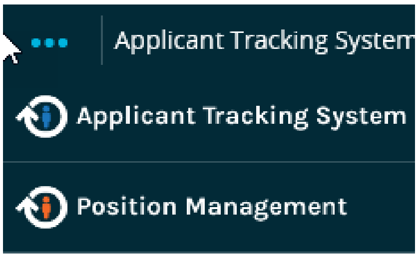
Please click here to see the detailed workflow steps.

Logging In

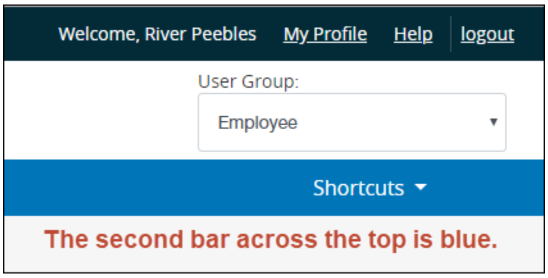
Go to: https://jobs.uncc.edu/hr

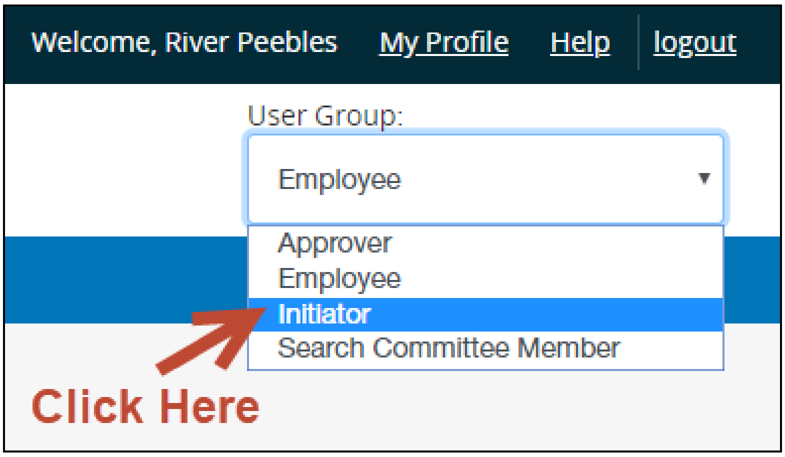


Locating the Applicant Tracking Module



Changing your User Group





How to Post an EHRA Non-Faculty Position

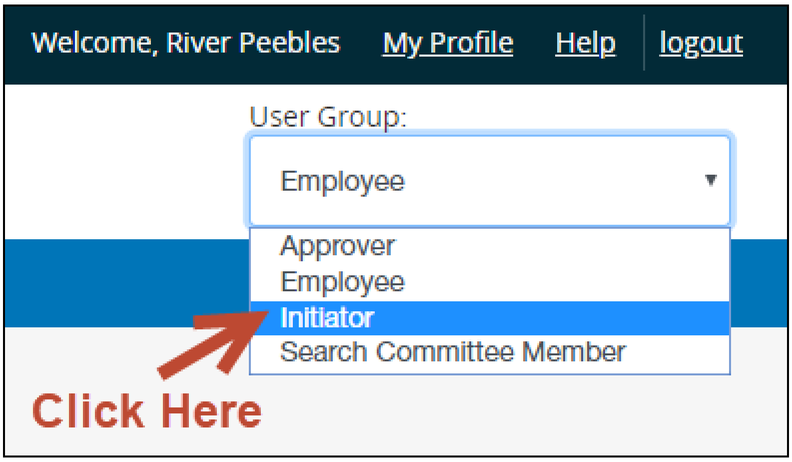
Introduction

There are two instances where you would create an EHRA Non-Faculty Posting

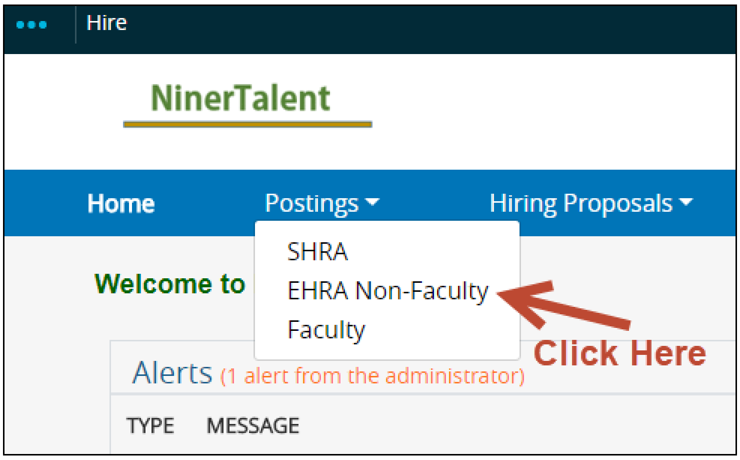
1. You have a vacant position (or a position where your employee has given notice) and you need to advertise the vacancy.
2. You are hiring someone on a waiver of search. Positions being filled this way need prior approval from Human Resources.

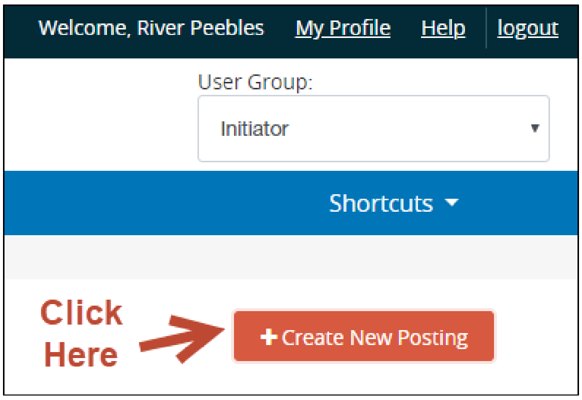
Steps to Create a Posting

1. Change your Current Group to **Initiator**.

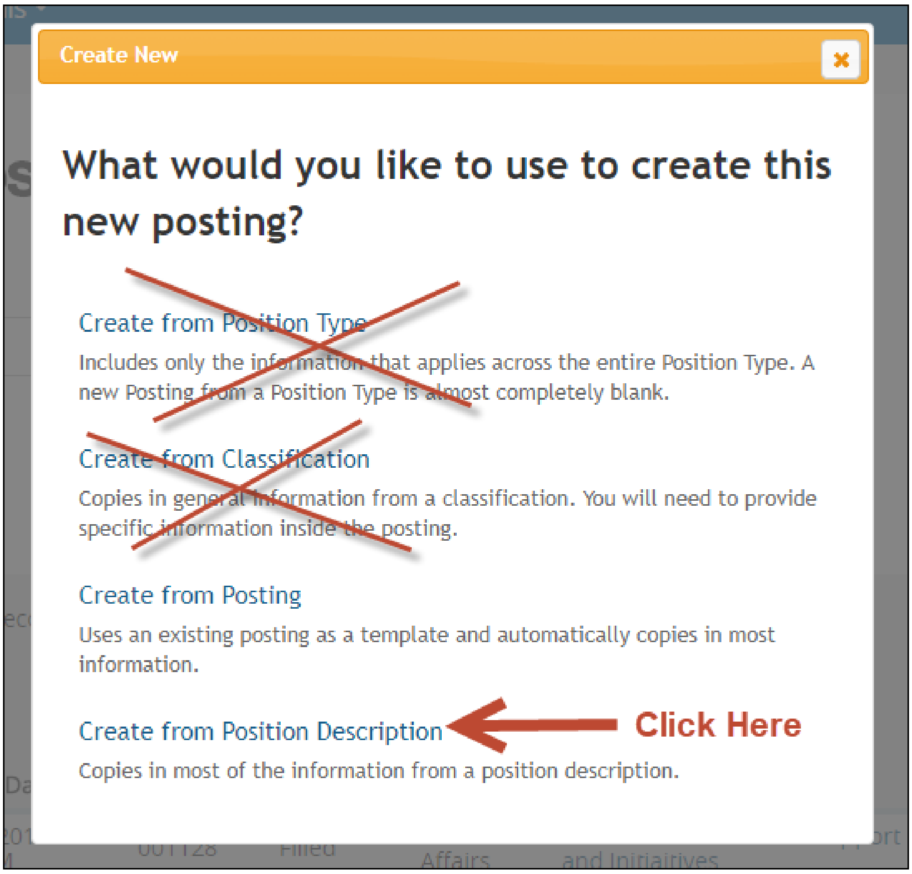


2. To create a new EHRA Non-Faculty posting click the **Postings** tab and selecting **EHRA Non-Faculty**. Once on this page, click the orange button labeled **Create New Posting**. Please note, you have to be in the **Applicant Tracking** module to see this tab. Click here for instructions on [changing modules.](#)

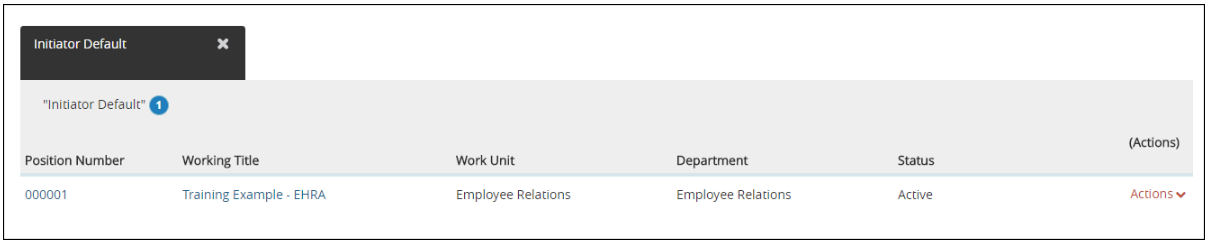




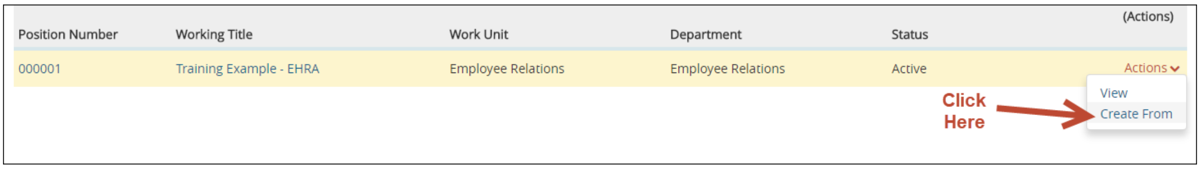
3. A dialogue box will open and you will select the **Create from Position Description** link. You will never create a new posting from a Position Type or Classification. These options are used for other position types, not EHRA Non-Faculty. You would only **Create from a Posting** if you had previously posted an identical position. If you are interested in this option, contact Human Resources before proceeding.



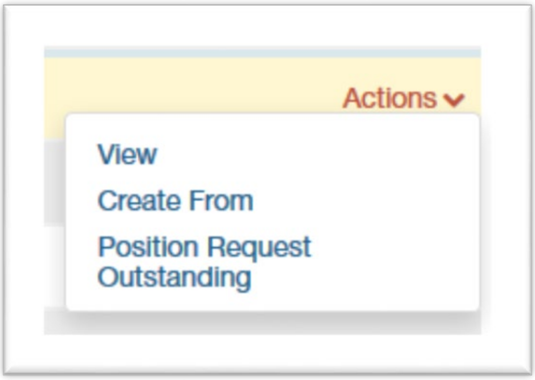
4. Once you click the **Create from Position Description** link, a list of positions that you have **Initiator** access to will be displayed



5. Select the position you want to post by clicking on the **Actions** menu, and then selecting **Create From**.

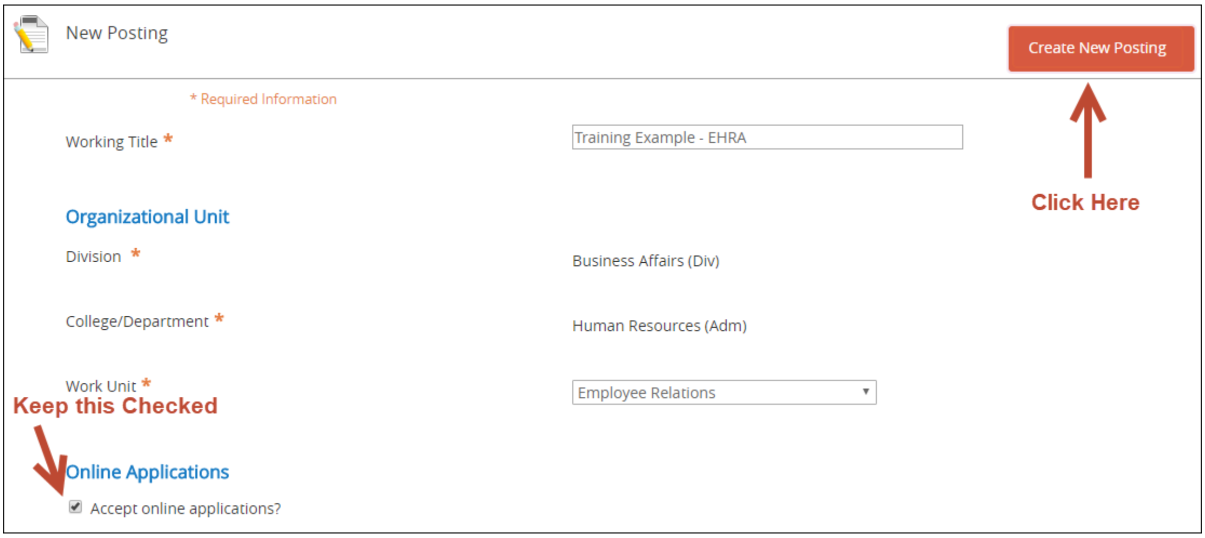


Please note, if there is an outstanding position action (the position is currently being modified), you will be unable to create a posting. You will know if there is an outstanding action because it will show up under the **Actions** menu.



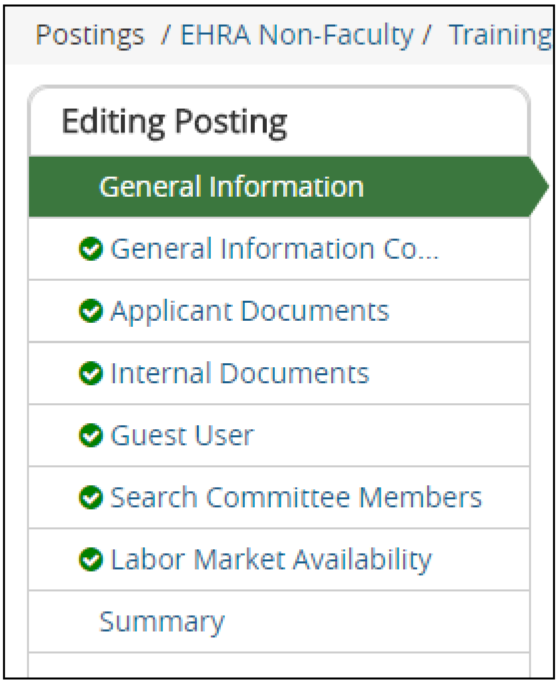
If this is the case, you will need to return to the **Positions** module and complete the action before posting the position.

6. The Working Title, Division, Department, and Work Unit will populate from the Position Description. Online applications are required, so keep the checkbox **accept online applications** checked to allow applicants to apply online. Click the orange button labeled **Create New Posting**.



Entering the Posting Information

The posting will open to the **General Information** tab, and you can begin reviewing and adding the posting information. You should have very few fields to enter/edit on the posting because the information will pull from the position description. Any edits made to the posting will NOT copy back to the position description. Work through each tab on the posting and completed all necessary fields.



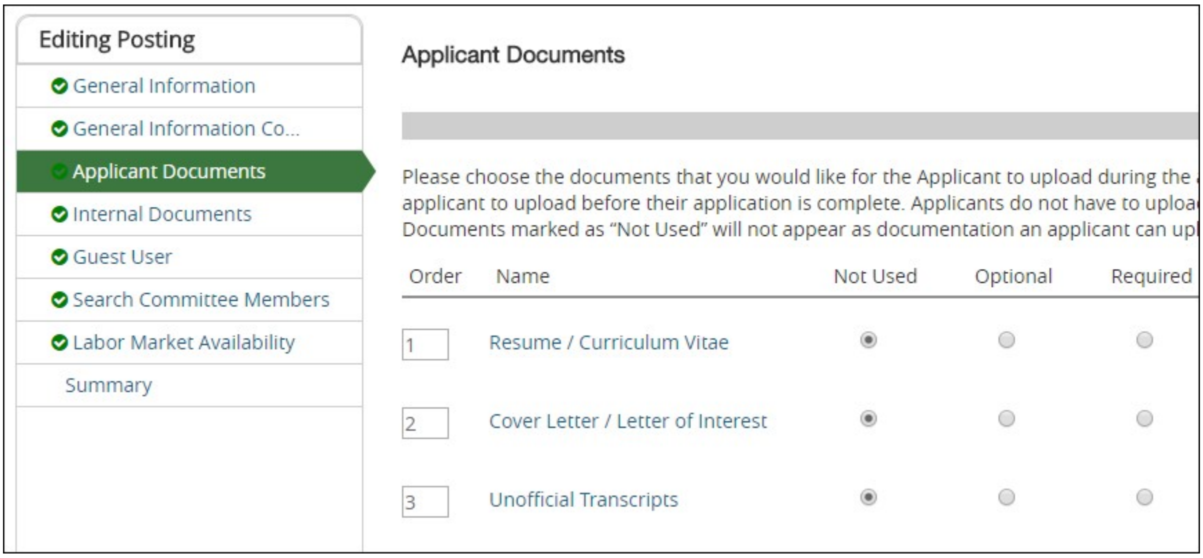
<u>General Information</u>

Pay close attention to the following fields when editing the posting:

- **Other Initiator with Access** – this is where you can assign an additional initiator to enter the posting information. All required fields must be completed before routing to the additional initiator.
- **Vacancy Open to** – this is where you will indicate if you want the posting to be open to all applicants, or only UNC Charlotte employees. If you select UNC Charlotte employees only please remember that you are still going to be required to interview an appropriate number of candidates, and have a competitive pool. It is best practice to have your posting open to all candidates.
- **Posting Open Date, Posting Close Date, Open Until Filled** – These three fields are where you will indicate how long you want the posting open until. If you list a close date, the posting will close on that date. If you leave the position open until filled, Human Resources can close it when you are ready to complete the Equity Review.
- **Departmental Contact** – The fields associated with the departmental contact person are all internal fields, meaning they are not viewable to applicants. This lets Human Resources know who to contact with questions about the posting.
- **Contact Information** – This field is viewable to applicants and is where you would list a contact person for the applicants to call/e-mail with questions.
- **Special Efforts to Diversity EHRA Non-Faculty** - If you are going to advertise in any websites/publications that are geared towards minorities, women, or Veterans, list them here.
- **Do you want to advertise externally** – Human Resources will coordinate with Graystone Advertising Group if you want to advertise externally. Please enter where you would like the advertisement to be placed. A representative from Human Resources will contact you with a quote.

Applicant Documents

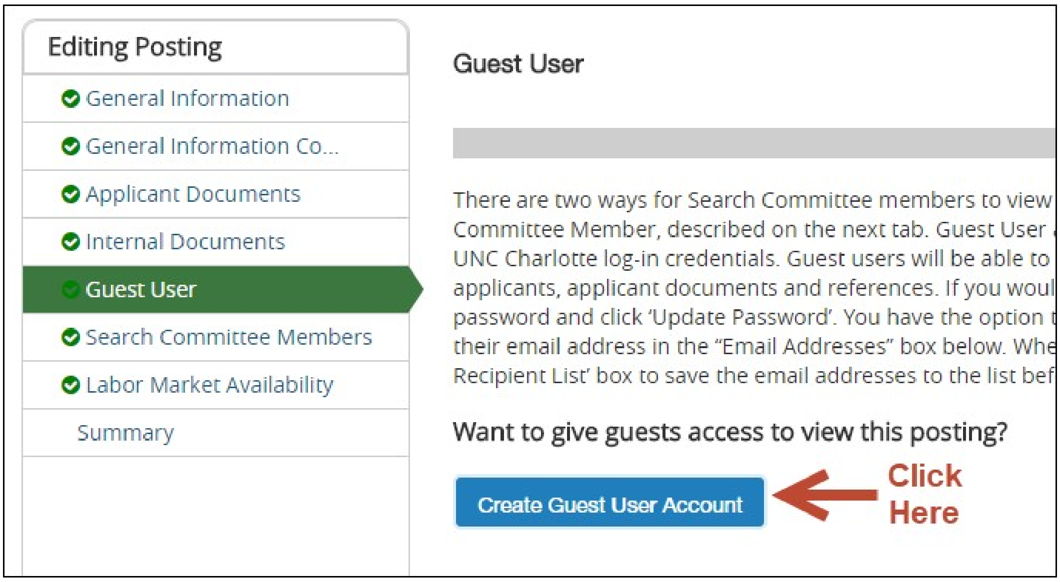
All documents will default to **Not Used**, so you need to select the documents you want to be required, and what documents are optional in the posting. We recommend that at a minimum, the **Resume/Curriculum Vita** and **Cover Letter** be marked as required.

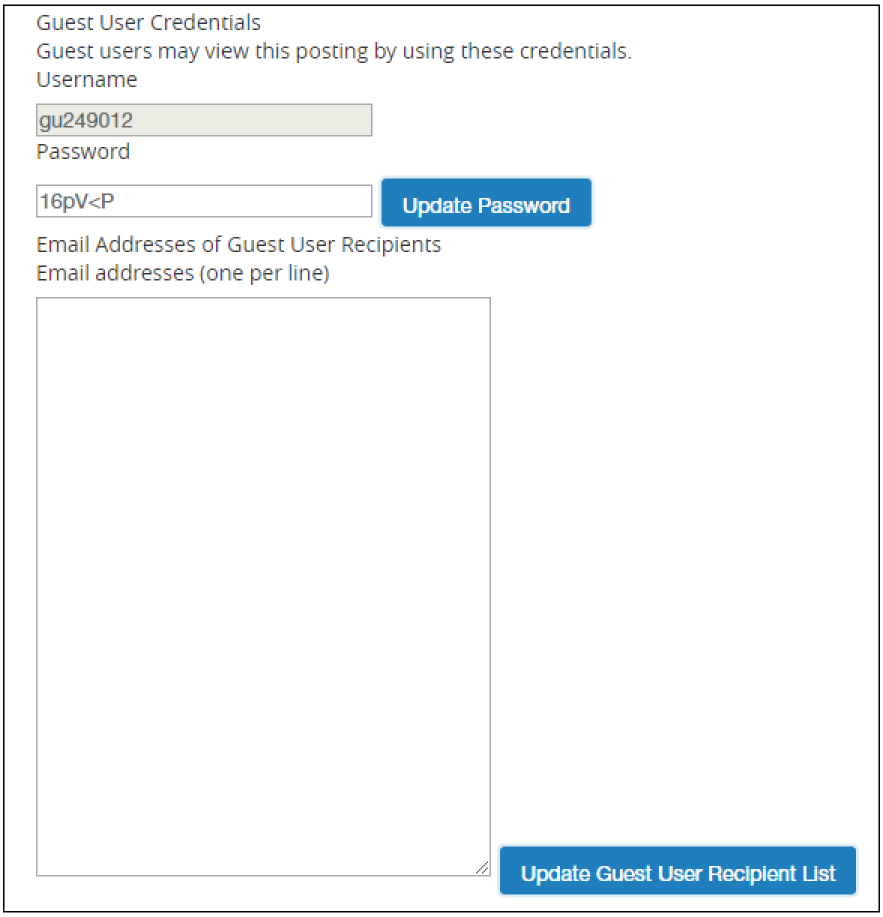


Guest User:

The **Guest User** tab enables you to grant access to specific people so that they may view the applicants only. The Guest User account is used for **external** members of a search committee who **do not** have NinerNET credentials.

Click the blue **Create Guest User Account** button if you want to use this feature.



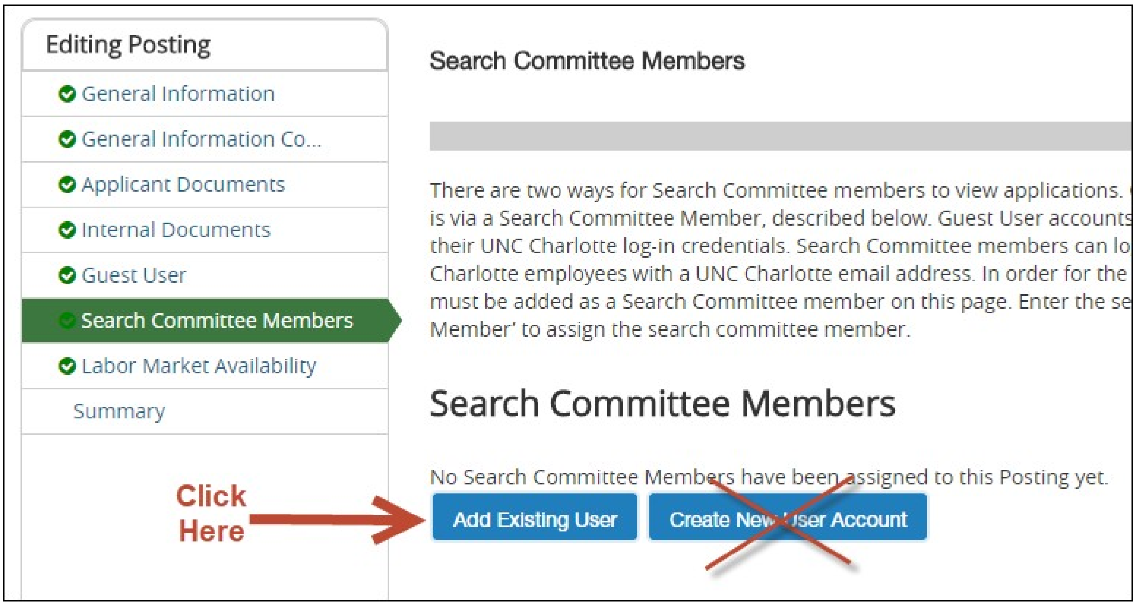


The Guest User account does not have the ability to edit or route the posting. Each posting has a unique Guest User account, and you have the option to change the password. This information can be emailed directly to the member by entering the email and clicking **Update Guest User Recipient List**. Please remember to enter each email address on one line.

<u>Search Committee Members</u>

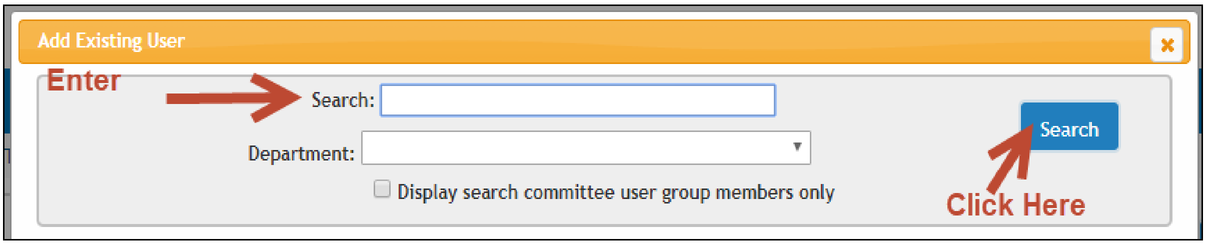
The Search Committee Members tab enables you to assign search committee members to the posting, enabling them to log in with their NinerNET credentials to view applications.

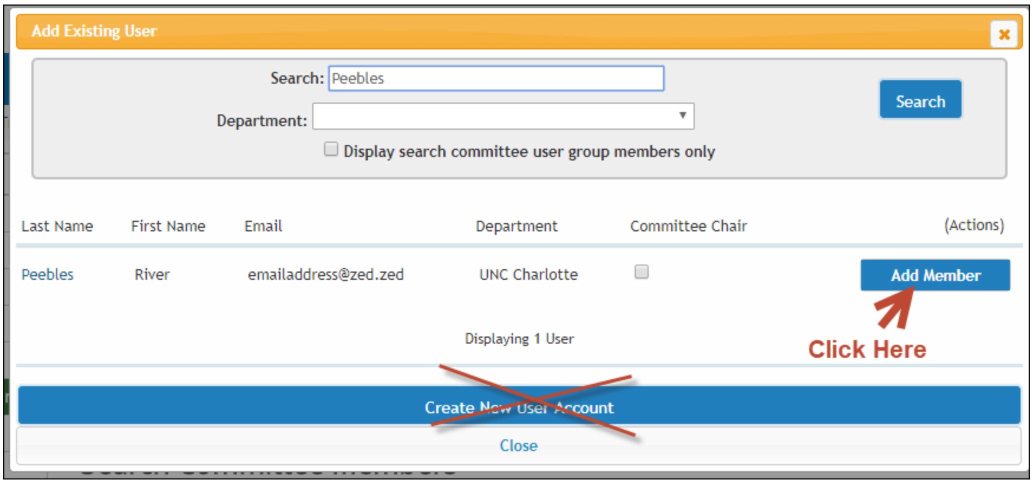
Click the blue **Add Existing User**. You will **never** use the **Create New User Account**.



Enter the name of the person you want to search from in the **Search** box and click **Search**. If their name does not appear as a choice, **uncheck** the **Display search committee user group members only** checkbox and search again. Click the blue **Add Member** button to add the person to the search committee. When you are done adding people click the **Close** button.

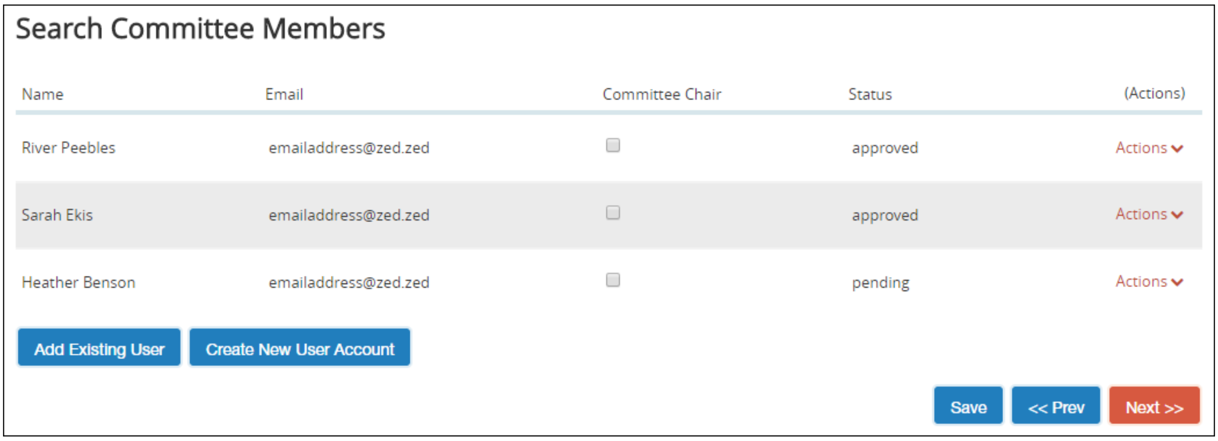
You should **never** use the **Create New User Account** button because this will cause a duplicate account to be created for that user.





Your search committee members will now be listed. The **Status** column will either say **approved** or **pending**. When the posting reaches Human Resources, we will approve the pending members.

If you want to remove a user from the search committee, you can do that under the **Actions** menu.

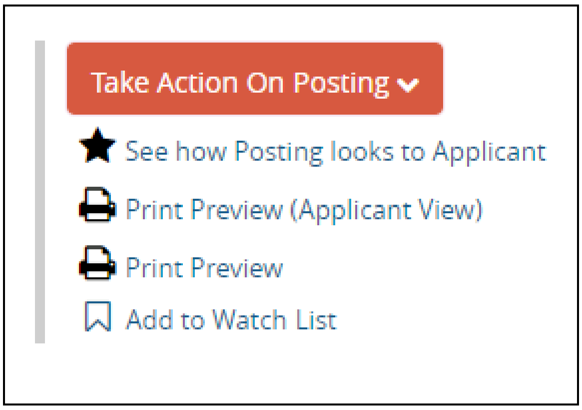


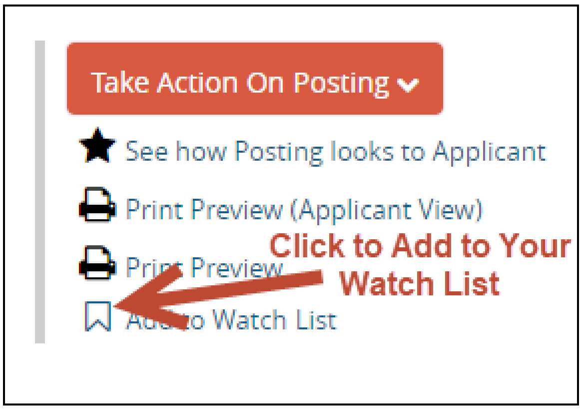
Labor Market Availability

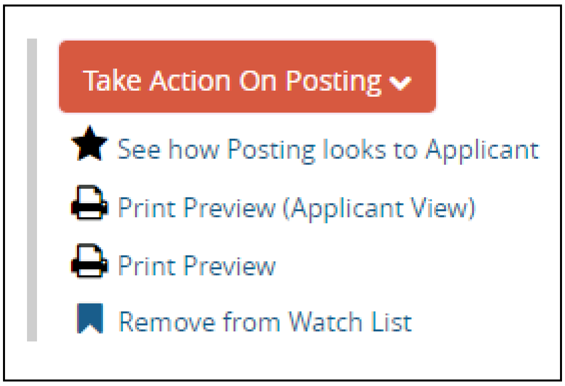
The labor market information will be filled in by the Equity Specialist after the posting has been submitted to Human Resources. Later on in the applicant tracking process, you will be able to compare the labor market information with the demographics of the applicant pool to ensure the applicant pool is in line with the labor market information.

Summary

On this tab you will review all the posting information to ensure it is accurate. You can also can see how the posting looks to the applicant and add the posting to your watch list.



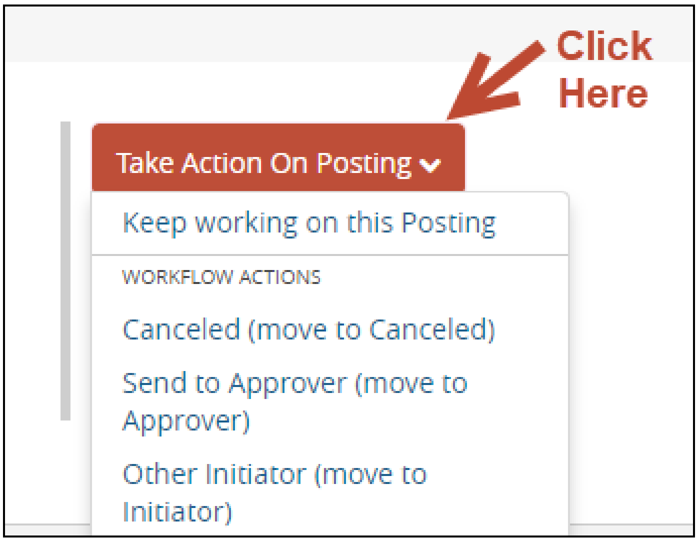




When you have reviewed the posting information, and are satisfied with what has been entered, you are ready to route the posting.

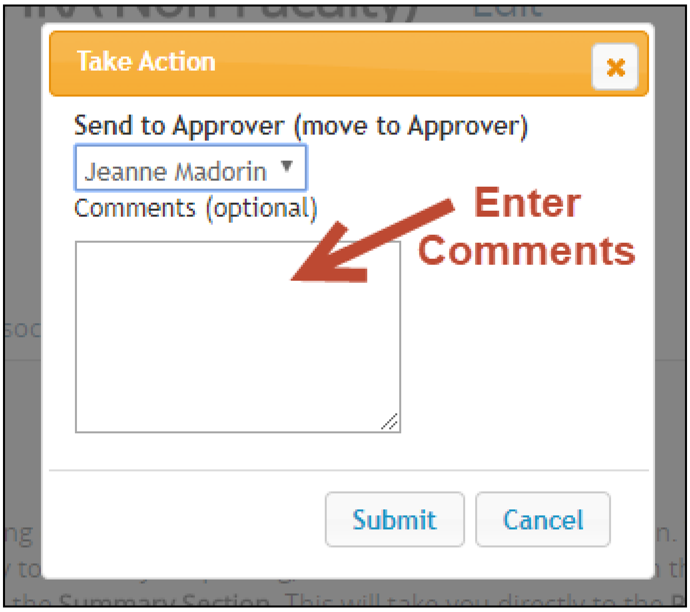
Routing the posting

Once the posting information has been entered, and you are satisfied with the information, you are ready to route the posting to an additional **Initiator** or the **Approver**. In order to do this, you will click the orange button labeled **Take Action on Position Request**. You will have the option to send to another Initiator or an Approver. You can also **Cancel** the action.



When you are select **Other Initiator** or **Send to Approver**, you will be prompted to select a specific person from a dropdown menu.

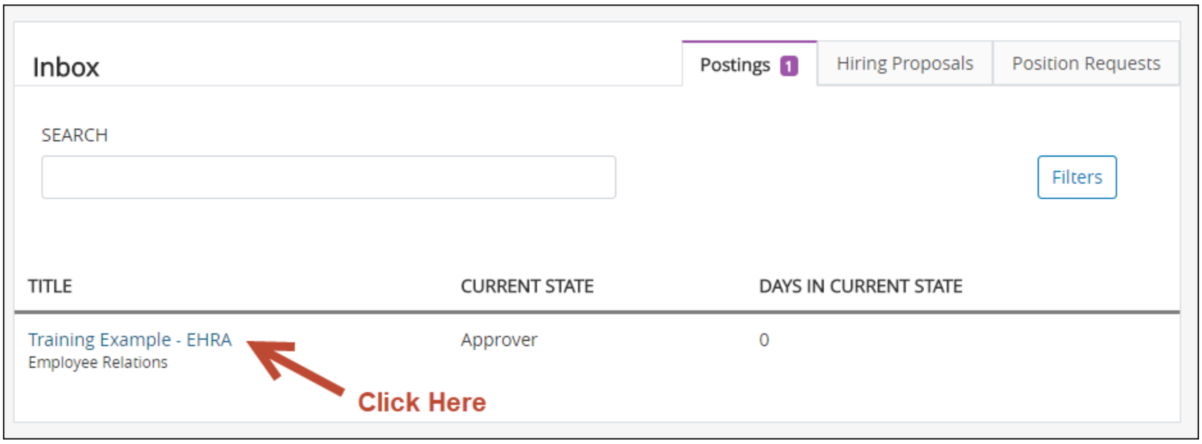
When routing the posting, you have the option to enter comments. Please note that any comments entered become a permanent part of the posting history. They will also show up in the email notification that goes to the selected Approver/Initiator.



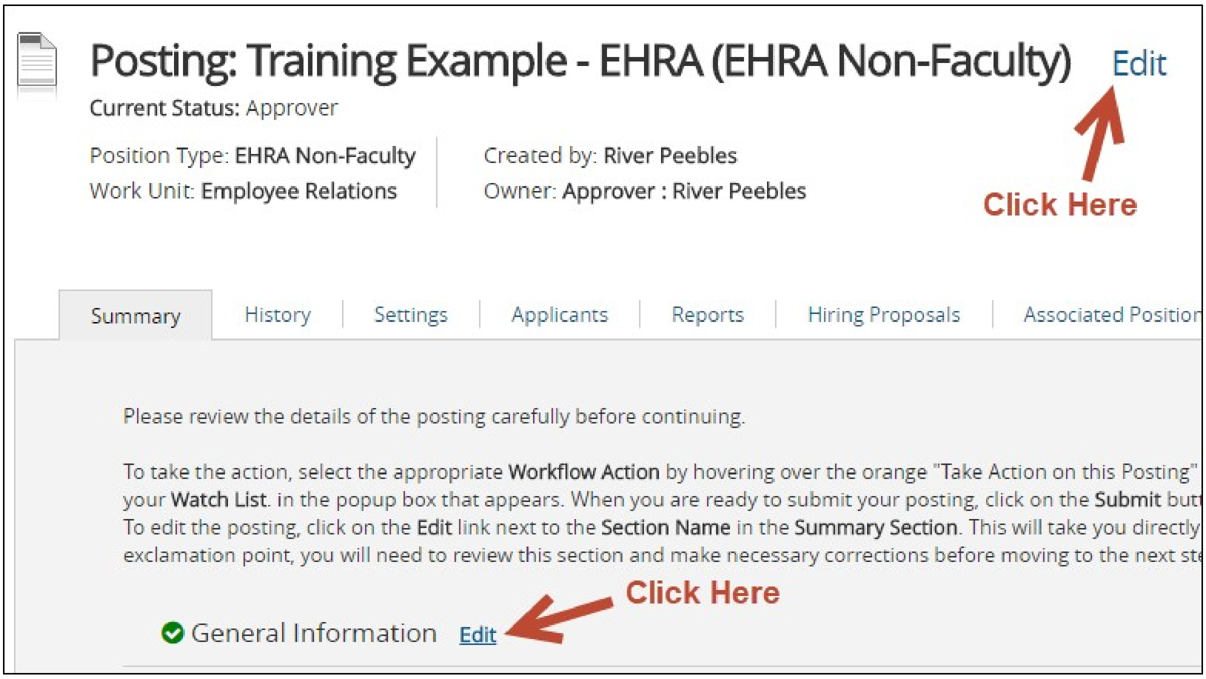
Approving a Posting

Once the **Initiator** has created a posting, it is the **Approver**'s job to review and approve this posting. In some cases, multiple approvers will be necessary. You need to be in the **Applicant Tracking** module and logged in as an **Approver** to approve a posting. Click here for instructions on changing modules and changing your current group.

1. View the posting requiring your attention click on the **Posting** tab in your inbox.
2. Select the posting you wish to review by clicking on the **Job Title** link

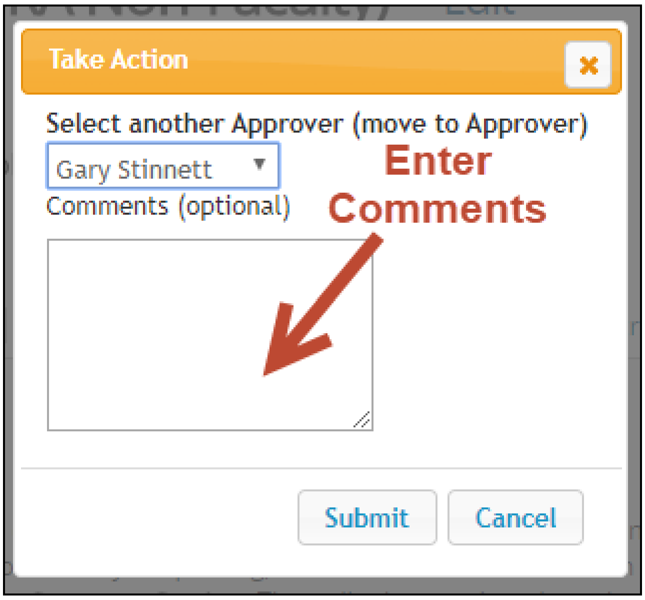


3. You will land on the posting **Summary** tab. Read through the posting information to ensure it is accurate. If any changes need to be made you can click the **Edit** link next to that section or you can click the **Edit** link at the top of the screen to take you to all the tabs. You can also view the history of the posting, which will show you who has approved it, and any comments they entered when routing it by clicking on the **History** tab. To view the approved position description, you can click on the **Associated Position Description** tab.



4. Once the posting has been reviewed, and you are satisfied with the information you are ready to route the position to an additional **Approver**, or to **Human Resources**. In order to do this, you will click the orange button labeled **Take Action on Posting**. At this time, you will also have the option to return to the Initiator if needed.

When routing the posting, you have the option to enter comments. Please note that any comments entered become a permanent part of the posting history. The comments will also show up in the email notification that goes to the selected Approver/Initiator.



Once the posting is routed to Human Resources, Human Resources will review the posting and reach out to the departmental contact person if there are any questions. Then the HR Representative will move the posting to **Posted**.

Reviewing the Applicant Pool

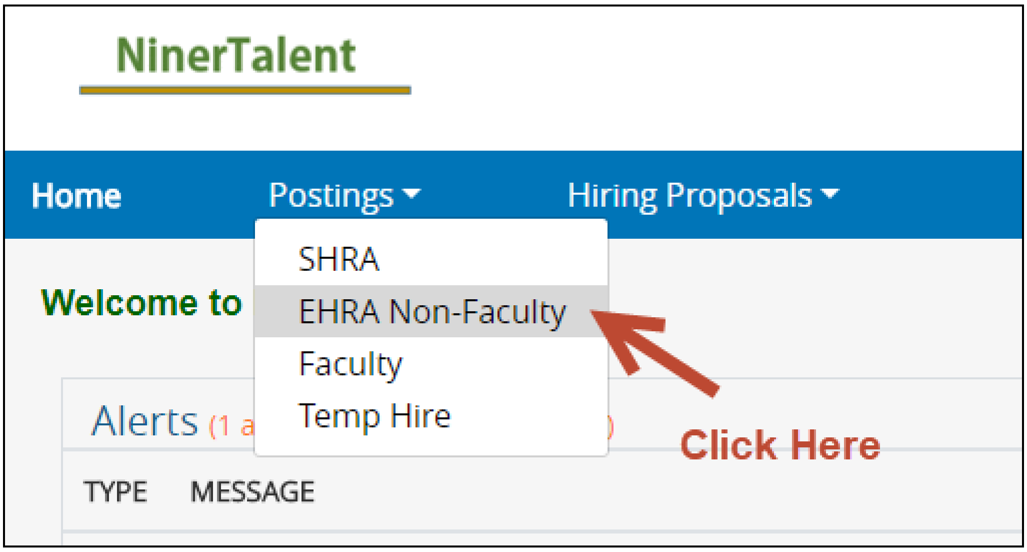
Introduction

This segment of the guide describes the procedures to view applications *after* the posting has been approved, posted, and applicants have begun applying. This segment of the manual also describes how to change the Applicants' statuses throughout the selection process, as needed.

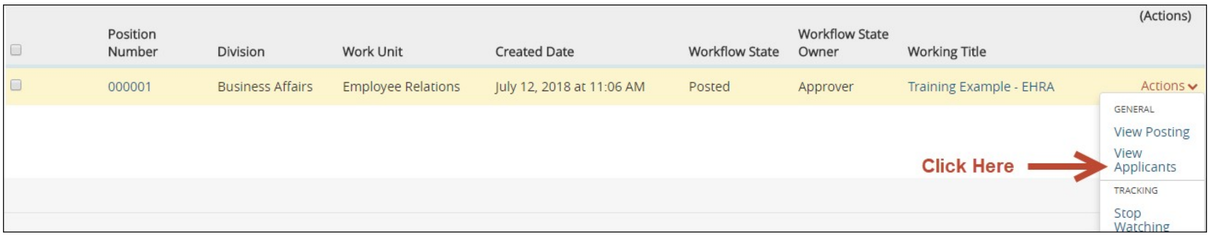
You need to be in the **Applicant Tracking** module and logged in as an **Initiator** or **Approver** to review applicants. Please note, only the **Initiator** can change the applicants' statuses. Click here for instructions on changing modules and changing your current group.

How to View a Single Applicant

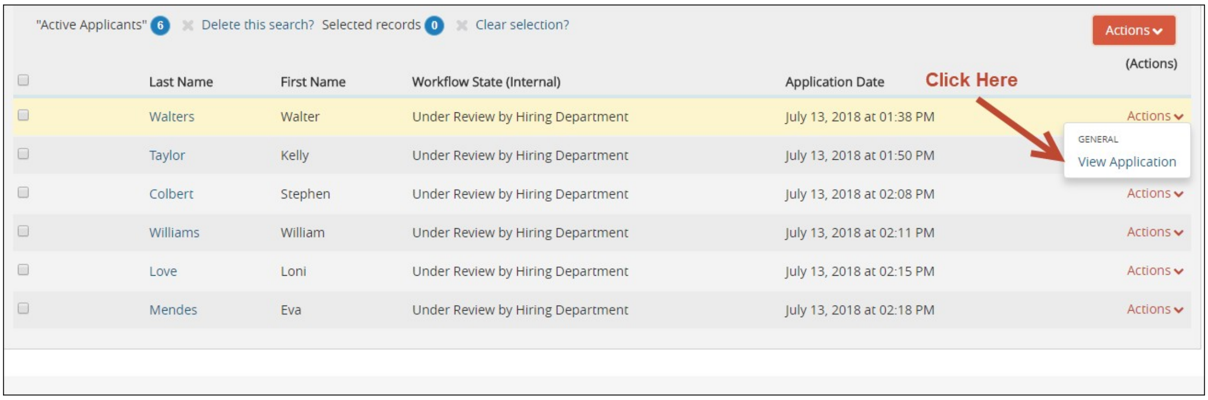
1. Go to the **Postings** tab and select **EHRA Non-Faculty**.

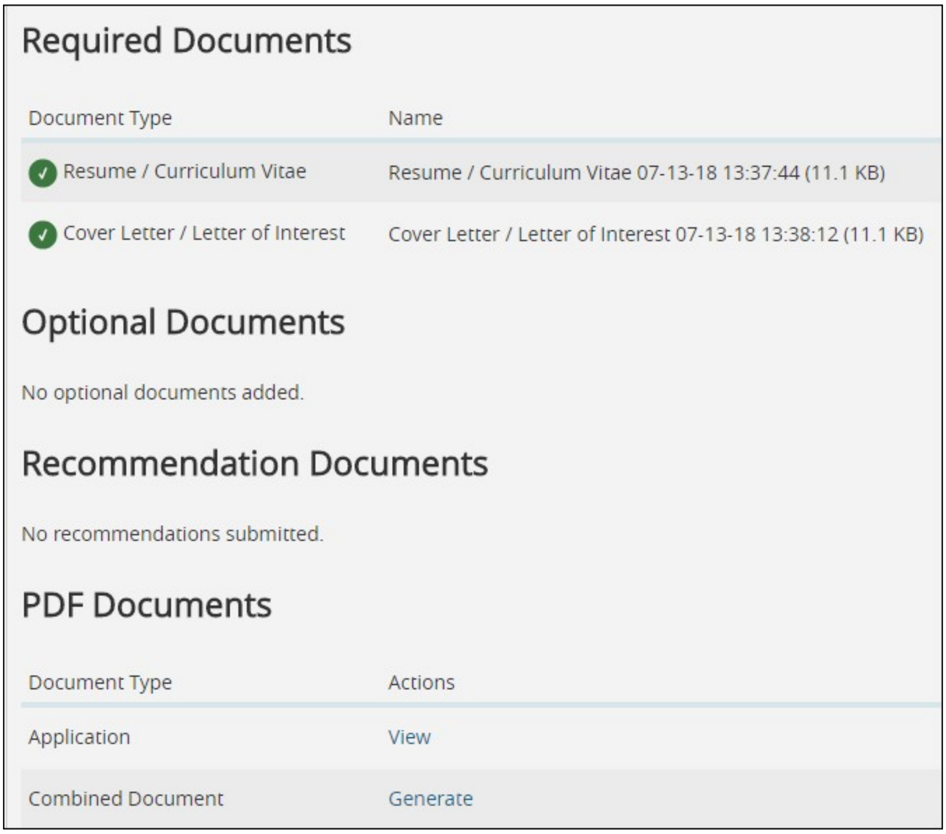


2. Your active posting will be displayed. Click the **Actions** menu on the posting you wish to view applicants and select **View Applicants**.



3. The list of applicants will come up. To view a specific applicant, click the **Actions** menu next to that application and select **view application**. You will have to scroll to the bottom of the applicant's information to view the different document types submitted.

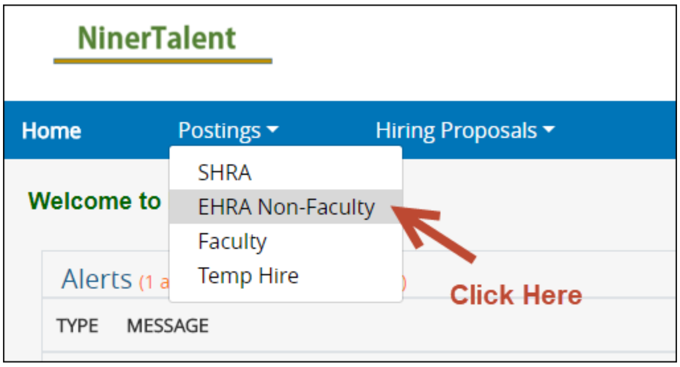




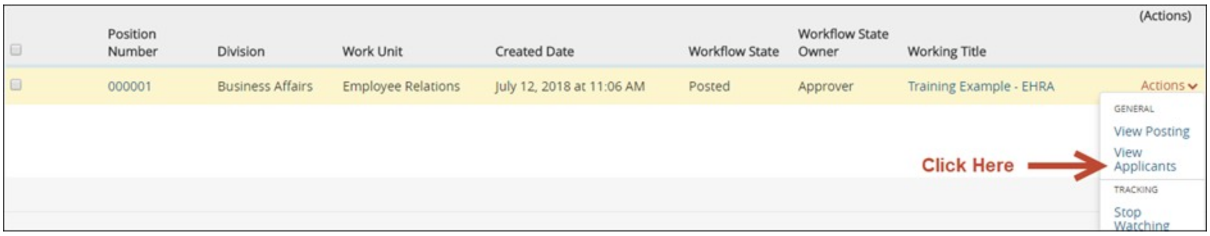
You can click on the **Resume**, or you can click **Generate** at the bottom of the screen to view a combined document.

How to View Multiple Applicants at One Time

1. Go to the **Postings** tab and select **EHRA Non-Faculty**.

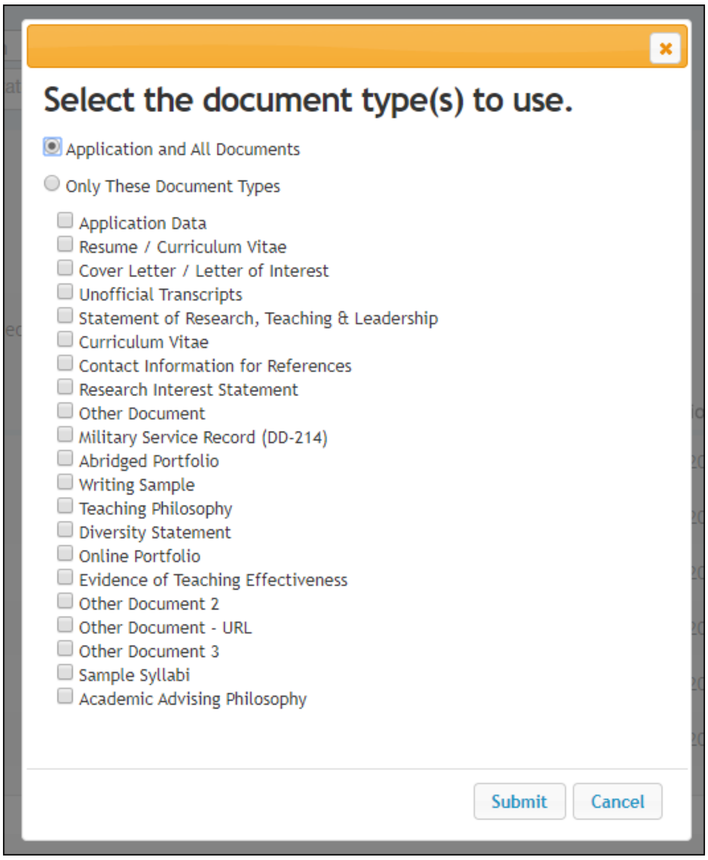


2. Your active posting will be displayed. Click the **Actions** menu on the posting you wish to view applicants and select **View Applicants**.

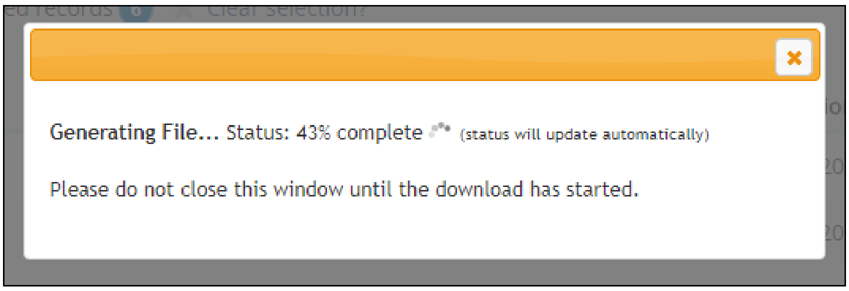


3. To view multiple applications at once, select the checkboxes next to the applicant's name and click the orange **Actions** menu. Select **Download Applications as PDF**.

A dialogue box will appear that will ask which documents you want to use.



If you are only interested in viewing the resumes, you can select that box. The more document types you include, the larger the file and the longer it will take to download. When you click **Submit** you will get a message that a file in generating. This can take a few minutes if you selected a large number of applicants and document types. Once the file is done generating, it will open automatically. Please note, it does not open in a separate window.



There are two easy options to view the applicant documents and the applicant list in NinerTalent at the same time:

1. Open a second window and reopen NinerTalent. This will allow you to change the applicant statuses while you are reviewing the applicant information; OR

2. Save the PDF download and open it in Adobe. Then click the **back** button on your web browser to get back to the applicant list.

Changing Applicant Statuses

Status Options

The tables below describe each of the status options for applicants.

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: • Does not have preferred qualifications • Does not meet minimum qualifications • Job Instability • Less qualifications than further considered candidates • Job Instability • Unrelated Education and/or Work Experience	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

Interview/Hiring Stage Status Options	When to Use	Email sent?
Recommend for Interview	Applicant chosen by the Department to be interviewed	No
Declined Interview	Applicant was selected for interview, but they declined	No
Interviewed, Not Selected	Applicant interviewed but not hired	Yes, when position is filled
Recommend for Hire	Applicant offered employment	No
Offer Declined	Applicant offered employment, but declined	No
Qualified, Not Selected	Applicant was in Further Consideration status, but was not selected for an interview Dropdown options: • Less Education than Interviewed Candidate(s) • Less Experience than Interviewed Candidate(s)	Yes, when position is filled
Not Best Qualified	Options are listed in chart above.	Yes, when position if filled

Introduction

It is a best practice to change the applicant statuses as you are going through the recruitment process. This helps you move through the process easier and keeps your applicant pool manageable.

You can change applicant statuses individually, or in bulk.

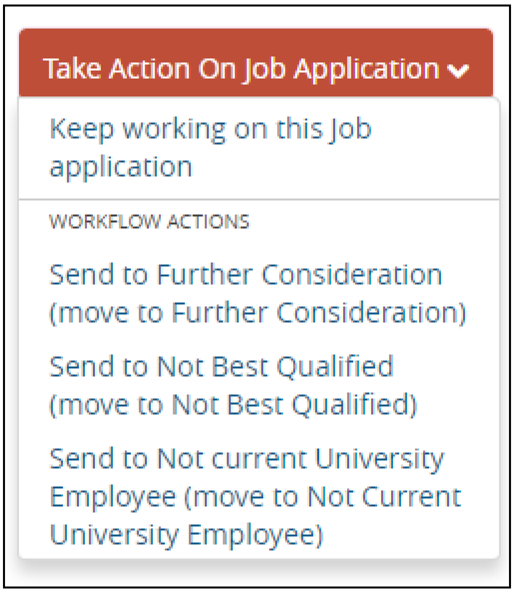
You need to be in the **Applicant Tracking** module and logged in as an **Initiator** to change **applicant statuses**. Click here for instructions on changing modules and changing your current group.

Once the applicants you are moving to **Further Consideration** have been determined, and updated, you will send the posting for **Equity Review**. This process is covered in the next section.

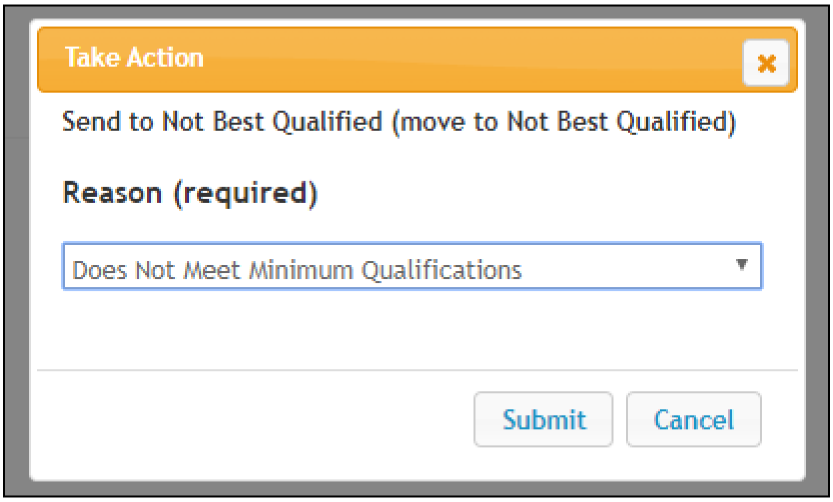
Changing a single applicant status

1. Click here for instructions to on how to view a single applicant in the pool.

2. Click the orange **Take Action on Job Application**, and select the appropriate status option. Click here for status options and when to use them.



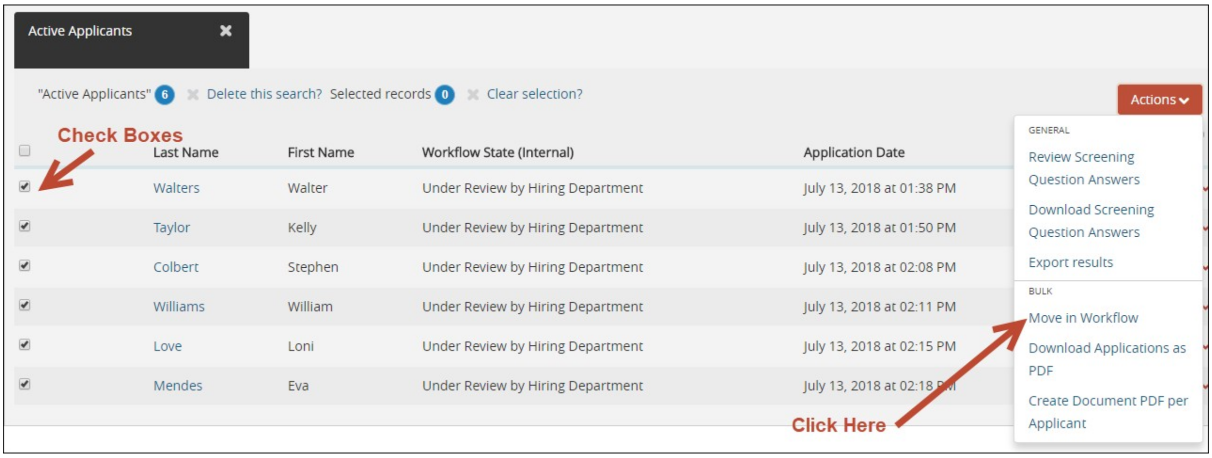
3. A dialogue box will open and based on the status you selected, you may have to select a choice from a dropdown menu or enter text. Once you are satisfied you will click **Submit**.



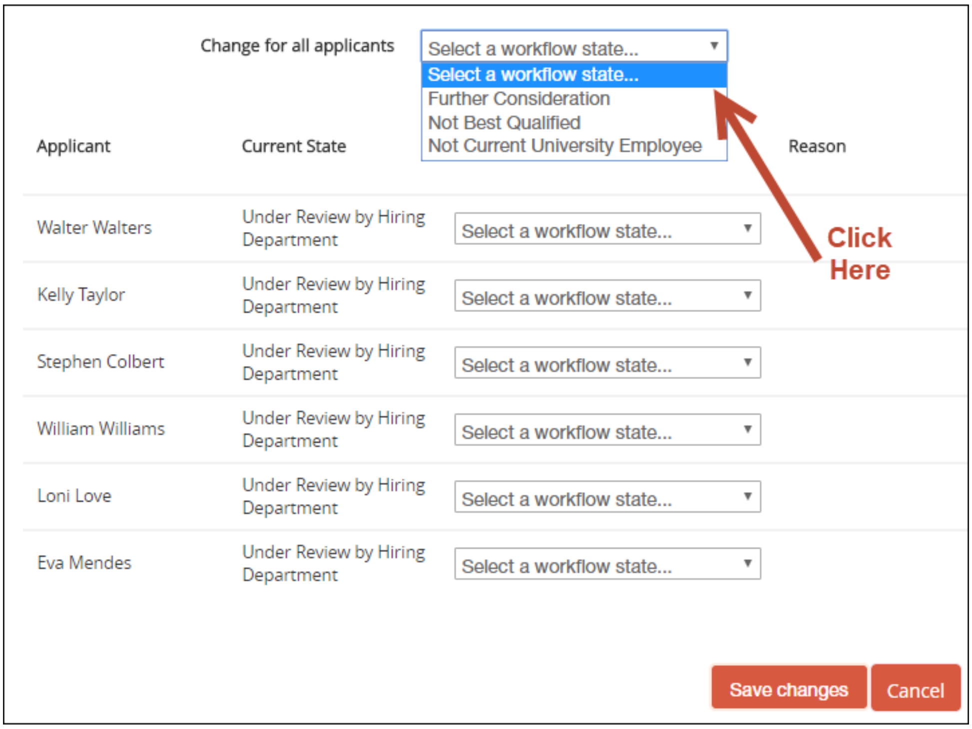
Changing multiple applicant statuses at once

It is important to remember that you can only change applicant statuses in bulk if they are all in the same workflow state. Click here to learn how to filter by work flow state.

1. Click here for instructions on how to view applicants, but **stop at step 2**.
2. Instead of downloading the applications, you will select **Move in Workflow**.



3. To change all applicants to the same status, use the drop down at the top of the screen



Or, you can select each applicant's status individually by clicking the dropdown menu next to their name.

When you are finished, click **Save Changes**.

Equity Officer Review

Introduction

This segment of the guide describes how to send a posting to the **Equity Officer for Review** after applicants have been screened, and the qualified applicants are moved to the statuses of **Further Consideration** or **Recommend for Interview**.

Prior to conducting interviews, the applicants in **Further Consideration** and **Recommend for Interview** must be reviewed by the Equity Specialist. This is done to ensure that the applicant pool is diverse and in line with the labor market availability. The Equity Specialist is also checking to make sure the applicants with the status of **Further Consideration** and **Recommend for Interview** meet the minimum qualifications stated in the job posting.

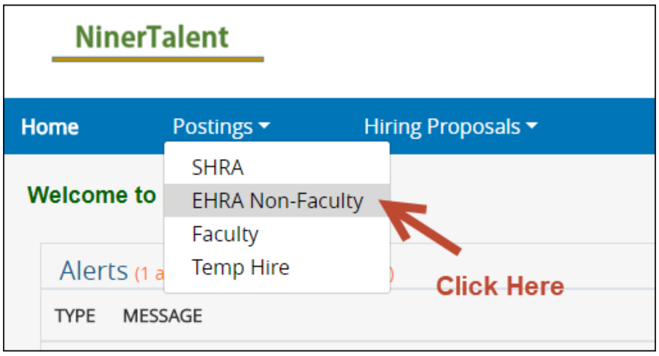
How to Notify the Equity Officer and Transition the Posting

Once the **Initiator** has updated the applicant statuses, it is the responsibility of the **Initiator** or **Approver** to let the Equity Specialist know the posting is ready for the **Equity Officer Review**. The **Approver** of the posting can route the posting through NinerTalent for Equity Review if the posting is still open. If the posting has been closed, the Initiator or Approver should **email** EPARecruitment@uncc.edu to let the Equity Specialist know the department is ready for the Equity Review to take place. Include the **six-digit position number** in your email.

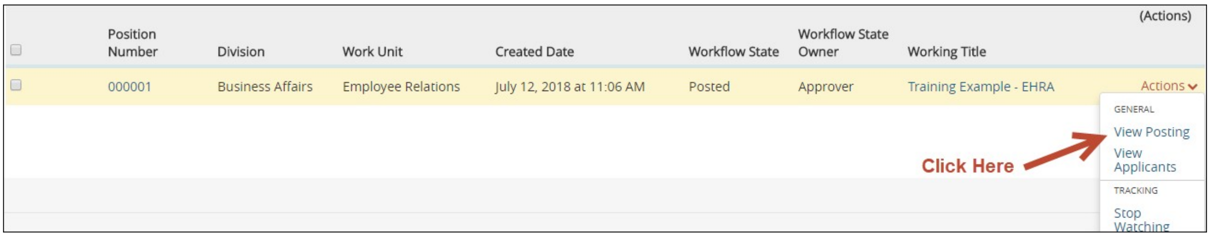
If the posting is listed as open until filled, the Equity Specialist will close the posting once the review has been conducted. The posting can be reopened if needed. Please note, if the posting has a close date in the future, it must remain open.

For the **Approver** to route an open posting, they will need to be in the **Applicant Tracking** module and logged in as an **Approver**. Click here for instructions on changing modules and changing your current group. Below are directions for routing the posting in NinerTalent.

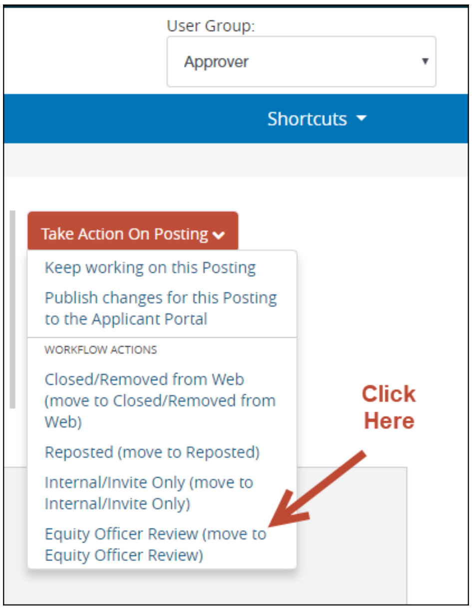
1. Go to the **Postings** tab and select **EHRA Non-Faculty**.



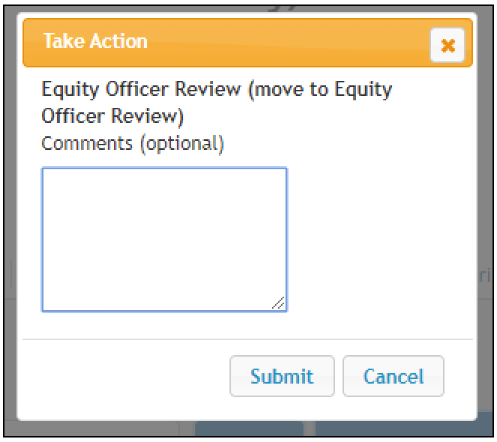
2. Your active postings will be displayed. Click the **Actions** menu and then select **View Posting** on the posting you are ready to send for Equity Review.



3. The **Posting Summary** will appear. Click the orange **Take Action on Posting** and select **Equity Officer Review**.



4. A dialogue box will open, allowing you to add any comments you want to send to the Equity Specialist. Please remember that any comments put in this box will become a permanent part of the posting history.



Equity Officer Review Process

During the Equity Officer Review, the Equity Specialist is making sure that the applicants in the statuses of **Further Consideration** and **Recommend for Interview** meet the minimum qualifications stated in the job posting. The Equity Specialist also compares the demographics of the applicant pool to the labor market data. The labor market data is based on the minimum education and experience requirements listed on the posting, and can be found on the bottom of the **Summary** tab.

Once the Equity Officer Review is complete you will receive an email confirming the completion. Also, the Equity Specialist will notify the Initiator if there are any concerns.

Creating a Hiring Proposal

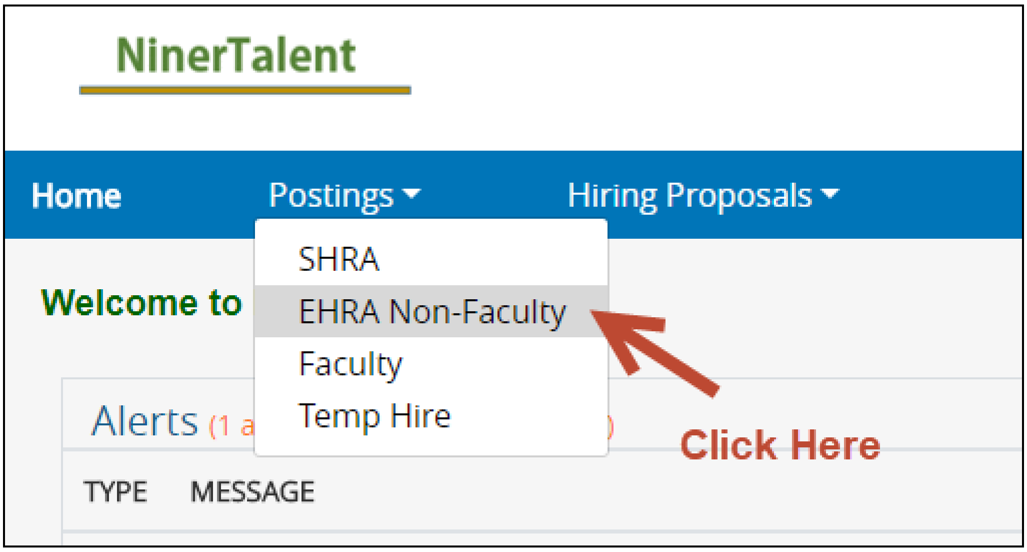
Introduction

The hiring proposal is created to send your final candidate to Human Resources for review and approval. This is the final step in the recruitment process. *You should not communicate an offer with your candidate until you have approval from Human Resources.*

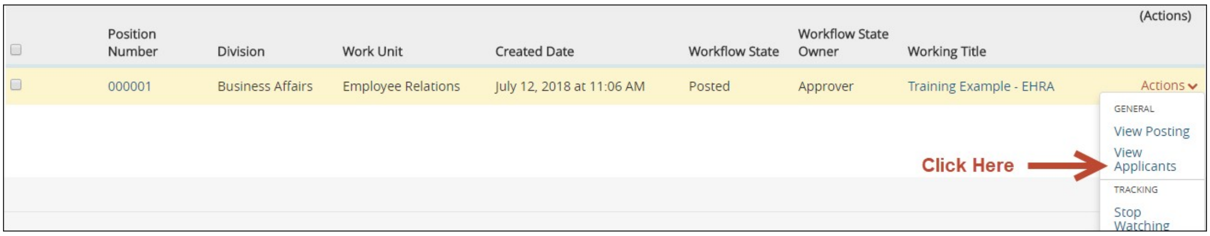
You need to be in the **Applicant Tracking** module and logged in as an **Initiator** to create a hiring proposal. Click here for instructions on changing modules and changing your current group.

How to start a Hiring Proposal

1. Locate the posting that you are working on by clicking on the **Postings** tab and selecting **EHRA Non-Faculty**.



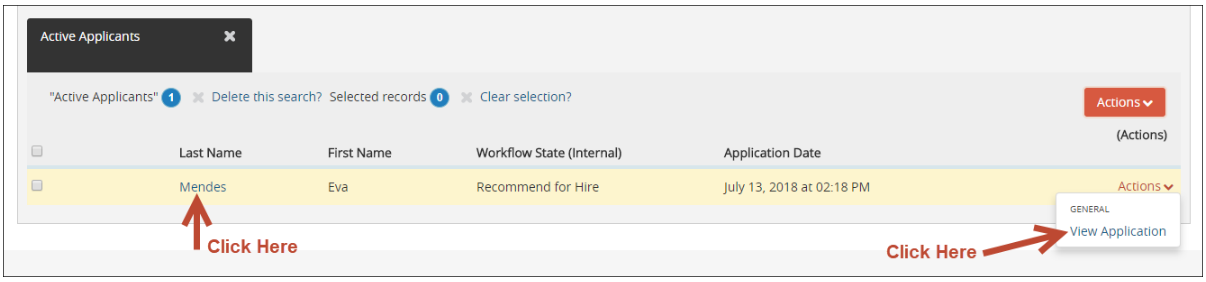
2. Your active posting will be displayed. Click the **Actions** menu on the posting you wish to view applicants and select **View Applicants**.



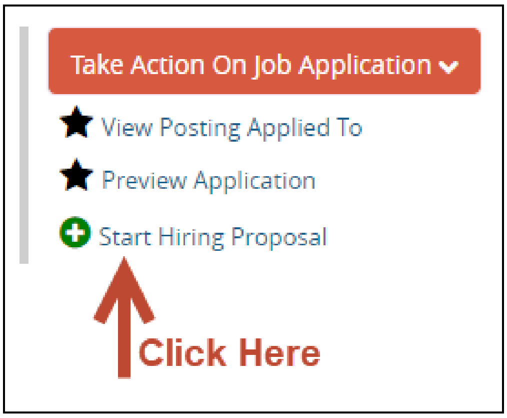
3. The only active applicant you should see is the candidate you have marked **Recommend for Hire**. If you have not updated your candidate statuses, please click here for instructions on changing applicant statuses. All applicant statuses should be updated in conjunction with the hiring proposal being completed. If you have a

second choice candidate, you can leave them active until your selected candidate has accepted the offer.

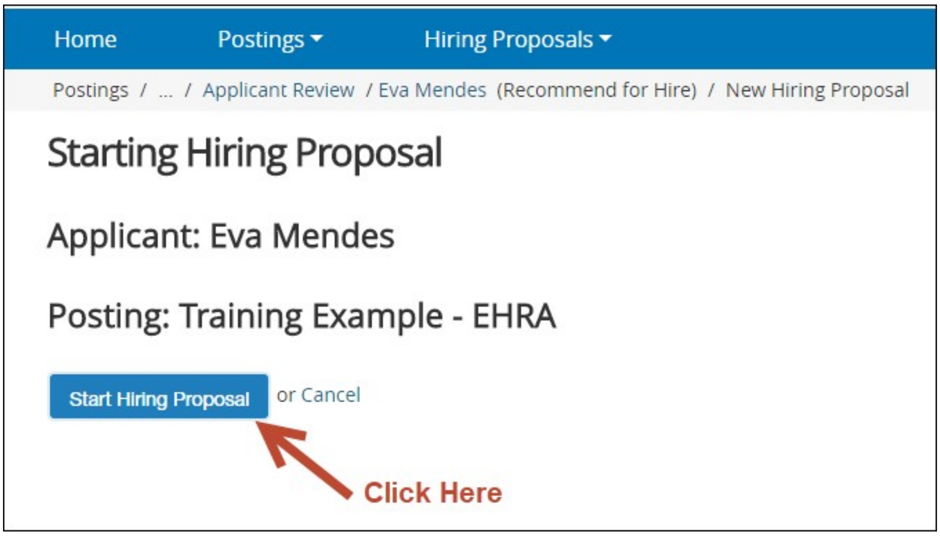
4. View the candidate's application by either clicking on the applicant's name, or clicking **Actions** and selecting **View Application**.



5. The applicant's information will be displayed. On the right side of the screen there is a green plus sign with a link that says **Start Hiring Proposal**. Click this link.



6. On the next screen review to make sure you have the correct applicant and posting and then click the blue **Start Hiring Proposal** button.



Entering information on the hiring proposal tabs

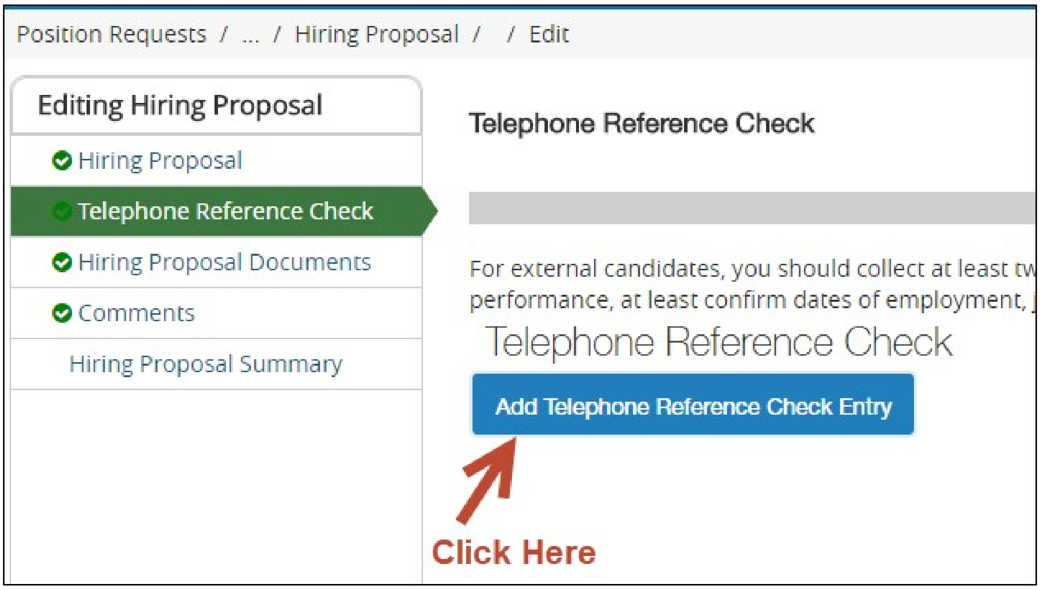
The hiring proposal tabs will be displayed on the left. Go through each tab and enter the appropriate information.

<u>Hiring Proposal</u>

- The candidate information and position information will automatically populate.
- If you are filling multiple positions from this posting be sure to enter the position number that you want this candidate to fill. If you did not put a note in the posting indicating you were filling more than one position from the posting, you cannot hire multiple people.
- Other Initiator with Access – if you want a different Initiator to complete the hiring proposal, add their name here. You will still have to complete the required fields before routing it to them.
- Employment Begin Date – This will be your anticipated start date for the candidate.
- Position Selection Criteria – This field should be an explanation of what education, experience, and skills would make a candidate the best qualified for the position. This should be position specific, not candidate specific. (Hint: the minimum and preferred qualifications listed in the posting.)
- Position Selection Rationale – This field is an explanation of how your selected candidate meets the criteria and is the best qualified for the position.
- Selection Summary and Justification – This field should explain how the selected candidate is better qualified than the other candidates interviewed. It should be a comparison between the selected candidates and the non-selected candidates.
- Proposed Annual Salary – This is the salary you are recommending
- Salary Justification – This should be an explanation of the salary you are proposing, if the salary is higher or lower than the range that HR approved.
- Efforts to diversify EHRA Non-Faculty – this field pulls from the posting

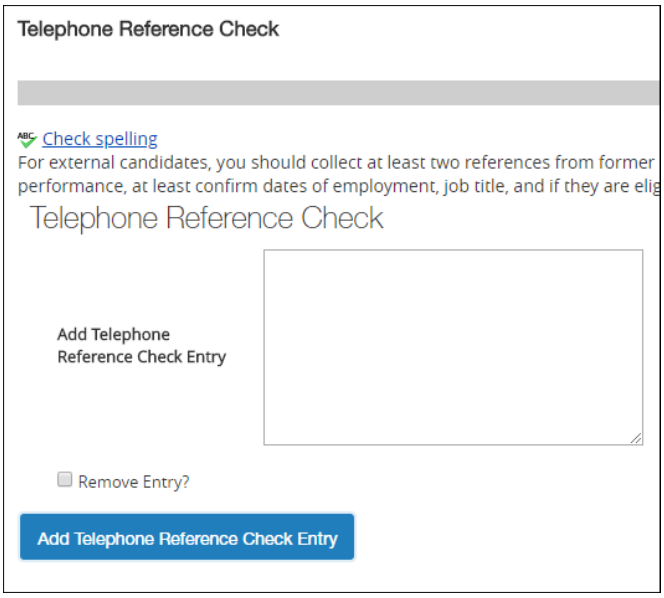
Telephone Reference Check

This tab is used to enter the telephone reference checks that you obtained. Two telephone reference checks are required for all external candidates (remember that student and temporary staff are considered external). If you are hiring someone who already works directly for you, you still should try to get a reference from a previous supervisor. If the candidate is internal and does not work directly for you, one telephone reference check is required. You will add a separate entry for each reference. To add an entry, click the blue **Add Telephone Reference Check Entry** button.



This will open a free text box. Enter the following information in the reference:

- Reference name
- Organization
- Contact Information
- Summary of conversation had with reference, including all relevant details about the candidate and their previous employment.



You can add as many entries as needed. Please remember that the best references come from previous supervisors.

Hiring Proposal Documents

This tab you will upload any relevant documents to the hiring proposal.

Comments

This tab is where you can add any comments regarding the hiring proposal.

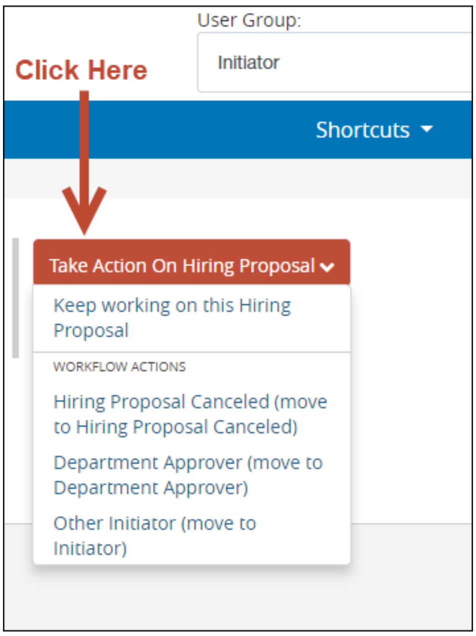
Hiring Proposal Summary

Review the hiring proposal information for accuracy and completeness. When you are satisfied with the information entered you are ready to route the hiring proposal.

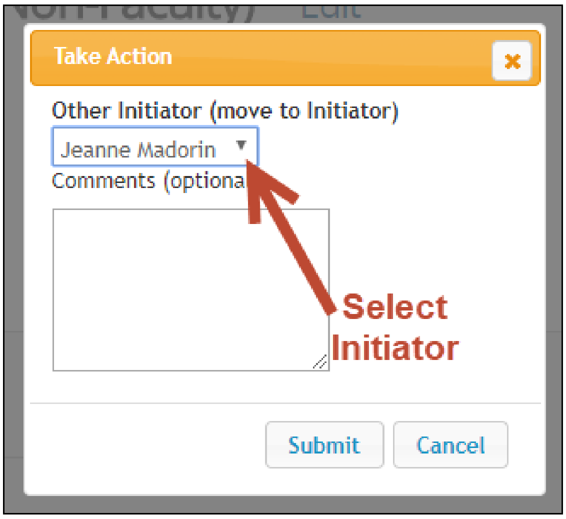
Routing the hiring proposal

Once you have entered all the hiring proposal information and are satisfied with what has been entered you are ready to route the hiring proposal.

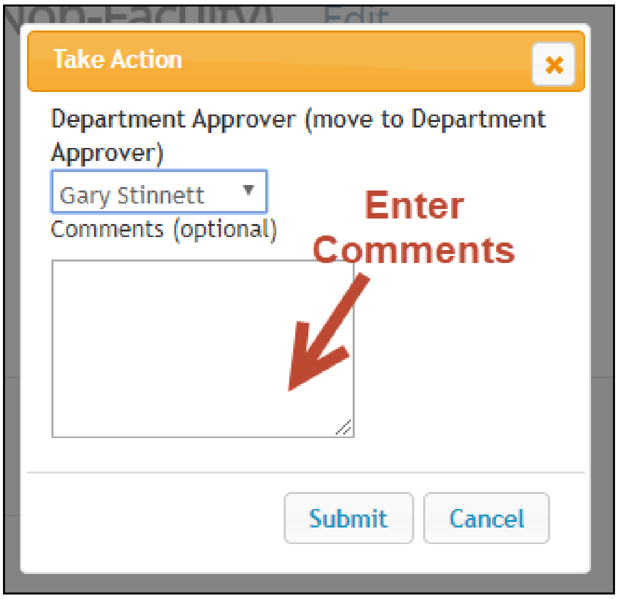
1. Click the orange button labeled **Take Action on Position Request** from the **Hiring Proposal Summary** screen. You will have the option to send to another **Initiator** or an **Approver**. You can also Cancel the action. If you are an **Approver** routing the action, you will have the option to send to an additional **Approver** or route directly to **Human Resources**. *All hiring proposals must be reviewed and approved by at least one Approver.*



2. A dialogue box will open up, prompting you to select a specific person to route to.



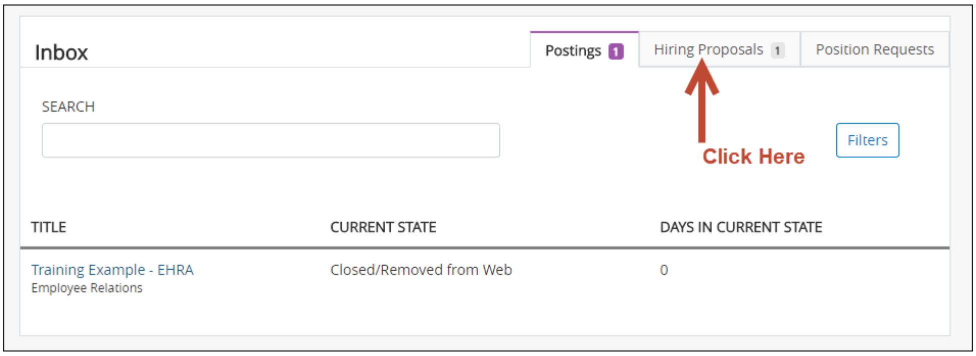
3. When routing the hiring proposal, you have the option to enter comments. Please note that any comments entered become a permanent part of the hiring proposal history. They will also show up in the e-mail notification that goes to the selected Approver/Initiator.



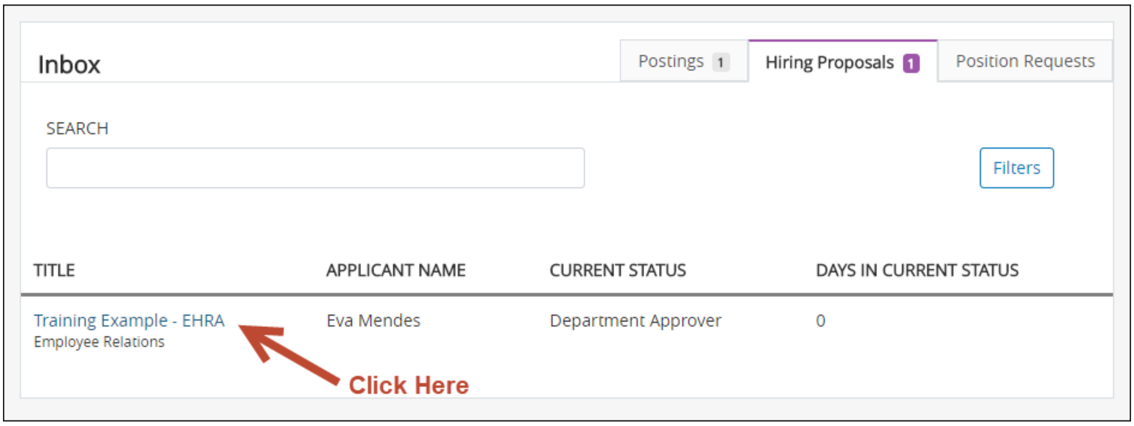
Approving the hiring proposal

You need to be in the **Applicant Tracking** module and logged in as an **Approver** to approve and route the hiring proposal. Click here for instructions on changing modules and changing your current group.

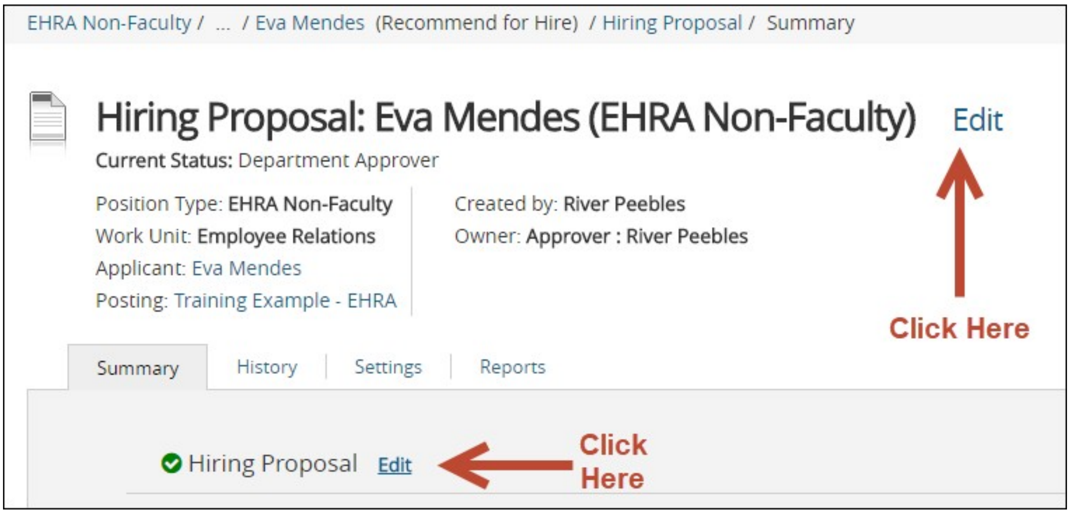
1. Click on the **Hiring Proposals** tab in your Inbox on your **Home** page.



2. Click on the **Job Title** of the hiring proposal you want to review and approve.



3. The **Hiring Proposal Summary** screen will be displayed. You can review the hiring proposal information from this screen by scrolling down the page. If you want to make any edits to the information you can click **Edit** on a specific tab, or you can click the **Edit** button at the top of the page. Click here for information about each of the hiring proposal tabs.



4. Once you are satisfied with the information entered in the hiring proposal, you are ready to route the proposal to an additional Approver, or directly to Human Resources. Click here for instructions on how to route the hiring proposal.

Making an offer to the candidate

A number of actions happen when Human Resources receives the hiring proposal:

1. The Criminal Background check process is initiated. If you want to initiate the process sooner, you can e-mail EPARecruitment@uncc.edu.
2. Human Resources reviews the applicant pool, ensuring all applicant statuses have been changed and an appropriate number of interviews were conducted.
3. The hiring proposal is reviewed by Human Resources to ensure it is complete and the information provide justifies the recommendation for hire. Salary justification is also reviewed at this time.
4. If the candidate is internal to UNC Charlotte, Human Resources will verify salary and ensure all state policies are being followed.

If Human Resources has questions regarding the hiring proposal, they will contact the Initiator directly.

When Human Resources has the Criminal Background Check results and has approved the recommendation for hire, they will route the hiring proposal back to the Initiator. The HR approved salary will be provided in the hiring proposal.

At this time the Initiator can move forward with making an offer to the candidate. Once the candidate accepts the offer, the Initiator will need to enter the candidate's start date and salary. They will also upload the PD7 and AA-26 to the hiring proposal and then route that back to Human Resources to be processed.

Human Resources will ensure all necessary signatures are on the PD7, and process the new hire paperwork. It is important to provide enough time for the new hire paperwork to be processed.

Human Resources will change the selected candidate's status to **Approved for Hire** and mark the posting **Filled**.

Appendices

Appendix A: Tabs and Fields within the Position Description	Describes each tab and field within the **Start Position Request** portion of **Positions** module.
Appendix B: Departmental EEO Report	How to review the **Departmental EEO Report**
Appendix C: Tabs and Fields within the Hiring Proposal	Describes each tab and field within the **Hiring Proposal**
Appendix D: What to do if you have trouble logging into NinerTalent	Troubleshooting if you are having problems logging into the system
Appendix E: EHRA Non-Faculty Waivers of Search	Describes the Waiver of Search process
Appendix F: Using Search Filters	Coming Soon!

Appendix A: Tabs and Fields within Start Position Request

Introduction

Appendix A describes each tab and field within the **Start Position Request** portion of **Position Management**.

Note: The highlighted data fields will appear on the posting.

Organizational Unit

The **Organizational Unit** tab contains the fields listed in the table below.

Field Label	Type Of Field	Explanation
Working Title	Text field	
Division	Dropdown Menu	Choices are limited to individual scope.
College/Department		
Work Unit		

Note: The data entered in the fields that are highlighted below will appear on the posting.

Department Information

The **Departmental Information** tab contains the fields listed in the table below.

Field Label	Type Of Field	Explanation
Dept. Director Name	Text box	
Supervisor of Position		
Supervisor Job Title		
Supervisor Position Number		
Briefly describe the primary purpose (mission) of your unit or department		
Primary Purpose of Position		
Summary of Position Responsibilities	Text box	This box carries over to the position posting. You should add as much detail here as you would like to be posted on the jobs website.

Note: The data entered in the fields that are highlighted below will appear on the posting.

Position Information

The **Position Information** tab contains the fields listed in the table below.

Field Label	Type Of Field
Working Title	Text box
Work Schedule	
Hours per week	
Months per year	Dropdown Menu
Work Location (Building)	Text box

Note: The data entered in the fields that are highlighted below will appear on the posting.

Duties and Responsibilities

The **Duties and Responsibilities** tab contains the fields listed in the table below.

Field Label	Type Of Field	Explanation
Duties and Responsibilities	Text Box	This is a builder field, meaning you may add as many entries as needed by clicking the **Add Duties & Responsibilities Entry** button.
Percentage of Time	Text Box	Enter a numerical value. The total percentage of time should equal 100%. However, the system does not calculate the total for you.

Additional Position Information

The **Additional Position Information** tab contains the fields listed in the table below.

Field Label	Type of Field	Explanation
Sensitive Duties	Check box	Check all that apply
Describe fully the independence and/or administrative authority and discretion this position has.	Text box	
Describe level of guidance or supervision this position receives and from what source(s)		
Number of employees the position directly supervises		
Number of student workers the position directly supervises		
List of position's responsibilities for hiring, terminating, training, disciplining etc. of subordinates.		

Minimum and Preferred Qualifications

The **Minimum and Preferred Qualifications** tab contains the fields listed in the table below.

Field Label	Type of Field	Explanation
Minimum education/experience	Text box	applicants **must** meet the required qualifications you enter in this box
Preferred Education, Knowledge, Skills and Experience		list the skills, knowledge and abilities you prefer the candidate to have
Necessary Certifications/Licenses		applicants **must** meet the required qualifications you enter in this box
Preferred Certifications/Licenses		list the skills, knowledge and abilities you prefer the candidate to have

Note: The data entered in the fields that are highlighted below will appear on the posting.

Compensation and Funding Information

The **Compensation and Funding** tab contains the fields listed in the table below.

Field Label	Type of Field	Explanation
Employment type	Dropdown Menu	N/A
If time-limited (e.g. grant funded, term contract), please indicate budget end date	Date Field	
General/Non-General Funded	Dropdown Menu	
Anticipated Salary	Text box	
Action Number	Fixed	Will be assigned upon first saving position.
Grants and Contracts Administration Use Only		
Is this position fully funded?	Dropdown Menu	Information in these fields is entered by Grants & Contracts and will be visible to the Initiator and Approver once the position is approved by HR.
Anticipated budget expiration date	Date Field	
GCA Comments	Text box	Grants & Contracts Administration will add notes here, if necessary
Personnel Budget Management Use Only		
Program	Text box	Information in these fields is entered by Personnel Budget Management and will be visible to the Initiator and Approver once the position is approved by HR.
Budget Code		
Fund Org Code		
Position Number		
FTE	Dropdown Menu	
PBM Comments	Text box	Personnel Budget Management will add comments here, if necessary.

Note: The data entered in the fields that are highlighted below will appear on the posting.

Funding Source

The **Funding Source** tab contains the fields listed in the table below.

Field Label	Type of Field
Index/fund	Text box
Account	Dropdown Menu
Amount	Text box
Percent of Annual Funding	Text Box
Indicate the primary source of this fund number	Dropdown Menu

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Supplemental Documentation

The **Supplemental Documentation** tab contains the fields listed in the table below.

Field Label	Type of Field
Organizational Chart	Action (Dropdown Menu)
Memo	
BD607	
FLSA Exemption Recommendation Form	
Other	
Candidate Evaluation Worksheet	

ADA Compliance

The **ADA Compliance** tab contains the fields listed in the table below.

Field Label	Type of Field	Explanation
Check all blocks that apply	Check box	Click the link below each field for detailed information. A popup window will appear.
The physical requirements of this position	Dropdown Menu	
The visual activity requirements including color, depth perception, and field of vision	Dropdown Menu	
The condition the worker will be subject to in this position	Check box	

HR Use Only The **Human Resources Only** tab contains the fields listed in the table below.

Field Label	Field Type	Explanation
CBC	Dropdown Menu	This field stands for **Criminal Background Check**. It indicates whether the position contains sensitive duties which require frequent background checks.
FLSA Status		This field indicates whether a position is exempt or non-exempt from **the Fair Labor Standards Act**. Non-Exempt employees complete timesheets.
EEO Category		These fields record the **Equal Employment Opportunity** category and code.
EEO Code		
JCAT Code	Text Box	The **Job Category** field is used to report position categories to General Administration.
CUPA Code		**College and University Professional Association** field is used to report position categories to General Administration.
SAAO, F, I, PS or R	Dropdown Menu	This field indicates how an EPA position is classified: **Senior Academic & Administrative Officer, Faculty, Instructional, Public Service,** or **Research.** This information is reported to General Administration.
Approval Category		This field indicates under which category the position was approved and is used to report positions to General Administration.
Does this position supervise others?		Answer Yes or No.
Approved?		This field indicates whether or not the position was approved.
HR Approved Salary	Text Box	This field indicates what salary range has been approved for the position.
HR Comments		HR will add comments in this field as needed.

Note: The data entered in the fields that are highlighted below will appear on the posting.

Appendix B: Departmental EEO Report

Introduction

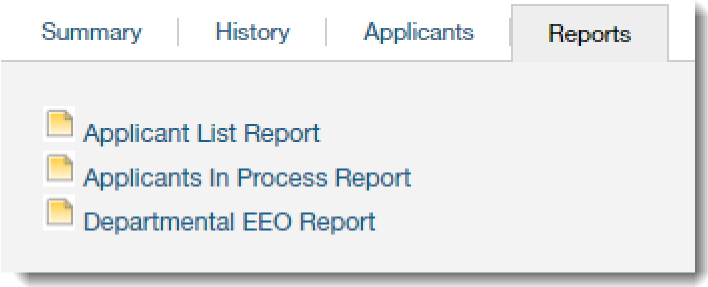
Many of you may have submitted AA-24 forms to the EHRA Administration Office in the past. The comparison between the Applicant Pool demographics and the Labor Market Data takes the place of page 2 of the AA-24 form.

Example

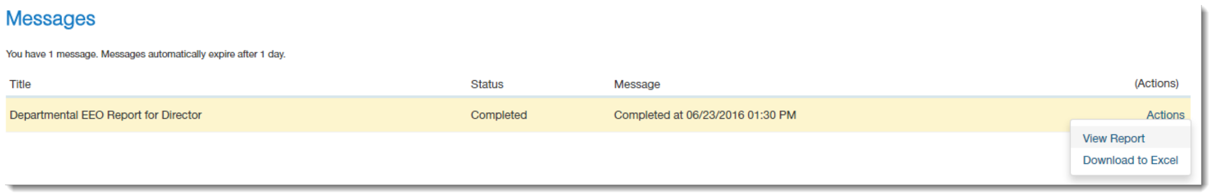
Below is an example Departmental EEO (Equal Employment Opportunity) Report. Initiators and Approvers both have access to run the report.

Report Generated:	Friday April 10, 2015 12:24:23 PM								
Job Number	300								
Job Title	Social Worker								
All Applicants									
Gender	**Hispanic / Latino**	**American Indian or Alaskan Native**	**Asian**	**Black or African American**	**Native Hawaiian or Other Pacific Islander**	**White**	**Two or More Races**	**Not Disclosed**	**Total**
Female	3	0	2	7	0	62	2	2	**78**
Male	2	0	0	2	0	3	1	1	**9**
No Answer	0	0	0	1	0	5	0	7	**13**
Total	**5**	**0**	**2**	**10**	**0**	**70**	**3**	**10**	**100**

To get to the **Departmental EEO Report**, **click** on the **Reports** tab in the **Posting**.



Clicking on **Departmental EEO Report** will prompt a new tab to open on your browser.



When it was completed, the Action button will allow you to view the results or you can download them into Excel.

To compare with whole applicant pool, use the **All Applicants** section at the top of the report. This is an example of the top section of the **Departmental EEO Report**. Once you have this information, you compare it with the labor market data located at the bottom of the summary tab.

Report Generated:	Friday April 10, 2015 12:24:23 PM								
Job Number	300								
Job Title	Social Worker								
All Applicants									
Gender	**Hispanic / Latino**	**American Indian or Alaskan Native**	**Asian**	**Black or African American**	**Native Hawaiian or Other Pacific Islander**	**White**	**Two or More Races**	**Not Disclosed**	**Total**
Female	3	0	2	7	0	62	2	2	**78**
Male	2	0	0	2	0	3	1	1	**9**
No Answer	0	0	0	1	0	5	0	7	**13**
Total	**5**	**0**	**2**	**10**	**0**	**70**	**3**	**10**	**100**

Example Below is an example of a comparison of the **Applicant Pool Demographics** to the **Labor Market Availability Data** using the template located at http://hr.uncc.edu/employee-relations/affirmative-action/departmental-eeo-report-comparison-template. The data in the column on the far right comes from the **Labor Market Data** on the **Summary** tab of the **Posting**.

	Number of Applicants	Applicant Pool Percentage	Labor Market Data Percentages
Total Number Applicants	100	n/a	n/a
Female Total	78	78.00%	78.50%
Male Total	9	9.00%	n/a
Gender Not Disclosed	13	13.00%	n/a
White Total	70	70.00%	n/a
Race/Ethnicity Not Disclosed	10	10.00%	n/a
Minority Total	20	20.00%	32.77%
African American Total	10	10.00%	19.91%
Hispanic/Latino Total	5	5.00%	8.56%
Asian Total	2	2.00%	2.15%
American Indian or Alaska Native Total	0	0.00%	1.23%
Native Hawaiian or Other Pacific Islander Total	0	0.00%	0.09%
Two or More Races Total	3	3.00%	0.83%

If your applicant pool percentages are significantly less than the labor market data (meaning 10% below or more) you may want to do some targeting advertising or keep the posting open for a longer period of time.

If you need assistance, contact EPARecruitment@uncc.edu or the Equity Specialist (7-0661).

Appendix C: Tabs and Fields within Hiring Proposal

Candidate Information

Field Label	Type of Field	Explanation
Hiring Proposal Number	Fixed	Will be assigned upon first saving.
First Name	Fixed	What applicant entered on application.
Middle Name	Fixed	What applicant entered on application.
Last Name	Fixed	What applicant entered on application.
UNC Charlotte ID # (if applicable)	Text Box	Check Banner, enter if known.

Position Information

Field Label	Type of Field	Explanation
Working Title	Fixed	Pulls in from Position Description.
Position Type	Fixed	Pulls in from Position Description.
Position Number	Fixed	Pulls in from Position Description.
Posting Number	Fixed	Pulls from Posting.

Hiring Information

Field Label	Type of Field	Explanation
Employment Begin Date	Text Box	
If time-limited (e.g. grant funded, term contract), indicate appointment end date	Text Box	
Position Selection Criteria	Text Area	An explanation of what education, experience, and skills would make a candidate the best qualified for the position. This should be position specific, not candidate specific. (Hint: the Minimum and Preferred Qualifications on the posting.) **This field is required.**
Position Selection Rationale	Text Area	An explanation of how your selected candidate meets the selection criteria and is the best qualified for the position. **This field is required.**
Selection Summary and Justification	Text Area	This field should explain how the selected candidate is better qualified than the other candidates

		interviewed. It should be a comparison between the selected candidate(s) and the non-selected candidates. **This field is required.**
Provide a summary of how efforts to diversify EPA Staff were carried out	Text Area	Pulls in from posting.

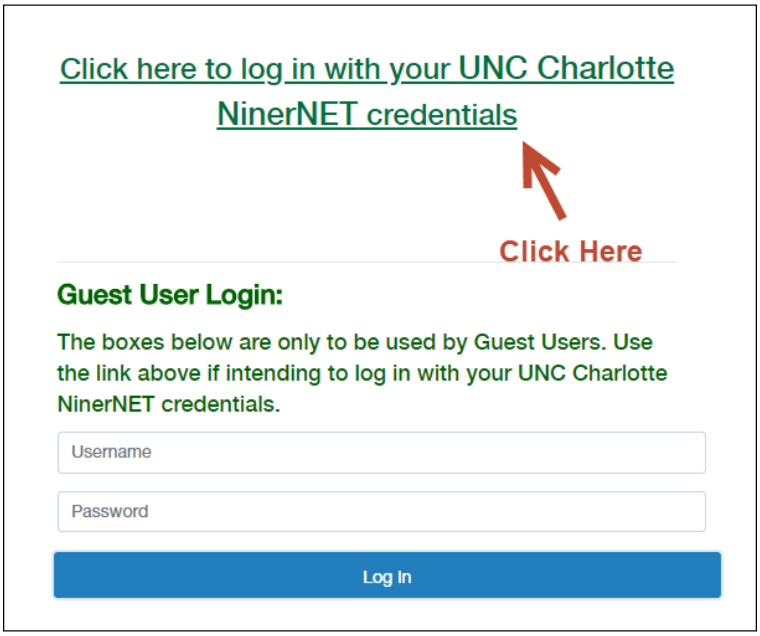
Field Label	Type of Field	Explanation
Proposed Annual Salary	Text Box	**This field is required.**
Salary Justification	Text Area	**This field is required.**
HR Approved Salary	Fixed	Will be entered by HR.

Appendix D: What to do if you have trouble logging into NinerTalent

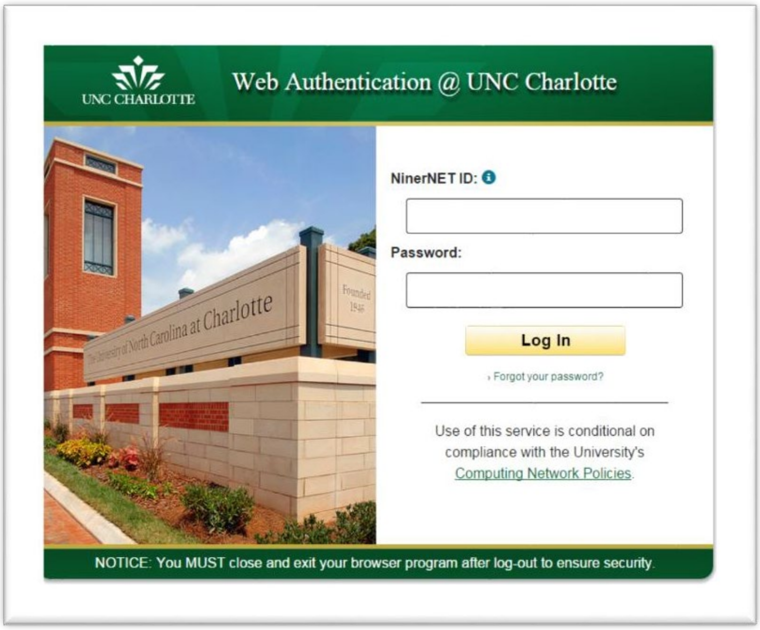
Go to http://jobs.uncc.edu/hr.

The Username and Password on this page are for Guest User Accounts.

You need to click on the green link (shown below) to access NinerTalent with your NinerNET credentials.



Result: The UNC Charlotte Web Authentication page opens.



Enter your NinerNET credentials.

If it does not log you in, clear your Internet browser's history and cache. Then close all of your open browser windows and try again.

If you are using Google Chrome for your Google Mail and Calendar, we recommend using Internet Explorer, FireFox, or Safari for NinerTalent. That way, if you have to clear your browser history and cache, you will not have to close your email and calendar.

One other note, if you have cleared your browser history and cache and closed all of your browser windows and still cannot get in, try doing those steps again and putting @uncc.edu after your NinerNET ID.

Contact NinerTalent@uncc.edu or EPARecruitment@uncc.edu for help with login issues.

Appendix E: EHRA Non-Faculty Waivers of Search

There are two types of waivers of search (permanent and temporary). Temporary or short-term waivers are completed for terms of one to two years. Most waivers requested fall in this category.

The following is a list of special circumstances where a search may be waived permanently.

- The administrator wishes to appoint an individual deemed essential to an organized research program.
- The individual is uniquely qualified to fill this position by virtue of their experience and expertise in the field.

We are now using NinerTalent to fill Waivers of Search.

Prior to entering any information into NinerTalent, approval is required by Human Resources.

Search Waiver's will require an approved Position Description. Once the Position Description is approved, the department will create a Posting for the candidate to apply. This Posting will be private and only viewable with the hyperlink provided by Human Resources. Once the candidate applies the department will create a hiring proposal and provide all the necessary waiver paperwork in the hiring proposal.

For more information on this process, contact EHRA Non-Faculty Administration at 7-1433 or 7-0659.

Appendix F: Using Search Filters

Coming Soon!