**NinerTalent Faculty Applicant Tracking Blueprint**

This template is provided for Search Committees and Department Chairs, so they can provide essential information needed to complete the position description and posting in NinerTalent. This information needs to be provided to the Initiator.

*\*Fields that are visible to candidates*

|  |  |
| --- | --- |
| **New Position Description** | |
| \*Working Title | (Pre-populated based on information entered into the position description) |
| Division | These fields will be pre-populated based your NinerTalent account. If you need to create a posting in a department that is not available to you, please contact Academic Affairs. |
| College/Department |
| Work Unit |
| **Online Applications** | |
| Accept Online applications? | Pre-populated: Checked |
| \*Special offline application instructions |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **General Information** | | | |
| \*Position Number | These fields are pre-populated based on information entered into the position description | | |
| \*Working Title |
| \*Division |
| \*Department |
| Work Location |
| \*Vacancy Open To | All Candidates  UNC Charlotte Employees Only  UNC Charlotte Students Only  State of NC Employees Only | | |
| Position Designation | These fields are pre-populated based on classification selection in the position description | | |
| \*Employment Type |
| \*Months Per Year |
| Salary Range | \*\*Not viewable to applicants | | |
| \*Description of Work | Pre-populated based on classification selection | | |
| \*Essential Duties and Responsibilities | Pre-populated based on information entered into the position description | | |
| \*Minimum Education / Experience Requirements | Pre-populated based on classification selection | | |
| \*Department Preferred Education, Skills and Training Experience | Pre-populated based on information entered into the position description | | |
| \*Necessary Licenses/Certifications |
| \*Special Notes to Applicants | Pre-populated if information was entered into the first screen of the posting | | |
| Date the instructions from Chair to Search Committee were discussed |  | | |
| Has everyone on the search committee completed the Diversity training within the last five years? | Yes  No | | |
| If no, list the names of those who have not completed training |  | | |
| What is your department’s diversity statement? |  | | |
| Special Efforts to Diversify Faculty/Staff |  | | |
|  |  | | |
| **Posting Information** |  | | |
| \*Posting Open Date |  | | |
| \*Posting Close Date |  | | |
| \*Open Until Filled | Yes  No | | |
| Date Review of Applications will Begin |  | | |
| \*Proposed Hire Date |  | | |
| \*If time-limited (e.g. grant funded, term contract), please indicate appointment end date | Pre-populated based on information entered into the position description | | |
| Department Contact Name |  | | |
| Department Contact Email |  | | |
| Department Contact Number |  | | |
| \*Contact Information |  | | |
| Is this a new position? | Yes  No | | |
| Name of Separating Employee |  | | |
| UNC Charlotte ID# |  | | |
| Date of Separation |  | | |
| Have you scheduled an exit interview for the employee listed above? | Yes  No | | |
|  |  | | |
| Posting Documents | Candidate Evaluative Criteria Worksheet  Interview Questions  Copy of Advertisement  Checklist of Observable / Quantifiable Characteristics | | |
|  |  | | |
| Applicant Documents: what documents do you want applicants to upload with their profile? | *This section should be modified based on required/optional documents the applicant should upload when applying.* | | |
| *Required* | *Optional* | *Document* |
|  |  | Resume / Curriculum Vitae |
|  |  | Cover Letter/ Letter of Interest |
|  |  | Unofficial Transcripts |
|  |  | Statement of Research, Teaching & Leadership |
|  |  | Contact Information for References |
|  |  | Research Interest Statement |
|  |  | Other Document |
|  |  | Military Service Record (DD-214) |
|  |  | Abridged Portfolio |
|  |  | Writing Sample |
|  |  | Teaching Philosophy |
|  |  | Diversity Statement |
|  |  | Online Portfolio |
|  |  | | |
| Search Committee Members |  | | |
| **Advertising Plan** |  | | |
| Do you plan to advertise externally? | Yes  No | | |
| Please list where advertisements will be placed, the date(s) the advertisements will be published, and the estimated cost of publication |  | | |
| **Labor Market Availability** |  | | |
| Discipline or Specialty | These fields will be filled in by the Equity Officer once the posting has been routed to the Equity Officer | | |
| Female |
| Minority Total |
| African American |
| Hispanic |
| Asian |
| American Indian |
| Native Hawaiian/Other Pacific Islander |
| Two or More |