An aerial photograph of the University of North Carolina at Charlotte campus, featuring various academic buildings, a prominent clock tower, and green spaces. The image is overlaid with a semi-transparent teal color.

Procedures for Hiring Faculty at UNC Charlotte

Academic Affair HR
Maxwell Awando

Introduction

Why is the faculty hiring process so complicated?

- Subject to state and federal laws
- Subject to audits
- Accreditation
- Decentralized Hiring Process



Questions about best practices?

- Office of Legal Affairs – [Review Employment Guidelines](#)
- Office of the Provost Website - [Academic HR Procedures Handbook](#)
- Center for ADVANCing Faculty Success - [Best practices for advancing faculty recruitment](#)



Faculty Recruitment



FACULTY & STAFF RESOURCES

Academic Budget & HR

Academic HR Procedures Handbook

Academic HR Deadlines

Forms

Checklists

Training

Useful Links

Academic Budget Dashboard (Smartsheet)

Curriculum and Catalogs

Faculty/Staff Awards & Honors

Handbooks

Job Searches / Employment

Policies and Procedures

NC Campus Engagement

Plans & Reports

Pandemic Instruction

FORMS

NOTE: *This page is best viewed in Chrome, Firefox, Edge, or Safari. Microsoft replaced Internet Explorer (IE) with Microsoft Edge as their default browser and is no longer supporting IE updates. Furthermore, make sure you are logged into your work email to access any forms that are kept in Google.*

Criminal Background Check Process 

 **Full-Time Faculty Forms** 

 **Part-Time Faculty Forms** 

 **Postdoctoral Fellows Forms** 

 **Budget Forms** 

 **Miscellaneous Forms** 



Faculty Hiring & NinerTalent

- Three step process
 - Position Description Updates / Modify
 - Posting
 - Hiring Proposal

<https://jobs.charlotte.edu/hr/sessions/new>

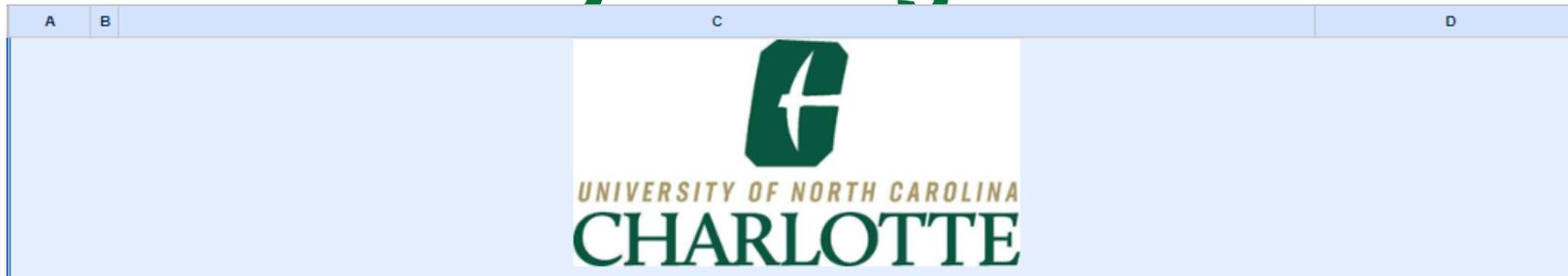


Preparing for Recruitment

- Receive authorization to recruit from Dean
- Department Chair appoints and charges search committee
- Initiator reviews, updates and forwards the position description for approval in NinerTalent.
- Position Description is approved in NinerTalent by:
 - Department Chair (if not Initiator)
 - Dean
 - Academic Affairs HR



Faculty Hiring Checklist



9201 University City Blvd, Charlotte, NC 28223-0001
 t/ 704-687-5717 <https://provost.charlotte.edu/>

Employment of Full-Time Faculty Checklist

Preparation for the Recruitment

1	Review the UNC Charlotte Academic Personnel Procedures Handbook. http://provost.uncc.edu/academic-budget-personnel/handbook	Hiring Authority (Dean, Chair, Director, etc)
---	---	---

Recruitment Process

1	Authorize recruitment	Provost / Dean
2	Review, update and approve faculty position description in NinerTalent. This process could also happen after the Search Committee has been appointed and consulted.	Initiator / Department Chair Approver / Dean
3	Appoint and charge Search and Screening Committee	Department Chair or Dean
4	Give "Instructions from Chair to the Search Committee" http://provost.uncc.edu/academic-budget-personnel/handbook#handbook-page-4	Department Chair
5	Create a checklist of observable / quantifiable characteristics and the source of information for each characteristic or complete the Evaluative Criteria template, if using the evaluative criteria in NinerTalent.	Search Committee
6	Begin a Posting in NinerTalent. Create a Guest account, if needed. Add search committee members, if needed. Upload the ready-to-mail advertisements, checklist of observable / quantifiable characteristics or Evaluative Criteria template, if using the evaluative criteria on the Supplemental Documents tab in NinerTalent. Transition the posting to the Approver. ** Advertisement must require on-line application process, reference https://jobs.uncc.edu and list documents to be included electronically with the on-line profile. Advertisements must also include the AA/EOE statement and the criminal background check statement	Initiator / Department Chair
7	Review and approve the Posting. If the Department Chair is not the Initiator they must approve the Posting before the Dean.	Approver / Dean
8	Transition the Posting to the Equity Officer.	Dean
9	Review diversity information and enters Labor Market Availability data. Forwards Posting to Academic Affairs.	ADVANCE Faculty Affairs and
10	Reviews posting, adds posting specific questions and/or evaluative criteria if needed. Posts the position to jobs.uncc.edu and forwards	Academix Affairs
11	Mail advertisements and processes direct pays for payment.	The College or Department Office



Recruit and Hire International Faculty

FACULTY & SCHOLARS

Announcements

• Resources for Visiting Scholars and Faculty

• Resources for Departments

Health Insurance for Faculty & Scholars

Invite a Guest Visitor

Invite a J-1 Research Scholar or Professor

Recruit and Hire an H-1B Faculty Member

UNC Charlotte Employment-Based Immigration Sponsorship Guidance

Other Common Visa Types and Descriptions

Recruit and Hire an H-1B Faculty Member

OVERVIEW

H-1B status is available to citizens of all countries. To qualify for H-1B status, the foreign national must intend to come to the U.S. to be employed in a “specialty occupation.” A specialty occupation is an occupation that requires the “theoretical and practical application of a body of highly specialized knowledge; and [the] attainment of a bachelor’s or higher degree in a specific specialty (or its equivalent) as a minimum for entry into the occupation in the United States.” Specific wage requirements must also be met.

H-1B visas are considered “dual-intent” by USCIS. This means that individuals in H-1B status are eligible to petition for immigrant worker status provided other eligibility criteria have been met. UNC Charlotte only sponsors full-time faculty and researchers for H-1B. Individuals are eligible for up to 3 years of employment authorization plus a renewal for a second 3-year period; a total of 6 years of H-1B employment authorization.

RECRUIT AND HIRE AND H-1B EMPLOYEE

Planning ahead is the key to making the process as smooth as possible. This page contains important information on what you should know about hiring an international faculty member and sponsorship of the H-1B visa.

RECRUITMENT



INITIATING A VISA SPONSORSHIP FOR AN H-1B EMPLOYEE



Faculty Position Description

Position Management Welcome, Maxwell Awando My Profile logout

NinerTalent

User Group: Initiator

Position Descriptions

Faculty – Active Position Descriptions

71 Filled Postings Last 30 days

Faculty Position Requests

- Faculty -- View position library
- Faculty Position Requests – View all position description actions (in process)



Faculty Position Description

Position Requests / ... / Faculty Modify Position / Assistant Professor / Edit

Editing Position Request

- Reason For Action
- Position Details**
- Supervisor of Position
- Funding Source
- ADA Compliance Form
- Supplemental Documenta...
- Position Request Summary

Position Details Save << Prev Next >>

[Check spelling](#)

Tab Instructional Text: The Employee Information will update once an employee has been hired into a former incumbent. The information for this section is uploaded from Banner periodically.

*** Required Information**

Employee Information

Employee First Name

Employee Last Name

UNC Charlotte ID # *(if applicable)*

Supervisor Name

Departmental Information

Enter the Departmental information for this position.

Academic Affairs
Visible to Candidates

Click **Next** to move to next tab

Position Description Navigation Menu

Enter details in fields



Faculty Position Description

Position Requests / ... / Faculty Modify Position / Assistant Professor / Summary

Faculty Modify Position: Assistant Professor (Faculty) [Edit](#)

Current Status: Draft

Position Type: Faculty
Work Unit: Engineering Technology

Created by: Jessica Miller
Owner: Jessica Miller

Summary | History | Settings

Take Action On Position Request ▾

- Keep working on this Position Request
- WORKFLOW ACTIONS
- Send to Approver (move to Approver)
- Cancel (m... Canceled)

Reason For Action [Edit](#)

Reason For Action

Transition to the next step in the workflow

Workflow options will vary based on user group



Faculty Position Description

List of Approvers

Approver (move to Approver)

Norm Niner

Comments (optional)

Add this position request to your watch list?

Submit Cancel

Take Action

Academic Affairs Review & Approve (move to Academic Affairs Review & Approve)

Comments (optional)

Please review and approve this position description.

We need to post this as quickly as possible.

Add this position request to your watch list?

Submit Cancel

Comments are part of the official personnel file

Click **Submit** to move in workflow

- Standard routing options are directed to the user group
- Routing to Approvers is directed to an individual, which allows for more than one approver.
- Please remember, once submitted Comments can't be deleted.



Faculty Position Description

- Faculty position description is routed through all the proper channels and approved by Academic Affairs HR.
- Then move on to the 2nd step in the process



Recruitment of Faculty Position



Begin Faculty Recruitment

Begin a faculty posting in NinerTalent

Applicant Tracking System module

- Choose the recently modified and approved faculty position description. The information in the position description carries over from the position description to the posting. No need for duplicate data entry!

Department Chair (if not Initiator) / Dean approves the posting



Positing to External Website

- Department post position to external advertisements
- For external advertisements, use wording: *Applicants must apply electronically at <https://jobs.uncc.edu> and attach vita (etc.) - A link to department website can be included to provide additional information.*
- Ad must include the AA/EOE statement and the criminal background check statement



Applicant Tracking System Module



Common actions:

- Creating a Posting
- Hiring Proposal
- Viewing Postings and Active Applicants



Create Faculty Posting



Once position description has been approved the Initiator can create a new posting.



Create Faculty Posting

The screenshot shows a 'Create New' dialog box with the following options:

- Create from Position Type**: Includes only the information that applies across the entire Position Type. A new Posting from a Position Type is almost completely blank. (Callout: Not used for faculty postings)
- Create from Posting**: Uses an existing posting as a template and automatically copies in most information. (Callout: To duplicate another posting)
- Create from Position Description**: Copies in most of the information from a position description. (Callout: **Most Common:** to create the posting from a position description)

Initiator chooses what will be used to begin the posting.



Create Faculty Posting

Postings / Faculty / Create from Position Description

Faculty Position Descriptions

Text search box

Saved Searches ▾ Search [More Search Options ▾](#)

Initiator Default ✕

"Initiator Default" 83

← Previous **1** 2 3 Next →

Position Number	Working Title	Department	Status	
000023	Teaching Assistant Professor	Mechanical Engineering	Active	
001718	Associate Professor	Engineering Technology	Active	A
001719	Associate Professor	Engineering Technology	Active	Acti
001720	Associate Professor	Engineering Technology	Active	Action
001768	Lecturer	Engineering Technology	Active	Actions ▾
001791	Lecturer	Engineering Technology	Active	View Create From

Click **Actions** -> **Create From**

Locate the PD you want to use for the posting



Create Faculty Posting

Postings / Faculty / New Posting

New Posting Create New Posting Cancel

*** Required Information**

Working Title *

Organizational Unit

Division *

College/Department *

Work Unit *

Online Applications

Accept online applications?

Special offline application instructions

Click here to create posting

Settings Page sets up the work unit the position is associated with.

Settings Page sets up the work unit the position is associated with.



Create Faculty Posting

Postings / Faculty / Lecturer (Draft) / Edit: General Information

Editing Posting

- General Information
- Posting Information
- Posting Documents
- Applicant Documents
- Search Committee Members
- Guest User
- Advertising Plan
- Labor Market Availabil...
- Summary

General Information

Save Next >>

[Check spelling](#)

The information that is pre-populated below is information that was entered into the approved faculty position. Please be aware that any information changed in the posting will not save back to the position description. If you have questions about the posting process, please send an email to Faculty-Recruit@uncc.edu.

* Required Information

General Information

Position Number	001768 <i>Visible to Candidates</i>
Working Title	<input type="text" value="Lecturer"/> <i>Visible to Candidates</i>
Classification Title	9-Mo Non-Tenure Track Faculty
College	College of Engineering (Col) <i>Visible to Candidates</i>

Click **Next** to move to next tab

Enter details in fields

Posting Navigation Menu



Applicant Documents

Postings / Faculty / Lecturer (Draft) / Edit: Applicant Documents

Editing Posting

- General Information
- Posting Information
- Posting Documents
- Applicant Documents**
- Search Committee Members
- Guest User
- Advertising Plan
- Labor Market Availabil...
- Summary

Applicant Documents

Save << Prev Next >>

Please choose the documents that you would like for the Applicant to upload during the application process. Documents marked as "Required" will force the applicant to upload before their application is complete. Applicants do not have to upload documents marked as "Optional" during the application process. Documents marked as "Not Used" will not appear as documentation an applicant can upload in the posting.

Order	Name	Not Used	Optional	Required
1	Cover Letter / Letter of Interest	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2	Resume / Curriculum Vitae	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3	Unofficial Transcripts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
4	Statement of Research, Teaching ...	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
5	Curriculum Vitae	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Choose whether the applicant documents have to be uploaded, optional or not used.
- Can re-sort the list of documents



Search Committee Member vs. Guest User Account

Two types of “guest” accounts in NinerTalent

- Search Committee Member – Can log in with UNC Charlotte NinerNet credentials
- Guest User Account – System generated login credentials

If someone needs Search Committee Member access, contact Courtney Webster, Tangia Betterson, Dawn Tench or Maxwell Awando



Search Committee Members

Search Committee Members Save << Prev Next >>

There are two ways for Search Committee members to view applications. One is through a Guest User account, described on the previous tab and the other is via a Search Committee Member, described below. Guest User accounts will have one log-in for a specific posting. Search Committee Members will use their UNC Charlotte log-in credentials. Search Committee members can log in and view the posting with their own UNC Charlotte credentials, if they are UNC Charlotte employees with a UNC Charlotte email address. In order for the search committee members to view the posting with their own credentials they must be added as a Search Committee member on this page. Enter the search criteria below and click 'Search' to find the committee member. Click 'Add Member' to assign the search committee member.

Search Committee Members

No Search Committee Members have been assigned to this Posting yet.

Search

Find a User to assign as a Search Committee Member.

Name	Email Address	Add Member
Jessica Miller	Jcharper@uncc.edu	Add Member <input type="checkbox"/> Make Member The Committee Chair

First Name

Last Name

Email Address

Search

Search for search committee members

Are they the search committee chair?

Add the person as a search committee member

Guest User

Postings / Faculty / Lecturer (Draft) / Edit: Guest User

Editing Posting

- General Information
- Posting Information
- ✓ Posting Documents
- ✓ Applicant Documents
- ✓ Search Committee Members
- ✓ Guest User**
- Advertising Plan
- ✓ Labor Market Availabil...
- Summary

Guest User

Save << Prev Next >>

Guest User accounts will have one log-in for a specific posting. Guest users will be able to view information pertaining to this posting by using the credentials below. This includes applicants, applicant documents and references. If you would like to change the password, delete the default password that was created, enter the new password and click 'Update Password'. You have the option to send the Guest User login and password credentials directly to other guest users by entering their email address in the "Email Addresses" box below.

When entering email addresses of Guest User Recipients, you must click the 'Update Guest User Recipient List' box to save the email addresses to the list before clicking 'Save' or clicking 'Next'.

Want to give guests access to view this posting?

Create Guest User Account

Save << Prev Next >>

Click to create a
Guest User
Account

Used for off campus search committee members



Labor Market Availability Data

Editing Posting

- General Information
- Posting Information
- Posting Documents
- Applicant Documents
- Search Committee Members
- Guest User
- Advertising Plan
- Labor Market Availabil...**
- Summary

Labor Market Availability

The Affirmative Action Office in Human Resources will x70661 or refer to the User Guides at <http://hr.uncc.edu>

Labor Market Availability

Discipline or Specialty	Mechanical Engineering
Female	8.75%
Minority Total	26.70%
African American	2.67%
Hispanic	2.56%
Asian	21.10%
American Indian	0.37%
Native Hawaiian/Other Pacific Islander	—
Two or More	—

- The Equity Officer will enter the Labor Market information
- You will compare the Labor Market information with the demographics of the applicant pool.



Create Faculty Posting

Postings / Faculty / Lecturer (Draft) / Summary

Posting: Lecturer (Faculty) [Edit](#)

Current Status: Draft

Position Type: Faculty
Work Unit: Engineering Technology

Created by: Jessica Miller
Owner: Jessica Miller

Summary | History | Settings | Hiring Proposals | Associated Position Description

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate Workflow Action by hovering over the orange "Take Action on Posting" button and also add this posting to your Watch List in the popup box that appears. When you are ready to send the posting to the approver, select the appropriate Workflow Action from the dropdown menu.

To edit the posting, click on the Edit link next to the Section Name in the Summary Section. This will take you directly to the Posting Page to Edit. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

General Information [Edit](#)

General Information

Take Action On Posting ▾

- Keep working on this Posting
- WORKFLOW ACTIONS
- Send to Approver (move to Approver)
- Cancel (move to Canceled)

Transition to next step in workflow

Workflow options will vary based on user group



Create Faculty Posting

List of Approvers

Approver (move to Approver)

Norm Niner

Comments (optional)

Add this posting to your watch list?

Submit Cancel

Take Action

Equity Officer Review (move to Equity Officer Review)

Comments (optional)

Please review this posting

Add this posting to your watch list?

Submit Cancel

Comments

Click **Submit** to move through workflow

- Standard routing options are directed to the user group
- Routing to Approvers is directed to an individual, which allows for more than one approver.



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Reviewing Applicant Pool

How to review Applicants



Applicant Pool Best Practices

- Change the applicants' statuses as you go through the process.
- It is important to update the applicant statuses to reflect what happened during the hiring process.
- If someone does not meet the minimum qualifications, change their status to “Not Best Qualified”.



Applicant Pool Best Practices

- Applicant statuses are considered part of the record of the recruitment process.
- Before reviewing applicants, review the EEO report in comparison to the Labor Market data. (contact EPARecruitment@uncc.edu or the Equity Specialist x70661 for assistance)
- All applicants **MUST** be reviewed



Faculty Applicant Statuses

Pre- Interview Status Options	When to use	Email Sent?
Not Best Qualified (Emails Applicant Now)	Applicant who does NOT meet the minimum qualifications	Yes, Immediately
Under Review by Hiring Department	Applicant considered for review	No



Faculty Applicant Statuses

Interview/Hiring Stage Status Options	When to use	Email Sent?
Interviewed, Not Selected	Applicant interviewed but not hired	No
Recommend for Hire	Applicant offered employment	No
Approved for Interview	Applicant approved for interview by the Dean	No



Viewing Faculty Applicants

Postings / Faculty

Faculty Postings

[+ Create New Posting](#)

Saved Searches Search [More Search Options](#)

Ad hoc Search **Faculty Postings - Date Sorted**

"Faculty Postings - Date Sorted" 17 [Actions](#)

	Department	Position Number	Working Title	All Submitted	Workflow	Date	Posted Date		
<input type="checkbox"/>	Mechanical Engineering	004352	Research Assistant				06/13/2016 03:45 PM	Actions	
<input type="checkbox"/>	Engineering Technology	004522	Assistant / Associate / Professor	5	Initiator Final Initiator	January 20, 2016	05/23/2016 08:44 AM	GENERAL View Posting View Applicants	
<input type="checkbox"/>	Mechanical Engineering	003796	Teaching Professor (Time Limited)	33	Equity Review Complete - Send to Initiator	Academic Affairs	January 25, 2016 at 04:08 PM	05/11/2016 02:11 PM	TRACKING Watch
<input type="checkbox"/>	Mechanical Engineering	003795	Teaching Professor (Time Limited)	28	Equity Review Complete - Send to Initiator	Academic Affairs	January 25, 2016 at 04:03 PM	05/11/2016 02:10 PM	
<input type="checkbox"/>	Mechanical Engineering				Human Resources	January 25, 2016	05/11/2016		

Click Actions -> View Applicants



Viewing Faculty Applicants

Summary | History | Settings | **Applicants** | Reports | Hiring Proposals | Associated Position Description

Saved Searches ▾ [Search Bar] Search [More Search Options ▾]

Ad hoc Search [X]

Ad hoc Search 5 Save this search?

Click **Actions** -> **View Application**

	First Name	Application Date	Workflow State Owner	Status	Workflow State Entrance Reason	Workflow State (External)	Col Docu	Actions ▾
<input type="checkbox"/>	albert	April 29, 2016 at 02:24 PM	Initiator	Under Review by Hiring Department		Under Review by Hiring Department	Generat	Actions ▾ GENERAL View Application
<input type="checkbox"/>	David	May 14, 2016 at 06:36 PM	Initiator	Under Review by Hiring Department		Under Review by Hiring Department	Generate	
<input type="checkbox"/>	Mohammad	May 15, 2016 at 05:41	Initiator	Under Review by Hiring		Under Review by Hiring	Generate	



Changing An Applicant Status

Postings / ... / Teaching Position / Lecturer / Assistant / Associate Professor of Teaching (Equity Review Complete - Send to Initiator) / Applicant Review / Steven

by Hiring Department Search P

 **Job application: Steven** (Faculty)

Current Status: Under Review by Hiring Department
Application form: Faculty / EPA Staff

Full name: Steven	Created by: Steven
Address:	Owner: Initiator
3315	
Charlotte, NC 28270	
United States of America	

Take Action On Job Application ▾

Keep working on this Job application

WORKFLOW ACTIONS

Further Consideration (move to Further Consideration)

Not Best Qualified (Email Applicant Now) (move to Not Best Qualified (Emails Applicant Now))

Transition to next step in the workflow

Refer to the User Guides for more information about when to use what status



UNIVERSITY OF NORTH CAROLINA
CHARLOTTE

REVIEWING MULTIPLE APPLICANTS

HOW TO REVIEW MULTIPLE APPLICANTS



Viewing Multiple Applications at Once

Ad hoc Search

Select all applicants

Click Actions

Actions

<input checked="" type="checkbox"/>	First Name	Application Date	Workflow State	Owner	Status	Entrance Reason	Workflow State (External)
<input checked="" type="checkbox"/>	albert	April 29, 2016 at 02:24 PM	Initiator		Under Review by Hiring Department		Under Review by Hiring Department
<input checked="" type="checkbox"/>	David	May 14, 2016 at 06:36 PM	Initiator		Under Review by Hiring Department		Under Review by Hiring Department
<input checked="" type="checkbox"/>	Mohammad Manjurul	May 15, 2016 at 05:41 AM	Initiator		Under Review by Hiring Department		Under Review by Hiring Department
<input checked="" type="checkbox"/>	maxime	May 16, 2016 at 01:14 PM	Initiator		Under Review by Hiring Department		Under Review by Hiring Department
<input checked="" type="checkbox"/>	Majid	June 06, 2016 at 07:52			Under Review by Hiring Department		Under Review by Hiring Department

GENERAL

- Review Screening Question Answers
- Download Screening Question Answers
- Export results

BULK

- Move in Workflow
- Download Applications as PDF
- Create Document PDF per Applicant

Select the documents to include

Select the document type(s) to use.

Application and All Documents

Only These Document Types

- Application Data
- Resume
- Cover Letter / Letter of Interest
- Unofficial Transcripts
- Reference Letter

Submit Cancel

Click Submit to create a PDF of multiple applications



Moving Applicants Status in Bulk

Ad hoc Search 5 [Save this search](#)

Check applicants whose status you wish to change

Click **Actions** -> **Move in Workflow**

<input checked="" type="checkbox"/>	First Name	Application Date	State Owner	Status	Entrance Reason	Workflow State (Extern
<input checked="" type="checkbox"/>	albert	April 29, 2016 at 02:24 PM	Initiator	Under Review by Hiring Department		Under Review by Hiring Department
<input checked="" type="checkbox"/>	David	May 14, 2016 at 06:36 PM	Initiator	Under Review by Hiring Department		Under Review by Hiring Department
<input checked="" type="checkbox"/>	Mohammad Manjurul	May 15, 2016 at 05:41 AM	Initiator	Under Review by Hiring Department		Under Review by Hiring Department
<input checked="" type="checkbox"/>	maxime	May 16, 2016 at 01:14 PM	Initiator	Under Review by Hiring Department		Under Review by Hiring Department
<input checked="" type="checkbox"/>	Majid	June 06, 2016 at 07:52 PM	Initiator	Under Review by Hiring Department		Under Review by Hiring Department

Actions ▾

- GENERAL
 - Review Screening Question Answers
 - Download Screening Question Answers
 - Export results
- BULK
 - Move in Workflow**
 - Download Applications as PDF
 - Create Document PDF per Applicant

- Only click on applicants that you would like to move to the same status
- Then click the Actions button at the top and select “Move in Workflow.”



Moving Applicants Status in Bulk

Choose the Applicant Status

Change for all applicants

Applicant	Current State	New State	Reason
Muna Slewa	Under Review by Hiring Department	<input type="text" value="Select a workflow state..."/>	
Arash Afshar	Under Review by Hiring Department	<input type="text" value="Select a workflow state..."/>	
Steven Woodall	Under Review by Hiring Department	<input type="text" value="Select a workflow state..."/>	
Alper AKIN	Under Review by Hiring Department	<input type="text" value="Select a workflow state..."/>	

Click **Save Changes** when complete

Applicants have to be in the same status to move in bulk





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**RECOMMENDED FOR INTERVIEW,
NOW WHAT?**

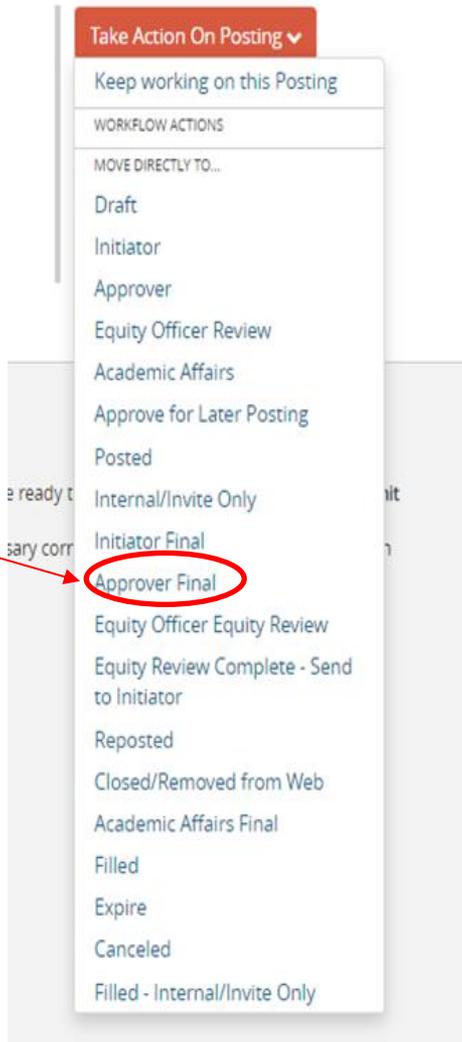


Preparing for Interviews

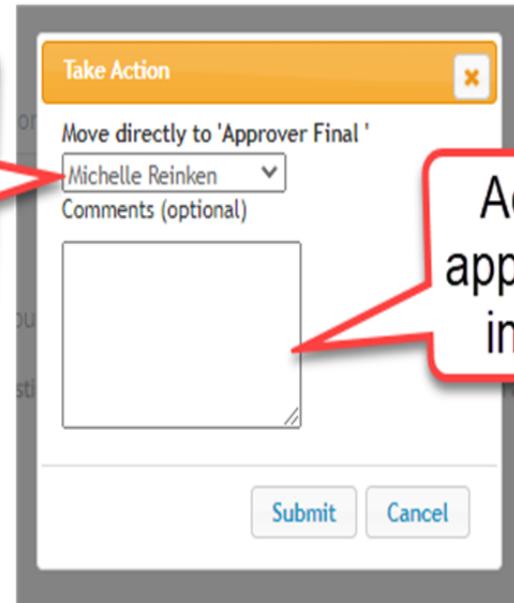
- Search committee selects top candidates for interviews and submits list of selected candidates to the Director of Title IX Compliance for review and approval.
- Prior to offering first-round interviews (or prior to offering a position if a search waiver applies), the initiator must provide a list of candidates selected for interviews to the Director of Title IX Compliance.



Preparing for Interviews



Select Michelle Reinken from Approver-Final List



Add list of applicants for interview.



Preparing for Interviews

- The Director of Title IX Compliance reviews list of selected candidates for interview and submits approval to Initiator via NinerTalent.
- Department Chair (if not the Initiator) reviews candidates and forwards the posting to the next Approver.
- If a top candidate is a non-resident, contact the Director of International Student/Scholar Office (ext. 7-7784)



Preparing for Interviews

- The Dean, serving as the final Approver, will review the applicants in the status of “Recommend for Interview.” At this point, if the Dean agrees with the applicant statuses, the Dean changes the applicant statuses to “Approved for Interview” and will transition the posting to the Equity Officer.
- Equity Officer will close the posting and review applicants to make sure they meet the minimum qualifications stated in the job posting transition the posting to the Initiator.



Interviews

- At this point the department conducts the interviews and the Search Committee selects finalist



Hiring Proposal



Faculty Appointment

- Once finalist is selected, department emails faculty-recruit@uncc.edu for Academic Affairs to initiate the criminal background check.
- Criminal Background Checks must be processed pre-employment.
- Hiring Proposal maybe initiated in NinerTalent, at this time, for the candidate recommended for hire, but do not transition to next step until background check has been completed.



Hiring Proposal For Faculty

The screenshot shows a web application interface for managing job applications. The top navigation bar includes links for Home, Postings, Applicants, Hiring Proposals, My Profile, and Help. A user notification for Jessica Miller is visible. The breadcrumb trail indicates the current page is for a job application titled 'Jane Doe Recommend for Hire'. The application details include the applicant's name, current status, and application form. A red callout box highlights the 'Start Hiring Proposal' button in the action menu.

Job application: Jane Doe (EPA Staff)
Current Status: Recommend for Hire
Application form: Faculty / EPA Staff

Full name: Jane Doe
Address:
123 S. Main St.
Anywhere , GA 12345
United States of America
Username: test4

Created by: Jane Doe
Owner: Initiator

Start Hiring Proposal

Take Action On Job Application ▾

- ★ View Posting Applied To
- ★ Preview Application
- 📄 Edit Application
- ➕ Start Hiring Proposal
- 📄 Reactivate

Once the applicant status has been changed to “Recommend for Hire” start the Hiring Proposal.



Hiring Proposal For Faculty

Postings / ... / Applicant Review / Meredith Mealer (Recommend for Hire) / New Hiring Proposal

Starting Hiring Proposal

Applicant: Meredith Mealer

Posting: Associate Professor / Professor

[Start Hiring Proposal](#) or [Cancel](#)

Candidate Information

First Name Meredith

Middle Name

Last Name Mealer

UNC Charlotte ID # (if applicable)

Position Information

Position Number

Classification Title 9-Mo Tenure-Track/ Tenured Faculty

* Working Title
This field is required.

- Click **“Start Hiring Proposal”**
- **Be sure to enter Position Number (with leading zeros – 00XXXX)**



Hiring Proposal For Faculty

Home Postings Hiring Proposals | My Profile Help Go to UNC Charlotte Employee Portal

Jessica Miller, you have 1 message. Current Group: Initiator logout

Position Requests / ... / Hiring Proposal / Visiting Teaching Professor / Edit

Editing Hiring Proposal

- Hiring Proposal
- Funding Source
- Verification of Creden...
- Hiring Proposal Documents
- Salary Worksheet
- Hiring Proposal Summary

Hiring Proposal

Save Next >>

[ABC Check spelling](#)

This recommendation must be approved by the appropriate academic department before an offer of employment is extended. Before the hiring proposal process is complete, a background check must be completed by Academic Affairs. If you need to request a background check, please email to faculty-recruit@uncc.edu to request the background check.

Once Hiring Proposal is complete please make sure you send the following documents to Academic Affairs:

- Contract
- Original Transcript
- Any other documents pertaining to the new hire that are not incorporated into NinerTalent

* Required Information

Candidate Information

First Name	Daniel
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After details are entered click "Next"

- Fill in details and click "Next"



Hiring Proposal For Faculty

Home Postings Hiring Proposals My Profile Help

Jessica Miller, you have 0 messages. Initiator [dropdown] [refresh] logout

EPA Staff / ... / Jane Doe (Recommend for Hire) / Hiring Proposal / Summary Search Results: Previous

Hiring Proposal: Jane Doe (EPA Staff) Edit
Current Status: Draft

Position Type: EPA Staff Created by: Jessica Miller
Work Unit: Housing and Residence Life Order: Jessica Miller

Applicant: Jane Doe
Posting: Director - Student Life

Associated Applicant and Positioning

Take Action On Hiring Proposal [dropdown]
Keep working on this Hiring Proposal
WORKFLOW ACTIONS
Hiring Proposal Canceled (move to Hiring Proposal Canceled)
Department Approver (move to Department Approver)

Transition to the next step in workflow

Summary History Settings Reports

Hiring Proposal Edit

Candidate Information

- Transition to next step in the process



Hiring Proposal For Faculty

List of Approvers

Take Action

Department Approver (move to Department Approver)

Jessica Miller

Comments (optional)

Add this hiring proposal to your watch list?

Submit Cancel

Comments are part of the official personnel file

Click **Submit** to move through workflow

- Standard routing options are directed to the user group
- Routing to Approvers is directed to an individual, which allows for more than one approver.
- Remember, once it is submitted the comments can't be deleted

Hiring Proposal For Faculty

- Upon approval of the Hiring Proposal, the Dean's Office prepares and emails (or mails) Agreement for Appointment Assistant Professor (AA-09 or AA-14) and Special Faculty Appointment with cover letter to finalist.
- The Provost makes the official job offer for Associate Professors (AA-10 or AA-11) and Professors (AA-13).



Faculty Appointment

- The hiring department requests official transcript of highest earned degree. Transcript must be sent directly to the University. (Can't be "Issued to Student" as candidate)
 - If highest earned degree is from a foreign institution, it will require an academic equivalency evaluation.
- After finalist signs agreement, Dean's Office sends complete file and transitions the Hiring Proposal to Provost's Office.
- Initiator changes the statuses of the remaining applicants.
- Academic Affairs will approve and fill the posting when the hiring packet arrives in the office.



Complete File

- Agreement (contract), AA-09 or AA-14
- Official Transcript – Must be sent directly to University



NinerTalent Support

- Academic Affairs Website:
<https://provost.charlotte.edu/>
- NinerTalent Website:
<https://jobs.charlotte.edu/hr/sessions/new>
- Email: ninertalent@uncc.edu



NinerTalent Support

Employment Category	Name	Phone Ext	Email
Faculty/SHRA/EHRA	Maxwell Awando	8621	mawando@charlotte.edu
Faculty/SHRA/EHRA	Courtney Webster	5740	cwebst15@charlotte.edu
Faculty/SHRA/EHRA	Sydney Dash	5771	sdash2@charlotte.edu
Faculty	Dawn Tench		hftench@charlotte.edu

