



Title: EHRA Recruitment Compliance Review Process Standard Operating Practice

PRR General Subject Matter: recruitment of employees; hiring; EEO; EHRA; search committees

Authority: Associate Provost for Equity and Diversity

History: Revised effective June 16, 2023 (Previously revised 2/25/2020, 9/22/2017, 12/14/2016, 3/1/2016, 10/23/2014, 5/20/2014 and effective 7/1/2014, 10/15/2004, 10/15/07, 3/21/2007, 3/1/2008)

Related Policies: Equal Employment Opportunity (EEO) Plan, <https://oed.ecu.edu/eo-and-hiring-practices/>

Notice of Nondiscrimination and Affirmative Action Policy, <http://www.ecu.edu/prr/05/25/02>

EHRA Recruitment Compliance Review Process Regulation, <http://www.ecu.edu/PRR/06/05/01>

Employment-Related Background Checks, Criminal Activity Reporting, and Applicant Salary History Policy, <https://policy.ecu.edu/06/25/04>

Employment of Related Persons (Anti-Nepotism) Policy, <http://www.ecu.edu/prr/06/05/02>

UNC Policy Manual, Chapter 300.2.7[R], Regulation on Recruitment of Employees from Other Campuses Within The University of North Carolina, <https://www.northcarolina.edu/apps/policy/index.php>

Code of the University of North Carolina, Chapter 100.1, Section 103, Equality of Opportunity in the University, <https://www.northcarolina.edu/apps/policy/index.php>

Additional References:

Executive Order 11246, as amended, <http://www.dol.gov/ofccp/regs/statutes/eo11246.htm>

Title 41: Public Contracts and Property Management, CFR Part 60-1 Obligations of Contractors and Subcontractors, <https://www.ecfr.gov/current/title-41/subtitle-B/chapter-60/part-60-1>

Title 41 CFR Part 60-2 Affirmative Action Programs, http://www.ecfr.gov/cgi-bin/text-idx?SID=3977069cc5f9dc32c3f3b2d0e8b220d7&mc=true&node=pt41.1.60_62&rgn=div5

Title 41 CFR Part 60-741 Affirmative Action and Nondiscrimination Obligations of Federal Contractors and Subcontractors Regarding Individuals with Disabilities, <https://www.ecfr.gov/current/title-41/subtitle-B/chapter-60/part-60-741>

Title 41 CFR Part 60-300 Affirmative Action and Nondiscrimination Obligations of Federal Contractors and Subcontractors Regarding Disabled Veterans, Recently Separated Veterans, Active Duty Wartime or Campaign Badge Veterans, and Armed Forces Service Medal Veterans, <https://www.ecfr.gov/current/title-41/subtitle-B/chapter-60/part-60-300>

Faculty Spousal and Domestic Partner Hire SOP, <https://oed.ecu.edu/eo-and-hiring-practices/>

Recruitment resources and strategies for affirmative recruitment, OED website, <https://oed.ecu.edu/eeo-and-hiring-practices/>

ECU *Faculty Manual*, Part IX, Section I, Subsection IV,

<https://www2.ecu.edu/facultysenate/currentfacultymanual/manual.pdf>

UNC Records Retention General Schedule, <http://libguides.ecu.edu/recman>

University General Records Management Regulation, <https://www.ecu.edu/prr/01/15/09>

Contact Information:

Associate Provost for Equity and Diversity, Office for Equity and Diversity, Phone: 252-328-6804

Director for Employment and Clinical Support Services, Department of Human Resources, Phone: 252-328-9897

Please contact the appropriate Division Office for division-specific protocols, including any College-level or Unit-level required approvals.

Questions regarding U.S. Department of Labor (DOL) immigration-related recruitment guidance should be addressed to the Office of University Counsel by email, immigration@ecu.edu, or by phone, 328-6940.

1. Introduction

Described in this Standard Operating Practice (SOP) are the necessary steps to completing a selection process to fill any position classified as exempt from the State Human Resources Act (EHRA, formerly referred to as EPA), as outlined in Section 2, including faculty and non-faculty EHRA positions (and excluding Clinical Support Services positions). These guidelines were developed to ensure compliance with Equal Employment Opportunity/Affirmative Action laws and policies and to provide consistency in the recruitment and selection process across the University. The Office for Equity and Diversity (“OED”) also seeks to provide the framework and technical guidance to ensure a successful, well-planned recruitment and selection process. This SOP is guided by the requirements provided in the EHRA Recruitment Compliance Review Process Regulation.

2. Covered Positions

This SOP applies to hiring for any EHRA position, including positions filled from within or outside the University (i.e., both internal searches and external searches), regardless of whether it is full-time or part-time, at-will or stated definite term, permanent or short-term. Such positions include EHRA senior academic and administrative officer (SAAO) positions (i.e., Vice Chancellors, Assistant Vice Chancellors, Deans, Assistant Deans, etc.); EHRA non-faculty instructional, research, and information technology positions (i.e., Directors, Academic Advisors, Counselors, Program Specialists, etc.); and EHRA faculty positions including fixed-term, probationary term (tenure track), and tenured. [The Department of Human Resources (“HR”) and the appropriate Division Office should be consulted prior to changes in a position’s or individual’s responsibilities (i.e. reclassifications, title changes, promotions, and reassignments, etc.).] This SOP does not cover Clinical Support Services (CSS) positions.

3. Procedures to be Followed

3.1. EHRA employees are expected to be identified through a search process that includes appropriate recruitment efforts to generate a well-populated, diverse pool of qualified applicants. In most cases, the University's policies and procedures permit sufficient time to conduct a search in order to fill a position. All selection decisions must meet the nondiscriminatory requirements as stated in the University's Notice of Nondiscrimination and Affirmative Action Policy and Equal Employment Opportunity Plan. In addition to the procedures outlined below, any selection decisions for faculty positions should refer to the ECU *Faculty Manual*.

3.2. Modified EHRA Recruitment Procedures and applicable exceptions, outlined in Section 4, must be followed for requests to fill the following: (1) any EHRA position in which the appointment's duration will be greater than three days and in which the FTE will be less than .75; (2) any EHRA position in which the appointment's duration will be greater than three days but less than 190 calendar days, regardless of FTE ("short-term"); or (3) Fellow positions. Allowable situations in which Modified recruitment is not required, including the related required approval process, is outlined in Section 3.4.

3.3. Standard EHRA Recruitment Procedures and applicable exceptions, outlined in Section 5, must be followed for requests to fill any EHRA position in which the appointment's duration will be 190 or more calendar days and FTE of .75 or greater, except Fellow positions as stipulated in Section 3.2. Allowable situations in which Standard recruitment is not required, including the related required approval process, is outlined in Section 3.4.

3.4. Situations in Which No Search or Special Permission Request is Required

3.4.1. Positions in which the appointment period is three days or less do not require posting. No search or special permission request is required.

3.4.2. Recruitment is not required to fill EHRA positions in which the appointment's duration is greater than three days in the following situations.

3.4.2.1. Positions filled from within the University where no applicant external to the University has been considered for the position:

3.4.2.1.1. Subsequent appointment (i.e., extensions) for fixed-term or stated definite term appointments who remain continuously employed in a comparable position, with the same minimum requirements, within the same department (Continuous employment means employed with no break other than summer. Any break of one semester or more [unless the break is due to an approved leave such as FSIL, FMLA, etc.] requires a new search.)

3.4.2.1.2. Employees performing additional EHRA duties (i.e., Teaching Overload appointments) (excludes interim assignments, reclassifications, title changes, promotions, and reassignments)

3.4.2.1.3. Former employees being placed in a short-term EHRA position following reduction-in-force/discontinuation within twenty-four (24) months of a previous appointment

3.4.2.2. Positions filled with retirees or other employees returning to a comparable position within the same department at the University within twenty-four (24) months of the end date of a previous appointment, as follows:

3.4.2.2.1 appointment's duration will be greater than three days and in which the FTE will be less than .75, and/or

3.4.2.2.2 appointment's duration will be greater than three days but less than 190 calendar days, regardless of FTE

3.4.2.3. Executive and senior management (SAAO) employees being placed in a short-term position

3.4.2.4. Positions with zero-based salary and zero-based FTE (i.e., volunteers)

3.4.3. Approvals: The appropriate Division Office is the final approver for requests to fill positions subject to Section 3.4., and these requests are not submitted to HR or the OED. Units should submit to the Division Office a request and justification as required by the Division Office. The request must be approved by the Division Office prior to offering the position to a candidate.

4. Modified EHRA Recruitment Procedures

4.1. Provisions

4.1.1. Posting Period: Positions will, by default, be posted for seven (7) calendar days unless the hiring department specifies a different posting period on the Advertising tab of the Posting Form (formerly referred to as the Requisition); however, positions must be posted for a minimum of three (3) calendar days.

4.1.2. Recruitment Plan: HR will post positions approved by the appropriate Division Office, HR, and the OED for modified recruitment (1) on the ECU Jobs website and (2) with the local and/or state Department of Commerce's Division of Employment Security (formerly the employment security commission). Units are encouraged to use additional methods of outreach and recruitment to attract a well-populated, diverse pool of qualified applicants including, but not limited to, all recruitment sites provided free of charge to units. Using an external temporary placement service fulfills this posting requirement if the temporary placement service provides the information to the local and/or state

Department of Commerce's Division of Employment Security in any manner that allows that agency to provide priority referral of protected veterans; however, Units must maintain documentation to confirm that it submitted its job posting to the temporary placement service and the temporary placement service listed the University's job opening with the local and/or state Department of Commerce's Division of Employment Security using a method permitted by that agency (or other agencies that provide a similar service). Units may contact HR or the OED with any questions about other agencies.

4.1.3. Recruitment Scope: national

4.1.4. Search Committees: not required

4.1.5. Interviews: at least one (1)

4.1.6. Multiple Positions: Multiple positions may be filled from the same posting when the job classification, description and minimum requirements are the same.

4.1.7. Compliance Documentation Required: Posting Form (formerly referred to as the Requisition) and Hiring Proposal (formerly referred to as the Compliance Report) (applicant screening status update, formerly referred to as the Screening Report, not required)

4.1.8. Employment Documentation: Units should contact the appropriate Division Office for guidance regarding required employment documentation.

4.2. Exceptions to the Modified EHRA Recruitment Procedures

4.2.1. Current Applicant Pool requests may be approved to fill a vacant position with an existing, diverse pool of applicants that resulted from a previous search with the same position classification, description and minimum requirements as the vacant position and was initiated less than one year prior to the Current Applicant Pool request.

4.2.1.1. Justification requirements: the extenuating circumstances necessitating the request

4.2.1.2. Approvals: Requests to use a current applicant pool must be submitted via the PeopleAdmin system and approved by the appropriate Division Office, the OED and HR.

5. Standard EHRA Recruitment Procedures

5.1. Provisions

5.1.1. Posting Period:

5.1.1.1 Faculty:

Fixed-term only faculty positions must be posted for a minimum of fourteen (14) calendar days. Faculty positions advertised to be filled as (1) either tenure-track or fixed term, or (2)

tenure-track only must be posted for a minimum of thirty (30) calendar days. For approved special permission requests for an internal faculty search (regardless of appointment type), the minimum recruitment period is fourteen (14) calendar days.

5.1.1.2 Non-faculty:

For non-faculty positions, the minimum is fourteen (14) calendar days. For approved internal searches for a non-faculty position, the minimum recruitment period is seven (7) calendar days.

5.1.2. Recruitment Plan: HR will post positions approved by the appropriate Division Office, HR and the OED for standard recruitment: (1) on the ECU Jobs website, (2) with the local and/or state Department of Commerce's Division of Employment Security (formerly the employment security commission), and (3) with all recruitment sites provided free of charge to units. Units should use additional methods of outreach and recruitment to attract a well-populated, diverse pool of qualified applicants.

5.1.3. Recruitment Scope: national

5.1.4. Search Committees: A minimum of three (3) search committee members is required.

5.1.5. Search Firms: It is permissible to use search firms when conducting a search to fill an EHRA position; however, the OED must be able to obtain adequate information to confirm compliance with its Affirmative Action obligations. In order to fulfill this requirement, search firms must require that all applicants complete a candidate profile in the PeopleAdmin system or the search firm agrees contractually to provide the necessary information to the OED. It will be the responsibility of the hiring department to ensure the search firm is aware of ECU's recruitment and selection procedures as outlined in the EHRA Recruitment Compliance Review Process Regulation and this SOP. Hiring units will also need to ensure that the required PeopleAdmin documentation is timely submitted/approved via the PeopleAdmin system. The OED Guidance for Use of Search Firms may be found in Section 8.

5.1.6. Interviews: In instances where an adequate pool of applicants who meet the minimum requirements of the position is generated, a minimum of two applicants should be interviewed by the search committee. The method of interview used must ensure that candidates have an equal opportunity to compete for the position.

5.1.7. Multiple Positions: Multiple positions may be filled from the same posting when the job classification, description and minimum requirements are the same.

5.1.8. Compliance Documentation Required: Posting Form (formerly referred to as the Requisition); applicant screening status update completed, not approved (formerly referred to as the Screening Report); Hiring Proposal (formerly referred to as the Compliance Report)

5.1.9. Employment Documentation: Units should contact the appropriate Division Office for guidance regarding required employment documentation.

5.2. Exceptions to the Standard EHRA Recruitment Procedures

There are, on occasion, extenuating circumstances in which hiring authorities may request special permission for an exception to the standard recruitment procedures to adjust the required recruitment period, the scope of the search, or, in very rare situations, to waive recruitment. In these extenuating circumstances, approval may be granted to accommodate the extenuating circumstance. All exceptions must be approved by the appropriate Division Office, the OED and HR. The hiring official must provide a complete, detailed justification and explanation outlining the extenuating circumstances necessitating the request for special permission and a description of the accommodation requested in the Special Permission section in the PeopleAdmin Posting Form. Examples of special permission exceptions that may be granted and the additional related justification requirements are as follows:

5.2.1 Abbreviated searches may be granted when advertising less than 30 days for tenure-track faculty positions, less than 14 days for fixed-term only faculty positions, and less than 14 days for non-faculty positions.

5.2.1.1 Justification requirements: the timing of incidents leading to the need to fill the position quickly

5.2.1.2 Approvals by: the appropriate Division Office, OED and HR

5.2.2 Internal searches may be granted when there is knowledge of strong candidates that are already employed by the University.

5.2.2.1 Justification requirements:

5.2.2.1.1 the unique knowledge and/or qualifications that an internal candidate would have relative to the nature of the position description that justifies the request to narrow the search from national (standard) to internal; and

5.2.2.1.2 consideration of whether the internal search will generate a diverse pool of qualified applicants.

5.2.2.2 Internal postings should include a statement that clearly indicates, "INTERNAL POSTING: Open only to applicants currently employed by East Carolina University".

5.2.2.3 HR will post positions approved for internal recruitment on the ECU Jobs website.

Departments should recruit for approved internal searches by posting as follows:

5.2.2.3.1 in hard copy in the Department and/or Dean/Director's office

5.2.2.3.2 verbal announcement at department, college/school, and/or divisional meetings

5.2.2.3.3 forward to Department listserve (via email)

5.2.2.3.4 forward to campus via ECU Official

5.2.2.4 Approvals by: the appropriate Division Office, OED and HR

5.2.3 Current Applicant Pool requests may be granted to fill a vacant position with an existing, diverse pool of applicants that resulted from a previous search with the same position classification, description and minimum requirements as the vacant position and was initiated less than one year prior to the Current Applicant Pool request.

5.2.3.1 Approvals by: the appropriate Division Office, OED and HR

5.2.4 Waived Searches may be granted in very rare situations to hire an individual without any advertising or recruitment process. Underutilization and related affirmative action goals in the current EEO Plan will be considered in evaluating requests for waivers.

5.2.4.1 Waivers may be considered in the following extenuating circumstances, including but not limited to:

5.2.4.1.1 Programs of Strength: a stellar candidate with expertise in an area currently underrepresented within the University who is, therefore, expected to strengthen the University's programs

5.2.4.1.2 Chief Executive Officer employment or his/her core staff

5.2.4.1.3 A Principal Investigator, Co-Principal Investigator, or individual named in a grant proposal and funding is contingent upon individuals named serving in the specified capacity

5.2.4.1.4 Spousal or domestic partner hire (approved in accordance with the Faculty Spousal and Domestic Partner Hire SOP)

5.2.4.1.5 High profile coaching positions (i.e., football, basketball, baseball)

5.2.4.2 Justification requirements

5.2.4.2.1. an explanation of how the proposed candidate aligns with the relevant extenuating circumstance provision;

5.2.4.2.2. an evaluation of the proposed candidate's unique qualifications relative to the position description; and

5.2.4.2.3. confirmation that the appropriate Vice Chancellor has approved the waiver request.

5.2.4.3 In the case of a waived search, the proposed candidate of choice must complete a candidate profile in the PeopleAdmin system and a resume/curriculum vitae (and any other application materials required by the Division) must be uploaded before the waiver request will be approved.

5.2.4.4 Approvals by: Hiring authorities requesting to waive recruitment procedures should first discuss their request with the appropriate Division Office and then call the OED to discuss the request before submission of the request via the PeopleAdmin system. The request for waiver must be approved in PeopleAdmin by the appropriate Division Office, the OED and HR prior to offering the position to a

candidate. Only the Associate Provost for Equity and Diversity or the Chancellor have authority to waive EHRA recruitment requirements.

6. Compliance Documentation Requirements

These are the steps required to document compliance when requesting to fill an EHRA position which does not meet one of the situations described in Section 3.4.

6.1. Prior to submitting a request (i.e., Posting Form) for recruitment, the hiring department should review the job description to evaluate the current job functions, essential functions, physical requirements, duties, and qualifications and modify as necessary. Standards and criteria must be objective, job-related and consistent with business necessity. Position descriptions and qualifications may not include biased or unlawful discriminatory language based on any of the University's protected classes as outlined in the ECU Notice of Nondiscrimination and Affirmative Action Policy. Units with positions that will require medical examinations or medical questionnaires as a contingency of employment must consult with the OED at the initiation of the search process to ensure compliance with applicable provisions regarding medical examinations and questionnaires and confidentiality of such information. (Modifications to SAAO and EHRA non-faculty position descriptions, if any, will be submitted via a position request in PeopleAdmin and submitted to the appropriate Division Office and HR for review/approval prior to submitting the Posting Form.)

6.2. EHRA Posting Form (formerly referred to as the Requisition)

This is the first official documentation to be completed by a department in the recruitment process and provides documentation about the position as explained in detail below. The OED reviews the Posting Form to ensure compliance with the EHRA Recruitment Compliance Review Process Regulation, this SOP and related federal affirmative action and equal opportunity laws. HR reviews the Posting Form to ensure compliance with the EHRA Recruitment Compliance Review Process Regulation, this SOP, state and federal labor law, University of North Carolina System policy, ECU policy, and ECU best practices. The Division Office reviews the Posting Form to ensure accuracy of all applicable areas.

6.2.1. Prior to advertising the position, the Posting Form must be submitted via the PeopleAdmin system and approved by the appropriate Division Office, OED and HR. Information provided on the Posting Form will include:

6.2.1.1. Position information, including but not limited to: the position title, department, job description, minimum requirements and any preferred requirements (which must be clearly distinguished), a list of the essential functions specific to the position's responsibilities and physical requirements of the position, and the expected duration of the position if not ongoing.

6.2.1.2. Instructions to the Applicant: outlining what should be included in the application package and notice that application materials should be submitted online via the PeopleAdmin system or directly to the department. For position vacancy announcements in journals, publications or other print or online postings, include a link to the PeopleAdmin Jobs website. See also Section 6.2.1.5.1.

6.2.1.3. Recruitment period: the period from the date the search will open and the close date, if applicable. Positions may be posted either (a) with a specific job close date that occurs on a date identified by the unit and may be any time after the required initial posting period (applicants may not apply after the position is closed unless the unit requests that HR reopen the position to continue accepting applications) or (b) may be posted as “open until filled” while the Unit continues to accept applications until someone is hired.

6.2.1.4. Recruitment/Outreach plan: Search committees and hiring authorities must strategically plan how the position will be advertised to best ensure recruitment/outreach efforts will generate a well-populated, diverse pool of qualified applicants (including females, racial/ethnic minorities, veterans and individuals with a disability) and ensure those efforts are documented. HR must post all positions approved for external recruitment with the local and/or state Department of Commerce’s Division of Employment Security. The University provides free online recruitment in multiple sources with which HR will also post the position, and the Posting Form should indicate the respective category in which the position should be posted for those sources. Units are generally expected to recruit in other venues, particularly those Units recruiting for a position in an EEO Job Group with identified underutilization in the current EEO Plan. Recruitment resources and strategies for affirmative recruitment are available on the OED website and/or by consultation with the OED staff. Units must document in the Posting Form all recruitment and outreach efforts it plans to undertake in order to generate a well-populated, diverse pool of qualified applicants. [NOTE that any position vacancy announcements coordinated by the Unit should be consistent with or include the same approved posting information and a link to the ECU Jobs website. Units wishing to post an abbreviated version of their approved job posting in other venues should first seek approval from the appropriate Division Office, HR and the OED.]

6.2.1.5. Required Phrases: The PeopleAdmin posting automatically includes the required phrases; however, units must ensure that any postings in additional venues managed by the Unit include the following:

6.2.1.5.1. Standard Instructions to Applicant: “Applicants must complete a candidate profile online via the PeopleAdmin system. In addition,

applicants must submit the documents requested in order to be considered for the position.”.

6.2.1.6. Search Committee Appointments (allowed but not required for Modified Recruitment Process): Include the name of the search committee chair and other search committee members. Consideration for search committee membership should be given to persons with expertise in the particular field and persons with frequent interactions with the position. When selecting search committee members, search committee chairs and hiring officials should select members who will reflect the diversity of the department or any groups underrepresented in the current EEO Plan and consider appointing females, racial/ethnic minorities, veterans, and individuals with disabilities from other departments, when necessary. Changes in search committee membership, if any, must be forwarded immediately after such a decision is made to the OED and HR, so that records may be updated accordingly. Search committee members may not be considered an applicant for the position.

6.2.1.6.1. Faculty position recruitment: the ECU *Faculty Manual*, Part IX, Section I, Subsection IV., “Procedures for Initiation, Review, and Approval of Appointments, Reappointments, Promotions, and the Conferral of Permanent Tenure” provides guidance about faculty search committees.

6.2.1.6.2. EHRA non-faculty position recruitment: Search committees should be composed of at least three (3) persons.

6.2.1.7. Screening Questions: Screening questions allow the system to assist with pre-screening applicants for the position. Although optional, applicants will be prompted to respond to the screening questions as provided by the Unit. (Questions entered should be specifically related to a minimum or some other requirement or to the position’s stated job responsibilities.)

6.2.1.8. Special Permission Requests: Any requests to deviate from the standard or modified recruitment process as outlined in Sections 4 and 5, and as applicable, should be made via the Special Permission section in the PeopleAdmin Posting Form.

6.2.1.9. Questions regarding U.S. Department of Labor (DOL) immigration-related recruitment guidance should be addressed to the Office of University Counsel by email, immigration@ecu.edu, or by phone, 328-6940.

6.2.2. Once the Posting Form is complete, it should be routed electronically via the PeopleAdmin system through the approval process consistent with the Division’s practice, which includes but is not limited to, the Division Office, then to the OED and HR for final approval. Upon final approval, the Unit may begin advertising the vacant position.

6.2.3. Search Committee Education: All search committee members must complete the appropriate recruitment and selection educational module at least every two years. All other personnel involved in the recruitment, screening, selection, promotion, and related processes (including hiring authorities, personnel committee members, and personnel representatives assisting with staffing the search process) must complete the appropriate university educational module concerning conduct prohibited by ECU's Notice of Nondiscrimination and Affirmative Action Policy as required by other applicable policy. The OED is also available to consult with hiring authorities, search committees, and personnel representatives to assist and answer questions regarding recruitment compliance. Searches engaging assistance from an outside recruitment firm should schedule a meeting with a representative from the OED to review procedures and related logistics of the process and search prior to initiating the search.

6.3. EHRA Screening Status Update (formerly referred to as the Screening Report)

In the Standard Recruitment Procedures, a screening status update (formerly referred to as the Screening Report) is completed after applicants have been identified for interview and includes the applicant status for applicants who applied for the position and reasons for elimination (if applicable). The PeopleAdmin system automatically generates a list of applicants as well as a summary of demographic data of the applicant pool, which should be reviewed by the hiring authority to determine whether recruitment efforts have yielded a well-populated, diverse pool of qualified applicants. The OED reviews the screening status update to ensure compliance with the EHRA Recruitment Compliance Review Process Regulation and this SOP, including that the screening process and reasons for elimination appear to be job-related and the minimum required recruitment period has been followed. [Completion of the EHRA screening status update is not required for the Modified EHRA Recruitment Procedures.]

6.3.1 Search committees and hiring authorities must ensure that the screening process provides for careful, thorough, and systematic consideration of job qualifications (i.e., rating sheets). Applicants who do not meet the minimum advertised requirements cannot be considered for the position.

6.3.2 After the approved initial posting period and prior to conducting any interviews, the search committee must complete (via the PeopleAdmin system) the EHRA screening status update. The screening status update must be completed prior to contacting applicants to schedule interviews.

6.3.2.1 The screening status update must indicate the names of those applicants the search committee wishes to interview and the job-related reason for non-selection for all applicants excluded from further consideration.

- 6.3.2.2 After completing the screening status update, the Unit may contact applicants to schedule interviews. [Note that approval of the screening status update is not required. Subsequent screening status updates may be made at the time of submission of the Hiring Proposal (formerly referred to as the Compliance Report).]
- 6.3.2.3 OED will receive e-mail notification (via the PeopleAdmin system) when a screening status update is completed.

6.4 EHRA Hiring Proposal (formerly referred to as the Compliance Report)

The Hiring Proposal is submitted after a candidate of choice has been identified and will include specific information related to the selected candidate. The applicant status and the job-related reason for non-selection for all applicants eliminated will be provided for all applicants who applied for the position. The OED reviews the Hiring Proposal to ensure compliance with the EHRA Recruitment Compliance Review Process Regulation and this SOP, including that reasons for elimination appear to be job-related. HR reviews the Hiring Proposal including, but not limited to, to ensure the title/rank to be offered is consistent with the title/rank advertised, that non-faculty candidates selected appear to meet the stated minimum requirements, and to determine if there are any possible policy violations related to nepotism or UNC-system required reporting to consider. The Division Office reviews the Hiring Proposal to ensure accuracy of all applicable areas.

- 6.4.1 After the interviews are complete and the hiring authority decides who should be selected for the position, the EHRA Hiring Proposal must be completed and submitted via the PeopleAdmin system. The Hiring Proposal must be approved by HR and the OED prior to initiating an offer of employment or any related notices or negotiations with the candidate of choice.
 - 6.4.1.1 Units should complete the Hiring Proposal and include the name of the first choice candidate, and other information including, but not limited to, anticipated start/end date, proposed salary, and rank/title to be offered. The status for all excluded applicants must be updated to provide the reason for elimination.
- 6.4.2. Forward the Hiring Proposal via the PeopleAdmin system to HR, where it will follow the appropriate approval routing consistent with the Division's practice.
- 6.4.3. After the Hiring Proposal has been reviewed and approved by HR and the OED, the hiring supervisor may initiate a recommendation of employment with the candidate of choice, consistent with the Division Office's protocol. Please seek guidance from the appropriate Division Office regarding final appointment approval prior to initiating an offer of employment or any related notices or negotiations with the candidate of choice.

6.4.4. If the candidate of choice declines the offer and the unit has identified a second candidate of choice, the hiring unit must submit and have a new Hiring Proposal approved prior to initiating a recommendation of employment with the second candidate of choice. Applicant statuses should be updated in PeopleAdmin to reflect the change in status for any candidate(s) who decline the offer. If the candidate(s) of choice declines the position and the Unit wishes to extend the recruitment, the Unit should contact HR and request the position be reposted.

7. Recordkeeping Requirements and Maintaining the Selection/Search File

- 7.1. Units are required by law to maintain all documentation of their efforts to implement these equal opportunity recruitment procedures for all EHRA positions. Search files (or selection files if no search required) must contain the materials outlined below, as appropriate, and be retained by the hiring department pursuant to the University's record retention schedule. Units that have received notice that a complaint of discrimination has been filed must maintain all relevant search and personnel records, including but not limited to related emails, until at least one year after final disposition of the complaint or, if requested by the Office of University Counsel, a longer period as so requested.
- 7.2. Medical information: Requests for accommodations and/or any medical records or information about an applicant must be kept separate from any other personnel information and maintained in a confidential medical personnel file separate from the search file. Contact the applicable Division Office for specific guidance.
- 7.3. Items to be retained in the search file include:
 - 7.3.1. Copy of all job postings and advertisements, including a list of all recruitment/outreach sources used
 - 7.3.2. Application materials and any other expressions of interest in the position (PeopleAdmin will retain application materials submitted online. Units must maintain all other application materials received.)
 - 7.3.3. Copy of any correspondence (including emails) sent to and received from all applicants or others contacted regarding their interest in a particular position
 - 7.3.4. Copy of rating sheet used to evaluate applicants (or a list of criteria used to evaluate applicants and how these criteria were applied)
 - 7.3.5. List of all applicants interviewed, with interview date
 - 7.3.6. Copy of standard questions asked each applicant and interview notes
 - 7.3.7. Written comments or written notes of comments from persons who interacted with an applicant, including evaluations of lectures or presentations
 - 7.3.8. Tests, if any, and test results
 - 7.3.9. Results of physical examination, if any
 - 7.3.10. Copy of standard questions asked each reference

- 7.3.11. Information on reference checks made on each applicant, including notes of phone calls
 - 7.3.12. Notes of all search committee meetings and decisions
 - 7.3.13. Related emails
 - 7.3.14. Any other records having to do with the hiring, transfer, or rates of pay or other terms of compensation, including any other documents indicating how a search committee arrived at its decision
 - 7.3.15. Requests for reasonable accommodation, if any
- 7.4 Compliance Assessment: The OED will conduct random desk audits to assess compliance with these requirements.

8. Other Important Considerations When Conducting a Search/Selection Process

- 8.1. Interinstitutional Recruitment Policy: This policy reference comes directly from the UNC Policy Manual, which contains the official policies governing the UNC system and the constituent institutions, specifically, the Regulation on Recruitment of Employees from Other Campuses Within The University of North Carolina (300.2.7[R]), found here: <https://www.northcarolina.edu/apps/policy/index.php>.
- 8.2. Nepotism Policy: Hiring authorities must also ensure the principles of the ECU Employment of Related Persons (Anti-Nepotism) Policy, found here: <https://www.ecu.edu/prr/06/05/02> , are met.
- 8.3. Background Checks: ECU is committed to providing a safe learning and work environment for our students, staff and faculty. A background check is mandatory for any applicant who has been selected as a final candidate for a position. Additional information is available by accessing the Employment-Related Background Checks, Criminal Activity Reporting, and Applicant Salary History Policy, found here: <https://policy.ecu.edu/06/25/04>.
- 8.4. Open Meetings Requirement: If the search committee includes any persons that are not ECU faculty or staff, consult with the Office of University Counsel and Vice Chancellor for Legal Affairs to determine if Open Meetings Act requirements apply to the search committee meetings.
- 8.5. Use of Search Firms: Guidance for hiring authorities and search committees engaging the use of search firms to assist with recruitment may be found here: <https://oed.ecu.edu/eo-and-hiring-practices/>.
- 8.6. Interviewing Guidelines: Guidelines for nondiscriminatory interviewing, including interviewing an applicant with disabilities, may be found here: <https://oed.ecu.edu/eo-and-hiring-practices/>.