

MERIT-BASED SPA RECRUITMENT AND SELECTION PLAN

Equal Employment Opportunity Commitment

The UNC Office of the President and General Administration Equal Employment Opportunity Affirmative Action Plan states that "The Office of the President and General Administration is committed to the principle that employees of this office shall be identified initially and thereafter differentiated among only on the basis of good-faith assessments of individual professional merit." Section 103 of the Code of The University of North Carolina provides: "Admission to, employment by, and promotion in The University of North Carolina and all its constituent institutions shall be on the basis of merit."

Policy Statement

Throughout all of its divisions, departments, facilities, and activities, it is a policy of the UNC Office of the President and General Administration, that firm and positive steps shall be taken by all personnel to prevent any discriminatory employment practices; and that affirmative action shall be taken to ensure that applicants for employment will be considered and employed based upon actual job requirements; and that all personnel matters pertaining to employment, placement, training, upgrading, promotion, demotion, transfer, layoff, termination, and salary administration shall be administered on a nondiscriminatory basis without regard to race, sex, age, creed, color, national origin, religion, political affiliation, disability or honorable service in the Armed Forces of the United States. This Recruitment and Selection Plan shall comply with this policy statement, applicable federal and state laws, and Office of State Personnel policies.

Recruitment Process

When a department has a vacant position to fill, the hiring authority (designated manager or supervisor) must submit to the Division Head a "Request to Advertise Vacant SPA Position" form and a proposed job advertisement for approval. The hiring authority may request that recruitment be either:

- 1) Limited to internal applicants within the Office of the President and General Administration and, upon request, at a later date, available to external applicants if necessary; or
- 2) Initially available to both internal and external applicants.

These documents are forwarded to the Finance Division for funding approval. A copy of this information is also sent to Human Resources for review.

Continued on next page

MERIT-BASED SPA RECRUITMENT AND SELECTION PLAN

Recruitment Process (continued) Following approval by the Finance Division, the hiring authority and the Human Resources recruitment consultant compare the existing job description and previous job advertisement and revise as appropriate.

Job Advertisements The advertisement should accurately reflect the present job functions and include the following information:

- job title;
- essential functions;
- required knowledge, skills and abilities and minimum training and experience requirements as contained in the classification specification;
- location of job;
- salary range;
- how/where to apply;
- closing date;
- position number;
- employability and identification statement;
- the equal opportunity/affirmative action statement; and
- any additional job-related selection criteria and/or preferences.

Recruitment Plan and Advertising The Human Resources Office places all job advertisements and conducts all recruitment efforts in accordance with the UNC Office of the President and General Administration recruitment plan. Jobs advertised internally are open for a minimum of 10 working days. Internal advertisements are posted at all work sites throughout the organization and on the Human Resources web page (www.northcarolina.edu/hr). Jobs advertised externally are open for a minimum of 10 working days, advertised in two local newspapers, and listed with the Office of State Personnel and with the Employment Security Commission. Other electronic and print advertising may include additional newspapers, trade journals, placement offices and professional organizations if desired by the hiring authority. Any special recruitment efforts should be indicated on the “Request to Advertise Vacant SPA Position” form.

Application Process Applicants must complete an official “State of North Carolina Application for State Employment” form (PD-107). All applications must be directed to the Human Resources office and must be received in Human

Continued on next page

MERIT-BASED SPA RECRUITMENT AND SELECTION PLAN

Recruitment Process (continued) Resources on or before the closing date posted in the job advertisement. The Human Resources Office responds to all applicant requests, processes all applications, establishes all recruitment records, and tracks applicant information.

Analysis Following the closing date and completion of the applicant tracking process, a work force availability analysis is conducted to determine if the demographic representation of the applicant pool is adequate. If significant deficiencies in representation are identified in a category for which the Equal Employment Opportunity Affirmative Action Plan has an established hiring goal, additional recruitment efforts may be necessary. If the demographic composition of the pool is acceptable, all applications are forwarded to the department hiring authority along with the following items:

- a copy of the job advertisement used for recruitment,
- the EEO Compliance Report form,
- the SPA Selection Guidelines,
- a Non-Selection Reasons List.

Selection Process Applications that indicate priority considerations are reviewed by Human Resources to determine eligibility and ensure that applicants who qualify for priority consideration are given appropriate priority during the selection process.

Priority Considerations These priorities include:

- priority reemployment for Reduction-in-Force employees,
- priority reemployment for Exempt Policy-Making/Confidential and Exempt Managerial employees,
- Promotional Priority,
- Veterans' Preference,
- Workers' Compensation return to work priority.

Review and Selection The hiring authority reviews all applications that have been forwarded by the Human Resources Division, conducts a comparative analysis of all applicants in the pool, determines the most qualified group, selects the candidates to be interviewed, and conducts the interviews. The hiring authority makes the final

Continued on next page

MERIT-BASED SPA RECRUITMENT AND SELECTION PLAN

Selection Process (continued)

selection decision and completes the Equal Employment Opportunity Compliance Report following the instructions provided on the form and the attachment. The report must indicate each applicant who was interviewed and the “primary job-related” reason why each applicant (other than the recommended applicant) was not selected. The selected applicant must have been interviewed as an applicant of the most qualified group. The Equal Employment Opportunity Compliance Report must be signed by the hiring authority. The report and all applications are then returned to Human Resources to provide recruitment and advertising information and demographic data for all applicants.

EEO Review/Approval

Human Resources sends the completed Equal Employment Opportunity Compliance Report, the applications, the Equal Opportunity Information forms, all recruitment documentation, and the pool analysis form to the Equal Employment Opportunity Officer for review. The Equal Employment Opportunity Officer reviews these documents and the evaluation process to ensure that the selection decision is valid, fair, free from discrimination, based upon job-related requirements and preferences, based upon merit, and not based upon political influence or political affiliation.

Job Offer and Hiring Process

After the Equal Employment Opportunity Compliance Report is approved by the Equal Employment Opportunity Officer, all materials are returned to the Human Resources recruitment consultant who contacts the hiring authority to explain the conditions of the job offer and provide the forms to initiate the hiring process. The hiring authority contacts the selected applicant and makes a verbal job offer as authorized by Human Resources. If the applicant accepts the verbal offer, the hiring authority sends the prospective employee a new hire confirmation letter. A copy of this letter along with the “SPA New Hire” form is sent to Human Resources to implement the payroll/benefits process. All non-selected applicants are then notified in writing by the hiring authority that the position has been filled.

Continued on next page

MERIT-BASED SPA RECRUITMENT AND SELECTION PLAN

Documentation and Records

Upon completion of the hiring process, an official compliance file is established and retained in Human Resources for seven years. This file contains all relevant documents generated during the recruitment, selection and hiring process and includes:

- the completed Equal Employment Opportunity Compliance Report and attachments,
 - all applicant tracking data,
 - the applicant log,
 - the Employment Opportunity Information listing,
 - the availability analysis,
 - a copy of the job advertisement,
 - all recruitment documents,
 - all applicant correspondence,
 - a copy of the selected applicant's application,
 - the new hire confirmation letter,
 - the SPA New Hire form,
 - copies of the letters sent to non-selected applicants.
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Appeal Rights

All Applicants or State Employees

The following appeal rights apply to an applicant or State employee who may file a complaint regarding the selection process and hiring decision made by the hiring authority in the UNC Office of the President and General Administration. (An appeal must be filed within 30 days after receipt of notice of non-selection and may be appealed directly to the State Personnel Commission under procedures established by the Commission, unless otherwise specified below):

- Illegal discrimination based on race, color, creed, age, national origin, religion, or disability;
 - Illegal discrimination based upon sex including both impermissible distinctions based upon sex and sexual harassment;
 - Denial of veteran's preference as specified by State law and regulations of the Office of State Personnel;
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Continued on next page

MERIT-BASED SPA RECRUITMENT AND SELECTION PLAN

Appeal Rights (continued)

- Illegal discrimination based upon political affiliation/influence;*

*If alleging political affiliation/influence the person may file the complaint directly with the Civil Rights' Division of the Office of Administrative Hearings within 30 days after receipt of notice of non-selection. All of the following conditions must apply for complaints regarding political affiliation/influence:

- Person alleging violation must have applied for the position during the open application period;
- Person alleging violation was not hired into the position in question;
- Person alleging violation was among the pool of the most qualified applicants;
- Successful applicant for the position was not among the pool of the most qualified applicants; and
- The hiring decision was in violation of G.S. 126-14 through 14.2, because of political affiliation or political influence.

Additional Appeal Rights for Career State Employees

The following additional appeal rights exist for a career state employee who may file a complaint regarding the selection process and hiring decision made by the hiring authority in the UNC Office of the President and General Administration. (Appeals must be filed within 30 days after receipt of notice of non-selection and may be appealed directly to the State Personnel Commission under procedures established by the Commission):

- A violation of the Reduction-In-Force policy of the UNC Office of the President and General Administration including denial of priority consideration as provided by the Reduction-In-Force policy;

Continued on next page

MERIT-BASED SPA RECRUITMENT AND SELECTION PLAN

Appeal Rights (continued)

- A violation of the Promotional Priority Policy of the UNC Office of the President and General Administration.

The Human Resources Division is available to answer questions and provide assistance to employees or applicants regarding the use of the above appeal rights and procedures.

Communication

This plan is contained in the UNC Office of the President and General Administration Human Resources Policy Manual and is available to all employees and the public from the Human Resources web site at www.northcarolina.edu/hr. It is also posted on the Office of State Personnel web site at www.osp.state.nc.us and is available in print from the Human Resources Division.

Training

This plan is made available to managers, supervisors, employees, and HR Facilitators during regularly scheduled training sessions sponsored by the Human Resources Division throughout the year. Continuous one-on-one assistance is provided to departmental hiring authorities each time a recruitment and hiring process is initiated by a department.

Monitoring and Reporting

The Human Resources Division and the Equal Employment Opportunity Affirmative Action Officer continually monitor the recruitment and selection process by reviewing and approving each Equal Employment Opportunity Compliance Report for every permanent SPA selection and hiring decision. This process is required by both the Equal Employment Opportunity Affirmative Action Plan and this Merit-Based SPA Recruitment and Selection Plan. All records generated by this process are maintained in the Human Resources Division and contain the data necessary to fulfill the reporting requirements specified by the Office of State Personnel.

This plan has been reviewed and approved by:

Original Signed by Molly Corbett Broad

June 18, 2003