**EPA Recruitment Request (page 1 of 2)**

*Submit this completed form to your HR Consultant, along with:*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Department Name:**     Choose an item. | | | | | | |
| **Position Type:** Choose an item. | | | | | | |
| **Is a waiver requested for this posting?** Choose an item.  **Waiver Reason:**  **If waiver, attach justification letter & candidate’s CV.** | | | | | | |
| **Posting Information** | | | | | | |
| **1. Position Title:** | | | | **2. Position Number (if known):** | | |
| **3. Salary Shown to Applicants?** Choose an item. | | | | **4. Salary Range: $** | | |
| **5. Proposed Appt. Date:** Click here to enter a date. | | | | | | |
| **6. Duration of Appointment:** | | | | | | |
| **7. Check One:** Choose an item. | | | | | | |
| **8. Open Until Filled?**  Choose an item. | **8a. If no, keep posting open for how many days?**  **- OR –**  **Posting closing date:** Click here to enter a date.  *\*Minimum of 45 days for tenured/tenure-track and 30 days for fixed term and non-faculty.* | | | | | |
| **9. No. (#) of positions associated w/**  **this posting:** | | | | | | |
| **10. Is this Stimulus/ARRA funded?** Choose an item. | | | | | | |
| **11. Hiring Supervisor Name & PID:** | | | | | | |
| **Please indicate a person to be contacted if applicants have questions about the posting:** | | | | | | |
| **13. Department Contact Name & Title:** | | | | | | |
| **15. Preferred method of contact:** Choose an item. | | | | | | |
| **16. Phone # or Email Address:** | | | | | | |
| **17. Finance contact for managing recruitment budget:** | | | | | | |
| **Job Posting Description** | | | | | | |
| **18. Please List All Advertising Sources:** | | | | | | |
| **19. Will there be special efforts to recruit women or minority candidates?** Choose an item. | | | | | | |
| **Use standard language: *The UNC Employment Opportunities and Inside Higher Ed websites will reach a broad, diverse group of minority candidates, as well as women candidates.***  **20. Additional comments:** | | | | | | |
| **Search Committee Information** | | | | | | |
| **Name** | | **Internal** | **External** | | **Email Address** | **Chair** |
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**PeopleAdmin Positing Template**

**Supplemental Questions and Additional Documents**

**(page 3 of 3)**

*Send this form along with the Recruitment Request form to your HR Consultant.*

*\*At least 3 suppl questions are required for SPA postings; must address required/essential Knowledge, Skills & Abilities.*

*Disqualifying answers are not required. However, if you wish to utilize this function, they must be identified below with an asterisk.*

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| **Question** | **Type**  *Choose one.* | **Disqualifying Answer for Yes/No** | **Multiple Choice Only- List Answers**  *Identify disqualifying answers with an asterisk.* |
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| **Applicant Documents** | **Required** | **Optional** | **Applicant Documents** | **Required** | **Optional** |
| **CV/Resume** |  |  | **Certificate/Licenses** |  |  |
| **Cover Letter** |  |  | **Writing/Research Sample** |  |  |
| **Other Document** |  |  | **Media Presentation** |  |  |
| **List of References** |  |  | **Sample Syllabus** |  |  |
| **Degree Transcripts** |  |  | **Research Statement** |  |  |
| **Teaching Philosophy/Evaluations** |  |  | **Administrative Summary** |  |  |