

Postdoc PeopleAdmin FAQs

Does a postdoc who is switching between postdoctoral rank codes (rank 27 to rank 28 or rank 28 to rank 27) require a new posting/recruitment action?

- No, postdocs who are changing rank codes within a department and without a break in service can be handled through a job change action in EPAWeb.

What do I do if I need to waive a candidate into a position but the specific waiver reason that fits my situation is not listed?

- The Office of Postdoctoral Affairs tried to best capture the waiver reasons that would be most common, but we recognize that there may be unique situations for other postdocs that would call for a waiver reason that is not listed. If you have questions about a waiver reason that you feel is not listed, please call our office so we can discuss your particular situation and whether it qualifies for a waiver.

The only option in PeopleAdmin is for a full time postdoc; can I hire a part-time postdoc?

- Postdoctoral positions are designated as temporary, full-time positions and therefore should only be posted at 1.0 FTE. There are rare exceptions to postdoc positions being full-time. If you have a situation that you feel should be an exception, please contact the Office of Postdoctoral Affairs.

What steps do I need to complete in PeopleAdmin to initiate a continuous posting?

- A continuous posting is a great feature in PeopleAdmin for departments who regularly hire postdocs. If you have the intent to fill a position and wish to maintain a continuous pool of applicants, you can initiate a continuous posting in PeopleAdmin. This is a generic departmental posting that allows postdocs to apply for essentially any option postdoctoral position in your department. It also provides you with a direct link to which PIs can direct candidates that they meet at conferences and seminars. To set up a continuous posting, complete the posting in PeopleAdmin as normal. You may want to indicate in parentheses beside the position title that this is a continuous posting to remind you and others that this is an ongoing posting. There are a few key things to remember that differentiating a continuous posting from a regular posting.
 - First, you want to make sure the language in the posting (position summary, educational requirements, etc.) is more generic so that candidates with slightly different backgrounds can be hired into different positions.
 - You will also want to make sure you indicate a hiring range broad enough to capture a varying range of candidates' skills/experience or include language that salary is dependent upon qualifications.
 - The number of hires associated with the posting needs to be greater than one. If you think you might end up hiring multiple people from one continuous posting over the course of a year, we recommend putting 10 or 15 hires in this field.
 - In the position close date field, you have the option to keep the position open for 12, 18, or 24 months (with the option to extend).

I want to advertise for a postdoc position externally. Are there any special steps I need to take?

- Like the other position types at UNC, postdoc positions will automatically post on Inside Higher Ed's website. We encourage you to consider reaching out to specialized journals within your

discipline. Because postdocs are a temporary position type, there is no formal process you need to take to get your advertisement approved. However, remember the following:

- You need to include the quick link from the posting in PeopleAdmin to direct interested candidates where to apply.
- You should use as much of the required skills and education language as possible from the posting in PeopleAdmin.
- You do not need to have advertisements approved but the Office of Postdoctoral Affairs is happy to review advertisements and provide feedback/suggestions.

Is a department required to enter non-selection reasons for postdocs in PeopleAdmin?

- While we do not require non-selection reasons for postdoc hires in PeopleAdmin, it is a best practice to have some documentation internally about why candidates were and were not selected in case OPA or EEO requests additional selection documentation. On the hiring summary, we recommend including a specific justification in the comments section as to why the department made the selection they did to help defend the hire in case a question arises.

What do I need to do to close out the recruitment after I have made my hire in PeopleAdmin?

- The final steps to closing out must be completed by the Department HR Representative. After the hiring proposal is approved by the Office of Postdoctoral Affairs, you must go back into the posting and first close the posting and then move the position to filled. Those final two steps will close out the recruitment.

Since postdocs are intended to be offered appointments that are 12-months in length, am I able to use the 24- or 36-month options that are included in the length of appointment option?

- We included the 24- and 36-month options for postdocs as there are a few fellowships and grants that require multi-year postdoc appointments. For postdocs who are not bound by term requirements set forth in a grant or fellowship, we strongly encourage departments to use the standard 12-month appointment. If you believe the position will be extended, we suggest including language in the posting that the appointment is for an initial period of one year with the option to extend up to a five-year maximum. The concern is that if you bring a postdoc on for a multi-year appointment up front and he/she is not a good match, you will have to keep them on the duration of the multi-year appointment.

Since there is a pre-established minimum salary for postdocs, is there a maximum salary we can offer to a postdoc?

- No, while there is a minimum salary threshold that you must meet, there are no requirements/limits on the maximum salary you can offer. You want to make sure you are paying a salary that is commensurate with the applicant's skills and education. In addition, you want to be mindful of equity concerns within your lab and department. Once you've considered those factors, you have flexibility to determine the postdoc's salary.

My posting has closed but I don't have a strong enough pool of applicants. Can I reopen the posting?

- Yes, please contact Taylor Libby (taylor_libby@unc.edu) in OPA or Rudy Jones (rudy_jones@unc.edu) in the EEO Office to reopen, extend, or close a postdoc recruitment.

There are a number of postings on the UNC jobs board with identical titles (Postdoctoral Trainee or Postdoctoral Research Associate). How can I ensure candidates can identify my position or the specific skill set I am looking for?

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- While we are encouraging departments to use “Postdoctoral Trainee” or “Postdoctoral Research Associate” in the working title to differential postdoc positions from EPA Non-Faculty research positions, we encourage you to include some identifying information about your position/lab in parentheses next to the Postdoc Title. That will not only help candidates identify jobs that match their interests/skill sets, but also help you keep organized if your department has multiple postdoc positions open at once.

I have a postdoc who accepted an offer prior to the go-live date. Do I still need to hire the candidate in PeopleAdmin?

- Yes. If the postdoc accepted the offer prior to the go-live date of March 5, 2013 but did not start until on/after March 5, 2013 must be “hired” through PeopleAdmin. Any offer that was accepted prior to the go-live date of March 5, 2013 can be handled as a waiver (waiver reason: commitment made prior to go-live). Any postdoc who starts working at UNC after March 5, 2013 must be hired through PeopleAdmin so we have a record of them in the system. This is a case where it may be easier for the HR Facilitator to complete the application on behalf of the postdoc if they are already in possession of the cover letter and CV.