NCCentral UNIVERSITY

EHRA AND SHRA EMPLOYMENT OVERVIEW

	EHRA	SHRA
DEFINITION	**Exempt from the Human Resources Act** EHRA positions fall into one of the following categories: • Senior Academic and Administrative Officer – Tier I (SAAO- Tier I) • Senior Academic Officer Tier II (SAAO- Tier II) Or • EHRA Professional (Instructional or Research)	**Subject to the Human Resources Act** Defines the broad set of laws related to employment for state workers in North Carolina and creates an appointed commission to make other personnel rules as needed. The State Human Resources Act has been in existence since 1965, although its' seen many changes since then.
PRE-ADVERTISEMENT	• Review position description to determine if the essential responsibilities are the same. • To initiate recruitment for a vacant EHRA permanent position, departments are required submit a posting request through the Applicant Tracking Module in PeopleAdmin.	• Review position description to determine if the essential responsibilities are the same. • To initiate recruitment for a vacant SHRA permanent position, departments are required submit a posting request through the Applicant Tracking Module in PeopleAdmin.
RECRUITMENT STRATEGIES	• Define Internal and External Posting Options • Must be posted five (5) business days or longer). • EHRA positions do not require a closing date. • EHRA positions do not require a recruitment range.	• Define Internal and External Posting Options • Must be posted five (5) business days or longer). • SHRA positions require a closing date. • SHRA positions must be posted with a recruitment range.
POSITION REPOSTING	Occurs upon the request of the hiring official, or is based on changes to posting content or a change in the job requirement.	Occurs upon the request of the hiring official, or is based on changes to posting content or a change in the job requirement.
CAREER-BANDING	Not Applicable	Career Banding has three competency levels:

		• **Contributing** - Represents a position that requires entry level competencies to perform the work. • **Journey** - Represents a position that requires mid-level competencies to perform the work. • **Advanced** - Represents a position that requires the highest level of competencies to perform the work of that role.
JOB TITLES	For EHRA employees: • The General Administration (GA) approved job title is the position's official title. • The Working Title is a more descriptive title that the University can use in an employee's day to day work. Example: Assistant Director vs. Assistant Director of Undergraduate Programs	For SHRA employees: • The OSHR job title is the position's official State title. • The Working Title is a more descriptive title that the University can use in an employee's day to day work. Example: Accounting Technician vs. Payroll Clerk
SCREENING AND REFERRAL	• EHRA applications are submitted to the hiring department for review.	• SHRA applications require submission to HR for qualification review. • HR screens all applications for minimum training and experience or highly qualified applicants and forwards the applications to the hiring official.
SPECIAL RECRUITMENT CONSIDERATIONS	Not Applicable	HR will inform the hiring official of any priority recruitment considerations. Failure to consider the following may lead to legal challenge. • Promotional Priority Consideration • Reduction In Force (RIF) Priority Consideration • Veteran's Preference Priority
INTERVIEW QUESTIONS	The Hiring Official may ask questions to obtain information pertinent to the position, as long as questions do not solicit information which can be used to discriminate against individuals. Interview questions, as well as other aspects of the hiring process, must be applied in a consistent and standardized manner for all applicants.	The Hiring Official may ask questions to obtain information pertinent to the position, as long as questions do not solicit information which can be used to discriminate against individuals. Interview questions, as well as other aspects of the hiring process, must be applied in a consistent and standardized manner for all applicants.
HIRING PROPOSALS	Hiring proposals must:	Hiring proposals must:

	• Provide Rejection Rationale on candidates that were forwarded to the department. Rejection Rationale should be based on the described in the vacancy announcement. • After completing the interview process and selecting the final candidate, the hiring official initiates the hiring proposal in the Applicant Tracking Module in PeopleAdmin. Interview Documentation (For All Candidates Interviewed) includes: • Authorization for Criminal Background Check Form • Resume • Cover Letter • Unofficial Transcripts • Letters of Recommendation • Draft Appointment Letter • EPA Conditions of Employment	• Provide Rejection Rationale on candidates that were forwarded to the department. Rejection Rationale should be based on the competencies (knowledge, skills and abilities) described in the vacancy announcement. • After completing the interview process and selecting the final candidate, the hiring official initiates the hiring proposal in the Applicant Tracking Module in PeopleAdmin. Interview Documentation (For All Candidates Interviewed) includes: • Authorization for Criminal Background Check Form • Pre-Employment Reference Check Form
OFFER OF EMPLOYMENT	• No offer of employment can be extended until the hiring decision has been approved by the HR Employment Unit. • A formal Appointment Letter is created by the Chief Human Resources Officer. • The formal Appointment Letter is forwarded to the department to obtain the signature of the candidate. • The department attached the signed Appointment Letter to the hiring proposal and resubmits to HR. • The hiring proposal and posting will be finalized in Applicant Tracking by HR.	• No offer of employment, formal or informal, may be extended by any campus entity. • **ONLY** the HR Employment Unit is authorized to extend official offers. • A verbal offer is extended to the prospective candidate. • The candidate has 48 hours to accept or decline the position. • A written offer letter is emailed to the candidate within two (2) business days. • The Hiring official is notified via email that the candidate has accepted or declined the offer. • The hiring proposal and posting will be finalized in Applicant Tracking by HR.
EMPLOYMENT CONSULTANT	For specific information, please contact the EHRA Employment Consultant, in the Department of Human Resources – Employment Unit. Email: TBD@nccu.edu Phone: 919-530-XTBD	For specific information, please contact Maria Torain Byrd, Employment Consultant, in the Department of Human Resources – Employment Unit. Email: mbyrd00@nccu.edu Phone: 919-530-7136