



## Employment Process Information

Thank you for your interest in employment opportunities with the University of North Carolina at Charlotte. The following information is provided as a resource for answering the most common questions regarding our employment process.

The University offers a variety of employment opportunities for Faculty, Non-Teaching Professional, Staff, and temporary positions (student and non-student). Position vacancies of all types are listed at: <http://jobs.uncc.edu>. All position types (except student vacancies), require completion of an electronic Staff Application or Faculty/Staff Profile through our online application system. Please complete the application fully and assure that all relevant work experiences are included. Incomplete applications may not receive full consideration. **DO NOT TYPE - "See Resume."** You may attach documents such as a cover letter, resume, and references as a supplement to the required application or profile. Your electronic application and/or profile is a permanent record and should only be created once, edited as changes occur, and used to apply for any vacancies of interest.

Each vacancy listing includes the minimum eligibility requirements, essential job functions, preferred qualifications, salary range (if applicable), and a closing date. Candidates whose qualifications best meet the needs of the hiring department will be referred for further consideration and potential interview.

Applications must be submitted online and received no later than 11:59 p.m. (EST) on the closing date for each specific position. Review of applications begins on the first business day following the posted closing date and will continue until a referral group has been identified and released to the hiring officials (typically 1 to 3 business days depending on the volume of applications received). From this group, the interview pool is determined by an evaluation of a match to the job-related criteria, and the hiring official's best estimation of a match to the respective responsibilities assigned to the vacant position. Please note that hiring officials are not required to interview every candidate referred to them for further consideration. We only ask that they conduct a minimum of three interviews for appropriate comparison purposes. If you are selected for an interview, you will be contacted directly by the department to schedule an interview with the appropriate hiring manager. The Human Resources department advises our hiring officials to take action as soon as feasible so as to maintain viable applicant pools. However, we do not mandate a set timetable for the completion of the interview and selection processes. Note: Hiring decisions are typically made within four to six weeks following the posted closing date.

Applicants are able to check the status of their application through the online system. Note the significance of the following status codes:

**Under Review by Human Resources:** Application has been received by Human Resources and is awaiting completion of the initial review and screening processes.

**Under Review by Hiring Department (EPA):** Application has been received by the appropriate search committee and is awaiting completion of the initial review and screening processes. Invitations for interview will be extended directly by a search committee representative.

**Referred to the Hiring Department:** Applicant has been determined to be among the 'best qualified' and has been referred to the hiring officials for further evaluation. Invitations for interview will be extended directly by the hiring officials.

**Second Group:** Applicant was not included among the initial referral group but may receive consideration if the hiring official requests additional candidates.

**In Progress:** Applicant was not included among the initial referral group but may receive consideration until the vacancy has been filled.

**Incomplete Application:** Application does not include work history, or lists minimal work history. To receive full consideration, applicant must edit original application to include all missing information.

To assure a safe learning and working environment for our students, faculty, and staff, the Human Resources Department conducts a criminal background check of any selected candidate who: 1) is not a current UNC Charlotte employee, and 2) has been identified as the preferred candidate for a full-time, part-time, permanent, time-limited, or temporary position at UNC Charlotte. "A conviction does not mean that you cannot be hired. The nature of the offense(s) - severity, relevance, and recency - will be evaluated in relation to the job for which you are applying." All job offers are conditional upon a review of the results of the criminal background report and the authorization of an appropriate University official who has determined that no adverse action will be taken based upon information contained in the criminal background report.

Additionally, UNC Charlotte participates in the DHS E-Verify Program. As a result, the University provides the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm US work authorization.

UNC Charlotte uses equivalencies, if appropriate, in determining if a potential applicant meets the minimum education and experience qualifications. Jobs which allow for equivalencies will include the statement "or an equivalent combination of education and experience" in the minimum qualifications. For example, if a position requires a bachelors degree and two years of experience, the following applicants could potentially meet the minimum education and experience requirements of the position: Masters degree and no experience in the field, Bachelors degree and two years experience in the same field, Associates degree and four years experience in the same field, or six years of experience in the same field. Even though an individual may meet the minimum requirements, the hiring official may prefer additional education, experience, etc. and in many cases the most qualified applicants and successful applicants have education and experience above and beyond the minimum requirements.

Best wishes as you pursue employment opportunities with The University of North Carolina at Charlotte.

The University of North Carolina at Charlotte is an Affirmative Action/Equal Opportunity employer.  
Women, minorities, and individuals with disabilities are encouraged to apply.