


Department Quick Apply Process

The purpose of this action is to allow departments to enter applications through the EPA RW system for applicants that did not apply on line.

Access Position to process application for

Main Desktop ▾ HR Inbox RecruitmentWeb Home Searches ▾ Actions ▾ Recruitment ▾ Reports						
Recruitment ID:	1001110	Number of Requisitions:	1			
Pos ID:	1001144	Working Title:	AVC for Communication Technologies			
Requesting Dept:	Information Technology Svcs.	Appointment Type:	EPA Non-Faculty			
Rec Status:	Approved	Actions In Progress (0)	Action History			
Search Committee Chair(s): REGINA N PICKARD		Posting Period End Date:	02/06/2010			
		Application Deadline:	Open			
Filter Excluded		Back	End Recruitment	Add Applicant 		
Pre-excluded ▾	Excluded ▾	Applicant Name ▾	Date Submitted ▾	App Type ▾	Vet? ▾	Reviewed ▾
No	No	Brody, Matt	02/13/2009	Int	Did Not Disclose	No
No	No	Doe, Jon	02/13/2009	Ext	Did Not Disclose	No
No	No	Test, John E.	03/06/2009	Ext	Did Not Disclose	No

1. In HR Central, launch the **EPA RW** application by clicking on the navigational link for it found on the right side of the HR Central Desktop.
2. Scroll through list of positions available and select appropriate **position** by clicking on the **Recruitment ID**.
3. Once position is selected, click on the **Add Applicant** button on the right of the screen just above the list of existing applicants.

The system does have edits in the system around when an applicant can be entered, so users should be aware of those dates prior to attempting to enter applicant information.

A application must be submitted after the post date and prior to the posting period end date. Department representatives will have up to 3 days after the posting period end date to enter the applications; however, the date received field on the Quick Apply application must fall with in the posting period of the position.

Adding Applicant using Department Quick Apply - Personal & Address Data

Close Quick Apply

* Required Information

NOTE: You have selected position 1001144 - AVC for Communication Technologies.

Submit 5

Clear

*Date Received: 1 03/06/2009 (mm/dd/yyyy)

*First Name: Susie
Middle Name: 2
*Last Name: Test
Suffix:

*Country: United States
*Address 1: 222 South St.
Address 2:
*City: 3 Chapel Hill
*State: North Carolina
*Postal Code: 27599
*Contact Phone: 222-222-2222 (xxx-xxx-xxxx)
Alternate Phone: (xxx-xxx-xxxx)
*Email: stest@msn.com

*Are you currently a permanent employee of UNC-Chapel Hill?: Yes No 4

1. Enter **Date Received**. This date must fall within the posting period of the position and must be entered within 3 days of the close date.
2. Enter **First, Middle, Last name** & Suffix as applicable. First & Last name are required.
3. Enter **Address and Contact information**.
4. Indicate if you are a **current permanent employee of UNC-Chapel Hill** by clicking the appropriate option of yes or no.
5. Click **Submit** button.

Note: If you need to close the quick apply without saving data, click on the **Close Quick Apply** button.

Adding Applicant using Department Quick Apply - CV/Resume and Educational Data

How did you find out about the position opening?

University Website 1

*If Professional Journal or Other, provide additional details below:

*Attach Curriculum Vitae/Resume:

2 C:\Documents and Settings\Desktop\EPAR\ Browse...

Attach Cover Letter (optional):

3 C:\Documents and Settings\Desktop\EPAR\ Browse...

Attach Additional Documents (optional):

C:\Documents and Settings\Desktop\EPAR\ Browse...

Browse...

4 Browse...

Browse...

Browse...

What is the highest degree/degree level?

Masters 5

How many years of experience relevant to this position?

8 6

7 Submit

Clear

Equal Opportunity Pledge: The University is an Equal Opportunity Employer. The University reaffirms its commitment to equality of opportunity and pledges that it will not practice or permit discrimination in employment on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression. The University complies with all applicable legislation prohibiting age discrimination in employment.

 Secure Area

1. Indicate how applicant found out about the position by clicking in the drop down field and selecting the appropriate option of Letter, Other, Personal Referral, Professional Journal or University Website. Note that if you indicated that the applicant learned about your job by a Professional Journal or Other, you will be required to enter additional information so you want to be sure to get that additional data from the applicant.
2. Attach the required **Curriculum Vitae/Resume**.
3. Attach optional **Cover Letter**.
4. Attach optional **Additional Documents**.
5. Indicate **Highest Earned Degree** level by clicking in the drop down field and selecting the appropriate option of Associates, Bachelors, Masters, PharmD, PHD, JD, DVM, DDS or MD.
6. Enter **Years of Experience**.

7. Click **Submit** button at the top or bottom of the page.

Note: To clear the application to re-enter all data, click on the **Clear** button at top or bottom of page.


Department Confirmation of Applicant Entry

Close Quick Apply

Applicant: Susie Test
Position Title: AVC for Communication Technologies
Requisition ID: 1001110

You have successfully completed and submitted this application. The applicant will receive an email confirming his/her application submission.

Add Another Applicant

 Secure Area

Once you have successfully submitted the application, you should receive a system generated message acknowledging that the application was submitted with a reminder that the applicant will receive a confirmation email as well.

You will also be given the opportunity to enter another applicant at this point. To do so, click on the **Add Another Applicant** button. If you do not have other applicants to enter, you can close the window by clicking on **Close Quick Apply** to return to the list of applicants.

Applicant Confirmation Email - Applicant Steps

Date: 03/07/2009

Dear Susie Test:

Please accept our sincere thanks for submitting your information for the following EPA non-faculty position at the University of North Carolina at Chapel Hill:

Requisition: 1001110
Position Title: AVC for Communication Technologies
Department: Information Technology Svcs.

We are very pleased of your interest and welcome the opportunity to carefully consider your qualifications and credentials. As a next step, your materials will be forwarded to the Committee that is conducting this search for their consideration. These materials remain confidential and are shared only with members of the Search Committee and administrative staff who assist the Committee in performing its duties. The search Committee or the hiring department will contact you directly if your credentials are determined to be of further interest.

Please note that for some positions, we receive a large volume of applications and the length of the hiring process varies from position to position. So while you may not receive a direct response from the hiring department regarding your application, please be assured it has been referred and will receive careful consideration.

Should you have any questions regarding this search or require assistance, please feel free to contact the following representative in the appointing department:

Darth Vader at telephone 919-555-1212, Email: darth.vader@unc.edu; please reference recruitment #1001110

UNC Chapel Hill is an Equal Opportunity Employer with a commitment to recruitment and retention of a diverse and inclusive campus community. As part of our application process we ask applicants to voluntarily complete an EEO data form. Collection of gender and race/ethnicity data is to comply with Federal laws, executive orders, and applicable State laws and regulations.

Completion of this data is voluntary. The information that you submit will remain confidential and will be used only by the UNC Chapel Hill Equal Opportunity Office for statistical purposes.

Please click on the following link to complete the EEO form, <https://s4t.its.unc.edu/RAMS4/getQAEeo.do?app=335500&req=1001110>

Above is a sample of the email that the applicant should receive upon successful submission of their application by the department.

Applicant Confirmation Email (Cont.)

Again, we thank you for your interest in the University of North Carolina at Chapel Hill. Please be assured that your application will receive careful consideration.

Sincerely,

Equal Opportunity/ADA Office
The University of North Carolina at Chapel Hill

In the email, applicants are asked to voluntarily complete an EEO data form and are provided a link to access that form. In the next step, we will see the form that is accessed when an applicant opts to provide their EEO data.

Applicant EEO Form (Voluntary) - Applicant Steps

EEO Information

The University of North Carolina at Chapel Hill

Applicant Name: Susie Test

Recruitment/Position Information: 1001144 - AVC FOR COMMUNICATION TECHNOLOGIES

To applicants for University of North Carolina at Chapel Hill EPA positions: UNC Chapel Hill is an Equal Opportunity Employer with a commitment to recruitment and retention of a diverse and inclusive campus community. Collection of the following information on gender and race/ethnicity data is to comply with Federal laws, executive orders, and applicable State laws and regulations. The information that you submit will remain confidential and will be used only by the UNC Chapel Hill Equal Opportunity Office for statistical purposes. Completion of this data is **voluntary**; failure to provide this information will not adversely affect your candidacy. Thank you for your interest in UNC Chapel Hill.

Gender: Male Female

Ethnic Background:

Veteran: Yes No Choose not to disclose

Vietnam Era Veteran: Yes No To be considered for Veteran's preference, please complete [this form](#).

 Secure Area

The data on this section of the application is entirely voluntary.

1. Indicate **Gender** by clicking the appropriate option of Male or Female.
2. Indicate **Ethnic Background** by clicking in drop down field and selecting the appropriate option.
3. Indicate **Veteran** status by clicking appropriate option of Yes or No or Choose not to disclose.
4. Indicate **Vietnam Era Veteran** status as appropriate by clicking Yes or No.
5. Click **Submit** button.

Note: To be considered for Veteran's preference the applicant must complete the Veteran's Worksheet by clicking the link provided.


Completing Veteran's Preference Worksheet - Personal Military Experience Section - Applicant Steps

Veteran's Worksheet

The University of North Carolina at Chapel Hill

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* Required Information


* Social Security Number: XXX-XX-X 

INSTRUCTIONS

Consistent with State Policy, the University seeks to give special consideration to certain veterans whose service was not dishonorable and to their spouses and dependents when otherwise qualified for the classification of the opening sought. This consideration is given in recognition of any veteran with a service-connected disabling injury or of any veteran with wartime* service. If you are such a veteran, Complete Section 1. If you are the spouse or dependent of a veteran, complete Section 2.

* NOTE: State Personnel policy defines wartime as follows: "Periods of war shall include World War I (4/16/17-11/11/18), World War II (12/7/41-12/31/46), the Korean Conflict (6/27/50-1/31/55), the period of time between January 31, 1955 and the end of the hostilities in Vietnam (5/7/75), Panama invasion, Persian Gulf War and any other campaign, expedition, or engagement for which a campaign badge or medal is authorized by the United States Department of Defense."

1. Your Military Service Experience

*Did you receive an honorable discharge?  Yes No
If No, was it dishonorable? Yes No

Do you have a service-connected disability or did you serve in the policy-defined wartime period? Yes No

*Active Duty Dates (mm/yyyy): From: To: From: To:

*Total Length of Service: Years Months

1. Enter last 3 digits of social security number.
2. Complete the Military Service Experience section.

Completing Veteran's Preference - Spouse/Dependent Data & Applicant Certification Sections - Applicant Steps

2. Spouse or Dependent of Deceased or Disabled Veteran 1

*Are you the spouse of a veteran who:

(a) Died from service-connected circumstances?

Yes No

(b) Was disabled while in the military?

Yes No

*Are you a dependent of a veteran who died from service-connected circumstances?

Yes No

*If Yes is indicated in either 2a or 2b, give the name of the related veteran and the active duty of the related veteran:

Name:

*Active Duty Dates (mm/yyyy):

From:

To:

From:

To:

*Total Length of Service:


Years

Months

3. Applicant's Certification 2

* By checking this box I hereby certify that all information on this supplement is true and complete to the best of my knowledge and belief. I understand that false or misleading information or documentation, or an omission or failure to include all relevant information may result in rejection of my application, action up to and including termination if hired, and/or criminal prosecution. If hired, I further understand the University complies with state law and is required to terminate me if false or misleading information is given in order to meet the requirements for the position involved.

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1. Fill out Section 2 - **Spouse or Dependent of Deceased or Disabled Veteran**.
2. Fill out the required **Applicant's Certification** by clicking in the check box.
3. Click **Save** to return to EEO Information form.

Upon submission of the EEO Information form, the applicant is returned to UNC - Chapel Hill's Web home page.

System Message for secondary attempts by Applicant to enter EEO data when already submitted for this position

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EEO information has already been entered for this application.

 Secure Area

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[Important Applicant Notices](#)

[For Additional Information or Special Assistance](#)

If an applicant does submit their EEO information and attempts to do it again, the system will return a message that the EEO data has already entered for that specific application.