WHEN MUST I USE JOBSEARCH?

UNCG Jobsearch 7.6 will be used for SPA, EPA Faculty, and EPA Non-faculty recruitment.

- **SPA** – If you are recruiting for any SPA position you will use UNCG Jobsearch
- **EPA** – If you are recruiting for any EPA Faculty or EPA Non-faculty position that requires a formal search you will use UNCG Jobsearch.*

* Departments may optionally choose to use UNCG Jobsearch to recruit for EPA positions not requiring a formal search if so desired.

WHICH POSITION TYPE DO I USE IN JOBSEARCH?

<table>
<thead>
<tr>
<th>Posting Type</th>
<th>Scenario</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPA</td>
<td>You are recruiting for any SPA position (Permanent FT or PT, Time-Limited, Temporary)</td>
</tr>
<tr>
<td>EPA</td>
<td>You are recruiting for any EPA Faculty or Non-faculty position that requires a formal search (position will be occupied for 6 months or more – per AA Search Guidelines).</td>
</tr>
<tr>
<td>EPA Quick Hire</td>
<td>You are recruiting for any EPA position via a Generic Ad pool. (Non Tenure Track-Lecturers/Visiting Faculty/Clinical Faculty/Research Scientists or Postdoctoral Fellows)</td>
</tr>
<tr>
<td></td>
<td>You are recruiting for any other EPA position that does not require a formal search.</td>
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</tbody>
</table>

AA-1 DEADLINE PRIOR TO GO-LIVE

UNCG Jobsearch 7.6 will go-live Wednesday, May 15th. To facilitate an orderly transition, all AA-1 forms initiating a posting must be received in HR NO LATER than Friday, May 10th, 5pm. AA-1s received after this date will be returned to the originating department which must initiate the recruitment process via Jobsearch.

EPA – UNDERWAY RECRUITMENTS ON MAY 15th

Any recruitment that has been posted prior to May 15th will be continued via the traditional, paper-based method. Postings advertised on the Provost’s website, will be moved to the Jobsearch website to consolidate all vacancies. Applicants to these positions will be instructed to apply as indicated on the initial posting.

SPA – UNDERWAY RECRUITMENTS ON MAY 15th

Underway recruitments will continue to be processed via the legacy Jobsearch system (5.8).

- On May 15th, this system will be moved to a new online location which will be accessible to all existing users.
- Any active postings will be moved to the new Jobsearch system for the purpose of consolidating postings.
- Applicants that apply to these postings will show up in the legacy system (5.8)
- Departments and other users must complete these recruitments in the legacy system (5.8)