

Quick Reference Guide: Equity Review

Before submitting a posting for the Equity Review, be sure the applicant statuses have been updated. For directions on how to do this, see the 'Quick Reference Guide: Before You Interview.'

The equity review is an important step that ensures the applicant pool is reflective of the labor market, and the candidates that are moving forward in the process meet the minimum requirements that were posted. Not completing this step will delay the hiring process and creates potential compliance issues.

Steps:

There are two ways to start the Equity Review process. If you have Approver access in NinerTalent, you can route the posting to Equity Officer Review. The steps are listed below.

1. Login to NinerTalent, ensure you are logged in as an Approver.
2. Ensure you are in the "Applicant Tracking" module to (blue background).
3. Hover over the Postings tab and select "EHRA Non-Faculty".
4. Click the Actions and select "View Posting" for the posting you want to transition to Equity Officer Review. This will bring up the Summary Tab for the posting.
5. Then click the orange "Take Action On Posting" button. This will bring up a menu on the left. Select "Equity Officer Review (move to Equity Officer Review)."

If you do not have Approver access, follow the steps listed below.

1. Email eparecruitment@uncc.edu saying that you are ready for the Equity Review to be completed. Please be sure to include the position number in your email.

Once the Equity Specialist has completed the Equity Review, you will be notified via email confirming that you can move forward with scheduling interviews.

If the posting is listed as "Open Until Filled" the Equity Specialist will ask you if you would like the posting to be closed.

Helpful tips:

- **Links and Information**
 - [EHRA Non-Faculty Applicant Tracking User Guide](#)
 - [EHRA Non-Faculty Administration Website](#)
 - Contact eparecruitment@uncc.edu with any questions.