

**This business process will be followed to record hire of a benefit eligible Postdoctoral Fellow (6990) or Postdoctoral Fellow – Teaching (6992), and there is no open recruitment, e.g. Exception to Recruit.**

**NOTE:** If a full search will be conducted, use the New Authorization recruitment type, and include the content for the job posting.

#### **Department Identifies New or Vacant Position**

- Department follow the [appointment process](#) described by the Office of Postdoctoral Education (OPE)
- Department completes only the Job Information and Hiring Team sections when creating the academic job opening. The Job Posting Information should be blank. **Note:** *If this will be a new position, request a position number from your CAPS rep before you start setting up the record. The search type will be **ACAD - Exception to Recruit**.*
- Add approvers to the Job opening approval chain, e.g. Fiscal officer and or Dean's representative.
- Upload draft offer letter, applicant curriculum vitae and any additional justification materials in Recruit as attachments. The first approver in the chain approves the information. Next approver, generally Dean's office, receives automated notice for review and approval.

#### **Materials forwarded to Office of Postdoctoral Education (OPE)**

- Department forwards draft offer letter to OPE for review and approval.
- OPE approved materials, and notifies department and Human Resources Services.

#### **HRS Staff Processes Job Opening and Applicant**

- HRS Recruiter finds or establishes applicant based on CV, and links to the job opening.
- HRS records offer information in Recruit, based on the approved offer letter.

#### **Job Offer – Approval Process**

- HRS completes the offer approval process.
- Applicant status updates to Offer.
- Department Hiring Manager receives automated notification of approval.
- Department extends the job offer.

#### **Candidate Accepts the Offer**

- Hiring Manager updates the finalist's disposition to indicate the candidate accepted the offer.

## Academic Recruit – Post Doc Abridged Hire Procedures December 11, 2017

- Hiring Manager initiates the pre-employment CBC for the finalist in Recruit, if applicable. [Link to list of CBC exceptions](#). If no CBC needed Hiring Manager notifies HRS staff to initiate the eHire form.
- The finalist receives an email invitation to complete the background check online. HireRight will provide the link and logon and temporary password information. **\*NOTE: The finalist cannot begin work until an acceptable background check is returned.**

### HRS Monitors CBC status and Creates EMPLID

- HRS staff checks the HireRight database for completed CBC results.
- If the background check contains any convictions, Provost or delegate reviews for job relevance.
- HRS staff finds or creates the EMPLID.
- HRS staff informs Hiring Manager that candidate is eligible for hire, and provides emplid to Hiring Manager (for new employees). If CBC is not acceptable, Recruiter notifies department to rescind the offer.

### HRS Staff Starts Hire Paperwork

- HRS staff finalizes job opening; an ePAF is sent to the workflow for the department initiator.
- Department completes their portion of the ePAF e.g. JED, and Approves it. This which kicks off the onboarding email to the finalist if needed.
- ePAF moves to the workflow for CAPS approval

### Onboarding paper work (New Hires/Rehires only)

- Finalist receives email with information about on-boarding process and links to direct deposit, W-4 and I-9 forms online.

Note: All new hires and rehires must attend New Employee Registration (NER) at HRS before they begin work.

### Job Opening is updated to Closed status

- ePAF is approved by CAPS creating or updating the employee's job record in PeopleSoft HR/Payroll database.