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 Standard Recruitment for the Job Posting Justification 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)

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.

Department enters information into eRecruit

- Department completes only the Job Information and Hiring Team sections when creating the academic job opening. *The search type will be **ACAD - Exception (PostDoc/Intern)**. 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 and fill in job posting info*

- Add approvers to the Job opening approval chain, e.g. Fiscal officer and or Dean's representative.

- **Upload offer letter, applicant curriculum vitae, email approval from OPE, and any additional justification materials in Recruit as attachments.**

- Set up the approval chain in this order: Department/Dean/HR **(**Note: Primary Hiring Manager must approve in Recruit. The Dean can approve in Recruit directly or he/she can designate a fiscal officer or other individual to approve on his/her behalf.

OFFICE OF HUMAN RESOURCES (OHR) Staff Processes Job Opening and Applicant

- OHR reviews the job opening information and attachments. Once the job opening is approved, the primary Hiring Manager receives e-mail notification.

- The finalist is set up and linked to the job opening by OHR

- Applicant status is set to Routed so the Hiring Manager can view the person in the job opening.

Job Offer – Approval Process

- Hiring administrator enters offer components in Recruit.

- Hiring administrator adds additional approvers to the approval chain based on School/College approval procedures. NOTE: The Dean can approve in Recruit directly or he/she can designate a fiscal officer or other individual to approve on his/her behalf. Additional approvers are optional

based on College/School procedures. Matt Martens and IDE do NOT need to approve or be an Interested Party.

- OHR 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.

- Hiring Manager uploads the [International Scholar CBC Waiver form](), if applicable.

- OHR initiates the pre-employment CBC for the finalist in Recruit, if applicable. [Link to list of CBC exceptions.]() If no CBC needed OHR notifies NER staff to process Prepare for Hire.

- The finalist receives an email invitation to complete the background check online. Sterling will provide the link and logon and temporary password information. ***NOTE: The finalist cannot begin work until an acceptable background check is returned.**

OHR Monitors CBC status and Creates EMPLID
- OHR staff checks the Sterling database for completed CBC results.

- If the background check contains any convictions, Provost or delegate reviews for job relevance.

- OHR staff finds or creates the EMPLID.

- OHR staff informs Hiring Manager that candidate is eligible for hire, and provides emplid to Hiring Manager (for new employees). If CBC is not acceptable, OHR notifies department to rescind the offer.

OHR Staff Starts Hire Paperwork

- OHR 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 OHR 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.