Recruitment Process for Postdocs with GRU

NOTE: Hiring Department below in this chart can be referred to as: The Business Manager, an administrator, Office Manager, or Principal Investigator.

Hiring Department: Position is Created in Position Mgt. in the PeopleSoft System (Classification/Compensation would have evaluated the position and determined the proper classification)

Hiring Department: Is to submit the Employment Request form with the proper signatures

Draft of the job posting is created by the HR Assistant (or HR Talent Partner) and emailed to the department (saved on the H Drive); Department should review before we post the position

Hiring Department: Interviews candidates, completes interview forms.

The Hiring Department verifies the Education, References and extends the offer; ensuring that IPSO's support has been granted.

Hiring Department: Provides the interview forms along with a selected start date for the selected candidate to the proper HR Talent Partner (Recruiter).

The HR Talent Partner completes the needed HR paperwork for hire. Creates an appointment with the HR Processing Section for In-Processing AND informs the hiring department of the appointment time for the appointment date/time.

Candidates apply and they are screened at the end of the posting time period or weekly by the HR Talent Partner to the Hiring Department

In PeopleSoft, Job Requisition is created in the system by the HR Assistant (or HR Talent Partner) and then notification is sent to the hiring department. (normally a specific time frame is posted for most of the positions);

IPSO determines if salary, credentials, scope of offer, start date and immigration status are appropriate. IPSO recommends revisions and approves the offer letter with copies to the relevant Dean's office, HR-TAM and other with need to know.

The Hiring Department/PI reviews the qualified/selected candidate(s). Sends the candidate’s CV and draft of the offer letter (using the GRU postdoc offer letter template) to IPSO (LD Newman for review.)