

POST DOCTORAL RECRUITMENT PROCESS SUMMARY



FOR REQUISITIONS THAT WILL NOT BE POSTED ON THE UMMS CAREERS WEBSITE
(For A Pre-Identified Candidate)

	Steps	Recruitment Process Steps	Responsible Party
Opening A Requisition	1	Complete Post Doc requisition in iCIMS.	Hiring Dept
	2	For the Interviewer(s) identified in the position requisition, ensure recruitment training is completed	Hiring Dept
	3	Approve requisition in iCIMS; Do Not Publish.	HR
Screening & Interviewing	4	Identify the selected candidate. For an international candidate, the dept should contact Immigration Services directly with questions.	Hiring Dept
Offer & Onboarding	5	Once candidate has been selected, conduct reference checks, and determine salary and approximate start date. Send Departmental Letter of Offer to candidate, optional (and cc: HR).	Hiring Dept
	6	Email candidate link to the career site to complete their profile. Send iCIMS Post Doc Offer Letter to candidate (cc: Hiring Dept & Immigration Services) Upon candidate acceptance, contact Post Doc for appointment availability regarding the new hire process: new hire forms, CORI, health screening / Immigration Service appts and orientation date(s). Complete HireRight background screen request.	HR
	7	Upon candidate acceptance, initiate intake form for candidates requiring visa sponsorship.	Immigration Services
	8	Schedule health screening, Immigration Services appointment and orientation(s). Send UMMS Post Doc New Hire Confirmation email to candidate with new hire paperwork link, confirming pre-employment appts and information the candidate must supply (cc: Hiring Dept).	HR
	9	Close requisition / Create PA & send to Hiring Dept for completion / Enter new hire as a contingent worker in PeopleSoft for IT access.	HR
	10	Return signed PA & Work Schedule to PAC	Hiring Dept

Legend

	HR Responsibility
	Hiring Dept responsibility
	Immigration Services Responsibility

