

# Recruitment for New and Replacement Post Doc Positions on West Campus/HSC

POSTINGS - Option 1
Replacement Position within three years of last posting. "Fast Track"
PI requests a "Fast Track" through the local department administrator including ETS # and JOBS posting reference #, who then sends an e-mail request to HRS Recruiting.*
*HSC Schools must send the Fast Track request to the Dean's office for further processing - Dean's Office will notify HRS.
HRS Recruiting Posts the position to JOBS.

POSTINGS - Option 2
New and Replacement Positions
PI, through department administrator*, sends Class. & Comp. a Personnel Requisition Form (SUSB37), Position Explanation, Organizational Chart, resume screening document, interview evaluation form, rating instruments, and recruitment plan.
* At the request of the HSC Dean's Office, HSC schools are required to submit documentation to the Dean's Office prior to submitting to HRS Class. & Comp.
HRS Class. & Comp. approves the SUSB 37 and forwards the requisition to Recruiting for posting and advertising text approval.*
*At the request of the HSC Dean's Office, Class. & Comp. returns all HSC Postdoctoral Associate Personnel Requisitions to the Dean's Office for AA/EEO review prior to posting.
HRS Recruiting posts approved position on JOBS. Recruitment forwards a copy of ad to Advertising Office where additional outreach is being conducted.

SEARCH
All
Applications received and reviewed by PI/ Search Committee (PI/SC)*, who monitor applicant pool to ensure diversity and EEO. PI/SC screens and select candidates for interview. PI/SC consults with Local AA/ EEO Committee on ODAA process.
PI/SC interviews & selects finalist. With candidate's permission undertakes reference checking to confirm selection.
<ul style="list-style-type: none"> <li>• PI/SC finalizes SUSB68 and submits to local AA/EEO Committee for review,</li> <li>• PI/SC makes contingent offer of employment to final candidate after ODAA approval.</li> <li>• For all new hires, department requests HRS to undertake a criminal background check (CBC) by submitting the appropriate (RF or State) Authorization to Obtain Pre Employment Background Information form.</li> <li>• Hiring department <u>must</u> receive approval from the Office of Diversity and Affirmative Action and CBC <u>clearance</u> from HRS Recruitment and Employment Services before an appointment may be made.</li> </ul>

## Legend

- Fast Track-** A posting mechanism which eliminates Class & Comp review. It can be requested when a position has been approved within the past three years and the department wants to re-post, without changes, to the JOBS website.
- PDAR-** Position Description and Ad Requisition, electronic system that combines the five forms needed to submit a position for recruitment. It includes a position description, screening document, and advertising copy.
- ETS-** Electronic Tracking System used by Classification and Compensation to log and track positions submitted by departments. Provides departments with online updates on the status of the Class & Comp review.
- HRS-** Human Resource Services
- C&C-** Classification and Compensation (unit within HRS)
- AA/EEO-** Affirmative Action/Equal Employment Opportunity
- ODAA-** Office of Diversity and Affirmative Action
- JOBS-** Official site used by Human Resource Services to post all job opportunities.
- SUSB 68-** Summary of Affirmative Action Recruiting Activity for Faculty and Non Teaching Professional Positions.