

## POSTDOCTORAL SCHOLAR RECRUITMENT: SUGGESTED GUIDELINES

Given the nature of postdoctoral training experiences, postdoctoral scholars may be identified directly through national or international professional channels. Academic departments should publicize widely postdoctoral vacancies on campus bulletin boards, departmental websites and also utilize additional networks, such as the university's Office of Postdoctoral Affairs, in order to identify qualified candidates and to promote equal opportunity. **It is preferred that hiring officials utilize the University's online employment system, but this is not a requirement given the fact postdoctoral appointments are temporary in nature.** However, hiring officials (i.e., Principal Investigators [PIs]/faculty mentors) are strongly encouraged to follow these guidelines so as to establish good faith efforts in their recruitment procedures, especially since the majority of postdoctoral appointments involve financial support from Federal and/or other governmental resources. **In addition, hiring officials are required to submit the brief "Recruitment Procedures" checklist to Dr. Rhonda Sutton, Director of the Office of Postdoctoral Affairs PRIOR to making an offer to a candidate for a postdoctoral appointment.**

### SUGGESTED GUIDELINES FOR RECRUITMENT

1. Hiring official needs to create a job description specific for the postdoctoral appointment she or he has available. The hiring official is encouraged to think about the particular needs and duties associated with the postdoctoral appointment including, but not limited to, research skills needed, areas of research expertise, management of students in the lab, etc. In addition, it needs to be noted in the job advertisement that a Ph.D. or other equivalent doctorate is required **AND** that applicants must have been awarded their doctorate no more than five (5) years prior to the appointment; applicants who have not successfully completed the requirements for their doctorate are not eligible for a postdoctoral appointment.
2. NOTE: If fluency in English is a requirement for the position, please include this as a required qualification in the job advertisement.
3. If this job search process is a new one for the hiring official and/or the hiring official wishes to form a search committee for the position, the hiring official is encouraged to contact Carson Cook, assistant vice provost and director of Employment Programs in the Office of Institutional Equity and Diversity (OIED), for assistance. No formal search committees are required, but the hiring official is welcome to use a search committee as a resource during the recruitment process.
4. Hiring official posts the job advertisement in places most likely to attract appropriate candidates for the position such as the hiring official's departmental website, NC State University's Office of Postdoctoral Affairs, appropriate academic and professional organization websites, and the University's online job posting website.
5. Hiring official develops a standard list of questions he, she or the search committee (if a search committee is utilized) use for each candidate's interview. These questions are used to guide the interview, gather more information about the candidates, and assist with the selection of the best person for the postdoctoral appointment.
6. Hiring official and/or search committee conducts Interviews either face-to-face, by phone, by Skype or by teleconferencing. PLEASE NOTE: It is extremely important for the hiring official and/or the search committee to conduct a question-and-answer interview prior to selecting the applicant.
7. Hiring official selects the candidate that best meets the requirements of the postdoctoral appointment.
8. **\*REQUIRED\*** Hiring official submits the online Required Recruitment Checklist to Dr. Rhonda Sutton (<http://harvest.cals.ncsu.edu/surveybuilder/wrap/form.cfm?TestID=12917&Preview=1>).
9. Hiring official makes an offer to the candidate, follows the template for the appointment letter ([http://www7.acs.ncsu.edu/hr/employment/epa\\_letters/](http://www7.acs.ncsu.edu/hr/employment/epa_letters/)), and establishes a start date.