

## 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 widely publicize postdoctoral vacancies on campus bulletin boards, departmental websites and also utilize additional networks, such as the university's online job posting website, in order to identify qualified candidates and to promote equal opportunity. **All postdoc candidates must apply for postdoc vacancies through the University's online employment system, PeopleAdmin.** 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.

### **SUGGESTED GUIDELINES FOR RECRUITMENT**

1. Hiring officials create a job description specific for the postdoctoral appointments 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. No formal search committees are required, but the hiring official is welcome to use a search committee as a resource during the recruitment process.
3. Vacant postdoc positions are posted on the University's online job posting website. Hiring Officials can also select to advertise postings on Inside Higher Ed.com and Higher Ed Jobs for free. If the hiring official would like to advertise in other appropriate academic and professional publications, a draft of the advertisement should be uploaded to the PeopleAdmin action for OPA review and approval. Posting and payment for posting on other sites are the responsibility of the hiring department.
4. Hiring official develops a standard list of questions 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.
5. Hiring official and/or search committee conducts Interviews either face-to-face 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.
6. Hiring official selects the candidate that best meets the requirements of the postdoctoral appointment and submits a Hiring Proposal to OPA.
7. Upon approval of the Hiring Proposal, the hiring official makes an offer to the candidate, follows the template for the appointment letter available on the Human Resources website, and establishes a start date.