

POST DOCTORAL RECRUITMENT PROCESS SUMMARY
FOR REQUISITIONS TO BE POSTED ON THE UMMS CAREER WEBSITE



(No Pre-Identified Candidate)

	Steps	Recruitment Process Steps	Responsible Party
Opening A Requisition	1	Complete Post Doc requisition in iCIMS.	Hiring Dept
	2	Within 2 business days, approve and post requisition through iCIMS internally & externally until informed to unpost. Email the external job link to the Hiring Dept for review and insertion into department's web page.	HR
	3	Once HR sends the approved posting link, review the posting for accuracy. Have Content Manager paste external job posting information into departmental web page.	Hiring Dept
	4	For the Interviewer(s) identified in the position requisition, ensure recruitment training is completed	Hiring Dept
Screening & Interviewing	5	In the posting, all applicants will be directed to email CVs to the PI.	HR/Hiring Dept
	6	Review CVs, schedule and conduct interviews with qualified candidates and document in iCIMS. For international candidates, the dept should contact Immigration Services directly with questions.	Hiring Dept
Offer & Onboarding	7	Once candidate has been selected, conduct reference checks, determine salary and approximate start date. Send Departmental Post Doc Letter of Offer to candidate, if desired (and cc: HR).	Hiring Dept
	8	Email candidate link to the career site to complete their profile. Send the 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
	9	Upon candidate acceptance, initiate intake form for candidates requiring visa sponsorship.	Immigration Services
	10	Schedule health screening, Immigration Services appointment and new hire orientation(s). Send UMMS Post Doc New Hire Confirmation email with new hire paperwork link, confirming pre-employment appts and information the candidate must supply (cc: Hiring Dept).	HR
	11	Close requisition / Create PA & send to Hiring Dept for completion / Enter new hire as a contingent worker in PeopleSoft for IT access.	HR
	12	Return signed PA & Work Schedule to PAC	Hiring Dept

	HR Responsibility
	Hiring Dept responsibility
	Both HR & Hiring Dept responsibility
	Immigration Services Responsibility

Hiring Managers Dispositions

Other Applicants with Preferred Qualifications
Interviewed - Other Applicants with Preferred Qualifications
Applicant Lacks Technical Skills
Interviewed - Applicant Lacks Technical Skills
Applicant Unreachable
Applicant under consideration
Interviewed - Applicant Under Consideration
Interview
Interview - No Show
Interviewed Not Selected
Selected Candidate
Withdrew
Interviewed - Withdrew

Dept forwarded resume on to manager