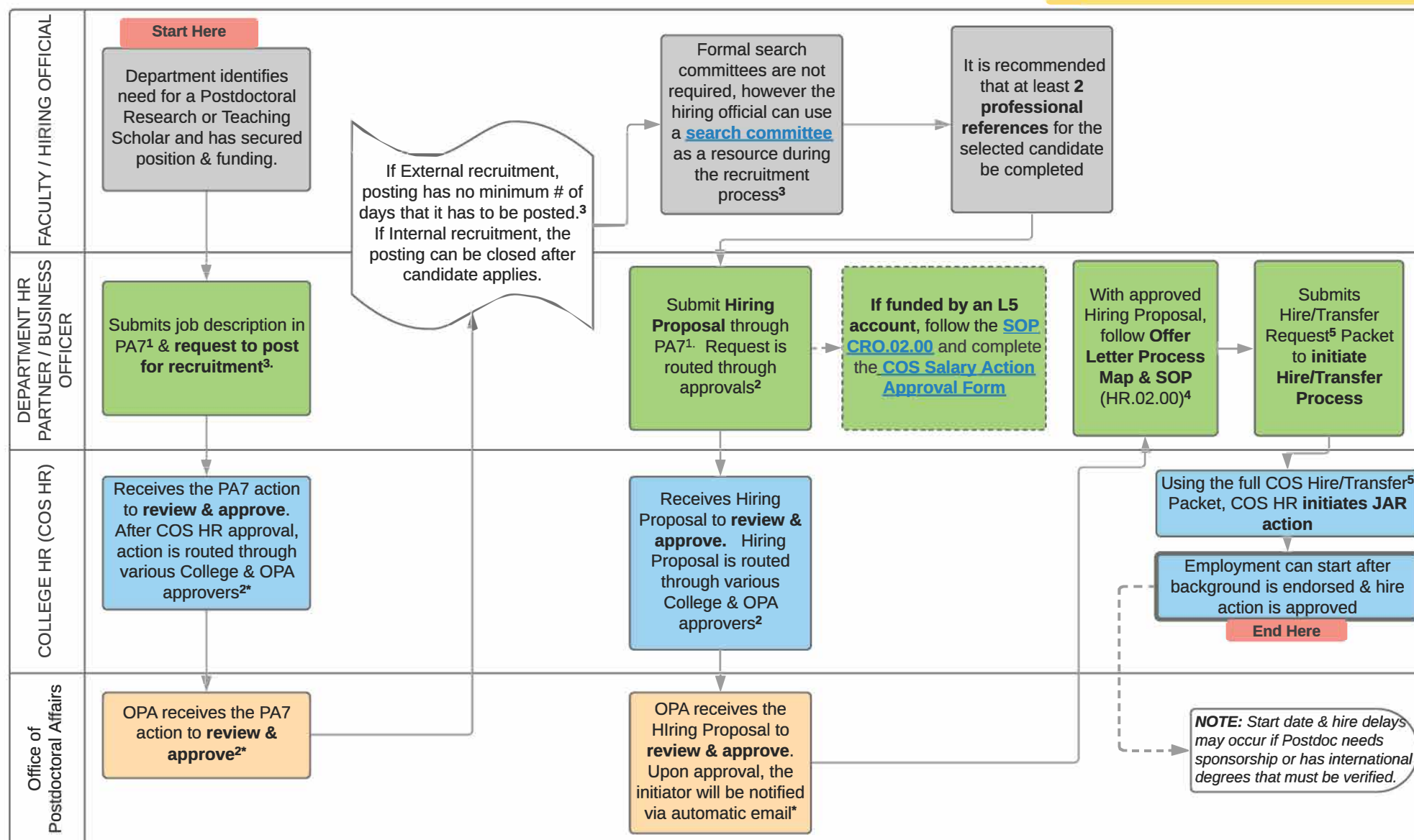


# PROCESS MAP FOR HR.09.00 RECRUITMENT AND HIRING OF POSTDOCTORAL EMPLOYEES

**Expected Time for Hiring Employee:**  
4 week minimum for internal recruitment  
8 week minimum for external recruitment  
(May exceed 8 weeks if international)



## Associated Links & Footnotes:

- [PeopleAdmin 7 \(PA7\)](#)
- [PeopleAdmin Workflow](#)
- [Postdoctoral Recruitment Guidelines](#)
- [HR.02.00 Offer Letter Process Map & SOP](#)
- [Sciences New Hire Form for Permanent Appointments](#)
- [REG 10.10.08 – Postdoctoral Scholars](#)

## PLEASE NOTE:

- If the position is funded by a grant, the offer letter must state the funding contingency.
- This process does not apply to Postdoctoral Fellows. (See SOP)
- COS HR will contact [COS OFBM](#) if position budget in JAR doesn't match hire/transfer packet. COS OFBM will review budget tables with Department Representative/Business Officer

\*Approval timelines can vary with other College & OPA approvers after COS HR approves PA7 request. If any approver recommends edits/changes, the PA7 request is pushed back to the Department Representative which could delay the recruitment.