

**Post-Doctoral (Assistant/Fellow/Researcher/Research Fellow/Research Assistant)**

**SELECTION AND HIRE PROCESS**

INTERVIEW/HIRE PROCESS (Who)	PROCESS (WHAT)	STEPS(How to do it)
*Please note this process is for all Post Doc positions whether candidate has been identified with the funding or it is a full search		
<b>FACULTY MEMBER/HIRING MANAGER</b>	<b>Identifies candidate(s) to be interviewed for the position</b>	Reviews candidates in career zone. Updates the HR status (dispositions) candidates not being considered immediately (See <a href="#">Staff Updating HR Status Guide</a> )
		<ul style="list-style-type: none"> <li>• Notify Dean’s Office and Lori Sykes, Compliance &amp; Ethics Manager, with the names of any <b>Foreign Nationals</b> candidates advancing to the phone interview phase</li> <li>• Employment of Foreign National: Procedures and Resources: <a href="https://www.rit.edu/fa/humanresource/content/employment-foreign-nationals-procedures-and-resources">https://www.rit.edu/fa/humanresource/content/employment-foreign-nationals-procedures-and-resources</a></li> </ul>
<b>*FOREIGN NATIONAL</b>	<b>How to identify a Foreign National candidate in your pool of candidates</b>	When you are reviewing your candidate pool in career zone, please make sure to add the following columns in your candidate review portal. <ul style="list-style-type: none"> <li>• “Are you legally eligible to work in the United States?”</li> <li>• “At any time in the future will you require RIT’s assistance in securing your ability to continue to work in the U.S.?”</li> </ul>
	<b>Candidate to be hired is identified</b>	<ul style="list-style-type: none"> <li>• Contact HRM to discuss intended salary to be offered (even if funding is from a grant)</li> <li>• Contact Dean’s office/College Liaison with approved offer to draft written offer letter</li> <li>• <b>NOTE:</b> If offer being made to Foreign National-you must include Visa language provided by Lori Sykes in the offer letter</li> </ul>
	<b>Extend Offer</b>	Send candidate the written offer letter to be signed and returned
	<b>Candidate Accepted Offer</b>	Once candidate has accepted written offer, update the HR status to ‘50-Candidate Accepted Written Offer’ to trigger RIT Background Screening (see <a href="#">Staff Overview of the HR Status</a> ’ )
	<b>Prepare New Hire EAF in Career Zone</b>	Update status to 50-New Hire EAF (make sure pop-up blockers are enabled) and new hire EAF will pop up
	<b>Contact candidates no longer being considered/Update HR status’ to 60-Application No Longer Being considered</b>	