

POST DOCTORAL RECRUITMENT - Frequently Asked Questions

- Do all Post Doc openings need a requisition and posting?
All Post Doc openings require a requisition. It's at the discretion of the PI whether to publish the position on the UMMS website (for situations where no candidate has been identified). PIs are encouraged to post these openings in an effort to generate a diverse candidate pool and publicize UMMS research opportunities externally.
- What is the Requisition Approval Process?
Select your approvers in the following order to ensure they are listed as such which will allow the approval process to flow correctly. If you make an error in order you will have to manually move the approvers after you have finished selecting.
 - * *Manager/Division Administrator*
 - * *Department Head/Department Administrator*
 - * *Michelle Jones-Johnson, Director of Human Resources, Talent Management*
 - * *Talent Specialist*

*Step 1: From **Search Approvers**: Use the **Search Icon***

Step 2: Select appropriate approver by clicking on their name from the drop down menu or manually type in a name.

*Step 3: Click **Add Approver** button. Repeat as necessary to add additional approvers.*

*Step 4: Click **Begin Approvals** Link. (You must click this link to start the approval process. Clicking the "**Save**" button will not start the process, it will only save the approver listing you have created.*

*Step 5: Message window will appear, Click **OK**.*
- How long can the posting be on the UMMS site?
The posting can remain on the site as long as you are actively recruiting. It will be closed once the selected candidate has been identified.
- Who needs to take the "Recruiting at UMMS" training, and how long will the training take?
Anyone identified as an interviewer should take the training.
The training can take as little as 15 minutes from your computer via the Internet at your convenience. The training link is: <http://onlinetraining.umassmed.edu/e91444571/event/reqistration.html>

- Should I send a letter to the person I'm hiring? Who sends the official UMMS Post Doc Offer Letter and what does it contain?

The PI (or designated person from the department) can send a letter to the new hire but the UMMS Post Doc Offer Confirmation Letter will be sent from HR to any individual who has been extended an offer. It confirms the start date, title, salary, orientation date, Employee Health information and forms of identification needed for verification. Also, if appropriate, Immigration Services information will be provided.

- Why do we require the selected Post Doc candidate complete an online employment application?
Legally we require the selected candidate to complete an online application to attest to their education, their work experience, eligibility to work in the U.S., etc. The talent specialist will contact the selected candidate with instructions on how to complete this.

- Who can I contact with questions via phone or email?

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