UF | Office of Human Resource Services
Training and Organizational Development
UNIVERSITY of FLORIDA

Instruction Guide

Recruitment Checklist: Post Doctoral Associate

This checklist is designed to assist department administrators with Post Doc Associate recruitment. If you have any questions with Post Doc Associate recruitment that are not answered in this checklist, please contact Academic Personnel (352) 392-2477 or email your inquiry to hrsacademicper@admin.ufl.edu.

Posting

☐ Develop an outreach/advertising plan to attract a diverse applicant pool.

☐ Create a job requisition in GatorJobs using the OPS template or previous requisition.
   - The minimum requirements must include "Must have PhD in …."
   - Please refer to the GatorJobs Toolkit for additional instructions on accessing GatorJobs and posting requisitions.

☐ Post position for a minimum of 14 days in GatorJobs.

☐ All Post Doctoral Associate postings must include the minimum salary based on the Graduate Assistant Minimum Salaries that are established each academic year.

☐ Posting must include:
   - "Final candidate will be required to provide official transcript to the hiring department upon hire. A transcript will not be considered "official" if a designation of "Issued to Student" is visible. Degrees earned from an education institution outside of the United States are required to be evaluated by a professional credentialing service provider approved by National Association of Credential Evaluation Services (NACES), which can be found at http://www.naces.org/."

☐ All faculty postings must request that applicants submit three letters of references via mail or electronic format to the hiring department.

☐ For information on advertisements and foreign national hires, please see pages 17-18 of the Faculty Recruitment Toolkit.

Selection

☐ Prepare standardized, job-related interview questions.
   - Please consult the Leadership Toolkit for more information on:
      - Preparing for an interview
      - Identifying and avoiding interview biases
      - Behavioral-based interview questions
      - Fair and legal hiring practices

☐ Evaluate all applicants using the same job-related selection criteria.

☐ Conduct interviews.

Screening and Offer

☐ After identifying the final candidate for hire, contact your HR Recruiter to request a degree verification. It is the responsibility of the hiring department to verify education and degree level before making an offer to candidates.

- Finalist must provide official transcripts reflecting their highest degree earned.

☐ The hiring department should submit a Background Screening Request Form (optional).

☐ Proceed with letter of offer (click for template).

☐ Update the requisition to reflect the individuals interviewed and the selection of the candidate chosen to hire. Contact your HR recruiter to request that the requisition be marked as filled.

☐ Notify candidates who were interviewed but not selected by phone or letter.

- Applicants who were not interviewed will receive an automated message from GatorJobs once the position is marked as filled.

Processing

☐ Submit a Hire ePAF and attach required hiring paperwork via ePAF fax imaging.

- For instructions on hiring, please review the Hiring and Additional Pay Toolkit.
- Except for foreign nationals, new hires or rehires will receive an email with the GatorStart login instructions to complete required new hire forms.
- Non-GatorStart hires will have to complete a paper hiring packet. Please reference the New Hire Checklist for a list of items needed.
- If the position was advertised, please attach three letter references to the Hire ePAF. If the position was not advertised, please attach a letter of transmittal to the Hire ePAF.
- For employees transferring within the same department, use the Edit Existing Job ePAF rather than a Hire ePAF.

☐ Ensure the new hire or rehire completes Section 1 of the I-9 no later than the first day of employment.

- Hires completing the GatorStart packet will do this online. Foreign national hires will need to complete a paper I-9.
- A new I-9 is required for all new hires and rehires including those with a one-day break in service. Current employees transferring into a new position do not need to complete a new I-9 unless information on the original I-9 has changed (ex: visa status).
- To check the status of the GatorStart packet for a new hire or a rehire, please contact your departmental hiring specialist or HR liaison.

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☐ Complete Section 2 of the I-9 in I-9 Management within three business days of the hire's first day of employment.

- For instructions on how to complete Section 2 of the I-9, please visit the [Completing the Form I-9](#) webpage.

☐ Once the ePAF has been approved, ensure that the position has been marked as filled in GatorJobs. If it has not, contact your HR Recruiter.

New Hire Documents (attach to ePAF via fax imaging)

☐ Letter of offer

☐ Degree confirmation

☐ Official transcripts

☐ Background check results

☐ I-9 supporting documents

☐ Copy of Social Security Card

☐ Notarized Loyalty Oath and Intellectual Property Agreement

☐ Collected via GatorStart: I-9, W-4, Direct Deposit Form, EEO Survey, Veteran's Survey, Invitation to Self-Identify, Florida Retirement System Certification Form (complete paper forms for foreign nationals)

For all Foreign Nationals, also attach:

☐ People Soft Tax Withholding Information Form (PTWIF)

☐ I-20 (F1 Visa), DS-2019 (J1 Visa), or 1-797 & Labor Condition Application (H-1B)

Additional Resources

Academic Personnel

Foreign National Toolkit

University of Florida International Center

University of Florida Payroll and Tax Services

For more information, please contact Academic Personnel:

Academic Personnel / hrsacademicper@admin.ufl.edu / (352) 392-2477