

# INSTRUCTIONS FOR HIRING POST-DOCS

DEPARTMENT OF PHYSICS

October 12, 2010

1. As soon as the money is available to hire a post-doc, inform the chair that you are beginning a search.
2. Submit the following information to the physics office manager.
  - A. Position Information including: position title (for a post-doc, the position title is “research associate”; salary (the department keeps on file the current range of RA salaries for reference); beginning and end dates of employment; funding information.
  - B. Job description (the department will keep a copy of a typical post-doc job description on file - signature lines must be included and signatures must be secured [employee, supervisor, department chair, CLAS dean, grants fiscal, provost, HR]). **Employee does not sign the job description until after the offer has been and accepted.**
3. **Office staff** will fill out a PRF (Position Request Form).
4. **Office staff** will fill out a Principal Administrative Position Exemption Request (PAPER) form (needed only if one is not on file at HR (check with office manager) and/or the position has changed. Post-docs should be put down as criteria D “...requiring knowledge of an advanced type in a field of science ...”
5. If you plan to do a search, then **the PI** needs to supply a copy of the advertisement for the search. The ad should state a deadline for the receipt of applications, request a minimum of two letters of recommendation and a curriculum vitae.
6. If the PI requests a waiver of search then **the PI** needs to fill out a Waiver of Search form. In general, a search should always be done unless there is a specific expertise needed and an individual with that expertise has been identified. Remember that the waiver is only for one year and at the end of that year a search might, and probably will, need to be conducted.
7. The information will be sent by the **office staff** to the office of Affirmative Action and Diversity Resources (AADR) to approve the ad copy or search waiver (all paperwork goes to college prior to submission). The ad copy must be approved before advertisements (even e-mail!) are sent out.
8. The **office staff** will place ads in appropriate journals, etc.
9. Applicants should be directed to respond to the front office. The **office staff** will send out a letter stating receipt of the application and including an Equal Employment Opportunity Information Request form (EEO). The candidate will also be asked for required information if not included in their application including letters of recommendation.
10. A search committee is formed by **the PI**.
11. After the deadline for applications has passed, **the search committee** evaluates candidates and ranks them. The Part I is completed by **the PI** and sent to the college. Interviews are not held, however, until after approval of the Part I by the AADR.
12. The **search committee** interviews candidates and choose the candidate the PI wants to hire. **The PI** completes an Affirmative Action Part II for submission to the college along with two letters of recommendation and a CV and PAF (Personnel Action Form – completed by front office) to hire the candidate.
13. If there are any changes to the position, such as salary etc, the PRF must be redone by **the office staff**.
14. Human Resources will notify the college to initiate the offering letter (in consultation with the department). **The college** will send an offer letter to the candidate. Upon receipt of the completed paperwork from the candidate, the hire is official.

**It is absolutely crucial that the chair and the office manager be informed of any hiring so the paperwork will be done according to NIU policies and procedures. If the candidate you chose is not a citizen of the United States, 4 months lead time is needed to process the necessary paperwork.**