Faculty Member (FM) initiates hiring discussion with postdoc (PD), obtains funding, and PD verbally agrees on terms, conditions, and salary. This phase of the process can be an informal verbal or via an email understanding of terms.

**Application Process**

1. FM Notifies Dpt. Admin/Grant Admin about Upcoming PD Hire
2. Dpt. Admin/Grant Admin Creates Position in PeopleSoft
3. Dpt. Admin/Grant Admin Creates Posting Requisition in MAJC
4. Dpt. Admin/Grant Admin Sends PD Email with Instructions on how to Apply to the Posted Job Req.
5. Dpt. Admin/Grant Admin Notifies HR Officer with Name of PD and Other Pertinent Data

**Offer Letter Process**

1. FM or Dpt. Admin/Grant Admin Completes their Portion of Postdoc Letter
2. FM or Dpt. Admin/Grant Admin Sends Draft Letter to VPR Office for Review
3. VPR Approves and Signs Letter; then Routes to HR Officer
4. HR Officer Completes Sections in Red and Sends Offer Letter to PD with cc to: FM, Dpt. Admin/Grant Admin, VPR
5. PD Responds by Email to HR Officer Accepting Offer
6. HR Officer Emails PD Acceptance to FM, Dpt. Admin/Grant Admin, VPR
7. If PD has concerns/refusal of terms, HR Officer contacts FM, Dept. Admin/Grant Admin, VPR

Note: The processes outlined may or may not occur simultaneously, contingent on situation.