Post-Doc Recruitment Process Map-CNS

Faculty CNS

- PI search postdocs on their own
- Finalize the candidate
- PI provide reasonably detailed description of expectations, major responsibilities in the lab and techniques expected and A/c number for salary
- Does the candidate need Visa?
  - Yes: Follow Visa Approval Process
  - No: Proceed with other steps

CNS HR

- CNS can post add on Aggie Job Link and CNS website
- Obtains CV and proof of degree completion and determines the level (Refer: Table 23 for salary)
- Prepares appointment letter based on GS template (Refer Table 23 for salary)
- Obtain signatures: PI, Director and Post-Doc sign the offer letter
- Submit the case for approval in FORMS ON LINE
- Submit the case for only Onboarding (+background check)to AUSS-C
- Appointment with Lisa (Facilities) and Business Office (Welcome Packet)
- Hired

Approval CBS (CNS Director, Kim Reynolds, John Harada)

CBS

- Onboarding by AUSS-C. Enter Post doc appointment in PPS
- New Hire Appointment

AUSS-C

- Systems Used: Forms Online, Aggie Service
- CNS Business Office Questions Contact: Tracey Pereida 754-6447 tgpereida@ucdavis.edu
- Faculty Questions: Contact CNS CAO or CNS Business Office
- Reference: Post-doc process flow word doc. Details for PX contract info, benefits and Table 23 for level/salary
- Reappointment Term Policy Guide: https://grad.ucdavis.edu/postdoctoral/appointment-promotion
- Refer Visa Process Workflow