POSTDOCTORAL SCHOLAR RECRUITMENT INFORMATION

IMPORTANT VISA INFORMATION (if applicable):

Visa Status – this information will affect the timeline of your offer. Please be advised that if your candidate needs to apply for the appropriate employment visa status, that will add 2-4 months to your start date timeline, depending on the visa type. All UW *visa fees must be paid using UW budget codes.

The candidate will need to be employment eligible. Travelers entering the U.S. in B-1, B-2, WB (equivalent to B-1), and WT (equivalent to B-2) status are not permitted to engage in employment of any kind. Helpful Information:

- How to Sponsor a J-1Visa
- J-1 Exchange Visitor Process Handout
- J-1 Visa Intake Form
- Post-Completion Optional Practical Training (OPT)/F-1
- How to Sponsor an H-1B visa

*Per the contract, Postdoctoral Scholars are eligible to receive reimbursement for the following visa-related fees paid after June 20, 2023:
- I-901 or "SEVIS" fees for J-1 exchange visitors
- I-765 filing fees related to F-1 OPT or STEM OPT extension

POSTDOC TIMELINE & PROCESS:

Complete relevant **Postdoctoral Scholar Job Description** template for either a direct hire or recruitment. The text in purple cannot be altered unless in [brackets]. Any green text is recommended but may be edited or removed. Make sure you provide the opening and closing dates (may be open until filled).

➢ After the description has been completed; forward to SEFS HR Manager or Assistant to the Director SEFS (HR Manager or Asst to the Director).
➢ The job description will be reviewed for completeness and if everything is in order the job will be:

o Entered into Workday (Direct Hire) – Go to No 2 or
o Entered into Interfolio (Recruiting Hire) – Go to No 1

1--NEXT STEPS:

➤ After the job is entered into Interfolio by the HR Manager or Asst to the Director posting will be routed for approval.
➤ Approval Process:
   o Approval from Director,
   o Approval from Dean, and
   o Approval from Academic HR (may take 2 - 60 days)

➤ Academic HR will notify the HR Manager and Asst to the Director of their approval
➤ Academic HR completes the job posting on the UW Academic Jobs website.
➤ Position is then Opened in Interfolio by the HR Manager or Asst to the Director. Faculty will be notified when the position is able to receive applications.
➤ Within Interfolio applications are received and reviewed by faculty.
➤ ***AFTER*** the review of the applications has been completed preparation begins to create/make an offer: notify the HR Manager or Asst to the Director. The position posting status will be changed in Interfolio.
➤ Go to No 2

2--NEXT THREE STEPS HAPPEN SIMULTANEOUSLY:

➤ Complete the **General Information Form**: This form must be completed prior to offer. Send to sefshr@uw.edu.

➤ The Sexual Misconduct Declaration form: Once the final candidate(s) have been selected, HR is notified by the faculty supervisor with the name & email address of the candidate(s). HR will then send an email to the candidate(s) to complete the SMD. ***No offer letter may be given to a candidate prior to the completion and clearance of the SMD.*****

➤ Offer Letter: Work with the HR Manager to compose the offer letter. The offer letter must be approved by the Director of SEFS *prior* to providing it to the potential employee. Once approved and signed by you and the Director you may offer the position to the individual selected.

➤ Signed offer letter is sent to HR Manager, Asst to the Director, and Faculty (Hiring) Member

3--<u>CLOSING POSITION IN INTERFOLIO AND HIRE</u>:

- **Disposition Codes**: UW has created distinct disposition codes to identify why an applicant falls out of consideration (i.e., reason for rejection). These codes are necessary to meet federal reporting requirements and must be entered by the hiring faculty member before a position can be closed in Interfolio. This must be done before the hire can be requested by the HR Manager. Please see the guidance on [assigning disposition codes in Interfolio](#) and let the HR Manager or Asst to the Director know when this is complete.
- **HR Manager enters candidate hire information into Workday.**