

Research Faculty and Postdoctoral Fellow Hiring Process

Processing of new hire packages begin once the Coordinator receives all required materials outlined in the “Request To Hire Form”. *The PI’s administrator will facilitate the collection of the required documentation from the candidate and submit to the Coordinator.*

- I. The Coordinator will then send correspondence to the candidate copying the PI (and the administrator). The email will outline the processing timeline, request completion of the background screening paperwork and will address any immigration matters. The candidate will be instructed to contact the Coordinator directly with any questions regarding the hiring process, etc.
- II. The Package is then routed through the Institute’s administrative approval chain. From this point, it is currently taking approximately two weeks for the department to receive the approval to extend the offer.
- III. Once the approval has been received the Coordinator will send an electronic version of the approved offer letter to the candidate requesting their review and acceptance of the terms of the offer. The PI (and the administrator) are included on this correspondence.
- IV. An initial meeting is scheduled between the Coordinator and the new employee. Upon arrival on campus the formal offer letter is signed and the pre-employment process begins.
- V. The new employee is instructed to visit the Institute’s central Human Resources Office to finalize the pre-employment process.

Please note: *The candidate should be advised not to separate from the current employer until the Institute has granted approval to extend the offer.*

Request to Hire Form

SUBMIT the Request to Hire Form along with a current CV/resume and the Personal Data Form.

*** All new hires (excluding student assistants) are required to satisfy the pre-employment screening.**

****Research candidates must also submit 3 letters of reference, official transcripts of the highest degree earned and the completed Research Faculty Application.**

Applicant's Name:

Employee will be hired through: Georgia Tech Emory

Type of hire: Temporary Classified Staff Research Student Assistant

Proposed Title:

Effort: Full-time

Part-time-%

Proposed Effective Date:

Proposed Salary Rate: \$

Hourly

Monthly

Annually

Salary Support:

Project No(s).

Distribution (%)

Description of Duties:

Minimum Requirements:

U.S. Citizen: Yes No *If no, what type of work permit does this individual hold?*

Explain:

Requestor Name:

Date: