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 needs Visa?

No

yes

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

Submits appointment for approval in **FORMS ON LINE**

Follow Visa Approval Process

Submit the case for only Onboarding (+background check)to AUSS-C

Appointment with Lisa (Facilities) and Business Office (Welcome Packet)

Hired

CBS

Approval CBS (CNS Director, Kim Reynolds, John Harada)
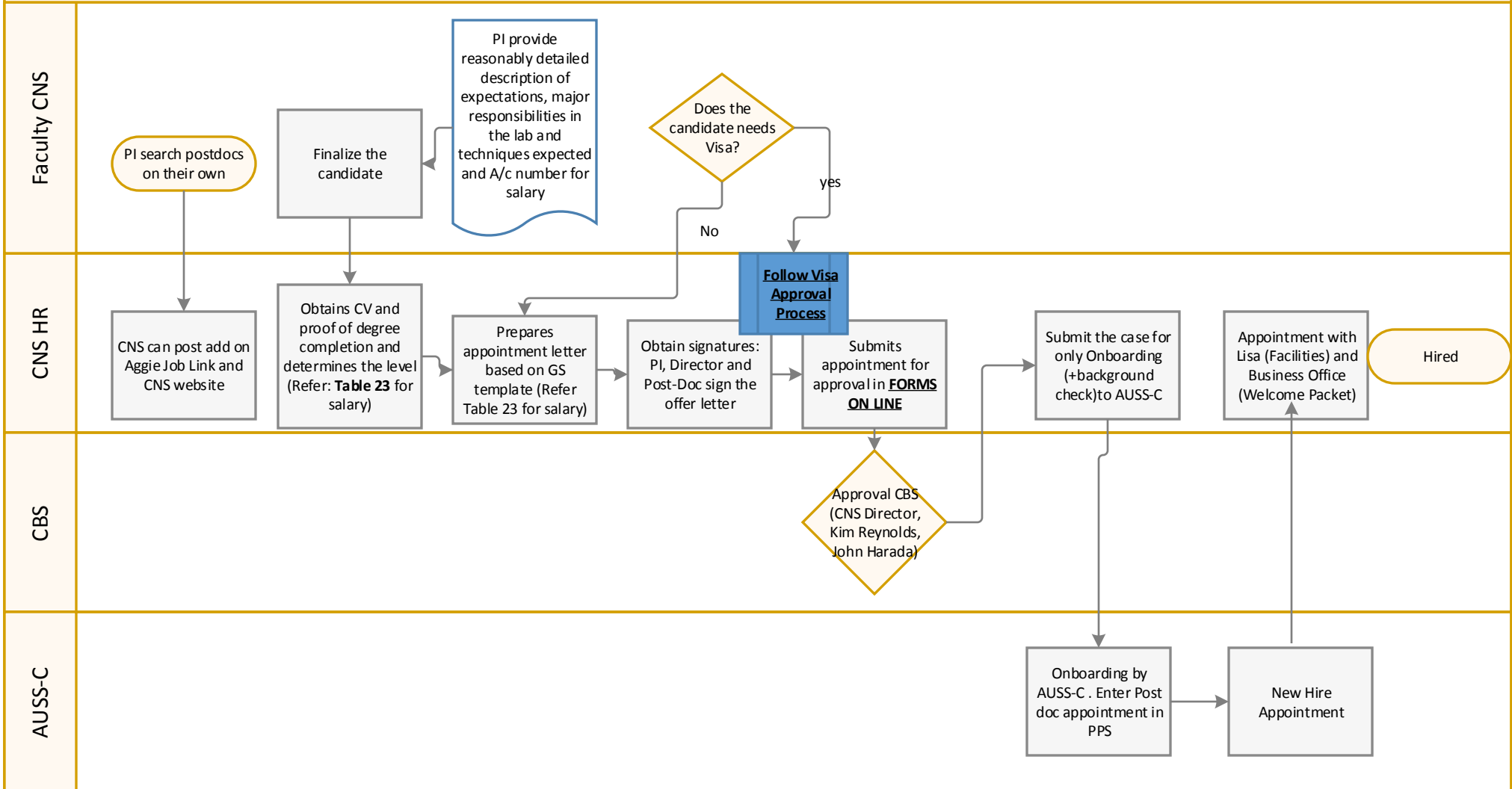
AUSS-C

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

New Hire Appointment

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
Policy Guide: https://grad.ucdavis.edu/faculty-staff/academic-personnel/postdoctoral-appointment-guide
Reappointment Term Policy Guide: https://grad.ucdavis.edu/postdoctoral/appointment-promotion
Refer Visa Process Workflow