

From Faculty/Departmental Office to Human Resources

Funding for position is identified and department administrator or coordinator is notified.

Process to Make Offer to Candidate

Faculty/Departmental Office

- Faculty member advertises for position
- Candidate selection commences
- Candidate is selected and paperwork is prepared and signed by PI and Departmental Chair:
 - Affirmative Action
 - Curriculum Vitae
 - DS-2019 (Foreign)
 - Personnel Action Form (PAF)

Dean's Office

- Review and approve:
 - Affirmative Action
 - Personnel Action Form
- **Dean prepares official offer letter to candidate only if required for visa purposes.**

Director of Affirmative Action

- Review and approve:
 - Affirmative Action
- Department ensures all paperwork goes to HR.

Official offer may be made by PI

Human Resources

- Affirmative Action
- Personnel Action
- Copy of Curriculum Vitae

Candidate Arrives on Campus

- **Candidate must report to Departmental Office on first day.**
- Departmental Office will direct Candidate to Human Resources or OISS as appropriate.
- Candidate should take appropriate I-9 documentation to HR (see back of I-9 form) to complete hiring process.
- HR will schedule a meeting to sign up for benefits, if eligible.