

Salaried Post Doc Recruitment Procedures

Flowchart

Step 1 (Department)

Complete:

1. **Exemption Request Form** - <http://www.med.ufl.edu/busforms/COMExemptionReqForm.pdf>

Email the scanned PDF document to: com-recruitment-1@lists.ufl.edu

*If advertising in GatorJobs, please let our office (Vicki Bordeaux) know the requisition # when you have the approved Exemption Request form.

*If not advertising in GatorJobs, please enter the name of the incumbent in the field designated for the position # on the Exemption Request form.

2. **Advertising (Post Doc positions do not require advertisement)**
See [Posting a Requisition for Post Docs](#) if you would like to advertise for a Post Doc. If the position is advertised, the Exemption Request must be approved before initiating a requisition.

3. **Letter of Offer (C.V. included)**

<http://www.med.ufl.edu/personnel/hradmin/postdocletter%20of%20offer%20instructions.pdf>

*If the Post Doc is to be on a J-1 visa, use the letter of offer template found at:

<http://www.med.ufl.edu/personnel/hradmin/postdocLoOfferJ1.pdf>

Equity Compliance Report (Required if advertised in GatorJobs)

<http://www.med.ufl.edu/busforms/EquityComplianceReport.pdf>

PLEASE NOTE: THE ORIGINAL LETTER OF OFFER AND C.V. MUST BE FORWARDED TO THE DEAN'S OFFICE, ADMINISTRATIVE AFFAIRS DIVISION. IF ADVERTISED, PLEASE INCLUDE THE ORIGINAL EQUITY COMPLIANCE REPORT ALONG WITH THE LETTER OF OFFER. (UNORIGINAL OR DIGITAL SIGNATURES ARE NOT ACCEPTABLE ON THE LETTER OF OFFER).

Step 2 (Dean's Office)

4. After approved by the Dean, original letter of offer will be returned to the department to forward to final candidate.