

Salaried Post Doc Recruitment Procedures

Flowchart

<p>STEP 1 (Department)</p>	<p>Complete:</p> <p>1. Exemption Request Form - http://www.med.ufl.edu/busforms/COMExemptionReqForm.pdf Exemption Request Form must have a position # assigned.</p> <p>For replacement positions, use the current incumbent's position number. For new positions, see instructions to create a new position at http://www.med.ufl.edu/personnel/hradmin/Add%2520Position.html</p> <p>2. Letter of Offer http://www.med.ufl.edu/personnel/hradmin/LetterofOfferindex.shtml PLEASE NOTE: ORIGINAL LETTER OF OFFER MUST BE FORWARDED TO THE DEAN'S OFFICE, ADMINISTRATIVE AFFAIRS DIVISION.</p> <p>Forward scanned pdf. documents to com-recruitment-l@lists.ufl.edu</p> <p>Please Note: Completed Forms are due by Friday for review by the Recruiting Subcommittee on the week after the following Monday—No Exceptions. The department administrator and the department chair or chief will be requested to attend the Subcommittee meeting, if applicable. Meetings are Mondays at 5:30 p.m. in Room M112 unless notified otherwise.</p>
<p>STEP2 (Dean's Office)</p>	<p>After approved by committee and Dean, original letter of offer will be returned to the department to forward to final candidate.</p>