PostDoc/Faculty Equivalent Hiring Process

To hire a PostDoc/Faculty Equivalent below are the steps to follow:

- Create a new position in PeopleAdmin OR use an exciting Vacant active PIN.
- To initiate the process see People Admin manual.
- Include the following information in the “Justification” section of the request:
  - Name of candidate being hired OR note “will need to be posted”.
  - Effective date of hire.
  - Proposed salary.
  - Short justification of request or note “see attached memo”.

Attachments need to include:

- CV
- Memo approved by supervisor and department head
- **You DO NOT need to attached the Request for Hiring Cert form; NO LONGER NEEDED**

**IMPORTANT NOTES:**

1) Once your position is processed and approved HR will issue a hiring certificate. **YOU DO NOT NEED TO SUBMIT ANY ADDITIONAL FORMS TO RECEIVE A HIRING CERTIFICATE.**

2) To seat the new hire into their position they first have to be set up as a User in People Admin. The following information is needed:

![Account Information](image)
3) Required fields will be completed as follows (ENTERED BY HR):
* UIN = 000000000
* First Name = Entered by HR
* Last Name = Entered by HR
* Email = Staff Department Designee who submitted the request

ONCE THE NEW EMPLOYEE IS SET UP AS A USER AN EMAIL WILL BE SENT TO THE STAFF DEPARTMENT DESIGNEE AS A REMINDER THAT YOU WILL NEED TO GO IN AND ENTER THE UIN AND EMAIL ADDRESS.

**Update USER information**

**IMPORTANT NOTE:**
Staff Department Designee will need to update the email and UIN once this information is obtained.

- Change to ADMIN role. Banner at top will be grey
- Click on USERS tab
- In SEARCH field enter the name of employee you are searching
- Click SEARCH
- Select the employee by clicking on their name (in blue)
- Click EDIT next to USER DETAILS (see image)
- Update the UIN and email address (see image)
Click Update User to save the changes

NOTE: Once you click UPDATE USER an email will trigger to the email addressed entered into the field. The email will say:

Dear {{user_first_name}},

To access the TAMU Engineering Applicant Tracking System please log onto SSO and click on TAMU Jobs.

Thank you,

Human Resources
TAMU Engineering

THIS WILL BE YOUR REMINDER TO GO BACK IN AND ENTER THE UIN AND EMAIL OF THE EMPLOYEE.

VACATE POSITION

Two Options when employees terms from a postdoc/faculty equivalent position:

1) Vacate the position by submitting a PD update; select Replace Employee as request type. This will remove the name from the PD until you are ready to rehire.

2) Leave occupant in the position until you are ready to rehire. At that time you will follow the steps above “PostDoc Process” to hire and seat the new PostDoc into the position.

Please direct questions to engineeringhr@tamu.edu