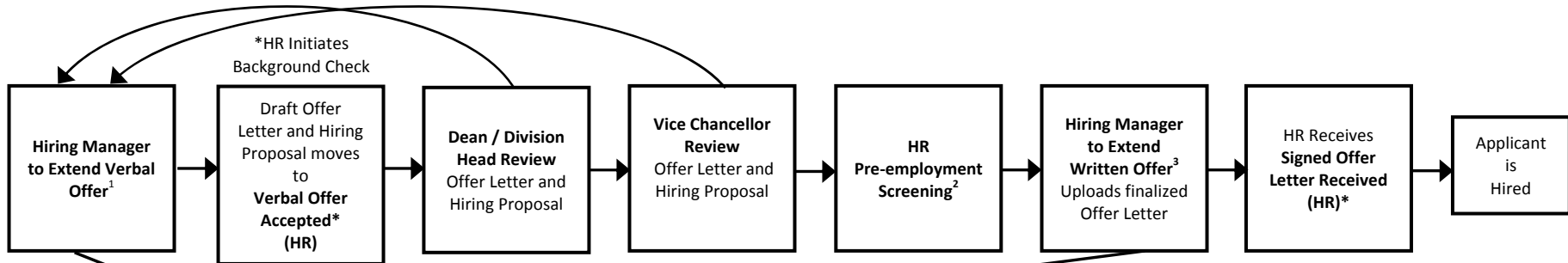


**Hiring Proposal
Applicant Tracking Workflow 3
Post-Doctoral Fellow/Research Associate**



1. PI will contact candidate to extend verbal offer.

PI provides Associate Vice Provost/Research Office information on the agreed salary and start date (90 days future date for international hires).

Associate Vice Provost/Research Office drafts offer letter and uploads into Hiring Proposal for review in, and approval through, the system.

Offer Declined (HR)

Hiring Proposal Canceled (HR)

2. HR conducts background check, immigration review, and draft offer letter review.
3. Research Compliance/Export Control is carried out by the Associate Vice Provost/Research Office

3. Associate Vice Provost/Research Office finalizes approved offer letter and sends signed offer letter to PI.

PI sends unsigned offer letter to candidate and will provide Associate Vice Provost/Research Office with acceptance signature from candidate.

Associate Vice Provost/Research Office will upload signed document into system and move to Signed Offer Letter Received.