

Post-Doctoral Hiring Process

Fully grant funded:

- Department Chair and Dean approve
- Unit completes the Job Posting Requisition form
- Business Manager approves and sends to employment@umsl.edu
- Search is conducted
- Skill Survey Reference Check is ordered and completed by finalists
- Offer is made
- Unit generates the offer letter, which is reviewed by Business Manager and Dean

Not fully grant funded:

- Department Chair and Dean approve
- Justification will be needed
- Unit completes the Job Posting Requisition form
- Business Manager approves and sends to employment@umsl.edu
- Search is conducted
- Skill Survey Reference Check is ordered and completed by finalists
- Offer is made
- Unit generates the offer letter, which is reviewed by Business Manager and Dean

Note:

- Post-doctoral fellows must be in a salaried position with at least the minimum pay level (\$47,476)