PROCESSES FOR HIRING POSTDOCTORAL FELLOWS

To recruit for a postdoctoral fellow position within the Rollins School of Public Health:

1. Complete a Search Activity Report Form (SAR), which can be found on the Office of Equal Opportunity Programs website at http://www.eop.emory.edu/searchhire/index.html. Complete section 1 of this form and get the required signatures. Submit to RSPH HR.

2. In addition, email the following information to RSPH HR:
   - A position description summarizing the key responsibilities and the credentials you are seeking; include the contact information for the individual to whom candidates should submit their resumes.
   - A completed Health & Safety Questionnaire.
   - A completed Emory Recruiting System Form, which is found under the recruitment heading under Hiring Forms at http://www.sph.emory.edu/cms/about/admin_and_finance/hr_payroll. On this form, specify whether the post doctoral position is NRSA funded.

The position will be routed for required approvals and posted through the Emory Careers website.

In some rare instances a well-qualified candidate may be identified for a post-doctoral fellow position without conducting an open recruitment effort. In such a case, the individual may be hired through the Administrative Decision process. To process an administrative decision request, email the following information to RSPH HR:

   - A brief position description summarizing the key responsibilities and credentials you are seeking.
   - A completed Health & Safety Questionnaire.
   - A completed electronic Emory Recruiting System Form, which is found under the recruitment heading under Hiring Forms at http://www.sph.emory.edu/cms/about/admin_and_finance/hr_payroll. On this form, specify whether the post doctoral position is NRSA funded.
   - A brief explanation of how the candidate is uniquely qualified to fill the postdoctoral position.

RSPH will submit this information to EOP for review and approval. The post-doctoral fellow candidate must complete an online profile through the Emory Careers website before final approval will be given.