Postdoc Hiring Process
Updated January 2022

Step 1: Faculty member notifies the Departmental Research Administrator (DRA) that they would like to hire a postdoc.

Step 2: DRA creates a new requisition request in MAJC. HR Officer approves and posts the job.*

Step 3: Faculty member reviews resumes and interviews top candidates.

Step 4: When a candidate has been selected, faculty member or DRA fills out an offer letter template and sends it to Erin Sibley (Postdoctoral Affairs) and Leigh-Alistair Barzey (Export Controls) via email. The faculty member must also include the candidate's CV. For international applicants, the Export Controls Compliance Questionnaire.**

Step 5: Leigh-Alistair Barzey runs a background check on candidate and notifies Erin Sibley of applicant's status. (HR also runs a background check). If background check is clear, Erin inserts signature from the VPR office and sends the letter to Bev Sobers (HR), copying the department administrator, faculty member, and DRA.

Step 6: HR office completes remaining sections of offer letter and sends letter to the candidate via email. The DRA is also copied on this communication.

Step 7: Candidate responds to HR officer to accept the offer.

Step 8: HR officer emails the acceptance to the department admin, FM, DRA, and VPR office. DRA notifies department admin of upcoming hire and tentative hire date. If the candidate has concerns/refusal of terms, HR officer contacts FM, DRA, and VPR.

*Please note that postdoc positions are not subject to the requirement that the job must be posted for 30 days.
**For international applicants only: after step 4, the DRA will notify Susan Shea in OISS if the candidate is arriving on a J1, J1 Transfer, or OPT. The DRA must forward the J1 English Proficiency Form to Susan Shea for J1 and J1 Transfers. The Scholars Information Sheet should be forwarded to the candidate for their DS109 application. If the candidate requires an H1B or O-1 visa, contact Kevin McNamara (BC's immigration attorney) for further instruction.