

## Frequently Asked Questions - Hiring Post-Docs

1. *Do I have to submit a Recruitment Authorization form when hiring a Postdoctoral Associate?*

Yes. The position must be approved by Academic Affairs before a search may begin.

2. *Where should I submit the Recruitment Authorization?*

Submit the Recruitment Authorization for Academic Professionals form to the Office of Academic Affairs. Once approved, the authorization form is returned to the department and the Office of Academic Affairs notifies the Office of Diversity & Employment Practices.

3. *Do I need to complete an Exception to Search request if I have already identified the post-doc candidate I want to hire?*

No. The university has a generic advertisement posted for Postdoctoral Associates and the Office of Diversity and Employment Practices has established a streamlined process for completing the required search documentation. You may submit all search materials e.g., the Search plan, Search results, CV, etc.) simultaneously.

4. *What process do I follow if I have not already identified the post-doc candidate I want to hire?*

If you do not have someone in mind, the regular search process must be followed. (See [http://www.uwyo.edu/diversity/epo/hiring/.](http://www.uwyo.edu/diversity/epo/hiring/))

5. *When can an offer be made?*

The Search Results Form must be completed, which requires signatures from the Search Chair (e.g., sponsoring faculty member), Department Head, Dean, Diversity/EEO, and the VP of Academic Affairs. Offers should be made only after you receive final approval from the Office of Diversity and Employment Practices.

6. *What should be in an offer letter?*

Letters should specify the type of appointment, term, duties, and references to appropriate university regulations and employment practices. The letter should also include a statement of acknowledgement and acceptance by the candidate.

Please use the offer letter template for Academic Professional – Non-Extended Term, provided on the Office of Academic Affairs' website. (<http://www.uwyo.edu/acadaffairs/admin/hiring.html>)