



How to Hire a Postdoctoral Research Associate

1. All Post Doc positions must be posted in Workday and must have an associated position description approved in Workday.
2. If the hiring supervisor wants to consider applicants who do not yet have their doctoral degree but who will have met the requirements by the time the job is offered, please add the following statement in the “Other requirements or other factors” section of the Job Description box: “In order to be considered for this position prior to your doctoral degree being conferred, please attach a letter from your school’s official Graduate Office, Registrar’s Office or PhD Committee Chair certifying that all requirements for the doctoral degree have been met and stating the degree conferral date.”
3. If the hiring supervisor considers one applicant whose degree has not yet been conferred but who will have met the requirements by the time the job is offered, all applicants in that situation must be considered.
4. Applicants who do not yet have their degree conferred but who provide the required documentation stated in #2 above can be considered and hired into the Postdoc position prior to having their PhD conferred.
5. Once the employee receives the PhD, the final transcript should be provided to the hiring department and placed in the personnel file.