

## 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](mailto:employment@umsl.edu)
- Search is conducted
- Offer is made
- Unit generates the offer letter, which is reviewed by Business Manager and Dean
- \*If there is no search, the unit will need to follow the ODEI search waiver process

### 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](mailto:employment@umsl.edu)
- Search is conducted
- Offer is made
- Unit generates the offer letter, which is reviewed by Business Manager and Dean
- \*If there is no search, the unit will need to follow the ODEI search waiver process

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