

**CVRI HUMAN RESOURCES UNIT**  
**BEST PRACTICES FOR APPOINTING CANDIDATES TO**  
**STAFF, POSTDOC, AND NON-FACULTY ACADEMIC POSITIONS**

This brief overview has been assembled to provide “Best Practices” for CVRI Faculty members, as they build their labs and are considering staffing decisions.

NOTE: Candidates for all positions must be pre-screened prior to offering them a position. The pre-screening process includes a high-level background questionnaire (used in all departments and required by Labor Relations) that allows us to identify whether an applicant is "hire-able" prior to issuing an offer letter. It's not often that something comes up on someone's record, but when it does, it can be difficult. We also ask foreign candidates (for Postdoc and academic positions only) for a visa history, which allows us to identify whether the candidate has visa eligibility available to them, and if so, which type of visa is the most appropriate.

**STAFF POSITIONS**

Staff positions (i.e. Staff Research Associate, Lab Assistant) must be posted on the UCSF HR Job Opportunities website. Please contact Linda Shepherd to develop a job description and Employee Requisition. You'll be given samples from which to develop your job descriptions and requisition forms. Once the position is posted and resumes are received, they will be screened and forwarded to you for review (Preferential Rehires are always given first priority and must be vetted first; you'll be given full instructions and assistance on how to handle them). You can interview candidates and check references (minimum of three **professional** references) on your own, or in tandem with us. Linda Shepherd will prescreen and interview your final candidate(s), and present the offer to the candidate you'd like to hire.

**POSTDOCTORAL SCHOLARS**

Typically, PI's are contacted directly by graduate students or postdocs who are interested in working in their labs. Many PIs receive hundreds of these inquiries per year. PI's can also advertise for open postdoc positions. Some resources include:

UCSF's Office of Career and Professional Development Job site (Free):

<http://www.aftercollege.com/career-networks/university-of-california-san-francisco/life-sciences/>

Science Careers: <http://sciencecareers.sciencemag.org/>

Nature Jobs: <http://www.nature.com/naturejobs/science/welcome>

Additional resources available on the Grad Division Career Development website:

<http://graduate.ucsf.edu/postdoctoral/career-development-resources>

**Appointing a Postdoc**

When a PI has identified a candidate to whom he/she would like to make an offer:

1. PI tells candidate
  - a. “You are a final candidate for the position, and Marguerite Santy (or someone from the HR Unit) will be contacting you about next steps.” or
  - b. “We were impressed with you, and would like to have you join our lab. If you are OK with that, our Human Resources team will contact you about next steps.”
2. PI informs Fellowship Coordinator via email about the candidate and their interest in offering a position and provides a copy of the candidate's CV. Fellowship Coordinator contacts candidate to conduct prescreening and collect visa history for foreign candidates
3. Once the Fellowship Coordinator receives the requested materials back, he/she re-engages the PI to work on the offer letter, which includes setting salary\*, verifying funding, describing the candidate's project, and including any special training that would be required when the candidate starts their Postdoc program.

All of the above will be handled in a reasonable time period.

**NON-SENATE ACADEMIC APPOINTMENTS** (i.e. Specialist Series)

Please consult with Linda Shepherd or Marguerite Santy when you're considering an appointment in this series. These appointments will be handled on a case-by-case basis.

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\* Postdoc salary levels must be at the prevailing [NIH scale](#) (minimum), based on full years of experience since degree. Compensation above NIH scale will be handled on a case-by-case basis.