

Appointment Type	ROCS	Offer Letter - SoE HR will mark them as finalists in ROCS	SoE HR will send offer and attachments to candidate and will copy Dept./Unit Admin	Once all documents are returned and certified SoE HR will provide documents needed to process the appointment in HCM to Dept./Unit Admin.
Faculty - New	Post position with BGI going to SoE HR	Once verbal offer is accepted send letter in an email with email address of candidate, posting number and any additional documents you wish to provide the candidate to SoE HR	X	X
NTT Faculty - Reappointment		Send offer letter, evaluation and UPF5 to SoE HR		X
Post Doc - New	Post position with BGI going to SoE HR	Once verbal offer is accepted send letter in an email with email address of candidate, posting number and any additional documents you wish to provide the candidate to SoE HR	X	X
Post Doc - Reappointment		Send offer letter to SoE HR		X
Lecturer - New	Post position with BGI going to SoE HR	Once verbal offer is accepted send letter in an email with email address of candidate, posting number and any additional documents you wish to provide the candidate to SoE HR	X	X
Lecturer - Reappointment	Post position with BGI going to SoE HR Make Recurring and send to UHR to have the candidate moved.	Send offer letter to SoE HR		X
Coad External - New	Post position with BGI going to SoE HR	Once verbal offer is accepted send letter in an email with email address of candidate, posting number and any additional documents you wish to provide the candidate to SoE HR	X	X
Coad External - Reappointment	Post position with BGI going to SoE HR Make Recurring and send to UHR to have the candidate moved.	Send offer letter to SoE HR		X
Staff - New	Post position with BGI going to SoE HR	Once verbal offer is accepted send letter in an email with email address of candidate, posting number and any additional documents you wish to provide the candidate to SoE HR	X	X
Temp - New	Post position with BGI going to SoE HR	Once verbal offer is accepted send letter in an email with email address of candidate, posting number and any additional documents you wish to provide the candidate to SoE HR	X	X
Temp - Reappointment		Send offer letter to SoE HR		X

General Notes:

All Faculty, and Lecturer letters will be signed by the Dean.

All Post Doc and coad letters will be signed by Department Chair

All Staff/Temp letters will be signed by supervisor

If Candidate does not meet the requirements prior to start date, letter will be updated with a new date if the position is not rescinded

If Candidate requests an exemption due to religion or medical reason, letter will be updated with a new date

If Candidate is denied an exemption, inquire if they intend to meet the requirements, if they will letter will be updated, if they won't then offer will be rescinded

If Candidate is foreign national and requires international paperwork processing, I will hold off marking them as finalist until all paperwork is processed