To begin, make sure you are in **Applicant Tracking** (Blue) as a **Department Approver**. From the top tab, Postings, select **PostDoc**.
Click on the orange action button that says **Create New Posting**.

You will only be given the option to create this posting from Classification. This is because postdoc and temporary positions do not have position numbers, therefore the position descriptions cannot be stored in the position management module.
Once you click on Create from Classification, this will be the only classification listed. Just click on the classification title to continue.
To begin the posting, you will need to click on the Create Posting from this Classification link beside the green circle plus symbol.
The first page will require you to add a job title. The division will already be there, as will the department most likely, unless you have access to multiple departments. The Accept online applications box will be checked – this should not be changed. You may add special instructions that are important for the applicants to be aware of for their materials submission or the recruitment process. You will need to check the box for Rice University Postdoctoral Fellow/Associate Application. Once you’ve done that, click on the orange action button – Create New Posting.
The first section is for the **Position Details**. You will need to complete all the sections highlighted in **RED**.
The first section ends with **Job Duties**. This is a builder so you will need to click on **Add Job Duties Entry** button to begin adding the job responsibilities for the position. You can have just one or multiple entries. These must add up to **100%**.
The next section is called Posting Documents. If this posting is requesting a posting waiver, you will need to add the necessary documentation such as a memo outlining the rationale behind the request. Please be sure to include the name of the individual who has been selected for the position.
The next section is for the **Requisition Details**. Again, all sections outlined in RED must be completed.
The next section is for **Applicant Documents**. You will select which documents will be required or optional for this posting.
This is the **Guest User** section. This can be used for any staff or faculty members* that you want to have access to the posting to review the pool. They will be sent the guest user account information via e-mail from the system. It will only allow them to **VIEW** application materials, not make any changes to the statuses or ranking criteria. Guest user accounts are unique to each posting.
On the Search Committee section, you can add faculty members that will be participating and/or leading the search. If it is just one faculty member/PI – using guest user access may make more sense. They may need assistance in locating the posting as a search committee member***.
A nice feature for the search committee to use is the ranking criteria. This enables the members to go in and give feedback based on pre-determined questions. To access the list, click on the orange action button that says, add a criterion.
The available evaluation criteria are listed and you can make multiple selections if wanted and appropriate for your search.
You will need to determine at what workflow status the search committee can use these rankings when selecting the evaluation criteria. Click on submit once you’ve made your selections. This is NOT required to use but a nice feature if you have a committee reviewing the postdoc pools.
The final section before the summary is the reference letters. If this position is for posting, please contact your recruiter to discuss options for reference letters. This is a great feature – it allows for the system to automatically generate an e-mail to the listed reference on their application, requesting these references provide a recommendation letter. The letters will appear with the other application materials in RICEWorks and we can have the system change workflow status so you know you’ve received the required letters for that applicant.
Example of posting – where applications come in, triggers e-mail to references and then references follow directions and submit letter of recommendation. All application materials are listed under the applicant’s submitted documents, and the workflow status changed from Under Review by Department to Review-Maybe.
The final page is the summary. Please review, make sure you’ve completed everything. You now can either share this with another reviewer or send it on for review and approval to the School/Division Approver.

If this is a waiver request, make sure your next level approver is aware of that so they can send it to AA/EEO instead of to HR Recruitment. If it is a waiver, once approved by AA/EEO, it comes to HR Recruitment for posting (internal/non-recruitment). If it is for recruitment, the posting is sent to HR Recruitment for posting.
Features, Options and Important things to remember on Postdoc Postings:

- The new system allows for us to have the applications come directly through the system without any pre-screening. We do have departments on campus that asks that we do pre-screen to make sure they meet the requirements (have PhD) and have attached all the required documents. You have the option on postdoc postings to have all of them come directly into the pool (much like when you had candidates sending materials directly to the department for postdoc postings outside of RICEWorks).

- Related to this, you can also have the reference letters requested and collected in RICEWorks. It’s a great feature. You determine how many reference letters you are require (i.e. – minimum of 2, maximum of 4). When the applicant submits their application, it generates an e-mail to all their listed references to submit a letter of recommendation on their behalf. It gives them specific instructions and the letter is collected in RICEWorks, attached with their other required documents (CV, Research Statement, etc.). You can also include additional special instructions to the references on the request that is sent out to them from RICEWorks – you just need to e-mail those to your recruiter so that we can include that in the posting. We have set it up for other departments to change status when all the letters have been received – going from “Under Review by Department” to “Review-Maybe” – signaling that all requested letters have been received.

- Search committee access – great feature if you have a panel or multiple faculty members involved in the search. The faculty members may need assistance in locating the posting as a search committee member. 1) Log into RICEWorks with net id and password.
2) Use tabs at the top to – go to Postings and then Postdoc

This will bring up the postdoc posting for them to review. They will need to click on the job title and then applicants tab within the posting.
• Ranking criteria is another great feature if you have a panel or search committee involved in the recruitment process. You will have to determine at what status it makes sense for these options to be open to the committee members.
• All applications must come in through the system. If someone sends you something outside the system or you have a faculty member that sent out an announcement prior to the posting, refer the applicant to the system. **This is a must for us to be in compliance.**

**Hiring Proposals for Postdocs**

Just like with the regular hires in RICEWorks, you will first go into RICEWorks as **applicant reviewer** and move the application to recommend for hire. This will kick off an e-mail to recruitment to start the hiring proposal. Please be sure to list the person responsible in the text box as we will send the proposal to that person (they must be a RW user – Initiator, Dept Approver or School/Division access).

If you are the designated person, you will get an e-mail. Log into RW – (Department Approver), in your inbox will be the hiring proposal under the hiring proposal tab. You must complete all the necessary fields – they are in red, as well as enter funding. Once completed, send to your next level approver and they will send to AA/EEO for review, then it comes to us for final review.

***This is where it is different from regular hires – when approved – an e-mail is generated saying it’s approved for offer. This is when the appointment letter can be sent. The school/division approver will change status in RW to offer accepted once they know the candidate is accepting. HR will need a copy
of the signed appointment letter and we will send out additional HR new hire paperwork to the newly hired postdoc.