

JOB AID FOR NEW POSTDOC INVITE

Purpose: To initiate the new appointment process for an incoming postdoc

Confidentiality: Information entered in Postdoc Web Forms is part of Student Records. Confidential or sensitive information should not be entered into Postdoc Web Forms.

In AXESS: CS Admin > Campus Community > STF Postdoc > STF Postdoc Invite

1. To create a new Postdoc Invite, click the “Add a New Value” tab

- a. Email ID Field: Enter the email address of the postdoc you are inviting
 - i. DO NOT USE a Stanford email address
 - ii. DO NOT send a 2nd invite to the same email address (e.g., when inviting a transfer postdoc from another Stanford department or when resending invite to any previously invited individual)
 - iii. Email account used must be available to the postdoc until the appointment is approved
 - iv. Click “Add”
- b. First and Last Name Fields: Enter the first and last names of the postdoc in the appropriate fields
 - i. The name fields populate the postdoc’s name in the email text shown in the form
- c. DEPARTMENT TO WHICH POSTDOC CANDIDATE IS APPLYING BOX
 - i. Dept ID Field: Enter the hiring department ID, OR
 1. Click the magnifying glass to “Look Up” the department ID
 2. In the Look Up Box, click “Look Up”
 3. From Search Results, click the appropriate listed department name
 - ii. Faculty Sponsor ID Field: Enter the Faculty Sponsor ID number, OR
 1. Click the magnifying glass to “Look Up” the Faculty Sponsor ID
 2. In the Look Up Box enter the faculty surname in the Last Name Field and click “Look Up”
 3. From Search Results, click the name of the Faculty Sponsor to be entered
 4. If the Faculty Sponsor name is not found, you will need to add to the Advisor Table:
 - a. <https://registrar.stanford.edu/staff/courses-class-scheduling/training-and-new-administrator-pathway/add-instructor>
 - b. Contact the Registrar’s Office directly with any questions about adding faculty.
 - iii. Research Mentor ID Field: Repeat the above steps if the postdoc has a Research Mentor
 1. LEAVE THIS FIELD BLANK if the Faculty Sponsor and Research Mentor are the same person, or if there is no research mentor
- d. EMAIL TO APPLICANT BOX
 - i. You may add text in this text box
 - ii. DO NOT DELETE any of the standard text provided in this text box
- e. Click “Save” to save the form and return later, OR click “Send Mail” to send the Invite to the postdoc

2. To search for a previously saved or submitted Postdoc Invite Form

- a. From STF Postdoc, click “Postdoc Invite”
- b. To search for all Postdoc Invites, click “Search”
- c. To search for a specific Postdoc Invite:
 - i. In the search criteria fields, enter the postdoc’s First and Last Names, and click “Search”
 - ii. From Search Results, click the Transaction ID of the Postdoc Invite

After the Postdoc Invite is submitted:

- The postdoc receives an email with instructions to log in to the Secure Portal to complete the Information Sheet (Data Form) and upload the required appointment documents.
- After the postdoc submits the Information Sheet (Data form), the Administrator receives an email with instructions to log in to workflow to review and approve the Information Sheet (Data Form).
- Please carefully review the Information Sheet (Data Form) and documents according to the Reviewing Tips sheet located here: https://postdocs.stanford.edu/sites/default/files/info_sheet_reviewing_tips.pdf
- The Information Sheet (Data Form) can be returned to the postdoc for correction if needed, or approved, as appropriate.
- After the Information Sheet (Data Form) and uploaded documents are approved, the Administrator may now create a Recommendation Form.