1) Offer of Appointment Letter is generated from the Chair
   • Appointee signs in agreement

2) Fill out PDS Appointment forms provided by Grad Division
   • Personal Data Form (Includes Self Statement, CV, etc.)
   • NIH Training Grants requires Citizenship or Permanent Residence Card.

3) Claudia Mitchell Kernan sends a congratulation letter of appointment to the candidate and sends a copy to the department.

4) Department forwards the following to Grad Division:
   • Form 10 with signature of Chair or Director
   • If new hire is not a citizen you must include UCW8-BEN Form.

5) Employee completes employment paperwork for Payroll and Benefits.

6) Inform Personnel to process new Postdoc Scholar
   • Post PDS EAR to the Q Drive
   • Forward completed Payroll and Benefits forms to Diane Klee