Post-Degree Training (PDT) Hiring Process Flowchart

**Human Resources**

Do you know who you want to hire?
- Yes: Post job to the Jobs @ UW Website: Research Internships at UW-Madison (wisc.edu) or Postdoc Training at UW-Madison (wisc.edu)
- No: Identify finalist and contact HR to start the hiring process

Will this position require a Criminal Background Check (CBC)?
- Yes: Send pre-approval email to OVCRGE HR
- No: Initiate the CBC request

Send Welcome – Onboarding and Orientation email to EE

Follow the WC New Hire Checklist to ensure all items are completed; do NEO on employee’s first day

FINISHED

**OVCROE HR**

Initiate the CBC request

Approved

Send PDT Hiring Form and CV to HR for processing

Submit Hire in JEMS Hire

Send Welcome – Onboarding and Orientation email to EE

Follow the WC New Hire Checklist to ensure all items are completed; do NEO on employee’s first day

FINISHED

**Employee**

Completes CBC consent

STOP

**PI/Supervisor**

Do you know who you want to hire?
- Yes: Post job to the Jobs @ UW Website: Research Internships at UW-Madison (wisc.edu) or Postdoc Training at UW-Madison (wisc.edu)
- No: Identify finalist and contact HR to start the hiring process

Will this position require a Criminal Background Check (CBC)?
- Yes: Send pre-approval email to OVCRGE HR
- No: Initiate the CBC request

Send PDT Hiring Form and CV to HR for processing

Initiate the CBC request

Approved

Send Welcome – Onboarding and Orientation email to EE

Follow the WC New Hire Checklist to ensure all items are completed; do NEO on employee’s first day

FINISHED

**OVCRGE HR**

Initiate the CBC request

Approved

Send Welcome – Onboarding and Orientation email to EE

Follow the WC New Hire Checklist to ensure all items are completed; do NEO on employee’s first day

FINISHED

**STOP**

**only required if PTAVP**